



LAND USE PLANNING APPLICATION FORM

In terms of the Swartland Municipality: Municipal Land Use Planning By-Law, (PG 8226 of 25 March 2020),

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

PART A: PROPERTY DETAILS (in accordance with Title Deed)

Property Description [Erf / Erven / Portion(s) and Farm number(s)]					
Physical Address					
GPS Coordinates			Town		
Current Zoning		Extent	m ² / ha	Are there existing buildings?	Y N
Current Land Use					
Title Deed number & date	T				
Any restrictive conditions prohibiting application?	Y	N	If Yes, list condition number(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 unauthorised buildings and/or land use on the subject property(ies)?	Y	N	If yes, is this application to legalise the building/land use?	Y	N

PART B: PRE-APPLICATION CONSULTATION

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

PART C: TYPE OF LAND USE APPLICATIONS BEING SUBMITTED IN TERMS OF SECTION 25 OF THE BY-LAW AND APPLICATION FEES PAYABLE

Has there been any previous related application(s)?	Y	N	If yes, provide the municipal reference no.	
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All fees include VAT(15%) and are valid from 1 July 2024 to 30 June 2025

Tick	Type of application		FEES PAID
√	a rezoning of land – Section 25(2)(a); [9/222-945-9234]	Rezoning to sub-divisional area	R3 770,00 R3 770,00 + R1 250,00 per land use (opens spaces and roads not included)
√	a permanent departure from the development parameters of the zoning scheme – Section 25(2)(b); [9/222-347-9254]	Erven < 500m ²	R620,00
		Erven 501-750m ²	R760,00
		Erven > 750m ²	R940,00
√	a departure to use land for a purpose not provided for in the zoning scheme granted on a temporary basis –Section 25(2)(c); [9/222-337-9192]	House shop [9/222-339-9192]	R2 800,00 R730,00
√	a subdivision of land that is not exempted in terms of section 34, including the registration of a servitude or lease agreement – Section 25(2)(d); [9/222-1109-9244]	More than 10 erven	R2 000,00 R2 000,00 + R90/ erf above 10 erven
√	a consolidation of land which is not exempted in terms of section 34 – Section 25(2)(e); [9/222-279-9244]		R2 000,00
√	a removal, amendment or suspension of restrictive conditions in respect of a land unit – Section 25(2)(f); [9/222-919-9234]		R3 770,00
√	a permission required in terms of the zoning scheme – Section 25(2)(g); [9/222-275-9234]	Keeping of animals	R3 770,00 R800,00
√	an amendment, deletion or imposition of conditions in respect of an existing approval – Section 25(2)(h); [9/222-89-9234]	If public participation is required	R2 760,00
		If public participation is not required	R1 300,00
√	an extension of the validity period of an approval – Section 25(2)(i);	Of a rezoning or consent use [9/222-945-9234]	R1 200,00
		Of a subdivision [9/222-1109-9244]	R700,00
		Of a temporary departure [9/222-337-9192]	R700,00
		House shops / Day care centres [9/222-339-9192]	R370,00
√	an approval of an overlay zone as provided for in the zoning scheme – Section 25(2)(j); [9/222-945-9234]		R3 770,00
√	a phasing, amendment or cancellation of a plan of subdivision or a part thereof – Section 25(2)(k); [9/222-1109-9244]		R2 000,00
√	a permission required in terms of the conditions of approval –Section 25(2)(l); [9/222-89-9234]		R3 770,00
√	a determination of a zoning – Section 25(2)(m); [9/222-345-9246]		R3 770,00

√	a closure of a public place or part thereof – Section 25(2)(n); [9/222-251-9246]	R2 000,00	
√	a consent use provided for in the zoning scheme – Section 25(2)(o); [9/222-275-9234]	R3 770,00	
	House shops / Day care centre [9/222-277-9234]	R730,00	
√	To disestablish a home owner’s association – Section 25(2)(p); [9/222-281-9246]	R730,00	
√	To rectify a failure by a home owner’s association to meet its obligations in respect of the control over or maintenance of services – Section 25(2)(q); [9/222-281-9246]	R750,00	
√	A permission required for the reconstruction of an existing building that constitutes a non-conforming use and that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building – Section 25(2)(r); [9/222-945-9234]	R3 770,00	

PRESCRIBED NOTICE AND ADVERTISEMENT FEES**

√	SERVING OF NOTICES	Delivering by hand; Registered Letters; [9/222-811-9188]	R53/ Letter	
√	PUBLICATION OF NOTICES	Local Newspaper(s); [9/222-50-9188]	R4 950,00	
		Combination applications: Additional cost per application type. [9/222-49-1443]	R1065,00	
√	PUBLICATION OF NOTICES	Provincial Gazette [9/222-52-9188]	R1 600,00	
√	NOTICE OF DECISION	Provincial Gazette [9/222-52-9188]	R1 600,00	
√	INTEGRATED PROCEDURES	T.B.C. [9/222-51-1443]		

ADDITIONAL APPLICATIONS

√	Amendment of the SDF – Section 10 [9/222-87-9190]	R3 770,00	
√	Exemption from approval – Section 34 [9/222-460-9244]	R450,00	
√	Approval of a constitution – Section 39(3) [9/222-281-9246]	R1 550,00	
√	Approval of an architectural design manual – Section 39(3)(d) [9/222-281-9246]	R1 550,00	
√	Amendment of a constitution or an architectural design manual – Section 39(6) [9/222-281-9246]	R780,00	
√	Appeal – Section 89(2) [9/222-96-9234]	R5 000,00	

TOTAL APPLICATION FEES*

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* Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany the application.

