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**Annexure A – Comprehensive Application Form**

**Mangaung Metropolitan Municipality**

 Applications for land use amendments (give full details in the motivation report, if space provided is not enough)

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| **SECTION 1****Details of Applicant**(See Planning Profession Act, Act 36 of 2002) |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact person: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postal address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physical address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Code  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SACPLAN Reg No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| **SECTION 2****Details of Land Owner**(If different from Applicant) |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact person: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postal address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physical address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ | Code | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

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| **SECTION 3****Details of Property**(In accordance with Title deed) |
| Erf/ Farm No and portion description: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Area (m2 or ha): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Physical address of erf/farm: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Existing zoning: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location from nearest town: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Existing land use: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Town/suburb: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Area applicable to application: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Registration Division: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title deed no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 4****Type of Application being Submitted** (Mark with an X and give detail) |
| **Application for:****(Please mark applicable block with a cross)** |
| Rezoning/ Zoning: |  |
| Creation of an overlay zoning |  |
| Removal, suspension or amendment of Title Deed Restrictions: |  |
| Township Establishment |  |
| Temporary use to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations: |  |
| Consent use: |  |
| Incorporation of an erf into a general plan; |  |
| The subdivision of land: |  |
| The removal, suspension or amendment of the original approval conditions as provided by the relevant authorities: |  |
| General Plan Cancellation: |  |
| Amendment of General Plan by Closure of Park or Public Road: |  |
| Consolidation of one or more properties: |  |
| The extension of the approval period: |  |
| Any other application in terms of provincial legislation or municipal by-law: |  |
|  |
| **Please give a short description of the scope of the project:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 5****Detail of application**(Mark with an X and give detail where applicable) |
|  |  |
| Is the land parcel currently developed (buildings etc.)? | YES | NO | If answered YES, what is the nature & condition of the developments/improvements? |  |
| Is the current zoning of the land used? | YES | NO | If answered NO, what is the application/ use of land? |  |
| Is the property subjected to a bond? | YES | NO | If answered YES, attach the bondholder’s consent to the application: |  |
| Has any application on the property previously been considered? | YES | NO | If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions: |  |
| Does the proposal apply to the entire land parcel? | YES | NO | If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extent: |  |
| Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application? | YES | NO | If answered YES, please provide detail description: |  |
| Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development | YES | NO | If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan: |  |
| Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding? | YES | NO | If answered YES, please provide detail description: |  |
| Is any other approval that falls outside of this Act, necessary for the implementing of the intended development? | YES | NO | If answered YES, please provide detail description: |  |
| Is the proposed application in line with the approved spatial development frameworks? | YES | NO | If answered NO, please provide site specific circumstances in accordance with section 22(2) of the SPLUMA. |  |
| What arrangements will be made regarding the following services for the development? (Full Engineering Reports must be supplied, where applicable) | Water supply: |  |
| Electricity supply: |  |
| Sewerage and waste-water |  |
| Storm-Water: |  |
| Road Network: |  |

