

PUBLIC NOTICE

DESIGN & BUILDING DIVISION

BUILDING PLAN APPLICATION

- 1) Building permit applications will only be accepted with approved building line relaxations where required.
- 2) The application forms must be completed with the details of the rightful owners.
- 3) A Deed of Sale will not be accepted when submitting applications or viewing building plans.
- 4) Corrections on building plan applications will only be processed when hard copies are provided.

SUBMISSION OF SECOND ENTRANCE APPLICATION

Requirements:

- 1) Application letter
- 2) Details of structure on erf layout
- 3) All existing accesses to be clearly marked on layout
- 4) All additional accesses to be clearly marked on layout
- 5) Block diagram illustrating position of erf and street names to demonstrate whether this is a major arterial or minor access
- 6) Street names to be indicated on layout
- 7) Distance from erf boundary to street edge to be indicated on layout

BOOKING FOR INSPECTIONS

No reservations will be allowed for bookings for inspection on the same day. Bookings for reservations must be made within 24 hours for the inspection, as per building permit.

COPIES OF BUILDING PLANS

- 1) Proof of ownership is required when viewing building files and for any copies, no files will be given without proof of ownership (ID, Title Deed, Deed of Transfer or Authorization letter from the owner of the erf).

For Enquiries Contact:

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