

Erf No: _____
Township: _____
Owner: _____
Date: _____

Annex A
(normative)

**Form 1 referenced in the National Building Regulations and
Building Standards Act, 1977 (Act No. 103 of 1977)**

FORM 1	
DECLARATION BY PERSON RESPONSIBLE FOR PREPARING AN APPLICATION FOR APPROVAL OF THE ERECTION OF THE BUILDING IN TERMS OF SECTION 4 OF THE ACT (To be completed and submitted for all applications prepared in accordance with the provisions of Regulation A2)	
To: (Name of Local Authority) Erf/Holding/Portion No.: Township/Agricultural holding/Farm name: Street address: Building classification / Occupancy (Regulation A20 J1: HI RISK STORAGE) Nature of project: PROPOSED NEW BUILDING(S) (Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)	
SECTION 1: DECLARATION BY OWNER	
Name of owner / s Address: Cell. No. E-mail: I ☐ / We ☐ hereby confirm that: (Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act 2000 (Act No. 43 of 2000)) Category of registration: PROFESSIONAL ARCHITECT (Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson or as approved by SACAP) Professional Registration Number:	

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has been appointed to declare in terms of Regulation A2(1)(g) how the applicable functional regulations are to be satisfied, and I ☐ / we ☐ understand and accept that the onus is on me ☐ / us ☐ to:

i) inform the above-named professional when the work is due to start on site, and if any changes are made as to how the functional regulations are to be satisfied, or any changes in the appointment of competent persons are made before the completion of the building; and

ii) extend the above appointment to meet the requirements of Regulations A19(8) and A19(9) where applicable.

Signature of owner (s) Date:

SECTION 2: DECLARATION BY APPOINTED PROFESSIONAL PERSON

I, (Name of professional)

Address:

Cell. No.:

E-mail:

of

(Name of practice, partnership, association, company or incorporated body)

accept the appointment made in section 1 and declare, to the best of my knowledge, that the functional regulations are to be satisfied as set out in Section 3, with the assistance of the competent persons, if any, named in Section 3, and undertake to update this schedule whenever a change in approach to satisfying these Regulations arises.

Signature of professional:

Registration Council: SACAP

Category of registration: PROFESSIONAL ARCHITECT

(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson, etc.)

Professional Registration Number:

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SECTION 3						
DECLARATION ON HOW THE FUNCTIONAL BUILDING REGULATIONS IS TO BE SATISFIED IN TERMS OF REGULATION AZ4						
Please select the relevant option(s). More than 1 option can be selected.						
REGULATION B: STRUCTURAL DESIGN						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION C: DIMENSIONS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION D: PUBLIC SAFETY						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION F: SITE OPERATIONS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION G: EXCAVATIONS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION H: FOUNDATIONS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION J: FLOORS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION K: WALLS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION L: ROOFS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐
REGULATION M: STAIRWAYS						
Applicable			☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐	Agrément Certification ☐

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REGULATION N: GLAZING					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION O: LIGHTING AND VENTILATION					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION P: DRAINAGE					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION Q: NON-WATERBORNE MEANS OF SANITARY DISPOSAL					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION R: STORWATER DISPOSAL					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION S: FACILITIES FOR PERSONS WITH DISABILITIES					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION T: FIRE PROTECTION					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION V: SPACE HEATING					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION W: FIRE INSTALLATION					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐
REGULATION XA: ENERGY USAGE IN BUILDINGS					
Applicable		☐	Not Applicable		☐
Deemed-to-satisfy Requirements	☐	Rational Design by Competent Person	☐	Rational Assessment by Competent Person	☐
				Agrément Certification	☐

NOTE 1 Regulation A2 requires the owner to appoint a registered person to declare in Form 1 how the applicable functional regulations of the National Building Regulations should be satisfied.

NOTE 2 The Architectural Profession Act (Act 44 of 2000) makes it an offence for anybody not registered with The South African Council for the Architectural Profession to practice architecture – therefore the declaration contained in Form 1 (and the preparation of building plans for submissions for approval to a local authority can only be made by a person registered in a professional category as per the Architectural Professions Act.