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| **SECTION 6****List of Attachments and supporting information required/ submitted with checklist for Municipal use** (Mark with an X/ number annexure) |
|  |
| **Checklist (for the completion by the Applicant only)** | **Checklist (for the use of Responsible Authority only)** |
| **YES** | **NO** | **ANNEXURE** | **DOCUMENT ATTACHED** | **YES** | **NO** | **N/A** |
|  |  |  | Completed Comprehensive Application form |  |  |  |
|  |  |  | Complete Motivation Report |  |  |  |
|  |  |  | Board of Directors’ / Trustees’ resolution / consent |  |  |  |
|  |  |  | Power of Attorney |  |  |  |
|  |  |  | Certified copy of Title Deed(s) |  |  |  |
|  |  |  | Orientating Locality Map |  |  |  |
|  |  |  | Basic Layout Map |  |  |  |
|  |  |  | Land Use Scheme Zoning Map Extract |  |  |  |
|  |  |  | Land Use Map |  |  |  |
|  |  |  | Detail Layout Map |  |  |  |
|  |  |  | Ortophoto / Aerial survey map |  |  |  |
|  |  |  | Site Development Plan |  |  |  |
|  |  |  | Extract of Spatial Development Framework |  |  |  |
|  |  |  | Contour map |  |  |  |
|  |  |  | Surveyor general diagrams (cadastral information) |  |  |  |
|  |  |  | Conveyancer’s certificate |  |  |  |
|  |  |  | Bondholder’s consent |  |  |  |
|  |  |  | Home Owners’ Association consent / stamp of approval |  |  |  |
|  |  |  | Special endorsement/proxy |  |  |  |
|  |  |  | Mineral rights certificate (together with mineral holder’s consent) |  |  |  |
|  |  |  | Prospecting contract |  |  |  |
|  |  |  | Registered servitudes (deed and map/plan) |  |  |  |
|  |  |  | Status report from Surveyor General – street closure or state owned land |  |  |  |
|  |  |  | Detail Engineering Services plan (Bulk and internal) |  |  |  |
|  |  |  | Environmental Impact Study/Assessment (EIA – Environmental Authorisation) |  |  |  |
|  |  |  | Archaeological Impact Assessment (AIA) - approval from relevant Department |  |  |  |
|  |  |  | Heritage Impact Assessment - approval from relevant Department  |  |  |  |
|  |  |  | Traffic impact study/assessment |  |  |  |
|  |  |  | Geotechnical report (NHBR Standards) |  |  |  |
|  |  |  | Eskom services report |  |  |  |
|  |  |  | Flood line certificate - certificate from relevant Dept |  |  |  |
|  |  |  | Subdivision of Agricultural land - permission from relevant Department Agriculture |  |  |  |
|  |  |  | List of sections in Title Deed conditions to be removed /amended |  |  |  |
|  |  |  | Public participation report and minutes of meetings |  |  |  |
|  |  |  | Other (specify): |  |  |  |
|  |  |  | **Seven (7)** sets of full colour documentation copies |  |  |  |

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| **SECTION 7****Declaration** |
|  |
| ***Note:*** | ***If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees’ resolution is compulsory*** |
| I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application. |
| Applicant’s/ Owner’s Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  |  |  |  |  |  |
| Full name (print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Professional capacity (Reg no): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Applicant’s ref: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 8****Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)** |
|  |  |  |  |  |  |
| **Checklist for required advertisement procedure** | **Checklist for required proof of advertisement** |
| **YES** | **NO** | **DOCUMENTATION AND STEPS TO BE TAKEN** | **YES** | **NO** | **DOCUMENTATION TO BE PROVIDED AS PROOF** |
|  |  | **Notice to be placed in the Local Newspaper** |  |  | **Proof of Notice in Local Newspaper**Note: The original newspaper advertisement or full colour copy, indicating page number and date. |
|  |  | **Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)** |  |  | **Proof of Notice in the Provincial Gazette** Note: The original newspaper advertisement or full colour copy, indicating page number and date. |
|  |  | **Notices to neighbours** Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post. |  |  | **Proof of Notice to neighbours**Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority |
|  |  | **Notice to be placed on the site** Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.  |  |  | **Proof of Notice in site**Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself. |
|  |  | **Public Meeting** Note: The holding of a public meeting in order to inform the general public of the application. |  |  | **Proof of Public Meeting** The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority. |
|  |  | **Any Additional components** |  |  | **Proof of additional components** |

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| **SECTION 9****Power of Attorney/Proxy** |

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I/We, the undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)*

Nominate, constitute and hereby appoint

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM RESPRESENTED)*

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL DETAILS OF THE APPLICATION LODGED)*

with regards to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(DESCRIPTION OF PROPERTY)*

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

*(TOWN) (DAY) (MONTH) (YEAR)*

In the presence of the undersigned witnesses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Assigner/ Land OwnerWitness 1

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ` Witness 2

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**Annexure B – Abridged application form**

**Mangaung Metropolitan Municipality**

 Applications for land use amendments (give full details in the attached motivation report, if space provided is not enough)

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| **SECTION 1****Details of Applicant**(See Planning Profession Act, Act 36 of 2002) |
|  |  |  |  |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact person: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postal address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physical address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Code:\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SACPLAN Reg No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| **SECTION 2****Details of Land Owner**(If different from Applicant) |
|  |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact person: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postal address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Physical address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Code:\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tel no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cell no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax no: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | E-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

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| **SECTION 3****Details of Property**(In accordance with Title deed) |
|  |  |  |
| Erf/ Farm No and portion description: |  | Area (m2 or ha): |  |
| Physical address of erf/farm: |  | Existing zoning: |  |
| Location from nearest town: |  | Existing land use: |  |
| Town/suburb: |  | Area applicable to application: |  |
| Registration Division: |  | Title deed no: |  |

