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<p><b>PROVINCIAL NOTICE</b></p> <p><b>185</b> Nala Local Municipality: Municipal Land Use Planning By-Laws.....<b>2</b></p> <p><b>186</b> Tswelopele Local Municipality: Municipal Land Use Planning By-Laws.....<b>51</b></p>			

[PROVINCIAL NOTICE NO.185 OF 2015]

**NALA LOCAL MUNICIPALITY  
MUNICIPAL LAND USE PLANNING BY-LAWS**

Notice is hereby given in terms of the provisions of Section 13 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) that the Council of the Nala Local Municipality adopted the set of Municipal Land Use Planning By-laws.

The By-laws are published for the purpose of general public notification. Copies of the By-laws are available at 8 Preller Street, Bothaville, 9660

**MR BC Mokomela**  
Municipal Manager

To provide for the regulation and control of activities on and in respect of spatial planning and land use management, and to provide for matters in connection therewith

**Preamble**

**WHEREAS** the Constitution established local government as a distinctive sphere of government, interdependent, and interrelated with the national and provincial spheres of government; and

**WHEREAS** there is agreement on the fundamental importance of local government to democracy, development and nation-building in our country; and

**WHEREAS** there is fundamental agreement in our country on a vision of democratic, accountable and developmental local government, in which municipalities must strive within their financial and administrative capacity, to achieve their constitutional objectives by ensuring the provision of sustainable, effective and efficient municipal services to communities, by promoting social and economic development, by promoting a safe and healthy environment, and by encouraging the involvement of communities in the matters of local government; and

**WHEREAS** the Constitution authorizes and empowers municipalities to administer the local government matters listed in Part B of Schedules 4 and 5, which include hoardings and the display of advertisements in public places and any other matter assigned to it by national or provincial legislation, by making and administering By-laws for the effective administration of these matters;

**BE IT THEREFORE ENACTED** by the Municipal Council of the Nala Local Municipality as follows:-

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## CHAPTER I – INTERPRETATION AND APPLICATION

### 1. DEFINITIONS AND INTERPRETATIONS

In this By-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Spatial Planning and Land Use Management Act 2013, (Act 16 of 2013) has the meaning assigned to it in that Act.

All references to sections in this by-law refers to this specific document unless otherwise stated—

“**adopt**”, in relation to a spatial development framework, land use scheme, policy or strategy, means the approval thereof by the competent authority;

“**agent**” means a person authorized by the owner of land to make an application on behalf of the owner of land;

“**Appeal Authority**” means the Appeal Authority contemplated in section 85(1);

“**applicant**” means a person referred to in section 16(3) who makes an application to the Municipality as contemplated in that section;

“**application**” means an application to the Municipality referred to in section 16(3);

“**authorized employee**” means a municipal employee who is authorized by the Municipality to exercise a power or perform a duty in terms of this By-law or to inspect land and buildings in order to enforce compliance with this By-law, the land use scheme and Deed of Title;

“**consolidation**”, in relation to land, means the merging of two or more adjacent land parcels into a single land parcel;

“**Council**” means the municipal council of the Municipality;

“**date of notification**” means the date on which a notice is served as contemplated in section 50(6) or published in the media or *Provincial Gazette*;

“**day**” means a calendar day, and when any number of days are prescribed for the execution of any act, it must be calculated by excluding the first day and including the last day, however, should the last day fall on a Saturday, Sunday or Public Holiday, the number of days must be calculated by excluding the first day and also the Saturday, Sunday or public holiday;

“**development charge**” means a development charge levied by the Municipality as contemplated in section 88;

“**emergency**” includes a situation that arises from a flood, strong wind, severe rainstorm, fire, earthquake or industrial accident and that requires the relocation of human settlements;

“**external engineering service**” means an engineering service situated outside the boundaries of a land area and that is necessary to serve the use and development of the land area;

“**Free State Spatial Planning and Land Use Bill**” means the Free State Spatial Planning and Land Use Bill, and upon enactment the Act;

“**local spatial development framework**” means a local spatial development framework contemplated in section 10;

“**municipal spatial development framework**” means a municipal spatial development framework adopted by the Municipality in terms of Chapter 5 of the Municipal Systems Act and Chapter 4 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013);

“**Municipal Manager**” means the municipal manager of the Municipality;

“**Municipality**” means the municipality of Nala established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

“**non-conforming use**” means an existing land use that was lawful in terms of a previous land use scheme but that does not comply with the land use scheme in force;

“**occasional use**” means a departure in respect of a right to use land for a purpose granted on a temporary basis for a specific occasion or event;

“**overlay zone**” means an area in a land use scheme that is demarcated for the purpose of conserving natural resources or promoting certain types of development and that is subject to conditions, requirements or restrictions in addition to those of the land use scheme;

“**owners’ association**” means an owners’ association established in terms of section 30 and includes, for the purpose of section 29(2)(a), a body corporate created in terms of the Sectional Titles Act (Act 95 of 1986);

“**points-in-limine**” means, with regard to a hearing- or appeal- process, the introduction of technical legal points which are argued and decided before arguing the merits of the case.

“**pre-application consultation**” means a consultation between an owner or an agent and the Municipality contemplated in section 38;

“**public facilities**” means amenities that are—

- (a) intended for the use of the general public;
- (b) used to offer a service or for recreation; and
- (c) ordinarily owned by the state or a municipality;

“**service**” means a service provided by the Municipality, any other organ of state or a service provider, including services for the provision of water, sewerage, electricity, refuse removal, roads, storm water, and includes infrastructure, systems and processes related to the service;

“**site development plan**” means a scaled and dimensioned plan that shows details of the proposed land development, including the site layout, positioning of buildings and structures, property access, building designs, parking, internal services, servitudes and landscaping;

“**social infrastructure**” means community facilities, services and networks that meet social needs and enhance community well-being;

“**Spatial Planning and Land Use Management Act**” means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and the regulations promulgated in terms of the Act;

“**Tribunal**” means the Municipal Planning Tribunal established in terms of section 74.

Any reference to erf or rural land refers to the Land Survey Act, 1997, (Act No 8 of 1997).

Any reference to the male gender includes the female gender and any reference to the plural will include the singular and *vice versa*, as the context may require.

## 2. APPLICATION OF BY-LAW

This By-law applies to all land situated within the municipal area, including land owned by the state and by organs of state.

## CHAPTER II – SPATIAL PLANNING

### 3. SPATIAL PLANNING CATEGORIES

- (1) All Development Frameworks developed for areas in, or associated with, the Free State province must be represented spatially. In order to create a uniform system across the Province, the attribute data must be represented according to the following primary spatial planning categories:
  - (a) Core Conservation Areas that must be captured in the attribute data as a capital letter A including;
    - (i) Statutory Protected Areas that must be captured in the attribute data as a letter A.a or;
  - (b) Natural Buffer Areas that must be captured in the attribute data as a capital letter B including;
    - (i) Non-Statutory Conservation Areas that must be captured in the attribute data as a letter B.a;
    - (ii) Ecological Corridors that must be captured in the attribute data as a letter B.b;
    - (iii) Urban Green Areas that must be captured in the attribute data as a letter B.c or;
  - (c) Agricultural Areas that must be captured in the attribute data as a capital letter C including;
    - (i) Extensive agricultural areas that must be captured in the attribute data as a letter C.a;
    - (ii) Intensive agricultural areas that must be captured in the attribute data as a letter C.b or;
  - (d) Urban Related Areas that must be captured in the attribute data as a capital letter D including;
    - (i) Main Towns that must be captured in the attribute data as a letter D.a;
    - (ii) Local Towns that must be captured in the attribute data as a letter D.b;
    - (iii) Rural Settlements that must be captured in the attribute data as a letter D.c;
    - (iv) Tribal Authority Settlements that must be captured in the attribute data as a letter D.d;
    - (v) Communal Settlements that must be captured in the attribute data as a letter D.e;
    - (vi) Institutional Areas that must be captured in the attribute data as a letter D.f;
    - (vii) Authority Areas that must be captured in the attribute data as a letter D.g;

