



City of Johannesburg  
Department of Development Planning

Metro Centre  
158 Civic Boulevard  
Braamfontein

PO Box 30733  
Braamfontein  
2017

Joburg Connect +27(0)11 375 5555  
[www.joburg.org.za](http://www.joburg.org.za)

# *Subdivision*

# *Consolidation*

# ***Subdivision Consolidation***

## **Application in Terms of Section 33 of The City of Johannesburg Municipal Planning By-Law, 2016.**

1. An owner of an erf in an approved township who wishes to **subdivide** such erf may submit an application, simultaneously or separately, as the case may be, to the City as provided for in its land use scheme and at the same time lodge a plan with the City setting out the proposed subdivision and/or consolidation.
2. An application for **subdivision** as envisaged in subsection (1) above shall submit the following:
  - a) Prescribed application fee. (Refer to fees schedule).
  - b) Covering letter addressed to:     The Executive Director  
Development Planning  
PO Box 30733  
Braamfontein  
2017
  - c) Application form – Information (Form A).
  - d) **Original** Power of attorney (if applicable – Form B)
  - e) Company Resolution (if applicable – Form C)
  - f) A copy of the registered title deed for each erf that is included in the application. (1 copy)
  - g) A copy of the company closed corporation, should the or trust property by registered in favour of one of the above.
  - h) If the land is subject to a mortgage bond, full details of such bond holder as well as the bond holder's consent relevant to the application.
  - i) Motivating memorandum. (16 copies)
  - j) Locality plan of the area. (16 copies)
  - k) Zoning and density zoning plan. (16 copies)
  - l) Land Use Plan. (16 copies)

- m) Information regarding the existing zoning and density on the land and in terms of which land use scheme or any other town planning scheme that might still be applicable.
- n) Information on the existing development and use on the land.
- o) A sketch plan of the erf concerned and the cadastral information of such erf and each adjoining property signed by the owner of land and shall indicate the following:
  - (a) the name of the township in which the erf to be subdivided is situated and the delineation of the proposed subdivided portions accurately drawn to a scale acceptable to the City;
  - (b) the true north;
  - (c) the scale to which the sketch plan is drawn;
  - (d) a legend which identifies each proposed subdivided portion by means of a figure;
  - (e) the number of the erf to be subdivided and each adjoining erf and if an adjoining erf is not situated within the same township as the erf to be subdivided, the name of that other township;
  - (f) the approximate size of the erf to be subdivided and of each subdivided portion;
  - (g) the situation of each building on the erf to be subdivided and the approximate distance between the street boundary and every other boundary of the erf and the nearest wall of the building nearest to such boundary as well as the approximate distance between the proposed subdivisional line and the nearest wall of the building nearest to such line;
  - (h) the number of storeys in each existing building on the erf to be subdivided which is situated within 5 metres of a proposed subdivisional line;
  - (i) the direction, by means of an arrow, of the slope of the roof of each building on the erf to be subdivided situated immediately adjacent to the proposed subdivisional line;
  - (j) the nature of a building on the erf to be subdivided which fronts on and is within 10 metres of the proposed subdivisional line, the purpose for which any room on that side of a building which fronts on such line is used and the position of a door or window in a wall facing such line;
  - (k) the approximate location of an existing conductor on the erf to be subdivided used for telephonic or electrical purposes or any transformer, structure or other obstruction relating thereto as well as any tree, fire hydrant or bus shelter on the street reserve adjoining the street frontage of such erf;

