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ALL CORRESPONDENCES MUST BE ADDRESSED TO THE MUNICIPAL MANAGER

APPLICATION FORM

APPLICATION IN TERMS OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013(ACT NO.16 OF 2013) AND THE SPATIAL PLANNING AND LAND USE MANAGEMENT REGULATIONS, READ WITH THE MTHONJANENI LOCAL MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW

OFFICIAL USE

REFERENCE NO.:	APPROVED		
DATE RECEIVED:		CONDITIONS []	NO CONDITIONS []
RECEIVED BY:		REFUSED []	
FEES PAID:		APPEAL []	DISMISSED []
RECEIPT NO.:			UPHELD (PARTLY) []
		LAPSED []	
NOTES:			

1. INSTRUCTION

See:

- Section 33 of the Spatial Planning and Land Use Management Act, Act No 16 of 2013
- Item 14 of the Spatial Planning and Land Use Management Regulations
- Schedule 4 of the Mthonjaneni Local Municipality Spatial Planning and Land Use Management By-law

2. APPLICATION TYPE

- Amendment of a land use scheme;
- Zoning or rezoning of land;
- Consent in terms of a land use scheme;
- Development of land that is situated outside the area of a land use scheme
Extension or replacement of a building on land that is used for a
- purpose defined in Schedule 3, notwithstanding that municipal
planning approval was not required at the time that the use of the
original building for that purpose commenced;
- Subdivision of a land;
- Consolidation of land;
- Township establishment;
- Permanent closure of a municipal road or a public place
Removal, amendment or suspension of a restrictive condition of title or a
- servitude
Material change to a Municipality's decision on an application for municipal
- planning
- Cancellation of a Municipality's decision on an application for municipal
planning approval, except a decision to adopt or amend a land use scheme

3.SHORT DESCRIPTION OF THE PURPOSE OF THIS APPLICATION

4.APPLICANT DETAILS, DOCUMENTS, MAPS AND MOTIVATION

SECTION A: APPLICANT DETAILS

APPLICANT:

(1) Name: _____

Tel No.: _____

Cell No: _____

Fax No: _____

Email.: _____

Postal
Address: _____

REGISTERED OWNER: (CONTACT DETAILS IF NOT THE APPLICANT)

(2) Name: _____
Tel No.: _____
Cell No: _____
Fax No: _____
Email.: _____
Postal Address: _____

SECTION B: PROPERTY

(1) Deed number

(2) Registered property description (Farm name and number/ Erf number)

(3) Physical address of the property

(3) Municipality

SECTION C: GENERAL DOCUMENTATION

Also refer to 5.(1) of Schedule 4 of the By-law

- ANNEX Certified copy of the deed
- ANNEX Certified copy of the resolution by the Board of Directors, if the applicant is a company
- ANNEX Registered owner's written consent, if the applicant is not the registered owner of the Property
- ANNEX Consent, name and contact details of the bondholder, if any
- ANNEX Deed of servitude that maybe affected by the application

SECTION D: PLANS

ALL APPLICATIONS

- PLAN Locality plan showing the location of the property in relation to the surrounding properties and streets (existing property lot numbers and street names must be indicated). If in close proximity to a national or provincial road or intersection, indicate distance from road or intersection
- PLAN Copy of the Surveyor General Diagram or relevant part of the general plan

ALL APPLICATIONS, EXCEPT ALTERATION, SUSPENSION, AND DELETION OF RESTRICTIVE CONDITIONS OR TITLE OR CONDITIONS OF APPROVAL RELATING TO LAND

- PLAN Site development plan (to scale) showing existing and proposed buildings, bulk factors, access to the site, parking, common areas, building lines, and other matters which the municipality must consider
- PLAN Landscape plan
- PLAN Copy of the floor plan

SCHEMES

- PLAN Copy of scheme map showing the existing zoning of the property and properties in close proximity
- PLAN To scale drawing showing the existing land use of the property and land use of properties in close proximity
- PLAN To scale drawing showing the proposed zoning of the property and properties in close proximity
- PLAN To scale drawing showing the proposed consent use of the property and land use of properties in close proximity
- PLAN Copy of the floor plan