- (viii) Residential Areas that must be captured in the attribute data as a letter D.h;
- (ix) Business Areas that must be captured in the attribute data as a letter D.i;
- (x) Service Related Business that must be captured in the attribute data as a letter D.j;
- (xi) Special Business that must be captured in the attribute data as a letter D.k;
- (xii) SMME Incubators that must be captured in the attribute data as a letter D.l;
- (xiii) Mixed Use Development Areas that must be captured in the attribute data as a letter D.m;
- (xiv) Cemeteries that must be captured in the attribute data as a letter D.n;
- (xv) Sports fields and Infrastructure that must be captured in the attribute data as a letter D.o;
- (xvi) Airports and Infrastructure that must be captured in the attribute data as a letter D.p;
- (xvii) Resorts and Tourism Related Areas that must be captured in the attribute data as a letter D.q;
- (xviii) Farmsteads and Outbuildings that must be captured in the attribute data as a letter D.r or;
- (e) Industrial Areas that must be captured in the attribute data as a capital letter E including;
  - (i) Agricultural industry that must be captured in the attribute data as a letter E.a;
  - (ii) Industrial Development Zone that must be captured in the attribute data as a letter E.b;
  - (iii) Light industry that must be captured in the attribute data as a letter E.c;
  - (iv) Heavy industry that must be captured in the attribute data as a letter E.d;
  - (v) Extractive industry that must be captured in the attribute data as a letter E.e or;
- (f) Surface Infrastructure that must be captured in the attribute data as a capital letter F including;
  - (i) National roads that must be captured in the attribute data as a letter F.a;
  - (ii) Main roads that must be captured in the attribute data as a letter F.b;
  - (iii) Minor roads that must be captured in the attribute data as a letter F.c;
  - (iv) Public Streets that must be captured in the attribute data as a letter F.d;
  - (v) Heavy Vehicle Overnight Facilities that must be captured in the attribute data as a letter F.e;
  - (vi) Railway lines that must be captured in the attribute data as a letter F.f;
  - (vii) Power lines that must be captured in the attribute data as a letter F.g;
  - (viii) Telecommunication Infrastructure that must be captured in the attribute data as a letter F.h;
  - (ix) Renewable Energy Structures that must be captured in the attribute data as a letter F.i;
  - (x) Dams and Reserves that must be captured in the attribute data as a letter F.j;
  - (xi) Canals that must be captured in the attribute data as a letter F.k;
  - (xii) Sewerage Plants and Refuse Areas that must be captured in the attribute data as a letter F.l;
- (2) All the main spatial planning categories must further be divided into sub-categories and more detailed categories as required by the municipality.

#### 4. COMPILATION, REVIEW OR AMENDMENT OF MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK

- (1) When the Council compiles, reviews or amends its municipal spatial development framework in accordance with the Municipal Systems Act and the Spatial Planning and Land Use Management Act, the Council must—
  - (a) establish an intergovernmental steering committee to compile or amend its municipal spatial development framework; or
  - (b) refer its draft municipal spatial development framework or draft amendment of its municipal spatial development framework to National and Provincial Departments and contiguous municipalities for comment, in accordance with Section 7 (e) (ii) of the Spatial Planning and Land Use Management Act, 2013.
- (2) The Municipality must—
  - (a) publish a notice in two of the official languages of the Province most spoken in the area in two newspapers circulating in the area concerned of—
    - (i) the intention to compile, review or amend the municipal spatial development framework; and
    - (ii) the process it will follow, in accordance with section 30(3) of the Municipal Systems Act;
  - (b) in writing inform the National and Provincial Departments and contiguous municipalities of—
    - (i) the intention to compile, review or amend the municipal spatial development framework;
    - (ii) its decision in terms of subsection (1)(a) or (b); and
    - (iii) the process it will follow to compile, review or amend the municipal spatial development framework, including the process for public participation; and
  - (c) register relevant affected parties, who must be invited to comment on the draft municipal spatial development framework or draft amendment of the municipal spatial development framework as part of the process to be followed.

#### 5. ESTABLISHMENT OF PROJECT COMMITTEE

- (1) The Municipality must establish a project committee to compile, review or amend its municipal spatial development framework.
- (2) The project committee must at least consist of—
  - (a) the Municipal Manager; and or a municipal employee as designated by the municipal manager
  - (b) municipal employees from at least the following municipal departments:
    - (i) the integrated development planning office;
    - (ii) the planning department;

- (iii) the engineering department;
- (iv) the local economic development department;
- (v) the housing department; and
- (vi) office of the chief financial officer.

## 6. ESTABLISHMENT OF INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council establishes an intergovernmental steering committee, the Municipality must, in writing, invite written nominations for representatives to serve on the intergovernmental steering committee from the following organs of state —
  - (a) the delegated party of the national and provincial government department responsible for land use planning;
  - (b) the delegated party of the provincial government department responsible for environmental affairs;
  - (c) the delegated party of the provincial government department responsible for agriculture and rural development;
  - (d) relevant organs of state; and departments.

## 7. PROCEDURE WITH INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council establishes an intergovernmental steering committee, the project committee must compile a draft *status quo* document setting out an assessment of the existing levels of development and development challenges in the municipal area, and must submit it to the intergovernmental steering committee for comments.
- (2) After consideration of the comments of the intergovernmental steering committee, the project committee must complete the *status quo* document and submit it to the Council for adoption.
- (3) The project committee must compile a first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comments.
- (4) After consideration of the comments of the intergovernmental steering committee, the project committee must complete the first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment in accordance with the process adopted in terms of sections 28 and 29 of the Municipal Systems Act.
- (5) After consideration of the comments and representations, as a result of the publication contemplated in subsection (4), the project committee must compile a final municipal spatial development framework or final amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comment.
- (6) After consideration of the comments of the intergovernmental steering committee contemplated in subsection (5), the project committee must complete the final draft of the municipal spatial development framework or final draft amendment of the municipal spatial development framework and submit it to the Council for adoption by the Council.
- (7) If the final municipal spatial development framework or final amendment of the municipal spatial development framework contemplated in subsection (6) is materially different to what was published in terms of subsection (4), the Municipality must in accordance with subsection (4), (5) and (6) read with the necessary changes follow a further consultation and public participation process in accordance with this section before the final municipal spatial development framework or final amendment of the municipal spatial development framework is adopted by the Council.
- (8) The Council or the project committee may at any time in the process of compiling a municipal spatial development framework or drafting an amendment of the spatial development framework request comments from the intergovernmental steering committee.
- (9) The Council must adopt the final municipal spatial development framework or final amendment of the municipal spatial development framework, with or without amendments, and must within 14 days of its decision give notice thereof in the media and the *Provincial Gazette*.

## 8. PROCEDURE WITHOUT INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council does not establish an intergovernmental steering committee to compile or amend its municipal spatial development framework, the project committee must—
  - (a) compile a draft *status quo* document setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption;
  - (b) after adoption of the *status quo* document, compile a draft municipal spatial development framework or draft amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment;
  - (c) after approval of the draft municipal spatial development framework or draft amendment of the municipal spatial development framework for publication contemplated in sub-section (b), submit the draft municipal spatial development framework or draft amendment of the municipal spatial development framework to the MEC for comment in; and
  - (d) after consideration of the comments received from the public and the MEC, submit a final municipal spatial development framework or final amendment of the municipal spatial development framework, with any further amendments, to the Council for adoption.
- (2) The Council must adopt the final municipal spatial development framework or final amendment of the municipal spatial development framework, with or without amendments, and must within 14 days of its decision give notice of the decision in the media and the *Provincial Gazette*.

