

**BOUBEHEER / BUILDING CONTROL**  
**AANSOEK INGEVOLGE ARTIKEL 4(2) VAN WET 103 VAN 1977**  
**APPLICATION IN TERMS OF SECTION 4(2) OF ACT 103 OF 1977**

Ek die ondergetekende, beoog om 'n gebou op te rig in ooreenstemming met die bouplanne en spesifikasies en gepaardgaande dokumentasie hierby aangeheg, en doen hiermee aansoek ingevolge Artikel 4(1) en 4(2) van Wet 103 van 1977, vir die goedkeuring van die bouplanne. Die aansoeker bevestig hiermee dat die besonderhede soos vervat in hierdie aansoek na die beste van sy/haar wete korrek is.

*I, the undersigned intends to erect a building in accordance with the plans, specifications and other documents attached to this application and hereby lodge such plans specifications and other documents with the Council and apply in terms of Section 4(1) and 4(2) of Act 103 of 1977 for approval in respect of this Application. This application certifies that the answers on this Application are, to the best of his/her knowledge and belief, is correct.*

**Afdeling A / Section A :**

Geregistreeerde eienaar / Registered owner

( Waar eienaarskap in 'n Trust / Beslote Korporasie of Deeltitel berus, moet Afdeling C voltooi word )  
( Where ownership is in a Trust / Closed Corporation or Body Corporation Section C to be completed )

Eienaar : \_\_\_\_\_ I.D. nr. : \_\_\_\_\_  
Owner : \_\_\_\_\_ I.D. no. : \_\_\_\_\_

Erfnr./ Plaas : \_\_\_\_\_ Dorp / Gedeelte : \_\_\_\_\_  
Stand no./ Farm : \_\_\_\_\_ Town / Portion : \_\_\_\_\_

Liggingsadres : \_\_\_\_\_ Korrespondensie adres : \_\_\_\_\_  
Property Address : \_\_\_\_\_ Correspondence address : \_\_\_\_\_

Tel. / Sel. nr./no. : \_\_\_\_\_ Eposadres / E-mail address : \_\_\_\_\_

Ek, die geregistreeerde eienaar, verklaar hiermee dat ek persoonlik die Titelakte en enige ander relevante dokument wat betrekking het op die perseel nagegaan het en bevestig hiermee dat die voorgestelde bouwerk nie in stryd is met enige beperkende voorwaardes of enige serwitute daarop van toepassing, en in die geval van enige afwyking of oortreding sal ek persoonlik verantwoordelik gehou word om die gemelde afwykings of oortredings op eie koste reg te stel.

*I, the registered owner, hereby declare that I have personally checked the Title Deeds or any other documents relevant to the property concerned and declare that the proposed work is not contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contravention will bear the sole responsibility to rectify the aforesaid contraventions.*

Ek, die ondergetekende benoem hiermee ..... opsteller van die plan as my wettige verteenwoordiger om by die voorlegging van hierdie aansoek namens my op te tree en die nodige stappe te doen soos deur die Plaaslike Owerheid te vereis om seker te maak dat hierdie aansoek voldoen aan die voorwaardes vervat in die Wet op Nasionale Bouregulasies en Boustandaarde, Wet 103 van 1977, of enige ander toepaslike Wet.

*I, the undersigned nominate ..... author of the plan, to be my lawful representative and to act on my behalf in the submission of this application in terms of Section 4(2) of Act 103 of 1977 and to do all things lawfully required by the Local Authority to ensure that this application complies with the provisions of the National Building Regulations and Building Standards Act, Act 103 of 1977 and any other applicable law.*

GEBOU INGEVOLGE WET 12 VAN 1999 SAAMGELEES MET STAATSKOERANT R975 VAN 29 SEPTEMBER 2000.  
BUILDING IN TERMS OF ACT 12 OF 1999 READ TOGETHER WITH GOVERNMENT R975 OF 29 SEPTEMBER 2000.

