



Msinga Municipality

APPLICATION FORM

APPLICATION IN TERMS OF THE PLANNING AND DEVELOPMENT ACT, 2008
(ACT NO. 6 OF 2008)

OFFICIAL USE

APPLICATION NO.:	APPROVED <input type="checkbox"/>	CONDITIONS <input type="checkbox"/>
DATE RECEIVED:		NO CONDITIONS <input type="checkbox"/>
RECEIVED BY:	REFUSED <input type="checkbox"/>	
FEES PAID:	APPEAL <input type="checkbox"/>	DISMISSED <input type="checkbox"/>
RECEIPT NO.:		UPHELD (/ PARTLY) <input type="checkbox"/>
	LAPSED <input type="checkbox"/>	
NOTES:		

1. INSTRUCTIONS

See Schedule 1

2. APPLICATION TYPE

- Amendment of a scheme
- Consent in terms of a scheme
- Cancellation of consent in terms of a scheme
- Subdivision of land
- Consolidation of land
- Development situated outside the area of a scheme
- Phasing of approved layout plan
- Cancellation of approved layout plan
- Alteration, suspension and deletion of condition of title relating to land

- Alteration, suspension and deletion of condition of approval relating to land
- Closure of municipal road
- Closure of public place

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

- 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

SUBDIVISION OR CONSOLIDATION OF LAND

- PLAN To scale layout, showing:
 - Existing buildings
 - Erven 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 floodlines
- Highwater 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

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 floodlines
 - Highwater 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

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, as contemplated in sections 12, 25, 42, 64 and 73 of the Act, setting out all relevant facts, circumstances, and matters which a municipality must consider.

See Section 3 of the KwaZulu-Natal Planning and Development Act manual that can be downloaded from www.kznlgta.gov.za for more information.

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 Principles of the Development Facilitation Act, 1995 (Act No. 67 of 1995)
- ANNEX Provincial Planning and Development Norms and Standards
- ANNEX The Municipality's Integrated Development Plan
- ANNEX Any other relevant information (including items that are not listed as matters that must be considered for all applications)

ALL APPLICATIONS WITHIN A SCHEME

- ANNEX The scheme

APPLICATION FOR THE AMENDMENT OF A SCHEME, SUBDIVISION OR CONSOLIDATION OF LAND 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 African National Roads Agency Limited and National Roads Act, 1998 (Act No. 7 of 1998)
- ANNEX Eskom
- ANNEX Water Board
- 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

APPLICATION FOR AMENDMENT OF SCHEME

- ANNEX Possible compensation if amendment to scheme is approved
- 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 proclaimed conservation area
- 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

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 1:1000, or if the development compromise an area of 121,5 Ha or more a scale of 1 in 2500.
- (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.