## 9. FUNCTIONS AND DUTIES

- (1) The members of the project committee must, in accordance with the directions of [the executive authority/executive mayor/committee of councilors]—
  - (a) compile a municipal spatial development framework or draft an amendment of the municipal spatial development framework for adoption by the Council;
  - (b) provide technical knowledge and expertise to the Council;
  - (c) monitor progress and ensure that the compilation of the municipal spatial development framework or drafting of the amendment of the municipal spatial development framework is progressing according to the approved process contemplated in section 4(2)(a)(ii);
  - (d) guide the public participation process and ensure that the registered affected parties remain informed;
  - (e) oversee the incorporation of amendments to the draft municipal spatial development framework or draft amendment of the municipal spatial development framework based on the consideration of the comments received during the process of drafting thereof;
  - (f) oversee the drafting of a report setting out the response of the Municipality to the provincial comments issued;
  - (g) ensure alignment of the municipal spatial development framework with the development plans and strategies of other affected municipalities and other organs of state as contemplated in section 24(1) of the Municipal Systems Act;
  - (h) facilitate the integration of other sector plans into the municipal spatial development framework;
    - (i) if the Municipality decides to establish an intergovernmental steering committee—
      - (i) assist the Municipality in ensuring that the intergovernmental steering committee is established and that timeframes are adhered to; and
      - (ii) ensure the flow of information between the project committee and the intergovernmental steering committee.
- (2) The members of the intergovernmental steering committee must—
  - (a) provide the intergovernmental steering committee with the following:
    - (i) technical knowledge and expertise;
    - (ii) input on outstanding information that is required to draft the municipal spatial development framework or an amendment thereof;
    - (iii) information on the locality of projects and budgetary allocations; and
    - (iv) written comments in terms of section 7.
  - (b) communicate to the intergovernmental steering committee any current or planned projects that have an influence on the municipal area; and
  - (c) provide the project committee with written comments in terms of section 7.

## 10. LOCAL SPATIAL DEVELOPMENT FRAMEWORKS

- (1) The Municipality may adopt a local spatial development framework for a specific geographical area in a portion of the municipal area.
- (2) The purpose of a local spatial development framework in a specific geographical area is to:
  - (a) provide detailed spatial planning guidelines;
  - (b) provide more detail in respect of a proposal provided for in the municipal spatial development framework;
  - (c) meet specific land use planning needs and priorities;
  - (d) provide detailed policy and development parameters for land use planning;
  - (e) provide detailed priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues;
  - (f) guide decision making on land use applications; and
  - (g) identify a funding source and budget for prioritized projects.

## 11. COMPILATION, AMENDMENT OR REVIEW OF LOCAL SPATIAL DEVELOPMENT FRAMEWORKS

- (1) If the Municipality compiles, amends or reviews a local spatial development framework, it must draft and approve a process plan, including the public participation processes to be followed for the compilation, amendment, review or adoption of a local spatial development framework.
- (2) When the Council drafts or amends its local spatial development framework it must refer its draft local spatial development framework or draft amendment to its local spatial development framework to National and Provincial Departments for comment.
- (3) The municipality must, within 21 days of adopting a local spatial development framework or an amendment of local spatial development framework, publish a notice of the decision in the media and the *Provincial Gazette*.



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**12. STATUS OF LOCAL SPATIAL DEVELOPMENT FRAMEWORKS**

- (1) A local spatial development framework or an amendment thereof comes into operation on the date of publication of the notice contemplated in Section 11.
- (2) A local spatial development framework guides and informs decisions made by the Municipality relating to land development, but it does not confer or take away rights.

**13. STRUCTURE PLANS**

- (1) When the Municipality intends to convert a structure plan to a local spatial development framework it must comply with sections 10 to 12 and must—
  - (a) review that structure plan and make it consistent with the purpose of a municipal spatial development framework;
  - (b) incorporate the provisions of the structure plan that are consistent with that purpose in a municipal spatial development framework.
- (2) The Municipality must withdraw the relevant structure plan by notice in the *Provincial Gazette* when it adopts a local spatial development framework contemplated in subsection (1).

**CHAPTER III – DEVELOPMENT MANAGEMENT****14. DETERMINATION OF ZONING**

- (1) The owner of land or his agent may apply in terms of section 16(2) to the Municipality for the determination of a zoning for land within its municipal jurisdiction.
- (2) When the Municipality considers an application in terms of subsection (1) it must have regard to the following:
  - (a) the lawful use of the land, or the purpose for which it could lawfully be used immediately prior to the commencement of this By-law if it can be determined;
  - (b) the zoning, if any, that is most compatible with that use or purpose and any applicable title deed condition;
  - (c) any temporary use or consent use that may be required in conjunction with that land use scheme;
  - (d) in the case of land that was vacant immediately before the commencement of this By-law, the use that is permitted in terms of the title deed conditions or, where more than one land use is so permitted, one of such land uses determined by the municipality; and
  - (e) where the lawful use of the land and the purpose for which it could lawfully be used immediately before the commencement of this By-law cannot be determined, the zoning that is the most desirable and compatible with any applicable title deed condition, together with any departure or consent use that may be required.
- (3) If the lawful zoning of land contemplated in subsection (1) cannot be determined, the Municipality must determine a zoning and serve notice of its intention in terms of section 50.
- (4) A land use that commenced unlawfully, whether before or after the commencement of this By-law, may not be considered to be lawful.

**15. NON-CONFORMING USES**

- (1) A non-conforming use provides that land that is being used lawfully in terms of an existing zoning for a purpose that does not comply with a proposed zoning may continue to be used for that purpose when the new zoning comes into operation.
- (2) A non-conforming use does not constitute an offence in terms of this By-law.
- (3) A non-conforming use may continue as long as it remains otherwise lawful, subject to the following:
  - (a) if the non-conforming use ceases for any reason for a period of more than twenty-four consecutive months, any subsequent use of the property must conform to the requirements of this By-law, with or without temporary uses;
  - (b) an appropriate land use application contemplated in section 16(2) must be made for the alteration or extension of buildings or structures in respect of the non-conforming use;
  - (c) the owner bears the onus of proving that the non-conforming use right exists; and
  - (d) the use right is limited to the area of the building or land on which the proven use right is in existence.
- (4) If an existing building, which constitutes a non-conforming use, is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building, the Council may grant permission for the reconstruction of such building subject to conditions.

**16. LAND DEVELOPMENT REQUIRING APPROVAL**

- (1) No person may commence, continue, or cause the commencement or continuation of, land development without the approval of the Municipality in terms of subsection (3).
  - (2) The municipality has categorized their applications, as contemplated in section 35(3) of the Spatial Planning and Land Use Management Act, into two categories;
    - (a) Category 1 applications consist of:
      - (i) The establishment of a township or the extension of the boundaries of a township;
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- (ii) The amendment of an existing scheme or land use scheme by the rezoning of land, except where the zoning is done in terms of an overlay zone applicable on the land;
  - (iii) The removal, amendment or suspension of a restrictive or obsolete condition, servitude or reservation registered against the title of the land;
  - (iv) The amendment or cancellation in whole or in part of a general plan of a township;
  - (v) The subdivision and consolidation of any land other than a subdivision and consolidation which is provided for as a Category 2 application;
  - (vi) Permanent closure of any public place
  - (vii) Any consent or approval required in terms of a condition of title, a condition of establishment of a township or condition of an existing scheme or land use scheme excluding a land use allowed with the consent of the municipality as stipulated in a land use scheme;
  - (viii) Where no town planning scheme or land use scheme applies to a piece of land, the application for the change of land use:
    - a. if there is a town planning scheme, for an incorporation of the land in the town planning scheme; or
    - b. if there is no town planning scheme or land use scheme, for a change of the land use.
- (b) Category 2 applications consist of:
- (i) The subdivision of any land where such subdivision is expressly provided for in a land use scheme;
  - (ii) The creation of any servitude or long term lease and the consolidation of any land;
  - (iii) The simultaneous subdivision, as contemplated in subsection (b)(i) and consolidation of land;
  - (iv) The rezoning of any land that is allowed in terms of the Land Use Scheme in terms of an overlay zoning, subject to the condition that the creation of an overlay zone complied with the procedures applicable at that time.
  - (v) The consent of the municipality for any:
    - a. land use allowed with the consent of the municipality described as such in an existing scheme or land use scheme,
    - b. land use purpose or temporary use or deviation in terms of a land use scheme, which does not constitute a land development application;
  - (vi) The removal, amendment or suspension of a restrictive title condition relating to the density of residential development on a specific erf where the residential density is regulated by a land use scheme in operation.
- (3) The owner of land or his agent may apply to the Municipality in terms of this Chapter and Chapter IV for the following in relation to the development of the land concerned:
- (a) a rezoning of land;
  - (b) a temporary use of land for a purpose not provided for in the land use scheme granted on a temporary basis;
  - (c) a subdivision of land, including the registration of a servitude or lease agreement;
  - (d) a consolidation of land;
  - (e) an amendment, suspension or removal of restrictive conditions in respect of a land parcel;
  - (f) a permission required in terms of the land use scheme;
  - (g) an amendment, removal or imposition of conditions in respect of an existing approval;
  - (h) an extension of the validity period of an approval;
  - (i) an approval of an overlay zone as provided for in the land use scheme;
  - (j) an amendment or cancellation of a general plan or a part thereof;
  - (k) a permission required in terms of a condition of approval;
  - (l) a determination of a zoning;
  - (m) a closure of a public place or part thereof;
  - (n) a consent use provided for in the land use scheme;
  - (o) an occasional use of land.
- (4) If the land development is of provincial interest the provincial department responsible for land use planning must be approached.
- (5) If the land development is of national interest the national and provincial department responsible for land use planning must be approached.
- (6) If section 52 of the Spatial Planning and Land Use Management Act is applicable to the land development, the owner or agent must also apply in terms of that Act.
- (7) When an applicant or owner exercises a use right granted in terms of an approval, he must comply with the conditions of the approval and the applicable provisions of the land use scheme.
- (8) When the Municipality on its own initiative develops land as contemplated in subsection (2), it must apply to the Tribunal in accordance with this Chapter and Chapter IV.
- (9) If the land development is to be dealt with in terms of an emergency situation due to a disaster, the land development is exempted from section 16 (1) until such time that the emergency situation has stabilised.
- (a) After the emergency situation has stabilised, the Council must decide within 90 days on the permanency of the land development.
  - (b) If the decision is that the land development is permanent, an application must be submitted within a further 90 days of such a decision, and such an application will be dealt with as a normal application, taking into account the extent and impact of the disaster.

