



**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)

SECTION 1 Details of Applicant (See Planning Profession Act, Act 36 of 2002)	
Name: Nexurban Strategies Postal address: _____ _____ Code _____ Tel no: _____ Fax no: _____ SACPLAN Reg No: _____	Contact person: Kabelo Mohlatlole Physical address: _____ _____ Code _____ Cell no: _____ E-mail address: _____ _____

SECTION 2 Details of Land Owner (If different from Applicant)	
Name: _____ Postal address: _____ _____ Code _____ Tel no: _____ Fax no: _____	Contact person: _____ Physical address: _____ _____ Code _____ Cell 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.

SECTION 3 Details of Property (In accordance with Title deed)	
Erf/ Farm No and portion description: _____ Physical address of erf/farm: _____ Location from nearest town: _____ Town/suburb: _____ Registration Division: _____	Area (m ² or ha): _____ Existing zoning: _____ Existing land use: _____ Area applicable to application: _____ Title deed no: _____



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:



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:			



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			



SECTION 7
Declaration

Note:	<i>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>
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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:	_____									



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



SECTION 9
Power of Attorney/Proxy

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 REPRESENTED)

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 Owner

Witness 1

Witness 2



**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)

**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.



SECTION 3

Details of Property(In accordance with Title deed)

Erf/ Farm No and portion description:		Area (m ² 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:	



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 or 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:



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			



SECTION 6

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			Orientating Locality Map			
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			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			



SECTION 7 Declaration
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Note:	<i>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>
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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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		Any Additional components			Proof of additional components



SECTION 9
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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 Owner

Witness 1

Witness 2



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----

1.1. Each nomination must be accompanied by the following documents:

- A copy of the nominee's ID document; and
- Latest CV of the nominee.

1.1.1. 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



**NOMINATION FORM:
APPLICABLE TO ALL MUNICIPALITIES**

2. NOMINATOR'S INFORMATION:

2.1. NAME OF MUNICIPALITY	
2.2. NOMINATOR (Insert name and surname of the nominator)	
2.3. IDENTITY NUMBER	
2.4. CONTACT NUMBER OF NOMINATOR	
2.5. SIGNATURE OF NOMINATOR DATE
(This signature implies that the nominator knows the nominee and can testify to the abilities of the nominee)		

3. NOMINEE'S INFORMATION:

3.1. I, THE NOMINATOR HEREBY NOMINATE: (Insert full names and surname of the nominee) <i>Please ensure the correct spelling of Name and Surname as this name will be used in official documents</i>						
3.2. DISCIPLINE OF NOMINEE (Mark with X)	Town and Regional Planner	Land surveyor	Building Inspector	Environmental Expert	Agriculturalist	Engineer (Please specify)	Other (Please specify)

3.3. GENDER (Mark with X):	Male	Female
3.4. IDENTITY NUMBER OF NOMINEE:	
3.5. RESIDENTIAL ADDRESS OF NOMINEE:	
3.6. POSTAL ADDRESS OF NOMINEE	
3.7. CONTACT NUMBE OF NOMINEE:	
3.8. SIGNATURE OF NOMINEE: DATE
This signature implies that the nominee: <ul style="list-style-type: none"> ▪ Accepts this nomination; and ▪ Agrees to abide by the policy and guidelines of the Provincial and National government. 		