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| **SECTION 4****Type of Application being Submitted** (Mark with an X and give detail) |
|  |  |
| **Application for:****(Please mark applicable block with a cross)** |
| The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land which is necessary in order to allow for an application for rezoning and subdivision by the Responsible Authority. |  |
| Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations |  |
| Application for Consent Use, including Occupational Practice, excluding Temporary Housing. |  |
| Application for Subdivision in accordance with the LUS |  |
| Application for subdivision requiring abridged processes. |  |
| The amendment of cancellation of a general plan of a township. |  |
| The permanent closure of a municipal road (public road) or a public open place. |  |
| The consolidation of any land portion. |  |
| Application for the extension of the approval period of an application before the lapsing thereof. |  |
|  |
| **Please give a short description of the scope of the project:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 5****Detail of application**(Mark with an X and give detail where applicable) |
|  |
| Is the property subjected to a bond? | YES | NO | If answered YES, attach the bondholder’s consent to the application: |  |
| Has any application on the property previously been considered? | YES | NO | If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions: |  |
| Does the proposal apply to the entire land parcel? | YES | NO | If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extend: |  |
| Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application? | YES | NO | If answered YES, please provide detail description: |  |
| Are there any physical restrictions (e.g. steep inclines, unstable land formationsmarshes, etc.) that might influence the intended development? | YES | NO | If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan: |  |
| Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding?  | YES | NO | If answered YES, please provide detail description: |  |
| Is any other approval that falls outside of this Act, necessary for the implementing of the intended development? | YES | NO | If answered YES, please provide detail description: |  |
| What arrangements will be made regarding the following services for the development? (where applicable) | Water supply: |  |  |
| Electricity supply: |  |  |
| Sewerage and waste-water: |  |  |
| Storm-Water |  |  |
| Road Network |  |  |
| **C:\Documents and Settings\Thabiso.Ramolebo\My Documents\MMM-Logo.jpg** |
| **SECTION 6****List of Attachments and supporting information required/ submitted with checklist for Municipal use**(Mark with an X/ number annexure) |
|  |
| **Checklist (for the completion by the Applicant only)** | **Checklist (for the use of Responsible Authority only)** |
| **YES** | **NO** | **ANNEXURE** | **DOCUMENT ATTACHED** | **YES** | **NO** | **N/A** |
|  |  |  | Completed Abridged Application form |  |  |  |
|  |  |  | Board of Directors’ / Trustees’ resolution / consent |  |  |  |
|  |  |  | Power of Attorney |  |  |  |
|  |  |  | Certified copy of Title Deed(s) |  |  |  |
|  |  |  | Orientating Locality Map |  |  |  |
|  |  |  | Basic Layout Map |  |  |  |
|  |  |  | Bondholder’s consent |  |  |  |
|  |  |  | Home Owners’ Association consent / stamp of approval |  |  |  |
|  |  |  | Special endorsement/proxy |  |  |  |
|  |  |  | Registered servitudes (deed and map/plan) |  |  |  |
|  |  |  | Surveyor general diagrams (cadastral information) |  |  |  |
|  |  |  | Eskom services report |  |  |  |
|  |  |  | Status report from Surveyor General – street closure or state owned land |  |  |  |
|  |  |  | Flood line certificate / coastal setback report - certificate from relevant Department |  |  |  |
|  |  |  | Subdivision of Agricultural land - permission from relevant Department Agriculture |  |  |  |
|  |  |  | List of sections in Title Deed conditions to be removed /amended |  |  |  |
|  |  |  | Other (specify): |  |  |  |
|  |  |  | **Seven (7)** sets of full colour documentation copies |  |  |  |

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| **SECTION 7****Declaration** |
|  |
| ***Note:*** | ***If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees’ resolution is compulsory*** |
| I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application. |
| Applicant’s/ Owner’s Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: |  |  |  |  |  |  |  |  |
| Full name (print): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Professional capacity: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Applicant’s ref: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 8****Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)** |
|  |  |  |  |  |  |
| **Checklist for required advertisement procedure** | **Checklist for required proof of advertisement** |
| **YES** | **NO** | **DOCUMENTATION AND STEPS TO BE TAKEN** | **YES** | **NO** | **DOCUMENTATION TO BE PROVIDED AS PROOF** |
|  |  | **Notice to be placed in the Local Newspaper** |  |  | **Proof of Notice in Local Newspaper**Note: The original newspaper advertisement or full colour copy, indicating page number and date. |
|  |  | **Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)** |  |  | **Proof of Notice in the Provincial Gazette** Note: The original newspaper advertisement or full colour copy, indicating page number and date. |
|  |  | **Notices to neighbours** Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post. |  |  | **Proof of Notice to neighbours**Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority |
|  |  | **Notice to be placed on the site** Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.  |  |  | **Proof of Notice in site**Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself. |
|  |  | **Public Meeting** Note: The holding of a public meeting in order to inform the general public of the application. |  |  | **Proof of Public Meeting** The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority. |
|  |  | **Any Additional components** |  |  | **Proof of additional components** |