- (c) If the decision is that the land development is not permanent but the land development has not been reversed or mitigated back to the situation as it was before the emergency situation, within 180 days, subsection (b) will be applicable as if the decision of permanency was made at the end of the 180 day period.
- (10) Exemptions:
- (a) The following land developments does not require the approval of the Municipality in the following cases:
- (i) if the subdivision or consolidation arises from the implementation of a court ruling;
  - (ii) if the subdivision or consolidation arises from an expropriation;
  - (iii) The consolidation of two erven with the same zoning where no existing services will fall outside of the building lines of the proposed consolidated erf.
  - (iv) a minor amendment to the common boundary between two or more land units if the resulting change in area of any of the land units is not more than 10% and where no existing services will fall outside of the building lines of the proposed erven.
  - (v) the registration of a servitude or lease agreement for the provision or installation of—
    - a. water pipelines, electricity transmission lines, sewer pipelines, gas pipelines or oil and petroleum product pipelines by or on behalf of an organ of state or service provider;
    - b. telecommunication lines by or on behalf of a licensed telecommunications operator;
    - c. line servitudes of 15m width and less.
    - d. area servitudes of 225m<sup>2</sup> and less.
  - (vi) the granting of a right of habitation, usufruct or right of way associated with the right of habitation or usufruct.
- (b) An applicant must obtain a certificate from the Municipality that certifies in writing that the subdivision or consolidation is exempted from the application of section 16 and section 21 in the case of a subdivision, or section 16 in terms of a consolidation.

## 17. CONTINUATION OF APPLICATION AFTER CHANGE OF OWNERSHIP

- (1) If land that is the subject of an application is transferred to a new owner, the new owner may continue with the application as the successor in title to the previous owner and the new owner is regarded as the applicant for the purposes of this By-law, provided that the following is submitted to the municipality:
- (a) proof of change of ownership; and
  - (b) an amended power of attorney, if an agent was appointed to make the application.
- (2) The new owner must advise the Municipality in writing of the continuation of the application.

## 18. REZONING OF LAND

- (1) The Municipality may, on its own initiative, rezone land of which it is not the owner to—
- (a) provide a public service or to provide a public recreational space; or
  - (b) substitute a zoning or part thereof for a zoning in terms of which the land is not necessarily zoned in accordance with the use thereof or existing use rights.
- (2) An applicant who wishes land to be rezoned, must submit an application to the Municipality in terms of section 16(2).
- (3) When the Municipality, on its own initiative or on application, creates an overlay zone for land it must comply with sections 12 and 13 of the Systems Act.
- (4) A land use scheme may be made applicable to a land parcel or part thereof, and zoning need not follow cadastral boundaries, subject to delineation of a defined area.

## 19. ESTABLISHMENT OF TOWNSHIP

- (1) No person shall establish a township except with the approval of the Tribunal.
- (2) The township establishment process and approval includes any combination of the following activities required to create the township:
- (a) Subdivision,
  - (b) Consolidation,
  - (c) Cancellation,
  - (d) Incorporation into a General Plan,
  - (e) Incorporation into a Town Planning Scheme,
  - (f) Incorporation into a Land Use Scheme
- (3) Legal effect of a township establishment.
- (a) The township establishment approval may specify each activity as contemplated in subsection (2).
  - (b) If the Township establishment approval does not specify the individual activities, the applicant together with the professional registered persons taking responsibility for the activities in sections 21 and 22, together with the Surveyor-General and the Registrar of Deeds may agree in writing to the activities required.
  - (c) The agreement in subsection (b) is, upon signature by all the parties mentioned in subsection (b), then deemed to be an integral part of the township establishment approval and is lodged with the appropriate documents in the offices of the Surveyor-General and the Registrar of Deeds.

- (d) The agreement in subsection (b) must be submitted to the Municipal Manager for incorporation into the approval of the township establishment in terms of section 80.
- (e) The agreement in subsection (b) having complied with subsection (c) then gives legal effect to the execution of Section 21 and 22, as if the approval has already been amended in terms of Section 80.

## **20. APPLICATION FOR ESTABLISHMENT OF A TOWNSHIP**

- (1) The owner of land or his agent, who proposes to establish a township on such land shall submit an application for approval to do so to the Municipality.
- (2) If the land upon which the township is to be established is subject to a mortgage bond, the applicant shall lodge with such application the written consent of the mortgagee.
- (3) After an owner of land has established a township thereon, no person shall-
  - (a) enter into any contract whereby any land in such township is sold exchanged, leased or disposed of in any other manner; or
  - (b) erect a building on such land in accordance with the conditions imposed by the Tribunal when granting such approval, until-
    - (i) the application for approval for the establishment of such township shall have been refused by the Tribunal ; or
    - (ii) the applicant shall have withdrawn the application;
    - (iii) the approval of the application shall have lapsed.
    - (iv) the Tribunal shall have declared the township an approved township and, in the case of such an owner who is not a municipality, the Tribunal shall have satisfied itself that the services and amenities that have to be provided in connection with such land in terms of the conditions subject to which the establishment of such township was approved, are available and shall have issued a certificate to that effect.
- (4) Any contract entered into in conflict as contemplated in subsection (3) shall be of no force or effect.
- (5) The zonings created in a township establishment process comes into effect on the publication of the notice referred to in section 24(1)

## **21. APPLICANT TO LODGE GENERAL PLAN DIAGRAMS WITH SURVEYOR –GENERAL.**

- (1) A professional land surveyor shall, on behalf of the applicant / owner, shall, within a period of five years from the date of the notification of the approval or within such further period as the Municipal Planning Tribunal may in each case determine, lodge for approval with the Surveyor-General the general plan and such diagrams as may be necessary for the establishment of a township.
- (2) If an applicant fails to lodge the general plan and diagrams with the Surveyor –General within the period or further period, the approval of the application shall lapse unless the Municipal Planning Tribunal after consultation with the Authorised official condones such failure.
- (3) When such general plan and diagrams have been approved by the Surveyor –General he shall notify the applicant and the Registrar of Deeds of such approval.

## **22. LODGING OF GENERAL PLAN, DIAGRAMS AND TITLE DEEDS WITH REGISTRAR OF DEEDS**

- (1) A Convayencer shall, on behalf of the applicant, within a period of five years from the date of the notification of an approval or within such further period as the Municipal Planning Tribunal may in each case determine, lodge the general plan and diagrams in question together with the title deeds of the land to which it relates with the Registrar of Deeds for registration, and the Registrar of Deeds shall notify the Municipality of the registration.
- (2) If an applicant fails to lodge such documents with the Registrar of Deeds or to obtain registration thereof within the period or further period contemplated in subsection (1) the approval of the application shall lapse unless the Tribunal after consultation with the board condones such failure.