**Afdeling B / Section B :**

Argitek / Tegnoloog / Tekenaar : \_\_\_\_\_ Tel. nr. : \_\_\_\_\_  
Architect / Technologist / Draughtsman : \_\_\_\_\_ Tel. no. : \_\_\_\_\_

Adres : \_\_\_\_\_ Eposadres : \_\_\_\_\_  
Address : \_\_\_\_\_ E-mail address : \_\_\_\_\_

Handtekening : \_\_\_\_\_ Registrasiensnr. : \_\_\_\_\_ Datum : \_\_\_\_\_  
Signature : \_\_\_\_\_ Registration no. : \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ 201 \_\_\_\_

Beskrywing van bouwerk : \_\_\_\_\_  
Description of building work : \_\_\_\_\_

Oppervlakte (m<sup>2</sup>) : \_\_\_\_\_ Beraamde koste : \_\_\_\_\_ Oppervlakte van Erf ( m<sup>2</sup> ) : \_\_\_\_\_  
Area ( m<sup>2</sup> ) : \_\_\_\_\_ Estimate cost : R \_\_\_\_\_ Area of Stand ( m<sup>2</sup> ) : \_\_\_\_\_

Bourekenaar : \_\_\_\_\_ Handtekening : \_\_\_\_\_ Reg. nr. : \_\_\_\_\_  
Quantity Surveyor : \_\_\_\_\_ Signature : \_\_\_\_\_ Reg. nr. : \_\_\_\_\_

**Afdeling C / Section C :**

Gevolmagtige persoon / *Authorised person*

Volle name en van :

Adres :

Full names and surname :

Address :

Handtekening :

Tel. nr. :

Signature :

Tel. no. :

In die geval waar die eienaar van hierdie aansoek 'n Beslote Korporasie is moet die toepaslike afdelings van hierdie vorm voltooi word deur 'n gevolmagtigde verteenwoordiger daarvan, en in die geval van 'n Maatskappy en Beslote Korporasie, die registrasie dokumente van die Direkteure en lede hierby aanheg. In die geval van 'n Trust 'n brief van bemagtiging uitgereik deur die Meester van die Hooggeregshof wat die name van die lede asook sy/haar bevoegdheid aandui. Sou die eienaar van hierdie aansoek 'n Beheerliggaam wees, moet die toepaslike afdelings van hierdie vorm voltooi word deur die voorsitter en beherende agent.

*Where the owner of the application is a close corporation the relevant section of this form is to be completed by an authorized representative thereof, and attached in the case of a company and close corporation the registration documents of the Directors and members, and in the case of a Trust a letter of authority obtainable from the Master of the Supreme Court indicating the members names, stating his/her capacity. Should the owner of the application be a body corporate the relevant sections of this form to be completed by the chairperson and the managing agent.*

**Oppervlaktes m<sup>2</sup> / Surfaces m<sup>2</sup>**

Oppervlaktes bereken per grondvloer en verdieping's / *Surfaces calculated per ground floor and storey's*

**Hierdie afdeling moet voltooi word deur die Argitek/Tegnoloog/Tekenaar .**

***This section must be completed by the Architect / Technologist / Draughtsman .***

- |   |       |                |
|---|-------|----------------|
| 1. Woning / <i>Dwelling</i>                                     | ..... | m <sup>2</sup> |
| 2. Buitegebou / <i>Outbuilding</i>                              | ..... | m <sup>2</sup> |
| 3. Stoep Bedek / <i>Stoep Covered</i>                           | ..... | m <sup>2</sup> |
| 4. Stoep Onbedek / <i>Stoep Uncovered</i>                       | ..... | m <sup>2</sup> |
| 5. 2 <sup>de</sup> Wooneenheid / <i>2<sup>nd</sup> Dwelling</i> | ..... | m <sup>2</sup> |
| 6. Pergola's / <i>Pergola's</i>                                 | ..... | m <sup>2</sup> |
| 7. "Wendy" huis / <i>"Wendy" house</i>                          | ..... | m <sup>2</sup> |
| 8. Swembad / <i>Swimming Pool</i>                               | ..... | m <sup>2</sup> |
| 9. Grensmure / <i>Boundary Walls</i>                            | ..... | m              |
| * Sonering / <i>Zoning</i>                                      | ..... |                |

\* Is die erf penne duidelik sigbaar en uitgewys op perseel / *Are the erf pegs identified and easily visible* : Ja / *Yes* - Nee / *No*

**Hierdie afdeling moet voltooi word deur die Argitek / Tegnoloog / Tekenaar .**

***This section must be completed by the Architect / Technologist / Draughtsman .***

**Aansoek / Application :**

**Beskrywing / Description :**

Nuwe bouwerke / *New building work* :

.....

Aanbouings / *Additions to* :

.....

Veranderinge / *Changes* :

.....

Klein bouwerke / *Small building works* :

.....

Ander / *Other* :

.....