- (l) where the cross slope or longitudinal slope of the street reserve or the cross slope or longitudinal slope of any proposed access to the proposed subdivided portions is more than 1:5, contours with intervals of 1 metre or alternatively a longitudinal section of the access portion of the erf or portion, showing details of the profile of the natural ground level as well as the proposed access way in relation to the street which gives access to the newly created portion;
  - (m) any building or portion thereof on the erf to be subdivided which the applicant intends demolishing;
  - (n) any natural water course which traverses the erf to be subdivided;
  - (o) where the erf to be subdivided is situated in an area which is subject to flooding, the 1:50 and 1:100 year flood line on the proposed subdivided portions.
- p) Undertaking to advertise – Form E5.
- a. E5a - Letter Template
  - b. E5c - Letter Affidavit Template
- q) Subject to section 55(2) to (5) of the By-law, any other information deemed relevant to the application.
3. An owner of two or more erven in an approved township who wishes to **consolidate** such erven, may submit an application, simultaneously or separately, as the case may be, to the City as provided for in its land use scheme and at the same time lodge a plan with the City setting out the proposed subdivision and/or consolidation.
4. An application for **consolidation** as envisaged in subsection (3) above shall submit the following:
- a) Prescribed application fee. (Refer to fees schedule).
  - b) Covering letter addressed to:      The Executive Director  
Development Planning  
PO Box 30733  
Braamfontein  
2017
  - c) Application Information – Form A.
  - d) **Original** Power of attorney (if applicable – Form B)
  - e) Company Resolution (if applicable – Form C)
  - f) A copy of the registered title deed for each erf that is included in the application. (1 copy)

- g) A copy of the company closed corporation, should the or trust property by registered in favour of one of the above.
- h) If the land is subject to a mortgage bond, full details of such bond holder as well as the bond holder's consent relevant to the application.
- i) Motivating memorandum. (1 copy)
- j) Locality plan of the area. (1 copy)
- k) Zoning and density zoning plan. (1 copy)
- l) Land Use Plan. (1 copy)
- m) Information regarding the existing zoning.
- n) Information on the existing development and use on the land.
- o) A plan showing the cadastral information of the component erven.
- p) Subject to section 55(2) to (5) of the By-law, any other information deemed relevant to the application.

APPLICABLE SCHEME:

**CITY OF JOHANNESBURG LAND USE SCHEME, 2018**

APPLICATION TYPE:

.....  
.....

APPLICATION PURPOSES:

.....  
.....  
.....

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

**OWNER:**

Full name: .....

Postal Address: ..... Code: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....

Signature of owner/s

**DATE:** .....

**AUTHORISED AGENT (IF APPLICABLE)**

Full name: .....

Postal Address: .....Code: .....

Residential Address: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

The owner hereby elects the Authorised Agent of the Owner/s address to appear below as that to which all correspondence regarding this application shall be directed and, if having elected that of the Authorised Agent, acknowledges that correspondence addressed to such Agent shall be deemed to have been received by the Owner, notwithstanding that such correspondence may not have actually been brought to the Owner's notice.

**SIGNED:** .....  
Signature of Agent

**DATE:** .....

**If an AUTHORISED AGENT is submitting the application, please submit:**

Special Power of Attorney (Form B)

OR – A letter of authorisation from the owner/s

**IF THE OWNER IS A COMPANY**

A company resolution authorising the agent is required (Form C)

**SPECIAL POWER OF ATTORNEY**

I, the undersigned .....  
being the registered owner of .....  
held under deed of transfer/certificate of consolidation title no. ....  
do hereby nominate, constitute and appoint .....

.....  
With power of Substitution to be my lawful representative in my name, place and  
stead, to make application for .....

.....  
In addition to applying for the Municipality's approval of and to make any other  
necessary applications including any post decision processes with regard to  
contributions, payment of park contributions and inclusionary housing requests and  
further to represent me at any inquiry in relation to the abovementioned matters and  
generally do whatever may be necessary or desirable to procure the consent of the  
Council, and generally for effecting the purpose aforementioned, to do or cause to be  
done whatsoever shall be requisite, as fully and effectually, for all intends and  
purpose as I might or could do if personally present and acting herein-hereby  
ratifying, allowing and confirming and promising and agreeing to ratify, allow and  
confirm all and whatsoever my representative shall lawfully do or cause to be done,  
by virtue of these present and whatever my said representative has to date done  
herein.

**SIGNED AT JOHANNESBURG ON THIS \_\_\_\_\_ THE DAY OF \_\_\_\_\_ 20\_\_**  
in the presence of the undersigned witnesses.

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_



**COMPANY RESOLUTION**

RESOLUTION BY OWNERS / MEMBERS OF

.....  
.....

**RESOLVED THAT:**

At a meeting held at \_\_\_\_\_ on this  
\_\_\_\_\_ day \_\_\_\_\_ month for the \_\_\_\_\_ year.