## **23. PROCLAMATION OF APPROVED TOWNSHIP**

- (1) After the provisions of section 23 have been complied with the Municipality shall by proclamation declare the township to be an approved township.
- (2) The conditions upon which the application for the establishment of the township has been approved shall be set out in a schedule to such proclamation.
- (3) The Municipality may by proclamation rectify any error or omission in a proclamation or the schedule thereto issued in terms of subsection (1) and (2).

## **24. AMENDMENT OR CANCELLATION OF A GENERAL PLAN**

- (1) When the Tribunal is satisfied that it is desirable to amend or cancel a general plan or a part thereof in the interest of the development of a township, or public interest it may, on application grant approval for the alteration, amendment or total or partial cancellation of the general plan representing the layout of such township, either unconditionally or subject to such conditions as it may determine.
- (2) Any person may make application for the Municipalities' approval and such application shall be submitted to the municipality in duplicate in such form as may be described or determined by the Tribunal and shall be accompanied by such plans, documents, information and fees as may be prescribed or determined by the Tribunal.

- (3) When a general plan of a township is totally or partially cancelled by the Surveyor-General, in terms of the Land Survey Act, 1997, (Act No 8 of 1997), the land uses and conditions of title, is simultaneously cancelled and the land use and zoning revert to undetermined or agriculture or the zoning which was in place immediately prior to the approval.

## **25. OWNERSHIP OF PUBLIC PLACES AND LAND REQUIRED FOR MUNICIPAL ENGINEERING SERVICES AND SOCIAL FACILITIES**

- (1) The ownership of land that is earmarked for a public place as shown on an approved general plan vest in the Municipality upon proclamation thereof.
- (2) The Municipality may in terms of conditions imposed under section 72 determine that land designated for the provision of engineering services, public facilities or social infrastructure on an approved general plan, be transferred to the Municipality upon confirmation of the township establishment or a part thereof.

## **26. CLOSURE OF PUBLIC PLACES**

- (1) The Municipality may, on own initiative or on application, permanently close a public place or any portion thereof in accordance with Chapter IV.
- (2) An applicant who requires the closure of a public place, whether permanently or temporarily, must apply in terms of section 16(2) to the Municipality.
- (3) If any person lodges a claim against the Municipality for loss or damage that he has allegedly suffered due to wrongdoing on the part of the Municipality when it permanently closed a public place, the authorized employee must—
- (a) require proof of negligence or any other wrongdoing on the part of the Municipality which resulted in the loss or damage; and
  - (b) before any claim is paid or settled, obtain a full technical investigation report in respect of the circumstances that led to the closure of the public place to determine whether or not there has been negligence on the part of the Municipality.
- (4) The Municipality may pay a claim if—
- (a) the circumstances of loss or damage reveal that the Municipality acted wrongfully;
  - (b) the claimant has proved his loss or damage;
  - (c) the claimant has provided proof of a fair and reasonable quantum;
  - (d) no claim has been made and paid by personal insurance covering the same loss; and
  - (e) any other relevant additional information as requested by the authorized employee has been received.
- (5) The ownership of the land comprised in any public place or portion thereof that is permanently closed in terms of this section continues to vest in the Municipality, unless the Municipality determines otherwise.
- (6) The Municipal Manager may, without complying with Chapter IV, temporarily close a public place—
- (a) for the purpose of, or pending, the construction, reconstruction, maintenance or repair of the public place; for the purpose of, or pending, the construction, erection, laying, extension, maintenance, repair or demolition of any building, structure,
  - (b) works or service alongside, on, across, through, over or under the public place;
  - (c) if the public place is in a state that is dangerous to the public;
  - (d) by reason of an emergency or public event that requires special measures for the control of traffic or special provision for the accommodation of crowds; or
  - (e) for any other reason that renders the temporary closing of the public place necessary or desirable.
- (7) The Municipality must notify the Surveyor-General of an approval in terms of subsection (1), and the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the closure of the public place.
- (8) Upon closure of a public place the right of the public to the place is removed, but the zoning is not affected.

## **27. SERVICES ARISING FROM TOWNSHIP ESTABLISHMENT OR SUBDIVISION**

- (1) Subsequent to the approval of an application for township establishment or subdivision in terms of this By-law, the owner of any land parcel originating from the township establishment or subdivision must—
- (a) allow without compensation that the following be conveyed across his land parcel in respect of other land parcels originating from the township establishment or subdivision:
    - (i) gas mains;
    - (ii) electricity cables;
    - (iii) telephone cables;
    - (iv) television cables;
    - (v) other electronic infrastructure;
    - (vi) main and other water pipes;
    - (vii) foul sewers;
    - (viii) storm water pipes; and
    - (ix) ditches and channels;
  - (b) allow the following on his land parcel if considered necessary and in the manner and position as may be reasonably required by the Municipality:
    - (i) surface installations such as mini-substations;

- (ii) meter kiosks; and
- (iii) service pillars;
- (c) allow access to the land parcel at any reasonable time for the purpose of constructing, altering, removing or inspecting any works referred to in sub-sections (a) or (b); and
- (d) receive material or permit excavation on the land parcel as may be required to allow use of the full width of an abutting street and to provide a safe and proper slope to its bank necessitated by differences between the level of the street as finally constructed and the level of the land parcel, unless he elects to build retaining walls to the satisfaction of, and within a period to be determined by, the Municipality.
- (2) The rights created in subsection (1)(a) and (b) must be indicated on a general plan, included in the conditions of establishment and secured by a servitude registered in the deeds office, if the services are not conveyed within the building lines applicable to the land.

## 28. CERTIFICATION BY MUNICIPALITY

- (1) A person may apply to the Registrar of Deeds to register the transfer of a land unit, only if the Municipality has issued a certificate in terms of this section.
- (2) The Registrar of Deeds may register the transfer of a land unit, only if the Municipality has issued a certificate in terms of this section.
- (3) The Municipality may not issue a certificate to transfer a land parcel in terms of any law, or in terms of this By-law, unless the owner furnishes the Municipality with—
  - (a) a conveyancer's certificate confirming that money due by the transferor of land to an owners' association established in respect of that land has been paid, or that provision has been made to the satisfaction of the owners' association for the payment thereof;
  - (b) proof of payment of any contravention penalty due by the transfer or proof of compliance with an instruction in a compliance notice issued in terms of Chapter VIII;
  - (c) proof that the land use and buildings constructed on the land parcel comply with the requirements of the land use scheme;
  - (d) proof that all common property, arising from the township establishment has been transferred to the owners' association as contemplated in section 30(3)(e);
  - (e) in the case of the first transfer of a land unit arising from a township establishment, proof that—
    - (i) all land designated in terms of the conditions of approval to be transferred to the owners' association including private roads and private open space common property, arising from the township establishment has been transferred to the owners' association as contemplated in section 30(3)(e) or will be transferred to the owners' association simultaneously with the registration of the transfer of that land unit; and
    - (ii) land required for public places, open spaces or the provision of housing with the assistance of a state subsidy has been transferred to the Municipality or will be transferred to the Municipality simultaneously with the registration of the transfer of that land unit;
    - (iii) the engineering services and amenities that must be provided in connection with the township establishment are available;
    - (iv) a certificate contemplated in section 21(7) has been issued by the Municipality; and
  - (f) proof that the conditions of approval that must be complied with before the transfer of erven have been complied with in all respects.

## 29. OWNERS' ASSOCIATIONS

- (1) The Municipality may, when approving an application for a township establishment, impose conditions relating to the compulsory establishment of an owners' association by the applicant for an area determined in the conditions.
- (2) An owners' association that comes into being by virtue of subsection (1) is a juristic person and must have a constitution.
- (3) The constitution of an owners' association must be approved by the Municipality before the transfer of the first land unit and must make provision for—
  - (a) the owners' association to formally represent the collective mutual interests of the area, suburb or neighbourhood set out in the constitution in accordance with the conditions of approval;
  - (b) control over and maintenance of buildings, services or amenities arising from the township establishment;
  - (c) the regulation of at least one annual meeting with its members;
  - (d) control over the design guidelines of the buildings and erven arising from the township establishment;
  - (e) the ownership by the owners' association of all common property arising from the township establishment, including—
    - (i) private open spaces;
    - (ii) private roads; and
    - (iii) land required for services provided by the owners' association;
  - (f) enforcement of conditions of approval or management plans;
  - (g) procedures to obtain the consent of the members of the owners' association to transfer an erf in the event that the owners' association ceases to function; and
  - (h) the implementation and enforcement by the owners' association of the provisions of the constitution.
- (4) The constitution of an owners' association may have other objectives as set by the association but may not contain provisions that are in conflict with any law.