**Merk asb wat van toepassing is / *Please tick which is applicable* :**

Pos dokumente na eienaar / gemagtigde persoon

*Post documents to owner / authorized person*

Afgehaal word deur eienaar / gemagtigde persoon

*Collected by owner / authorized person*

Ek onderneem om die bouwerk uit te voer in ooreenstemming met die Goedgekeurde Bouplanne , Nasionale Bouregulasies en SANS Kodes soos gespesifiseer . Ek is bewus daarvan dat die gebou nie gebruik of bewoon mag word alvorens 'n **Okkupasiesertifikaat** deur die Plaaslike Owerheid uitgereik is nie.

*I hereby undertake to complete the building work in accordance with the Approved Plans , National Building Regulations and SANS Codes as specified . I am fully aware of the fact that a **Certificate of Occupancy** must be obtained from the Local Authority prior to the premises being occupied.*

Handtekening Geregistreerde Eienaar :

*Signature Registered Owner :*

.....

Datum :

*Date :* \_\_\_\_ / \_\_\_\_ 20 \_\_\_\_

## **Building Control Langeberg Municipality : Check list for building plans.**

### **Requirements for submission :**

	$\sqrt{x}$
Mun. application & owners signature	[ ]
Signature on plan : Owner/Techn./Arch./Eng.	[ ]
H.O.A. recommendation	[ ]
Scrutiny fee paid	[ ]
Form 1	[ ]
Form 2            Architect / Technologist	[ ]
Engineer	[ ]
Arch. / Techn. Compliance certificate	[ ]
3 Sets of Plans (2 sets coloured)	[ ]
Title Deed / proof of Ownwership	[ ]
Demolition application / -certificate	[ ]

### **Site plan/s (Urban/Residencial) :**

	$\sqrt{x}$
Drawing Title	[ ]
Scale	[ ]
Areas (sqm + %'s)	[ ]
Street Name & Number	[ ]
Erf Number	[ ]
Adjacent Erf Numbers	[ ]
Erf Measurements	[ ]
Building Lines	[ ]
North Point	[ ]
Vehicle Driveway	[ ]
Position of Proposed Building/s	[ ]
Plot out Measurements	[ ]
Position of Existing Building/s	[ ]

### **Site- , Locality Plan/s (Rural) :**

	$\sqrt{x}$
Drawing Title	[ ]
Scale	[ ]
Areas (sqm + %'s)	[ ]
Erf Measurements/Cadastral Boundaries	[ ]
Building Lines (Argr. zone 30m)	[ ]
North Point	[ ]
Erfno. / Reg. Name Farm / Portion	[ ]
Adjacent Erfno. 's / Farms / Portions	[ ]
Road Descriptions with Access Roads	[ ]
Show all Internal Roads : Exist. / Prop.	[ ]
Position Proposed Buildings & Future	[ ]
Plot out Measurements	[ ]

### **Floor- , Storey Layout Plan/s :**

	$\sqrt{x}$
Drawing Titles	[ ]
Scales 1:100, 1:50, 1:20(Foor plans)	[ ]
Position of Section Lines	[ ]
All Measurements Building	[ ]
Wall Thickness	[ ]
Fire Wall/s	[ ]
Fire Door/s	[ ]
Window Measurements / Codes	[ ]
Floor Covering (Bathroom/Kitchen)	[ ]
Useage / Description of Rooms	[ ]

### **Requirements for submission :**

	$\sqrt{x}$
Encroachment Site Plan	[ ]
Adjacent buildings	[ ]
Form with signatures	[ ]
Sans XA            Fenestration	[ ]
Energy usage	[ ]
Orientation	[ ]
Warm water	[ ]
Vorm 3            Rasional design	[ ]
Land Surveyors Diagram	[ ]
Estetic Langeberg / Heritage W.Cape	[ ]
Nature Reservation / Environmental	[ ]

### **Site Plan/s (Urban/Residencial) :**

	$\sqrt{x}$
Position of Demolitions	[ ]
Position of Servitudes (Registered)	[ ]
Level Heights (Erf corners)	[ ]
Contours	[ ]
Any trees Obstructed / Removed	[ ]
Services on Pathway	[ ]
Electrical Connection (Entrance box)	[ ]
Water Connection (Meter)	[ ]
Sewer Connection (Manhole / R.e)	[ ]
Storm Water Drainage / Lead Away	[ ]
Pool – Plot out Measurements	[ ]
Pool (Back wash water , Pump)	[ ]
Solar Panels (Power supply)	[ ]

### **Site- , Locality Plan/s (Rural) :**

	$\sqrt{x}$
Position of Existing Building/s	[ ]
Rivers/Dongas/Sens.Areas(fona/flora)	[ ]
Position of Servitudes (Registered)	[ ]
Level Heights (Erf corners)	[ ]
Contours (1m intervals)	[ ]
Landsaping	[ ]
Floodlines (1:100 jaar / Certified)	[ ]
Sewerage Disposal / Water Sourcess	[ ]
Electrical Connection (Entrance box)	[ ]
Water Connection (Meter)	[ ]
Storm Water Drainage / Lead Away	[ ]
Solar Panels (Power supply)	[ ]

