

## THE LA6 FORM OUTLINES THE DOCUMENTS TO BE SUBMITTED WITH AN EXTENSION OF TIME APPLICATION

Extension of Time applications are required for a range of applications in terms of the City of Johannesburg Municipal Planning By-law, 2016, such as:

- Registration of a subdivision in the Deeds Office [Section 33.(10) read with Section 33.(11)];
- Registration of a consolidation [Section 33.(10) read with Section 33.(11)];
- To obtain Approval of the General Plan of a Township [Section 28.(5)];
- To open the Township Register [Section 28.(10)].

Please take note of the Legal Admin Extension of Time Policy before submitting an application for Extension of Time. When applying for Extension of Time, it is advisable that a thorough motivation with reasons and where possible evidence can be provided to motivate why the relevant documents could not be submitted to the Surveyor General or Registrar of Deeds offices.

### LA6 – DOCUMENT SUBMISSION CHECKLIST

DOCUMENT SUBMITTED	APPLICANT	LEGAL ADMIN
<b>Cover letter</b> requesting Extension of Time including a motivation as to why it was not possible to comply with the applicable section.	<input type="checkbox"/>	<input type="checkbox"/>
Latest approved <b>letter</b> , indicating the last <b>validity timeframe</b> for the relevant application.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Power of Attorney</b> authorising attorney to act on behalf of the registered owner, <b>if not already on the file.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resolution of the company/partnership/joint owners/other legal entity</b> , if applicable <b>and if not already on the file.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proof of payment</b> with Invoice number as payment	<input type="checkbox"/>	<input type="checkbox"/>

### LA6 - APPLICATION FORM:

#### PROPERTY INFORMATION OF THE EXTENSION OF TIME:

Township / Agricultural Holding / Farm	
Erf (Erven) / Plot(s) / Farm(s) No	
<b>Council Reference Number:</b>	
<b>Application lapse date:</b>	

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

**SIGNATURE** ..... **DATE:** .....