- (5) An owners' association may amend its constitution when necessary, but if an amendment affects the Municipality or a provision referred to in subsection (3), the amendment must also be approved by the Municipality.
- (6) An owners' association that comes into being by virtue of subsection (1) —
  - (a) has as its members all the owners of the land units arising from the township establishment and their successors in title, who are jointly liable for expenditure incurred in connection with the association;
  - (b) is upon registration of the first land unit automatically established; and
  - (c) the constitution of the owners' association take effect on the registration of the first land unit
- (7) The design guidelines contemplated in subsection (3)(d) may introduce more restrictive development rules than the rules provided for in the land use scheme.

### 30. OWNERS' ASSOCIATION CEASES TO FUNCTION

- (1) If an owners' association ceases to function or carry out its obligations, a member of the association or the Municipality on own initiative may apply —
  - (a) in terms of section 29 (2) or (6), as the case may be, to disestablish the owners' association; subject to—
    - (i) the amendment of the conditions of approval to, remove the obligation to establish an owners' association; and
    - (ii) the amendment of title conditions pertaining to the owners' association, to remove any obligation in respect of an owners' association;
  - (b) in terms of section 29(2) or (6), as the case may be, for appropriate action by the Municipality to rectify a failure of the owners' association to meet any of its obligations in respect of the control over or maintenance of services contemplated in subsection (3); or.
  - (c) the High Court to appoint an administrator who must exercise the powers of the owners' association to the exclusion of the owners' association.
- (2) In considering an application contemplated in subsection (1)(a), determining which option to follow, the Municipality must have regard to —
  - (a) the purpose of the owners' association;
  - (b) who will take over the control over and maintenance of services for which the owners' association is responsible; and
  - (c) the impact of the disestablishment of the owners' association on the members and the community concerned.
- (3) The Municipality may recover from the members of the owners' association the amount of any expenditure incurred by it in respect of any action taken in terms of subsection (1)(b).
- (4) The amount of any expenditure so recovered is, for the purposes of section 30(6)(a), considered to be expenditure incurred in connection with the owners' association.

### 31. SUBDIVISION OR CONSOLIDATION OF LAND PARCELS

- (1) No person may subdivide or consolidate land without the approval of the Municipality in terms of section 16(2).
- (2) A copy of the approval must accompany the diagram that is submitted to the Surveyor-General's office.
- (3) If a Municipality approves a subdivision or consolidation, the Municipality must amend the land use scheme in terms of Chapter IV and, where applicable, the register accordingly.

### 32. EXTENSION OF VALIDITY PERIODS FOR SUBDIVISION AND CONSOLIDATION

- (1) Sections 22 and 23 are mutatis mutandis applicable to approvals for subdivision and consolidation.
- (2) If the Municipality approves an extension contemplated in section 23(2), the extended period together with the period contemplated in section 23(1) may not exceed ten years.

### 33. REQUIREMENTS FOR AMENDMENT, SUSPENSION OR REMOVAL OF RESTRICTIVE CONDITIONS OF TITLE

- (1) The Municipality may, on its own initiative or on application in terms of section 16(3), amend, suspend or remove a restrictive condition.
- (2) The Municipality may amend, suspend or remove a restrictive condition —
  - (a) permanently;
  - (b) for a period specified in the approval; or
  - (c) subject to conditions of approval.
- (3) In addition to the procedures set out in Chapter IV, the owner must —
  - (a) submit a certified copy of the relevant title deed to the Municipality; and
  - (b) where applicable, submit the bondholder's consent to the application.
- (4) The Municipality must cause a notice of an application in terms of subsection (1) to be served on —
  - (a) all organs of state that may have an interest in the title restrictive condition;
  - (b) a person whose rights or legitimate expectations will be affected by the approval of the application; and
  - (c) all persons mentioned in the title deed for whose benefit the restrictive condition applies.
- (5) When the Municipality considers the amendment, suspension or removal of a restrictive condition, the Municipality must have regard to the following:

- (a) the financial or other value of the rights in terms of the restrictive condition enjoyed by a person or entity, irrespective of whether these rights are personal or vest in the person as the owner of a dominant tenement;
  - (b) the personal benefits which accrue to the holder of rights in terms of the restrictive condition;
  - (c) the personal benefits which will accrue to the person seeking the amendment, suspension or removal of the restrictive condition if it is amended, suspended or removed;
  - (d) the social benefit of the restrictive condition remaining in place in its existing form;
  - (e) the social benefit of the amendment, suspension or removal of the restrictive condition; and
  - (f) whether the amendment, suspension or removal of the restrictive condition will completely remove all rights enjoyed by the beneficiary or only some of those rights.
- (6) The Municipality must publish a notice of its decision to amend, suspend or remove a restrictive condition in the Provincial Gazette after the decision comes into operation as contemplated in section 65(2).

#### **34. ENDORSEMENTS IN CONNECTION WITH AMENDMENT, SUSPENSION OR REMOVAL OF RESTRICTIVE CONDITIONS**

- (1) An applicant at whose instance a restrictive condition is amended, suspended or removed must, after the publication of a notice contemplated in section 34(6) in the Provincial Gazette, apply to the Registrar of Deeds to make the appropriate entries in, and endorsements on, any relevant register or title deed to reflect the amendment, suspension or removal of the restrictive condition.
- (2) The Registrar of Deeds may require proof of the amendment, suspension or removal of a restrictive condition from the applicant including the submission of the following to the Registrar of Deeds:
  - (a) a copy of the approval;
  - (b) the original title deed; and
  - (c) a copy of the notice contemplated in section 34(6) as published in the Provincial Gazette

### **CHAPTER IV – APPLICATION PROCEDURES**

#### **35. PROCEDURES FOR APPLICATIONS**

- (1) An applicant must comply with the procedures in this Chapter and, where applicable, the specific procedures provided for in Chapter III of this By-law, all applications must be consistent and give effect to Chapter 2 of the Spatial Planning and Land Use Management Act.
- (2) The application procedures are distinctive to the different types of applications referred to in section 16.
- (3) Category 1 and 2 applications as contemplated in section 16(2) should be submitted to the Municipality via the e-lodgement process, as contemplated in section 37.
- (4) Category 1 applications must be submitted with a comprehensive application.
- (5) Category 2 applications must be submitted with an abridged application.
- (6) All Category 1 and 2 applications as contemplated in section 16 must be submitted in terms of this bylaw and applications made in terms of other legislation will not be accepted by the municipality.

#### **36. PROCEDURES FOR E-LODGE MENT APPLICATIONS**

- (1) An applicant must comply with the procedures in this Chapter and, where applicable, the specific procedures provided for in Chapter III of this By-law.
- (2) The application procedures are distinctive to the different types of applications referred to in section 16.
- (3) An application will not be considered a complete application unless all documents, as contemplated in section 39, are uploaded to the e-lodgement site.
- (4) Proof of payment of the application fee as contemplated in section 41, should be uploaded to the e-lodgement site.
- (5) After a full application and proof of payment has been uploaded to the e-lodgement site, the municipality must confirm the complete application in terms of section 45 and issue a notice indicating all the documents received.
- (6) After the applicant has received the notification, as referred in subsection (4):
  - (a) the serving of notices must take place in accordance with sections 47, 48, 49, 50 and 52 of this By-law.
  - (b) an original copy with 5 copies of all documentation, referred to in subsection (2) and (3) and the notice, referred to in subsection (4) must be sent to the municipality within 7 days after the notice as contemplated in subsection (5) for the consideration of an application and an additional 2 copies for administrative use.
  - (c) an additional 5 copies of documentation as contemplated in subsection (6)(b) that are larger than an A3 size must be submitted to the municipality within 7 days after the notice as contemplated in subsection (5) for the consideration of an application and an additional 2 copies for administrative use.
- (7) If the applicant does not comply with subsection (5) and (6), the municipality will not consider the application and the application will then be abandoned.
- (8) The municipality must notify the applicant of its decision in accordance with section 65 and the outcome of any appeal in accordance with section 86.