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| **SECTION 9****Power of Attorney/Proxy** |

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I/We, the undersigned

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)*

Nominate, constitute and hereby appoint

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM RESPRESENTED)*

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(FULL DETAILS OF THE APPLICATION LODGED)*

with regards to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(DESCRIPTION OF PROPERTY)*

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

*(TOWN) (DAY) (MONTH) (YEAR)*

In the presence of the undersigned witnesses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Assigner/ Land OwnerWitness 1

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ` Witness 2

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**Appointment of members to the municipal planning tribunal invitation for nominations**

Interested persons are invited in terms of section 35(1) of SPLUMA to nominate persons representing the following disciplines (Town and Regional Planner, Building Inspector, Environmental Expert, Agriculturalist, Engineer or any other person who has the knowledge of and interest in town planning) to serve on the Municipal Planning Tribunal. The members of the Tribunal shall hold office for a period of five years (5) years.

**Function of the Municipal Planning Tribunal**

To consider and formulate the decisions regarding all land development applications in the local municipality

**Submissions of Nominations**

Nominations must be submitted with information pertaining to name, residential and postal address, Curriculum Vitae and telephone number(s)

1. **CLOSING DATE AND SUBMISSION:**

The closing date for submission of the nomination is **---- /----- / 20----**

* 1. **Each nomination must be accompanied by the following documents**:
* A copy of the nominee’s ID document; and
* Latest CV of the nominee.
	+ 1. Nominations must reach the following address on or before **end of business on the ---- /----- / 20----** in order for nominations to be distributed to the relevant local municipalities.

Mr Danie Schoeman

Chief Town Planner – Free State Spatial Planning and Land Use Management Services

National Department of Rural Development and Land Reform

73 Aliwal Street

Bloemfontein

9300

Tel: (051) 410 5800

Fax: 086 548 3919

Email: danie.splumsfs@gmail.com

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**NOMINATION FORM:**

**APPLICABLE TO ALL MUNICIPALITIES**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **NOMINATOR’S INFORMATION:**

|  |  |
| --- | --- |
| * 1. NAME OF MUNICIPALITY
 | ……………………………………………………….. |
| * 1. NOMINATOR
 | ………………………………………………………..(Insert name and surname of the nominator) |
| * 1. IDENTITY NUMBER
 | ……………………………………………………….. |
| * 1. CONTACT NUMBER OF NOMINATOR
 | ……………………………………………………….. |
| * 1. SIGNATURE OF NOMINATOR
 | ……………………………………… | ………………………………………DATE |
| **(This signature implies that the nominator knows the nominee and can testify to the abilities of the nominee)** |

1. NOMINEE’S INFORMATION:

|  |  |
| --- | --- |
| * 1. I, THE NOMINATOR

HEREBY NOMINATE: | **……………………………………………………………………….****(Insert full names and surname of the nominee)*****Please ensure the correct spelling of Name and Surname as this name will be used in official documents*** |
| * 1. DISCIPLINE OF NOMINEE (Mark

with X) | Town and Regional Planner | Land surveyor | Building Inspector | Environmental Expert | Agriculturalist | Engineer (Please specify)………………………… | Other (Please specify)………………………… |

|  |  |  |
| --- | --- | --- |
| * 1. GENDER (Mark with X):
 | **Male** | **Female** |
| * 1. IDENTITY NUMBER OF NOMINEE:
 | **…………………………………………………………………………..** |
| * 1. RESIDENTIAL ADDRESS OF NOMINEE:
 | **…………………………………………………………………………..** |
| * 1. POSTAL ADDRESS OF NOMINEE
 | **…………………………………………………………………………..** |
| * 1. CONTACT NUMBE OF NOMINEE:
 |  |
| * 1. SIGNATURE OF NOMINEE:
 | .……………………………………… | ……..………………………………………DATE |
| This signature implies that the nominee:* Accepts this nomination; and
* Agrees to abide by the policy and guidelines of the Provincial and National government.
 |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_