



SENQU MUNICIPALITY

BUILDING PLAN APPLICATION FORM

Note:

- No application will be processed unless accompanied by a receipt issued by the municipality. The application fees are subject to change by the Council from time to time.
- All services are for the account of the owner.
- In the event that infrastructure extensions are required, the plan may be put on hold until such extensions are completed.
- All plans are to be submitted on 1:100 scale (A1 Sheet)
- 3 x copies are to be submitted
- If no construction has begun within a 12 month period, the approval will lapse.
- No person may occupy any such building erected unless an Occupational Certificate has been issued by the municipality.
- No electricity will be connected unless a Certificate of Compliance is produced.
- Any building larger than 500 sq meters intended for commercial/industrial use must produce a structural safety certificate issued by an appropriate professional person.
- All building work and plan submissions must take into account the current zoning of the land, building restrictions and in accordance with the National Building Regulations.
- Building rubble must be removed from the site and public pavements/roads may not be utilized.
- Plans must be submitted and include the following:
 1. A site drawing
 2. Layout drawings
 3. Drainage and storm water disposal installation drawing
 4. Particulars of general structure arrangements, correct colour coding, electrical diagram, ventilation, where required, fire protection, type of material, glazing etc. (refer NBR).
 5. Boundaries and dimensions of site.
 6. Dimensioned position of building lines.
 7. Details of servitudes.
 8. Erf and street address No, town and name of registered owner.
 9. True north.
 10. Location and connection point of any municipal services.
 11. Location of proposed buildings.
 12. Location of existing buildings/ buildings to be demolished. Point of access from the street.
 13. Location of street trees, street furniture, apparatus or equipment.
 14. Certificate from professional land surveyor, at cost of the owner, identifying boundary pegs of the site.
 15. Details of street levels abutting the site.
 16. Soil type of the site.

TOWN/AREA:

PLAN NUMBER

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NAME OF REGISTERED OWNER:

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CONTACT DETAILS:

Telephone		Cell		Fax	
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CURRENT ADDRESS OF OWNER:

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STREET ADDRESS: (of construction site)

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ERF No:

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TITLE DEED No:

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(Please attach copy)

CURRENT ZONING:

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PURPOSE OF CONSTRUCTION WORK:

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ARE THERE EXISTING BUILDINGS ON THE PROPERTY:

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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(Please tick appropriate)

NEW CONSTRUCTION / ALTERATIONS / EXTENSIONS:

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AREA OF SITE:

AREA OF BUILDING:

TOTAL COVERAGE:

ESTIMATED COST

Square Meters	Square Meters	Percentage	Rand

No OF FLOORS

WALL MATERIAL

ROOF MATERIAL

FLOOR MATERIAL

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EXISTING/REQUIRED SERVICES ON THE PROPERTY:

	YES	NO	Required	Quantity
Electricity				Kva
Water				mm
Waterborne sanitation				
VIP				
Conservancy tank				
Other (Sanitation)				
Road access				
Refuse removal				

(Please tick appropriate)

Note: Sanitation facilities MUST be provided for personnel employed for construction.

OFFICIAL USE ONLY

PLAN NUMBER:

DATE RECEIVED:

RECEIPT NUMBER:

No COPIES RECEIVED: RETAINED:

CORRECT ZONING:

YES		NO	
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APPROVALS:

DATE STAMP

ELECTRICAL :-

YES		NO	
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Reason:

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.....SIGNITURE:.....

WATER & SANITATION:-

YES		NO	
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Reason:

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.....SIGNATURE:.....

REFUSE:

YES		NO	
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Reason:

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.....SIGNATURE:.....

ROADS & STORM WATER:

YES		NO	
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Reason:

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.....SIGNATURE:.....

BUILDING CONTROL OFFICER:

YES		NO	
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Reason:

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.....SIGNATURE:.....

HEALTH: (Commercial only)

YES		NO	
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Reason:

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.....SIGNATURE:.....