



**DEVELOPMENT PLANNING  
BUILDING DEVELOPMENT MANAGEMENT**

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**BUILDING PLAN SUBMISSION FORM**

DETAILS OF PROPERTY TO BE DEVELOPED
STAND NO.: .....
TOWNSHIP: .....
STREET FRONTAGE: .....

DETAILS OF REGISTERED OWNER/S OF PROPERTY
NAME: ..... TITLE .....
RESIDENTIAL ADDRESS: .....
..... CODE .....
TEL: (H) ..... (B) ..... (C) ..... Fax: .....
E-MAIL: .....
SIGNATURE: ..... ID NO: ..... DATE: .....
I declare that I have personally checked the Title Deeds or any other documents for the property concerned and that the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions will bear the sole responsibility to rectify aforesaid contraventions. The author of the plans is authorized to make amendments to the application drawings as deemed necessary by the Council.
I hereby declare that I am: <input type="checkbox"/> the registered owner <input type="checkbox"/> sectional title holder (POA) <input type="checkbox"/> tenant (POA) <input type="checkbox"/> legal representative <input type="checkbox"/> other, (POA) state designation .....

DETAILS OF APPLICANT
OWNER <input type="checkbox"/> AUTHORISED AGENT <input type="checkbox"/> ARCHITECT <input type="checkbox"/>
NAME: ..... TITLE .....
POSTAL ADDRESS: .....
..... CODE .....
TEL: (H) ..... (B) ..... (C) ..... Fax: .....
E-MAIL: .....
NAME OF ARCHITECT: ..... SACAP REG NO: .....

SIGNATURE: ..... ID NO: ..... DATE: .....

**FOR OFFICE USE ONLY**

FEES ASSESSMENT						
Area m <sup>2</sup>		Rate / m <sup>2</sup>	Fees Payable	Estimated Value	Rate	Fees Payable
m <sup>2</sup>	R		R			R
m <sup>2</sup>	R		R	Reproduction		R
m <sup>2</sup>	R		R			
m <sup>2</sup>	<b>Total area (m<sup>2</sup>)</b>			<b>Total Payable</b>		R

- Check if title deed is submitted. Deed must correctly correspond with the property.
- Check for restrictions in deed.
- If not registered, a draft deed with an attorneys letter, confirming the transfer to be supplied.
- On Subdivided properties a Regulation 38, must be provided if the title deed is not registered.
- If property is owned by a company or an entity, then a company resolution and power of attorney is required
- Zoning and SG Diagrams must be supplied. (SDP, Building Line Relaxation or consent may be required)
- Check if the siteplan corresponds with the SG Diagram. Check if zoning permits the use shown on the plans.
- SANS 10400 FORMS 1-2 must always be completed by the owner, architect and competent persons (engineers, specialists)
- SACAP Registration form must always be submitted.
- Always make sure that the owners' details and signature are on the plans.
- All application forms to be dated and signed by the owner, competent person/s in black ink (A5-SANS10400)
- Always make sure that the architect/draughtsman/architectural technologists details are on the plans.
- Check that a registration number is supplied by the Architect, or registered person.
- Additional documentation may be necessary depending on the application eg . Fire rationals, building line relaxations sdps etc.
- Age of Building to be declared or necessary Heritage approval must be provided, if required (PHRAG)
- On an application where additions or alterations are proposed, the previously approved plans must be provided. (PP'S)
- 3 sets of plans to be supplied (1x colour, 2x black). OR 3 colour.
- Also, the preferred paper size is A1 (MULTIPLES OF THE A SERIES)
- Only large projects should be submitted in A0 size. This is not compulsory, but should be encouraged.
- The scale cannot exceed 1:100 for floorplans, and 1 : 200 for elevations. ∴
- Siteplans can be in modules from 1: 100, 1: 200, 1: 250, 1 : 500, 1 :750 OR 1 : 1000. Very seldom 1 : 1500.
- Building lines to be shown as per zoning info., and if encroached the customer must be advised to relax prior to submission
- All boundaries must be clearly shown, and dimensioned. Cross check with SG Diagram.
- All existing structures to be shown with clearly dimensioned distances from all boundaries
- All new structures must be coloured in and distances from boundaries and building lines to be shown on.
- Any servitudes or existing municipal services on the site to be shown. Nothing to encroach into servitudes
- Municipal sewer connection point to be indicated, together with existing and new drainage connecting to such.
- North point to be provided and scale of drawing.
- All proposed demolition work to be shown in dotted lines.
- Street name and all street furniture to be shown outside the site.
- The natural ground contours at suitable vertical intervals or spot levels at each corner of the site
- The existing or intended point of access from any public street
- All adjacent stands to be shown in dotted line, together with adjacent stand numbers
- A full area schedule must be supplied indicating the following : stand area, ex floor area, additional floor area, F.A.R, coverage
- All new work to be coloured in, and hatched on floorplans, including drainage.
- Floorplans must be drawn in 1:100 scale, unless the project is of a large proportion.

• All rooms/spaces to be designated and labelled.
• Full dimensions to all areas must be shown
• Existing structures must be differentiated from new, by not being coloured in.
• All demolished structures to be indicated in dotted lines.
• Section lines and direction of cutting planes to be shown correctly.
• Full details of drainage, including existing and new sewer lines.
• All sanitary-ware must be shown to scale, and connection points.
• Staircases to be indicated correctly with stair notes (no. of risers and treads)
• All doors and windows/glazing areas to be shown in proper scale.
• Full floorplan/ layout must be submitted for additions. No partial/ cut out floorplans must be accepted.
• Section lines to be clearly shown, with correct direction.
• All new work to be coloured in.
• All floors to ceiling heights must be dimensioned.
• All floors to underside of lintol height to be dimensioned (windows and doors)
• Correct scales to be shown (1:100, 1:50, 1:25, 1: 20 etc.)
• All construction notes to be shown. (Roof notes, slab notes, and surface beds, and foundations)
• Full stair detail sections to be shown if required.
• Heights to boundary walls, or terrace walls must be indicated where necessary
• Natural ground levels to be shown (NGL)
• Finished floor levels to be indicated (FFL)
• All new drainage to be coloured in.
• Make sure that all necessary elevations are shown. (North, South, East, West)
• Correct scale of elevations must be indicated (1:50, 1:100, 1:200 only)
• All external finishes to be noted on elevations
• Natural ground levels, and Finished floor levels to be shown on each elevation.
• Drainage to be shown on elevation.
• All heights of boundary walls and terraces to be dimensioned.
• Distances from boundaries to be indicated on all elevations
• Full description of glazing, frame type and iron mongery to be indicated on schedules.
• Fully dimensions and tags to be indicated
• All energy efficient interventions to glass to be indicated (eg. Coated film, low e glass, double glazing, etc to be noted.)
• All openable and ventilated sections to be indicated in dotted line on windows, and doors.
• All documentation with regards to PART XA –Energy efficiency in buildings MUST be provided : hot water system, roof insulation, electrical lighting layout, and fenestration calculations OR Rational Design.

**CHECKED BY PLANS EXAMINER:**.....

**SIGNED BY CUSTOMER :**.....

**DATE :**.....