



### POPIA DISCLAIMER

The Information Officer (Municipal Manager) undertakes that all personal and confidential information will be processed lawfully and in a reasonable manner that does not infringe the privacy of you or your organisation as the data subject. The processing is necessary and complies with an obligation imposed by law on us, the responsible party and the processing protects your rights to effective service delivery.

For more details, you can refer to the Cape Agulhas Municipality, Privacy Policy available at  
<https://capeagulhas.gov.za/privacy-policy>  
*The Protection of Personal Information Act (POPIA), Act No. 4 of 2013*

## LAND USE PLANNING APPLICATION FORM

(Section 15 of the Cape Agulhas Municipal By-law on Municipal Land Use Planning)

**KINDLY NOTE:** Please complete this form using BLOCK capitals and ticking the appropriate boxes.

### PART A: APPLICANT DETAILS

First name(s)					
Surname					
South African Council for Planners (SACPLAN) registration number (if applicable)					
Company name (if applicable)					
Postal Address				Postal Code	
Email					
Tel		Fax		Cell	

### PART B: REGISTERED OWNER(S) DETAILS (If different from applicant)

Registered owner(s)					
Physical address				Postal code	
E-mail					
Tel		Fax		Cell	

**PART C: PROPERTY DETAILS** (in accordance with title deed)

Property description [Number(s) of Erf/Erven/Portion(s) or Farm(s), allotment area.]											
Physical Address											
GPS Coordinates					Town/City						
Current Zoning				Extent	m <sup>2</sup> / ha		Are there existing buildings?	Y	N		
Applicable Zoning Scheme											
Current Land Use											
Title Deed number and date	T										
Any restrictive conditions?	Y	N	If Yes, list condition(s)								
Are the restrictive conditions in favour of a third party(ies)?	Y	N	If Yes, list the party(ies)								
Is the property encumbered by a bond?	Y	N	If Yes, list bondholder(s)								
Any existing unauthorized buildings and/or land use on the subject property(ies)?	Y	N	If yes, is this application to legalize the building / land use?	Y	N						
Are there any pending court case(s) / order(s) relating to the subject property(ies)?	Y	N	Are there any land claim(s) registered on the subject property(ies)?	Y	N						

**PART D: PRE-APPLICATION CONSULTATION**

Has there been any pre-application consultation?	Y	N	If Yes, complete the information below and attach the minutes of the pre-application consultation.								
Official's name				Reference Number				Date of consultation			

**PART E: LAND USE PLANNING APPLICATIONS IN TERMS OF SECTION 15 OF THE CAPE AGULHAS MUNICIPAL BY-LAW ON MUNICIPAL LAND USE PLANNING APPLICATION FEES PAYABLE**

Tick	Section	Type of application	Cost		Receipt no
√	2(a)	a rezoning of land;	R1750	02 2523 6900 00	
√	2(b)	a permanent departure from the development parameters of the zoning scheme;	R1750	02 2523 6890 00	
√	2(c)	a departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land; including house shops	R1750	02 2523 6890 00	
√	2(d)	a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement;	R1750	02 2523 6910 00	
√		Additional erven	R180	02 2523 6910 00	
√	2(e)	a consolidation of land that is not exempted in terms of section 24;	R1750	02 2523 6910 00	
√	2(f)	a removal, suspension or amendment of restrictive conditions in respect of a land unit;	R1750	02 2523 6890 00	
√	2(g)	a permission required in terms of the zoning scheme;	R1750	02 2523 6890 00	
√	2(h)	an amendment, deletion or imposition of conditions in respect of an existing approval;	R1750	02 2523 6890 00	
√	2(i)	an extension of the validity period of an approval;	R1750	02 2523 6890 00	
√	2(j)	an approval of an overlay zone as contemplated in the zoning scheme;	R1750	02 2523 6890 00	
√	2(k)	an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	R1750	02 2523 6890 00	
√	2(l)	a permission required in terms of a condition of approval;	R1750	02 2523 6890 00	
√	2(m)	a determination of a zoning;	R1750	02 2523 6890 00	
√		zoning extract	R150	02 2524 7090 00	
√	2(n)	a closure of a public place or part thereof;	R1750	02 2523 6890 00	
√	2(o)	a consent use contemplated in the zoning scheme;	R1750	02 2523 6890 00	
√	2(p)	an occasional use of land;	R1750		
√	2(q)	to disestablish a home owner's association;	R1750	022523689000	
√	2(r)	to rectify a failure by a home owner's association to meet its obligations in respect of the control over or maintenance of services;	R1750	02 2523 6890 00	
√	2(s)	a permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building.	R1750	02 2523 6890 00	
		Houseshop	R450		
√		relaxation of a restrictive title deed condition	R1750	02 2523 6890 00	
√		occupational practice	R 450	02 2523 6890 00	
√		business licence	R30	02 2523 6910 00	
		Additional fee where illegal land use already exists	R5980	02 2523 6890 00	

	Application to appeal by the applicant and/or objector	R1750	02 2523 6890 00	
	Amendment	R1750	02 2523 6890 00	
	Encroachment of building line	R4015	02 2523 6890 0	
	Deviation of Coverage	R4579	02 2523 6890 00	
	Deviation of Height Restriction	R4015	02 2523 6890 00	
<b>TOTAL A:</b>			<b>R</b>	