**37. PRE-APPLICATION CONSULTATION**

- (1) The Municipality may require an owner of land who intends to submit an application or his agent to meet with the authorized employee and, where applicable, with employees of other relevant organs of state for a pre-application consultation before he or she submits an application to the Municipality in order to determine the information and documents that must be submitted with the application.
- (2) The Municipality may issue guidelines regarding-
  - (a) applications that require a pre-application consultation;
  - (b) the nature of the information and documents that must be submitted with an application;
  - (c) the attendance of employees from the Municipality or other organs of at a pre-application consultation; and
  - (d) the procedures at a pre-application consultation.
- (3) The Municipality must keep minutes of the proceedings of a pre-application consultation.
- (4) The Municipality must also allow consultation on the behest of the applicant or his agent with regards to subsection (1), (2) and (3).

**38. INFORMATION REQUIRED**

- (1) An application contemplated in section 16, must be accompanied by the following documents:
  - (a) a comprehensive or abridged application form, as contemplated in Annexure A and B, completed and signed by the applicant;
  - (b) if the applicant is an agent, a power of attorney authorising the applicant to make the application on behalf of the owner;
  - (c) if the owner of the land is a company, close corporation, trust, body corporate or home owners' association, proof that the person is authorized to act on behalf of the company, close corporation, trust, body corporate or a home owners' association;
  - (d) the relevant bondholder's consent;
  - (e) a comprehensive motivation for all applications, based on the criteria for consideration of the application referred to in section 71;
  - (f) proof of payment of application fees;
  - (g) a full copy of the title deeds indicating all existing title conditions in current title deeds;
  - (h) if required by the Municipality, a conveyancer's certificate indicating that no restrictive condition in respect of the application is contained in the title deeds;
  - (i) where applicable, the minutes of any pre-application consultations and
  - (j) should any other legislation or authority require any other actions, proof of compliance to such prerequisites must be attached to the application.
- (2) Additional to the application form as contemplated in subsection (1)(a) the following plans and maps must form part of a comprehensive application, unless the Municipality has, in writing, indicated differently:
  - (a) Orientation locality map;
  - (b) Land Use Scheme Zoning extract;
  - (c) Land use map;
  - (d) Detail layout map;
  - (e) Site development plan;
  - (f) Aerial photograph;
  - (g) Extract of Approved Spatial Development Frameworks.
- (3) Additional to the application form as contemplated in subsection (1)(a) the following plans and maps must form part of an abridged application, unless the Municipality has, in writing, indicated differently:
  - (a) Orientation locality map;
  - (b) Basic layout map
  - (c) Land Use Scheme Zoning extract;
  - (d) Extract of Approved Spatial Development Frameworks.
- (4) The Municipality may add or remove any information requirements for a particular application as recorded in the pre-application consultation contemplated in section 38.
- (5) The Municipality may make guidelines regarding the submission of additional information and procedural requirements.

**39. APPLICATION STANDARDS**

- (1) Applications that do not comply with the provisions of this section are deemed to be incomplete, and must be handled in terms of section 44.
  - (2) An orientation locality map should be at least a clearly readable A3 sized map indicating the application area in relation to the surrounding properties and must include the following basic details:
    - (a) True north, scale, key and heading "Orientation Locality Map";
    - (b) The approximate location of the land parcel involved in the application, relative to the nearest town for farming areas and the immediate residential neighbourhoods for urban areas;
    - (c) Boundary of the Local Municipality, including the names of adjacent Local Municipality for applications near the border of the aforementioned;
    - (d) Roads, indicated whether they are main roads, highways, national roads or provincial roads if near or adjacent to the application area;
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- (e) Size and location of the particular portion applicable to the application and;
  - (f) Any other applicable particulars to give more clarity to the application.
- (3) A basic layout map of at least 1:2000 in scale must include the following details:
- (a) True north, scale, key and heading "Basic Layout Map";
  - (b) Erf boundaries, street names (if applicable), including neighbouring erf or farm numbers.
  - (c) The location of existing buildings on the application area and surrounding properties.
  - (d) Detail regarding the proposed development, including proposed subdivision and consolidation boundaries.
  - (e) Detail regarding relative internal engineering services.
  - (f) Any physical restrictions on the land parcel or neighbouring land parcels that might influence the application (if applicable).
  - (g) The maximum, minimum, ruling and average erf sizes of the proposed erven.
  - (h) Contours of at least 20m intervals
  - (i) 1:50 year floodlines
  - (j) Existing servitudes
  - (k) Proclaimed roads
  - (l) Any other applicable particulars to give more clarity to the application.
- (4) A Land Use Scheme zoning map extract of at least 1:2000 in scale must include an extract of the municipality's official land use scheme map with the following detail:
- (a) The scale, true north, key and heading "Land Use Scheme Zoning Map Extract";
  - (b) All land parcels and existing zonings thereof within a radius of 500m from the outside boundary of the application area, as well as of all undeveloped land parcels for applications within Urban Areas and;
  - (c) All land parcels and existing zonings of adjacent farms for applications within Rural Areas.
- (5) A land use map of at least 1:2000 in scale must be included where the existing land uses differ from the relative zonings of the application area, or if it is requested by the municipality. A land use map must include the following:
- (a) The scale, true north, key and heading "Land Use Map";
  - (b) All existing land uses found within a radius of 500m from the outside boundary of the application area, as well as all undeveloped land parcels for applications within Urban Areas and;
  - (c) All land parcels and existing land uses of adjacent farms for applications within Rural Areas.
- (6) A detail layout map must be included for any application that necessitates such detail for consideration. A detailed map must be at least on a 1:2000 scale and must indicate at least the following details:
- (a) The scale, true north, key and heading "Detail Layout Map";
  - (b) The Detail Layout plan must indicate the map number and all amendments shall have consecutive numbers.
  - (c) Contours with 1m or 2m height differences up to the outside of the Layout boundary.
  - (d) A slope analysis in accordance with civil engineering regulations in terms of roads and buildings.
  - (e) 1:50 year and or 1:100 year flood-line signed on the plan by a practising registered professional engineer. If neither flood-line is applicable this must also be indicated on the plan.
  - (f) Other physical restrictions that might influence the layout (e.g. hills, valleys, wetlands, rivers, rocky outcrops).
  - (g) All existing services within and surrounding the application area.
  - (h) All existing surrounding social amenities with catchment area using network analyses in accordance with the minimum standards for social amenities.
  - (i) Road layout on adjacent land parcels.
  - (j) The proposed erven.
  - (k) The maximum, minimum, ruling and average erf sizes of the proposed erven.
  - (l) Sufficient measurements to indicate the sizes of the proposed erven.
  - (m) The erven numbered consecutively.
  - (n) The name of the person or firm that prepared the layout, including Professional Registration number.
  - (o) If contours, indicated on the map, were prepared by another person or firm, the particular registered professional engineer should also be mentioned.
  - (p) Co-coordinates together with grid references if requested.
  - (q) The proposed new streets names for new township establishments.
  - (r) A list of the proposed zonings distinguished by means of different colours, the colour code shall be in accordance with the scheme regulations, indicating the different uses, amount of erven for each use, surfaces per use and surfaces expressed as a percentage of the total area of the township. The surface area shall be expressed in m<sup>2</sup> or hectares.
- (7) A site development plan must be included for any application that can have an influence on interested and affected parties and must include the following:
- (a) The scale, true north, key and heading "Site Development Plan";
  - (b) Existing buildings on the land parcel and on directly adjacent land parcels.
  - (c) All existing services within and surrounding the application area.
  - (d) All proposed buildings, building lines, building restrictions, access, formal and informal thoroughfares, parking bays, landscaped areas and any other detail that can give more clarity to the application.
- (8) An aerial photograph should accompany a detailed layout plan on the same scale, with the layout over-lay on it.
- (9) All maps should be compiled using the Hartebeesthoek 1994 coordinate system for town level maps and Lambert Conical Conform with the appropriate standard parallels for municipal level maps.
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- (10) All maps and plans must be printed in colour with a minimum dot per inch (dpi) of 300.
- (11) All maps and plans for e-lodgement must be uploaded in pdf format with a minimum dot per inch (dpi) of 300.
- (12) All text documents for e-lodgement must be uploaded in pdf format with a minimum dot per inch (dpi) of 150.
- (13) All maps and plans should be signed off by the professional registered in terms of the applicable legislation, responsible for the information depicted on the map.
- (14) The municipality can at any time insist on adding details to application standards if the application necessitates such detail for consideration, in accordance with section 44.