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Annex B

(normative)

**Form 2 referenced in the National Building Regulations and
 Building Standards Act, 1977 (Act No. 103 of 1977)**

FORM 2 APPLICATION FOR ACCEPTANCE AS AN APPROVED COMPETENT PERSON IN TERMS OF REGULATION A19 <i>(To be completed and submitted for appointments in terms of Regulation A19)</i>
To: (Name of Local Authority) Erf/Holding/Portion No.: Township/Agricultural holding/Farm name: Street address: Building classification / Occupancy (Regulation A20): J1: HI RISK STORAGE Nature of project: PROPOSED NEW BUILDING(S) (Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)
SECTION 1: DECLARATION BY OWNER Name of owner / s: Address: Cell. No.: E-mail: I ☐ / We ☐ hereby confirm that: (Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act, 2000 (Act No. 43 of 2000)) Category of registration: PROFESSIONAL ARCHITECT Professional Registration Number: in terms of Regulation A19(1) as the competent person for the work, duties and responsibilities set out herein, and I ☐ / we ☐ understand and accept that the onus is on me ☐ / us ☐ to: a) inform the above-named professional when the work is due to start on site, notify the local authority in writing should the appointment be terminated before the work for which this person was appointed is completed, and to make another appointment in terms of Regulation A19(2); extend the above appointment to meet the requirements of Regulations A19(7) and A19(8) where applicable.
Signature of owner (s) Date:

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Owner: _____
Date: _____

SECTION 2: DECLARATION BY APPOINTED COMPETENT PERSON

- I, (Name of professional)
Address:
Cell. No.:
E-mail:
of
(Name of practice, partnership, association, company or incorporated body) accept the appointment made in section 1 and undertake and accept full responsibility for
- a) The rational design /rational assessment /geotechnical investigation in respect of the above project and in accordance with the *rational design/rational assessment/geotechnical investigation requirements of the National Building Regulations for the applicable work described herein, and, where relevant, for the inspection, in respect of work contemplated in section 3 of this Form, and accept that the provisions of Regulations A19(6), (7) and (8), and, where applicable, Regulation A14 shall apply to the duties and responsibilities of any appointment;
 - b) providing the local authority with such drawings, details and particulars as are and may be required by the National Building Regulations;
 - c) notifying the local authority in writing should
 - i) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and
 - ii) my appointment be terminated before the work for which I was appointed is complete;
 - d) submitting to the local authority in terms of section 14(2A) of the National Building Regulations and Building Standards Act, Form 4 on completion of the relevant work, where required, and
 - e) maintaining contact with the owner of the project as to when my services may be required
- and declare that –
- i) I am competent to undertake the rational design ☐ rational assessment ☐ /geotechnical investigation ☐ and any associated inspection work in relation to the applicable work(s) contemplated in section 3 of this Form and in support of my declaration of competence submit that (tick appropriate option)
 - ii) ☐ I satisfy the relevant definition for competent person contained SANS10400 in all respects in relation to the works contemplated; or
 - iii) ☐ I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration;

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I shall satisfy Regulation AZ4 by (tick appropriate option)

- i) ☐ complying with all the relevant requirements of SANS 10400; or
- ii) ☐ reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400.
- iii) I am ☐ /am not ☐ an employee of the owner and have ☐ /do not have ☐ professional indemnity cover;
- iv) my professional registration is current and is not suspended or terminated and is appropriate in relation to the services required; and
- v) all the information given is, to the best of my knowledge and belief, true and correct.

(Attach declaration setting out qualifications, experience and contextual knowledge, proof of PI Insurance etc relating to the work contemplated)

Signature of professional.....Date.....

Registration Council SACAP

Category of registration: PROFESSIONAL ARCHITECT

(Insert Professional Engineer/Professional Engineering Technologist/Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist, etc.)

Professional Registration Number:

SECTION 3: DESCRIPTION OF APPLICABLE WORK

3.1 REGULATION B: STRUCTURAL DESIGN

Competent Person (Structures)

Signature of Competent Person:

Signature of Owner.....

Competent Person (Civil Engineering)

Signature of Competent Person:

Signature of Owner.....

Competent Person (Dolomite Land)

Signature of Competent Person:

Signature of Owner.....

3.2 REGULATION C: DIMENSIONS

Competent Person.....

Signature of Competent Person:

Signature of Owner.....

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Owner: _____
Date: _____

3.3 REGULATION D: PUBLIC SAFETY

Competent Person (Structures)
Signature of Competent Person:
Signature of Owner:.....

3.4 REGULATION G: EXCAVATIONS

Competent Person (Structures):.....
Signature of Competent Person:
Signature of Owner:.....

Competent Person (Engineering Geology)
Signature of Competent Person:
Signature of Owner:.....

3.5 REGULATION H: FOUNDATIONS

Competent Person (Geotechnical)
Signature of Competent Person:
Signature of Owner:.....

Competent Person (Structures)
Signature of a competent person:
Signature of Owner:.....

