

THE LA3 FORM OUTLINES THE DOCUMENTS TO BE SUBMITTED TO TRIGGER THE CONCLUSION AND ISSUING OF A SECTION 34(5) OR 37 CERTIFICATE

In order for the City to issue a Section 34(5) or 37 Certificate, the following documents need to be submitted, subsequent to the circulation process has been completed and all necessary requirements have been complied with including:

1. Confirming that the necessary clearances have been obtained from all Municipal Owned Entities (JRA, Johannesburg Water, City Power and Eskom).
2. Compliance with any condition contained in the clearance such as the payment of defects liability guarantee for any new engineering services installed.
3. Final Transfer/Registration documents, as per LA1 guidelines:
4. Submission of other legal documents such as a Notarial Deed of Servitude, a Notarial Tie Agreement, a Notarial Deed of Identification of Servitude, documents with regard to the incorporation of a Non-profit Company, etc, if applicable.
5. Copy of the Development Planning Finance Department's Tax Invoice for any Development Contributions that were paid as a result of the subdivision or any other previous land development application that was raised on the affected property (ies).

The checkbox list below has been created for quality control to ensure that all the necessary documents required have been submitted. By ticking the boxes and signing the LA3 application form the applicant declares that the submitted information and documentation is correct and that the required documents and information are attached in compliance with the requirements of the Municipality.

Should the subdivision application only be valid for 2 months or less upon submission of the LA3, it is recommended that a simultaneous Extension of Time or Section 66 application, if applicable, be submitted with the LA3 application, to ensure that the application does not lapse.

LA3 – DOCUMENT SUBMISSION CHECKLIST

DOCUMENT SUBMITTED	APPLICANT	LEGAL ADMIN
Cover letter requesting Section 34(5) or Section 37 Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Draft Power of Attorney to Transfer and Title Deed	<input type="checkbox"/>	<input type="checkbox"/>
Draft application for Certificated of Registered Title (CRT) and Draft CRT	<input type="checkbox"/>	<input type="checkbox"/>
Draft Notarial Deed of Servitudes and Special Power of Attorney Documents, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Draft Notarial Tie Agreement or Cancellation of a Tie Agreement, and Special Power of Attorney Documents, If applicable	<input type="checkbox"/>	<input type="checkbox"/>
Memorandum of Incorporation for a Non-Profit Company , if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Tax Invoice from Development Planning Finance, should any Development Contributions have been paid.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Tax Invoice from Development Planning Finance, should any retention liability guarantee be required.	<input type="checkbox"/>	<input type="checkbox"/>
Bank guarantee , if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Power of Attorney authorising attorney to act on behalf of the registered owner	<input type="checkbox"/>	<input type="checkbox"/>
Resolution of the company/partnership/joint owners/other legal entity , if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Extension of Time application , if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment with Invoice number as payment reference	<input type="checkbox"/>	<input type="checkbox"/>

LA3 - APPLICATION FORM:

PROPERTY INFORMATION OF THE PROPERTY BEING SUBDIVIDED:

Township / Agricultural Holding / Farm	
Erf (Erven) / Plot(s) / Farm(s) No	
Subdivision lapse date:	

DETAILS OF REGISTERED OWNER

Name(s)	
Surname(s) if owner is a legal entity, please insert the entity's registration number	

Postal Address of the Owner

Postal Type	P O Box <input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/>
	Private Bag <input type="checkbox"/>	Physical Address (Work) <input type="checkbox"/>
Postal Number		
Township		
City	Postal Code	

Communication Details of the Owner

E-mail	
Cell Phone	
Telephone	

AUTHORISED ATTORNEY (CONVEYANCER DETAILS)

Name(s)	
Attorney Firm Name	

Contact Details of the Attorney

E-mail	
Cell Phone	
Telephone	



I, being
the **applicant** described herein, declare that the above information is correct.

I hereby acknowledge that the Municipality has the right to request additional information or documentation should it be deemed necessary to place the Municipality in a position to take an informed decision on the matter.

I acknowledge that the Municipality may contact the owner or conveyancer at any time regarding the application.

SIGNATURE **DATE:**

I/We, being
the **owner(s)** described herein, declare that the above information is correct.

SIGNATURE(S) **DATE:**

I, being
the **authorised attorney** described herein, declare that the above information is correct.

SIGNATURE **DATE:**