

THE LA4 FORM OUTLINES THE DOCUMENTS TO BE SUBMITTED TO TRIGGER THE POST APPROVAL PROCESS FOR A CONSOLIDATION APPLICATION AND INCLUDES THE APPLICATION FORM TO BE USED FOR SUCH SUBMISSION

In terms of Sections 34.(6) of the City of Johannesburg Municipal planning By-law, 2016, newly consolidated properties cannot be registered in the Deeds Office, unless the City has certified/confirmed that the conditions of the consolidation has been complied with.

In order for the City to provide such certification, Legal Administration needs to ensure that the registered owner of the property that is being consolidated (hereinafter referred to as “the property”), has in actual fact complied, to the satisfaction of the Council, with all the conditions laid down by the Council as set out in the approval as well as further conditions that may be required by the City or the Municipal Owned Entities (MOE’s).

Such certification/confirmation of compliance, is done by means of the issuing of a Section 34.(6) Certificate.

However, as outlined in the **LA1 - APPLICATION MANUAL**, the post approval process consists of various procedures. The submission of the **LA4 FORM** would be the first step in the City’s post-approval process flow. Once the completed **LA4 FORM** including the mandatory documents have been successfully submitted to LA Registration unit, the application will be allocated by the Ops- Manager (LA Registration) to a Legal Administrator in accordance with an allocation list.

Incomplete/incorrect documents and non-compliance with the stipulated requirements, will result in unnecessary delays. The Legal Administrator would subsequently circulate the application to the relevant MOE’s. Further details of the process is outlined in the LA1 applications manual. As per the LA1, there is a list of documents that needs to be submitted with a Section 34.(6) application. The submission of these documents is mandatory for Legal Administration to be able to process the circulation phase of the post-approval process.

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 LA4 application form the applicant declares that the submitted information and documentation are correct and that the required documents and information are attached in compliance with the requirements of the Municipality.

Should the application found to be incomplete; the application will be returned to the applicant without further consideration or refunding of the application fees.

LA4 – DOCUMENT SUBMISSION CHECKLIST		
DOCUMENT SUBMITTED	APPLICANT	LEGAL ADMIN
Cover letter	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payment with Invoice number payment as reference	<input type="checkbox"/>	<input type="checkbox"/>
Land Use Management (LUM) Approval letter	<input type="checkbox"/>	<input type="checkbox"/>
LUM Approved Consolidation Certificate	<input type="checkbox"/>	<input type="checkbox"/>
LUM Approved Consolidation Layout	<input type="checkbox"/>	<input type="checkbox"/>
SG Diagram of the consolidation	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Certificate (recently dated) issued by CGIS	<input type="checkbox"/>	<input type="checkbox"/>
Copy of each Title Deed for each property that is being consolidated	<input type="checkbox"/>	<input type="checkbox"/>
Power of Attorney authorising applicant 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"/>



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LA4 - APPLICATION FORM:

PROPERTY INFORMATION OF THE PROPERTIES BEING CONSOLIDATED:

Township / Agricultural Holding / Farm	
Erf (Erven) / Plot(s) / Farm(s) No	
Council Reference Number	
Date of Consolidation certificate	
Date of approved SG Diagrams	

APPLICANT'S DETAILS (TOWN PLANNER/CONSULTANT)

Name(s)	

Contact Details of the Applicant

E-mail	
Cell Phone	
Work Phone	

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.

SIGNATURE **DATE:**