Competent Person (Civil Engineering)
Signature of Competent Person:
Signature of Owner:.....

3.6 REGULATION J: FLOORS

Competent Person (Structures)
Signature of Competent Person:
Signature of Owner:.....

Competent Person (Civil Engineering)
Signature of Competent Person:
Signature of Owner:.....

3.7 REGULATION K: WALLS

Competent Person (Structures)
Signature of Competent Person:
Signature of Owner:.....

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3.8 REGULATION L: ROOFS

Competent Person (Built Environment)
Signature of Competent Person
Signature of Owner:

Competent Person (Structures)
Signature of Competent Person
Signature of Owner:

3.9 REGULATION M: STAIRWAYS

Competent Person (Structures)
Signature of Competent Person:
Signature of Owner:

3.10 REGULATION N: GLAZING

Competent Person (Structures)
Signature of Competent Person
Signature of Owner:

Competent Person (Glazing)
Signature of Competent Person
Signature of the Owner:

3.11 REGULATION O: LIGHTING AND VENTILATION REQUIREMENT

Competent Person (Mechanical Engineering)
Signature of Competent Person
Signature of Owner

3.12 REGULATION P: DRAINAGE

Competent Person (Sanitation)
Signature of Competent Person
Signature of the Owner

3.13 REGULATION Q - NON-WATER-BORNE MEANS OF SANITARY DISPOSAL

Competent Person (Sanitation)
Signature of Competent Person
Signature of the Owner

Erf No: _____
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Owner: _____
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3.14 REGULATION R: STORMWATER DISPOSAL Competent Person (Civil Engineering) Signature of Competent Person Signature of Owner: Competent Person (Built Environment) Signature of Competent Person Signature of Owner:
3.15 REGULATION S: FACILITIES FOR PERSONS WITH DISABILITIES Competent Person (Environmental Access) Signature of Competent Person Signature of owner:
3.16 REGULATION T: FIRE PROTECTION Competent Person (Fire Engineering) Signature of Competent Person) Signature of Owner:
3.17 REGULATION V: SPACE HEATING Competent Person (Fire Engineering) Signature of Competent Person Signature of Owner:
3.18 REGULATION W: FIRE INSTALLATION Competent Person (Fire Engineering) Signature of Competent Person: Signature of Owner: Competent Person (Wet Services) Signature of Competent Person Signature of Owner:
3.19 REGULATION XA: ENERGY USAGE IN BUILDINGS Competent Person: Signature of Competent Person: Signature of Owner:

(Attach documentation setting out qualifications, experience and contextual knowledge, PI Insurance, etc relating to the work appointed for)

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SECTION 4: ACCEPTANCE OF APPOINTED COMPETENT PERSON BY A LOCAL AUTHORITY
(To be completed and returned to the Approved Competent Person)

Based on the information and undertakings provided, the competent person is

- ☐ accepted as an approved competent person
- ☐ not accepted as an approved competent person for the following reasons:
- 1) ☐ incorrect or incomplete information has been provided (Regulation A19(9)(c)(i));
 - 2) ☐ is not in possession of the required professional indemnity insurance cover (Regulation A19(9)(c)(ii));
 - 3) ☐ is not professionally registered with a relevant statutory council (Regulation A19(9)(c)(iii));
 - 4) ☐ is inadequately qualified or has insufficient experience or contextual knowledge to make the required determinations (Regulation A19(9)(c)(iv));
 - 5) ☐ is under investigation by a relevant disciplinary tribunal (Regulation A19(9)(c)(v)).

For and on behalf of the Local Authority: (Name of official)

Signature:

Date:

NOTE1 Regulation A19 requires the owner to appoint a competent person responsible for design, inspection and assessment duties where in terms of The National Building Regulations a rational design or assessment (or both) is required in terms of Regulations AZ4(1)(b)(ii), A1(3), A23(4), G1(3), O4, P2(2), Q3, R3, T1(2), W4 and XA3 in respect of a system, measure, facility or parameter.

NOTE 2 The owner of the building shall subject to the provisions of sub-regulations A19(4) and A19(5) appoint and retain one or more approved competent persons to undertake responsibility for the work associated with such regulations including any inspections and certifications that maybe required.

NOTE 3 Where it is not possible for such person to fulfil the duties as contemplated in sub-regulation A19(1), the owner of such building shall appoint and retain another approved competent person to take over and fulfil such duties and responsibilities both in respect of the work already designed or erected or installed and in respect of the balance of such work still to be undertaken to complete the project.