### **Elevations :**

	$\sqrt{x}$
Drawing Titles	[ ]
Scale 1:100, 1:50, 1:20	[ ]
Elevations (minimum 3)	[ ]
Opening Sections of Windows	[ ]
Wall Finishes (Describe)	[ ]
Gutters & Downpipes	[ ]
Floor Differencess (in mm)	[ ]
Chimney Heights	[ ]
Flashing (Roof / Wall)	[ ]
Boundary Walls (comply Langeberg)	[ ]

**Section/s :**

Drawing Titles	√/x
Scale	[ ]
Description NGL & FFL	[ ]
Height from NGL to FFL (mm)	[ ]
Floor Differencess (levels)	[ ]
Height from FFL to Wallplate	[ ]
Foundation : Refer to NBR	[ ]
Engineer	[ ]
Floor : Compaction	[ ]
D.P.C.( microns)	[ ]
Thickness	[ ]
Finish	[ ]
Sections of Boundary Wall/s	[ ]

**General work order :**

Nat. Light (10%)____ (5%)_____	√/x
Pool (Comply to safety)	[ ]
Detail of Wall (Expansion joints)	[ ]
Wooden Floor Construction Details	[ ]

**Roof Layout plan – Pitch Roof :**

Provide Mitec or Engineer's design	√/x
	[ ]

**Water Reticulation Plan :**

Connection to Mun. Supply (Meter)	√/x
Pipe thickness (Ømm)	[ ]
New installation (Coloured in)	[ ]
W/water Cylinder show (Plan/Elevations)	[ ]

**Elektrical Layout Plan :**

Connection to Mun. Supply (Meter box)	√/x
Distribution Box / Show Load Control Device	[ ]
Light Switches / Position of Lights	[ ]

**Sewerage Layout Plan :**

Connection to Mun. Sewer (Manhole)	√/x
Pipe thickness (Ømm) : Sewer & Waste	[ ]
Ventilation pipe/s	[ ]
Gulley Drain/s (Minimum 1 per site)	[ ]
Invert Levels	[ ]
New Sewerage / Grey Water (Coloured in)	[ ]

**Fire Layout Plan :**

Floor Layout Plan	√/x
Scale 1:200, 1:100, 1: 50	[ ]
Water connection/Pipe thickness (Ømm)	[ ]
Fire Hydrant/s & Fire Hose Reel/s	[ ]

**Section/s :**

Roof : Pitch	√/x
Flashing (Roof / Wall)	[ ]
Covering	[ ]
Purlins & Spacing	[ ]
Rafters & Trussess : Spacing	[ ]
Rafters : Fixing/Joints (Detail)	[ ]
Wallplate	[ ]
Isolation ( XA)	[ ]
Ceiling: Brandering & Spacing	[ ]
Ceiling Material	[ ]
Fascia	[ ]
Gutters & Downpipes	[ ]
Chimney Heights	[ ]

**General work order :**

Glazing Note (Sans 10400 N)	√/x
Dampcourse around Openings / Rafters	[ ]
Concrete Lintols as per NBR	[ ]
Staircase Details / Refer to NBR	[ ]

**Roof Layout plan – Flat Roof :**

Describe Purlins / Rafters & Spacing	√/x
	[ ]

**Water Reticulation Plan :**

Warm water Cylinder : Gas	√/x
Solar	[ ]
Heat Pump	[ ]
Other Specify	[ ]

**Elektrical Layout Plan :**

Connection from Solar Panels	√/x
Position of Stove	[ ]
Plug Boxes	[ ]

**Sewerage Layout Plan :**

Scale 1:200, 1:100, 1: 50	√/x
Fall of Sewerage 1:40 to 1:60	[ ]
R.E. / I.E.	[ ]
Sewerage Section/s	[ ]
Depth of sewerage / Mun. sewerage	[ ]
Existing Sewerage	[ ]

**Fire Layout Plan :**

Fire Extinguisher/s (type & kg's)	√/x
Escape Routes with Signs	[ ]
Door equip with door slam mechanism	[ ]
Fire Staircase/s	[ ]

**Please note :** *Complying to the above points will not ensure the approval of the building plan/s . The check list is only a tool to assist you to use to ensure the completeness of the application and the drawings .*