** The applicant is liable for all costs related to publishing and serving of notices for an application.

*** The publishing of notices in the local newspapers and/or Provincial Gazette may be required for all types of applications.

Please contact the division Planning of the Department: Development Services for the relevant banking details

PART D: DETAILS OF PROPOSAL

Departure / Consent / Amendment / Rezoning required

Y	Building line encroachment	Street	From		m	To		m
		Street	From		m	To		m
		Side	From		m	To		m
		Side	From		m	To		m
		Rear	From		m	To		m
Y	Exceeding permissible site coverage	From		%	To		%	
Y	Exceeding maximum bulk / floor factor	From			To			
Y	Exceeding height restriction	From		m	To		m	
Y	Exceeding maximum storey height	From		m	To		m	
Y	Rezoning	From			To			
Y	Other / Temporary departure / Consent use (Please specify)							

Brief description of proposed development / intent of application:

PART E: APPLICANT DETAILS

First name(s)						
Surname				SACPLAN Reg No. (if applicable)		
Company name (if applicable)						
Postal Address					Postal Code	
Email						
Tel		Fax		Cell		

PART F: REGISTERED OWNER(S) DETAILS (compulsory if different from applicant)

Registered owner						
Postal Address					Postal code	
E-mail						
Tel		Fax		Cell		

PART G: ATTACHMENTS & SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATIONS [Section 25(2)(a) to (r) of the By-law on Municipal Land Use Planning]

Please complete the following checklist and attach all the information relevant to the proposal. Failure to submit all information required will result in the application being deemed incomplete.

Is the following compulsory information attached?

Y	N	Power of Attorney / Owner's consent if applicant is not owner	Y	N	Bondholder's consent
Y	N	Motivation report / letter	Y	N	Proof of payment of fees
Y	N	Full copy of the Title Deed	Y	N	S.G. noting sheet extract / Erf diagram / General Plan
Y	N	Proof of agreement or permission for required servitude			

Minimum and additional requirements:

Y	N	N/A	Locality plan	Y	N	N/A	Proposed Subdivision Plan (including street names and numbers)
Y	N	N/A	Land Use Plan	Y	N	N/A	Consolidation Plan
Y	N	N/A	Zoning plan	Y	N	N/A	Landscaping / Tree Plan
Y	N	N/A	Site Development Plan	Y	N	N/A	Conveyancer's Certificate
Y	N	N/A	Phasing Plan	Y	N	N/A	Home Owners' Association consent
Y	N	N/A	Abutting owner's consent	Y	N	N/A	1:50 / 1:100 Flood line determination plan

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	Any additional documents or information required as listed in the pre-application consultation form/minutes
Y	N	N/A	Services Report or indication of all municipal services / registered servitudes	Y	N	N/A	Other (specify)
Y	N	N/A	Proof of lawful use right (Zoning certificate)				

SECTION H: DECLARATION

I / We hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we am/are properly authorized to make this application on behalf of the owner and (where applicable) that copies of such full relevant Powers of Attorney/Consent are attached hereto.
3. That where a consultant/agent is indeed appointed to submit this application on the owner's behalf, it is accepted that correspondence and formal notification as required in terms of the by-law will only be sent to such consultant/agent and that the owner will regularly consult with the consultant/agent in this regard.
4. That, as owner/applicant/developer, I'm/we're aware of the state of existing bulk services provision and infrastructure availability in the subject area and that any development contributions might be payable in respect of the development herein proposed (if applicable).
5. **I'm aware that it is an offense in terms of Section 96(1) (d) 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 and in doing so can lead to criminal proceedings of a fine or imprisonment or both.**
6. 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 owner will regularly consult with the agent in this regard.
7. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
8. 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.
9. I hereby authorise Swartland Municipality to use, review and process any personal information (as defined in POPIA) provided in this form in support of the application made hereby.

I understand my right to privacy and the right to have my personal information processed in accordance with the conditions for the lawful processing of personal information and hereby give my consent to the Swartland Municipality to collect, process, store and distribute relevant personal information where the Municipality may be required to do so, solely in respect of this application, and to dispose of such personal information as required by law, on the understanding that the Municipality:

- a) implements reasonable security safeguards designed to protect personal data from loss, misuse, alteration, destruction or damage; and
- b) takes steps to limit access to personal data to those officials who need to have access to it.

Applicant's signature: _____

Date: _____

Full name: _____

Professional capacity: _____

FOR OFFICE USE ONLY

Date received:

Received by:

Receipt number:

Date application
complete

ANNEXURES

The following Annexure is attached for your information, only if applicable:

Annexure A: Land use planning application submission and protocol

Please do not submit this Annexure with the application form.