SUBDIVISION OR CONSOLIDATION OF LAND

- PLAN To scale layout, showing:
 - Existing buildings
 - Erven or farms adjoining the proposed subdivision or consolidation
 - Proposed subdivision with subdivision numbers designated by the SG's Office, width and length of hatched shaped erven, erf frontages, minimum subdivision sizes for each erf
 - Contours
 - 1:100 year flood lines
 - High-water mark of the sea and the admiralty reserve
 - Existing and proposed servitudes, servitudes which require deletion and unregistered service servitudes
 - Engineering services

- PLAN Slope analysis, if steeper than 1:3, demonstrating how access with be achieved and showing buildable area

DEVELOPMENT OF LAND SITUATED OUTSIDE AREA OF SCHEME

- PLAN To scale layout, showing:
 - Existing buildings
 - Location of new buildings
 - Erven adjoining the proposed development
 - Contours
 - 1:100 year flood lines
 - High-water mark of the sea and the admiralty reserve
 - Existing and proposed servitudes, servitudes which require deletion and unregistered service servitudes
 - Engineering services

- PLAN Slope analysis, if steeper than 1:3, demonstrating how access with be achieved and showing buildable area

PHASING OF APPROVED LAYOUT

- PLAN To scale drawing showing the proposed phasing of the approved layout

CANCELLATION OF APPROVED LAYOUT

- PLAN To scale layout or part thereof to be cancelled

PERMANENT CLOSURE OF MUNICIPAL ROAD OR PUBLIC PLACE

- PLAN To scale drawing showing the municipal road or part thereof to be closed or public place to be closed

SECTION D: WRITTEN MOTIVATION

A memorandum in support of the application setting out all relevant facts, circumstances, and matters which a municipality must consider.

ALL APPLICATIONS

- ANNEX General motivation
- ANNEX Approval of the Department of Agriculture and Environmental Affairs in terms of the Environmental Impact Assessment Regulations, 2006 (Notice No.385 of 2006)
- ANNEX Approval of the Department of Environmental Affairs and Tourism in terms of section 65 of the National Environment Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)
- ANNEX Socio-economic conditions
- ANNEX Approval of the Amafa aKwaZulu-Natali Heritage Council in terms of the KwaZulu-Natal Heritage Act, 2008 (Act No. 4 of 2008)
- ANNEX Existing and proposed developments in close proximity, including long term leases by the Ingonyama Trust
- ANNEX Approval of the Department of Minerals and Energy Affairs in terms of the Mineral and Petroleum Resources Development Act, (Act No. 28 of 2002)
- ANNEX Provincial Planning and Development Norms and Standards
- ANNEX The Municipality's Integrated Development Plan
- ANNEX Where an application is situated on Tribal Land, consent from the Traditional Leader and the Ingonyama Trust Board is required

ALL APPLICATIONS WITHIN A SCHEME

- ANNEX The scheme

+APPLICATION FOR THE AMENDMENT OF A SCHEME, SUBDIVISION OR CONSOLIDATION OF LAND AND DEVELOPMENT OF LAND SITUATED OUTSIDE THE AREA OF A SCHEME

- ANNEX Comment by the local municipality on the provision of engineering services
- ANNEX Comment by the district municipality on the provision of engineering services
- ANNEX Approval of the KwaZulu-Natal Department of Transport in terms of the Provincial Roads Act, 2001 (Act No. 4 of 2001)
- ANNEX Taxi routes from the KwaZulu-Natal Department of Transport
- ANNEX Approval of the South African National Roads Authority in terms of the South National Roads Agency Limited and National Roads Act, 1998 (Act No. 7 of 1998)

- ANNEX KwaZulu-Natal Department of Community Safety and Liaison
- ANNEX KwaZulu-Natal Department of Health for hospitals and clinics
- ANNEX KwaZulu-Natal Department of Education for schools and crèches
- ANNEX KwaZulu-Natal Department of Arts and Culture for libraries
- ANNEX KwaZulu-Natal Department of Public Works for government buildings and extension to government buildings, including hospitals, clinics and schools
- ANNEX Proof of informing the Land Claims Commissioner for KwaZulu-Natal in terms of section 11(aA) of the Restitution of Land Right Act, 1994 (Act No. 22 of 1994)
- ANNEX Approval of the National Department of Agriculture, Forestry and Fisheries for the extension of a scheme over agricultural land and the subdivision of agricultural land in terms of the Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970)
- ANNEX Approval of the MEC for Agriculture, Environmental Affairs and Rural Development in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)
- ANNEX Geotechnical report
- ANNEX Approval of the National Department of Water Affairs, where the river, water course or wetland traverses the property to be developed.