<b>PRESCRIBED NOTICE AND FEES**</b> (for completion and use by official)				
Tick	Notification of application in media	Type of application	Cost	
√	<b>SERVING OF NOTICES</b>	Delivering by hand; registered post; data messages	R70	02 2523 6880 00
√	<b>PUBLICATION OF NOTICES</b>	Local Newspaper(s); site notice; Municipality's website	R3275	02 2523 6880 00
√	<b>PUBLICATION OF NOTICES</b>	Provincial Gazette	R460	02 2523 6880 00
√	<b>ADDITIONAL PUBLICATION OF NOTICES</b>	Site notice, public meeting, local radio station, Municipality's website, letters of consent or objection	R70	02 2523 6880 00
√	<b>NOTICE OF DECISION</b>	Provincial Gazette	R460	02 2523 6880 00
√	<b>INTEGRATED PROCEDURES</b>	T.B.C	R	
<b>TOTAL B:</b>			<b>R</b>	
<b><u>TOTAL APPLICATION FEES*</u></b> (TOTAL A + B)			<b>R</b>	
<p>* Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application.</p> <p>** The applicant is liable for the cost of publishing and serving notice of an application.</p>				

<b>BANKING DETAILS</b>	
Name:	CAPE AGULHAS MUNICIPALITY
Bank:	ABSA
Branch no.:	632005
Account no.:	405 883 2586
<b>Payment reference:</b>	<p><b>(Before making any electronic payments contact the Town Planning Department for the correct reference)</b></p> <p><b>Where an incorrect reference number was used, an administrative fee of R150 will be levied against the ratepayer's consumer's account immediately.</b></p>



**PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATION [section 15(2)(a) to (s) of the Standard By-law on Municipal Land Use Planning ]**

**Complete the following checklist and attach all the information and documentation relevant to the proposal. Failure to submit all information and documentation required will result in the application being deemed incomplete. It will not be considered complete until all required information and documentation have been submitted.**

Information and documentation required in terms of section 38(1) of said legislation

Y	N	Power of attorney / Owner's consent if applicant is not owner	Y	N	Bondholder's consent (if applicable)
Y	N	Resolution or other proof that applicant is authorised to act on behalf of a juristic person	Y	N	Proof of registered ownership or any other relevant right held in the land concerned
Y	N	Written motivation	Y	N	S.G. diagram / General plan extract
Y	N	Locality plan	Y	N	Site development plan or conceptual layout plan
Y	N	Proposed subdivision plan	Y	N	Proof of agreement or permission for required servitude
Y	N	Proof of payment of application fees	Y	N	Full copy of the title deed
Y	N	Conveyancer's certificate	Y	N	Minutes of pre-application consultation meeting (if applicable)

Supporting information and documentation:

Y	N	N/A	Consolidation plan	Y	N	N/A	Land use plan / Zoning plan
Y	N	N/A	Street name and numbering plan	Y	N	N/A	1 : 50 / 1:100 Flood line determination (plan / report)
Y	N	N/A	Landscaping / Tree plan	Y	N	N/A	Home Owners' Association consent
Y	N	N/A	Abutting owner's consent	Y	N	N/A	Services Report or indication of all municipal services / registered servitudes
Y	N	N/A	Copy of Environmental Impact Assessment (EIA) / Heritage Impact Assessment (HIA) / Traffic Impact Assessment (TIA) / Traffic Impact Statement (TIS) / Major Hazard Impact Assessment (MHIA) / Environmental Authorisation (EA) / Record of Decision (ROD) (strikethrough irrelevant)	Y	N	N/A	Proof of failure of Home owner's association
Y	N	N/A	Copy of original approval and conditions of approval	Y	N	N/A	Any additional documents or information required as listed in the pre-application consultation form / minutes
Y	N	N/A	Proof of lawful use right	Y	N	N/A	Other (specify)
Y	N	N/A	Required number of documentation copies	Y	N	N/A	

**PART H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION**

Y	N/A	National Heritage Resources Act, 1999 (Act 25 of 1999)		Y	N/A	Specific Environmental Management Act(s) (SEMA) (e.g. Environmental Conservation Act, 1989 (Act 73 of 1989), National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004), National Environmental Integrated Coastal Management Act, 2008 (Act 24 of 2008), National Environmental Management: Waste Act, 2008 (Act 59 of 2008), National Water Act, 1998 (Act 36 of 1998) (strikethrough irrelevant)
Y	N/A	National Environmental Management Act, 1998 (Act 107 of 1998)				
Y	N/A	Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)				
Y	N/A	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA)				
Y	N/A	Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations				
Y	N/A	Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA)				
				Y	N/A	Other (specify)
Y	N	If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.				
Y	N	If required, do you want to follow an integrated application procedure in terms of section 44(1) of the Standard By-law on Municipal Land Use Planning? If yes, please attach motivation.				

**SECTION I: DECLARATION**

I hereby wish to confirm the following :

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I'm aware that it is an offense in terms of section 86(1)(e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorized to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.
4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.
5. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
6. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
7. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the applicant as a result of the proposed development.

Applicant's signature:

Date:

\_\_\_\_\_

Full name:

\_\_\_\_\_

Professional capacity:

\_\_\_\_\_

SACPLAN registration number:

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Date received:  _____	Received by:  _____
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Municipal Stamp	
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**ANNEXURES**

The following Annexures are attached for your information, only if applicable:

**Please do not submit these Annexures with the application form.**

Annexure A: Minimum requirements matrix  
Annexure B: Land use planning application submission and protocol  
Annexure C: Land use planning application workflow