1. An application be submitted to the City of Johannesburg Metropolitan  
Municipality for the \_\_\_\_\_  
\_\_\_\_\_.

2. \_\_\_\_\_  
be and hereby authorised to sign all necessary documentation and papers to enable  
the above application to be proceeded with.

Chairperson of the meeting

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**UNDERTAKING TO ADVERTISE - SUBDIVISION**

Only an application for subdivision in respect of land zoned “Residential 1” as envisaged shall comply with the following procedure:

- (a) A **letter**, accompanied by a plan showing the proposed subdivision and/or consolidation, shall be dispatched in writing and by registered post, by hand or by any other means available, to the owners/occupiers of all contiguous erven, including those on the opposite side of a street or lane, setting out the following:
  - (aa) Full details of the application including, but not limited to, the street address, the name of the township, a clear erf description of the erf concerned and the nature and general purpose of the application;
  - (bb) The name, postal address, telephone number, fax number and e-mail address of the person submitting the application; and
  - (cc) That any objection, comment or representation in regard thereto must be submitted timeously to both the City and the person mentioned in subsection (bb) above in writing by registered post, by hand, by facsimile or by e-mail within a period of 28 days from date of receipt of the letter.
  
- (b) Proof of compliance with subsection (a) above in the form of a written **affidavit** must be submitted to the City within 14 days from date of expiry of the date contemplated in subsection (a)(cc) above.

**I hereby state that I intend to advertise this application on:**

**Date:** \_\_\_\_\_

**OWNER / AUTHORISED AGENT**

**Name:** .....

**Postal Address:** ..... **Code:** .....

**Tel No (w):** ..... **Cell:** ..... **Fax No:** .....

**E-mail address:** .....

**SIGNED:** .....  
Signature of owner/s

**DATE:** .....

X = Contiguous erven

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		Application Site	X
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Name and Address of \_\_\_\_\_  
Adjoining registered owner \_\_\_\_\_  
And/ or interested party \_\_\_\_\_

Dear Sir/ Madam

***DATE OF DISPATCHING / HAND DELIVERING THE LETTER***

**APPLICATION TYPE:**

.....

**APPLICATION PURPOSES:**

.....

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

The above application, made in terms of the **City Of Johannesburg Land Use Scheme, 2018**, will be open for inspection from 08:00 to 15:30 at the Registration Counter, Department of Development Planning, Room 8100, 8<sup>th</sup> Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Any objection or representation with regard to the application must be submitted to both the owner / agent and the Registration Section of the Department of Development Planning at the above address, or posted to P. O. Box 30733, Braamfontein, 2017, or a facsimile send to (011) 339 4000, or an e-mail send to [ObjectionsPlanning@joburg.org.za](mailto:ObjectionsPlanning@joburg.org.za), within a period of 28 days from the date of receipt of this letter.

Any objection/s not fully motivated as required in terms of Section 68 of The City of Johannesburg Municipal Planning By-Law, 2016, (Validity of Objections) may be deemed invalid and may be disregarded during the assessment of the application.

A plan showing the proposed subdivision and/or consolidation has been included.

**Details of OWNER / AUTHORISED AGENT**

Full name: .....

Postal Address: ..... Code: .....

Residential Address: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....  
Signature of Agent

**DISPATCHING OF LETTERS - AFFIDAVIT**

I, ..... (Name) of

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

make oath and say that:

1. On ..... (Date of letters)  
I posted / hand delivered / e-mailed or .....  
in a letter to the properties listed on this form.

So as to inform the owner/s and /or occupant/s of my intention to apply to the Council  
for .....

.....

.....

Applicant's Signature

**Signed and sworn to, before met at .....**  
**(Name of town/city) this ..... Day of ..... 20 .....**

I certify that the Deponent has acknowledged that he/she knows and understands the  
contents of this affidavit.

.....

**Commissioner of Oaths**

**List of Property Owner/s / occupant/s notified:**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....



**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

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**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

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**Address / Signature and contact details if hand delivered:**

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**Property:**

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**Address / Signature and contact details if hand delivered:**

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**Property:**

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**Address / Signature and contact details if hand delivered:**

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