APPLICATION FOR AMENDMENT OF SCHEME

- ANNEX Possible compensation if amendment to scheme is approved If the rights of the property owner has been adversely affected
- ANNEX Approval from Transnet in terms of section 13 of the Legal Succession to the South African Transport Services Act, 1989 (Act No. 9 of 1989)

APPLICATION FOR THE PERMANENT CLOSURE OF A MUNICIPAL ROAD OR PUBLIC PLACE

- ANNEX Closure of a public place that is used as agricultural land
- ANNEX Approval of the MEC for Agriculture, Environmental Affairs and Rural Development in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)

SECTION I: DECLARATION

I hereby certify that the information supplied by me, including the documents attached to this application form is correct.

Signature of Applicant
Number

Professional Board Registration

Date: _____

INSTRUCTIONS

1. GENERAL

- (1) The form must be completed in block capitals or typewritten
- (2) Plans may be combined
- (3) Matters that the municipality must consider that **does not** involve an approval by another organ of State may be combined in the same Annexure
- (4) Matters that the municipality must consider that **involves** an approval by another organ of State must be in separate Annexures

2. MAPS

- (1) If possible, all plans should also be provided in an electronic format (***shapefiles / .drg / .dwg / .dxf / .pdf / .jpg***).
- (2) Plans must show the full extent of the development bordered green (including the remainder in exemption cases, which may be shown as an inset to a smaller scale)
- (5) Plans must be A4 i.e 297 x 210mm or multiples thereof folded concertina fashion to A4 size so that the top right hand corner of the plan is exposed when folded).
- (6) The following information must be included in the title block:
Proposed use of each lot
Land owner's full name
Title deed number and year
Surveyor General Office reference diagram
Additional information regarding consolidation, adjoining applications, road status etc
Signature and date of Land Surveyor's (or owner's) Date and any amending dates
Registered designation of property under subdivision
- (7) North point in same orientation as locality plan or inset and preferably facing up the paper.
- (8) A Locality plan as an inset on the township plan, drawn to a scale of not less than 1:18 000 showing:
The location of the development, with the principal topographical features in the vicinity of the development
Road access from the nearest main road to the development to enable the location of the development to be readily ascertainable.

- (9) The scale may not be less than 1:1 000 or more a scale of 1 in 2 500.
- (8) The scale of the plan, locality plan, and inset must be shown close to each drawing.
- (9) The anticipated Surveyor-General's designation for each lot numbering consecutively must be shown within each erf.
- (10) Dimensions in metres and area of each lot (exclusive of public road servitudes) and widths of streets must be shown.
- (11) Contours at 3m vertical intervals (or at such lesser intervals as the topography of the land dictates) for all lots less than 4 Ha in extent must be shown.
- (12) All existing buildings and permanent structures must be shown, including type of construction e.g. "wattle and daub", "brick" or "wood and iron"
- (13) Existing roads must be shown in burnt sienna.
- (14) Proposed roads must be shown in pink.
- (15) Road widths, centre lines, existing carriage ways, nearby roads suitable to link to in the future, state and type of road construction and status of road registered e.g. shown on diagram or General Plan registered in Title, etc must be shown.
- (16) Surrounding properties (include properties across a road) and their designation must be shown.
- (17) Areas or zones allocated for residential, commercial, industrial or other purposes suitably coloured and tabulated as areas and % of the development.
- (18) Land unsuitable for development must be shown, including water courses, streams, swampy land , pipe lines (blue) rail or tramways (black), power lines, telephone and telegraph lines (red), existing roads, servitudes, etc
- (19) Sites proposed to be reserved for education, health and other government purposes must be shown.
- (20) All existing and proposed drainage must be shown.
- (21) Where that land compromises two or more properties which are consolidated, the boundaries of the properties must be indicated on the plan by dotted lettering and lines.