#### **40. APPLICATION FEES**

- (1) An applicant must pay the application fees determined by the Municipality before submitting an application in terms of this By-law.
- (2) Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application.

#### **41 GROUNDS FOR REFUSING TO ACCEPT APPLICATION**

- (1) The Municipality may refuse to accept an application if—
  - (a) the Municipality has already decided on the application;
  - (b) there is no proof of payment of the applicable fees;
  - (c) the application is not in the form required by the Municipality or does not contain the documents required for the submission of the application as set out in section 39.

#### **42. RECEIPT OF APPLICATION AND REQUEST FOR FURTHER INFORMATION, DOCUMENTATION, PLANS OR ADDITIONAL FEES**

- (1) The Municipality must—
  - (a) record the receipt of an application, in writing or by affixing a stamp on the application, on the day of receipt; and
  - (b) notify the applicant in writing of any outstanding information, documentation, plans or additional fees that it requires within 7 days of receipt of the application.

#### **43. PROVISION OF FURTHER INFORMATION, DOCUMENTATION OR PLANS AND PAYMENT OF FEES**

- (1) The Municipality must—
  - (a) record the receipt of an application, in writing or by affixing a stamp on the application, on the day of receipt;
  - (b) verify whether the application complies with section 39; and
  - (c) notify the applicant in writing within seven days of receipt of the application—
    - (i) that the application is complete and complies with section 39 and that the process for that application commences;
    - (ii) of any information, documents or fees referred to in section 39 that is outstanding and that the applicant must provide to the Municipality within 14 days of the date of notification; or
    - (iii) that a notice contemplated in section 43(1) will be issued.
- (2) The Municipality must within seven days of receipt of the outstanding information, documents or fees referred to in subsection (1)(c)(ii) notify the applicant in writing that the application is complete and that the process for the application commences.
- (3) The Municipality may refuse to consider the application if the applicant fails to provide the information, or documents or plans or pay the additional fees within the period contemplated in subsection (1)(c)(ii).
- (4) The Municipality must notify the applicant in writing of a refusal to consider an application under subsection (3) and must close the application.
- (5) An applicant has no right of appeal to the Appeal Authority in respect of a decision contemplated in subsection (3) to refuse to consider the application.
- (6) If an applicant wishes to continue with an application that the Municipality refused to consider in terms of subsection (3), the applicant must apply again and pay the applicable application fees.

#### **44. CONFIRMATION OF COMPLETE APPLICATION**

- (1) The Municipality must notify the applicant in writing that the application is complete within 7 days of receipt of the requested information, documentation or plans or additional fees required by it under section 43(1) or if further information is required as a result of the additional information received.
- (2) If the Municipality fails to notify the applicant as contemplated in subsection (1) the applicant may appeal against failure to confirm application is complete.
- (3) If the Municipality notified the applicant that further information is required as contemplated in subsection (1), section 44 applies to the further submission of the information required.

**45. WITHDRAWAL OF APPLICATION OR AUTHORIZATION**

- (1) An applicant may, at any time before the Municipality makes a decision, withdraw an application on written notice to the Municipality.
- (2) The owner of land must in writing inform the Municipality if he or she has withdrawn the power of attorney given to his or her former agent.

**46. NOTICE OF APPLICATIONS IN TERMS OF INTEGRATED PROCEDURES**

- (1) The Municipality may, on written request and motivation by an applicant, before notice is given of an application, determine that—
  - (a) a public notice procedure carried out in terms of another law in respect of the application constitutes public notice for the purpose of an application made in terms of this By-law; or
  - (b) public notice of the application given in terms of this By-law may be published in accordance with the requirements for public notice applicable to a related application in terms of another law.
- (2) If the Municipality determines that an application may be published as contemplated in subsection (1)(b), an agreement must be entered into between the Municipality and the relevant organs of state to facilitate the simultaneous publication of notices.
- (3) If a municipality and an organ of state elect to exercise their powers jointly, they may enter into a written agreement that –
  - (a) identifies the duplication in the submission of information to the municipality and organ of state;
  - (b) identifies the duplication in the execution of a process, including a public participation process and an intergovernmental consultation process;
  - (c) provides a framework for the coordination of the procedural requirements for applications submitted in terms of the municipal by-laws and other legislation;
  - (d) determines the circumstances under which separate authorisations or an integrated authorisation will be issued; and
  - (e) if the municipality and organ of state agree to an integrated authorisation, facilitates –
    - (i) the integrated submission, public participation and intergovernmental consultation process for a specific proposed development or utilisation of land;
    - (ii) assessment of applications by the municipality and the organ of state; and
    - (iii) the publication of one notice indicating the decision of the municipality and the organ of state for a specific proposed development or utilisation of land.
- (4) A municipality may decide an application that, in addition to the approval required in terms of the Act, requires approval in terms of other legislation on the basis of a process prescribed under that legislation, but only if that process meets the requirements of the Act, applicable provincial legislation and municipal by-laws.

**47. REGISTRATION AND FORWARDING OF APPLICATIONS**

- (1) The Municipality must keep record all applications submitted, decisions made inclusive of reasons and conditions where applicable.
- (2) The decisions in respect of and the reasons for rezoning approvals must be recorded in the register and the other matters as prescribed in terms of the Spatial Planning and Land Use Management Act.
- (3) The Municipality must, within seven days of the date of notification to the applicant that an application is complete, simultaneously-
  - (a) register the application in the application register and notify the applicant in writing thereof; and forward the application concerned to every municipal department, service provider and organ of state that has an interest in the application.

**48. NOTIFICATION OF APPLICATION IN MEDIA**

- (1) The Municipality must, in accordance with this By-law, cause notice to be given in the media for Category 1 applications as contemplated in section 16(2).
- (2) The objectors receive 30 days to lodge and substantiate their objection after the date of notification.
- (3) Notice of the application in the media must be given by—
  - (a) publishing a notice of the application, in two newspapers with a general circulation in the area concerned, in at least two of the official languages of the Province most spoken in the area concerned in the legal notices section; or
  - (b) if there is no newspaper with a general circulation in the area, posting a copy of the notice of application, for at least the duration of the notice period, on the land concerned and on any other notice board as may be determined by the Municipality.
- (4) Notice of approvals must be given by –
  - (a) Publishing a notice in the *Provincial Gazette*.

**49. SERVING OF NOTICES**

- (1) Notice of an application contemplated in section 49(1), (2) and subsection (2) must be served—
    - (a) in accordance with section 115 of the Municipal Systems Act;
    - (b) in at least two of the official languages of the Province most spoken in the area concerned; and
    - (c) on each person whose rights or legitimate expectations will be affected by the approval of the application.
  - (2) The Municipality must at least cause a notice contemplated in section 50 to be served of the following applications:
    - (a) a determination of a zoning contemplated in section 14;
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- (b) an application for subdivision or the amendment or cancellation of a general plan contemplated in section 16(3)(c) and (k) respectively;
- (c) an application for consolidation contemplated in section 16(3)(d); or
- (d) the amendment, deletion or imposition of a condition contemplated in section 16(2)(g).
- (3) The Municipality may require the serving of a notice as contemplated in this section for any other application made in terms of this By-law and that is not listed in subsection (2).
- (4) The Municipality may require the applicant to attend to the serving of a notice of an application contemplated in subsection (1).
- (5) If an applicant has served a notice at the request of the Municipality, the applicant must furnish the Municipality with proof that the notice has been served as required within 30 days of notification.
- (6) The date of notification in respect of a notice served in terms of this section—
  - (a) when it was served by certified or registered post, is the date of registration of the notice; and
  - (b) when it was delivered to that person personally, is the date of delivery to that person;
  - (c) when it was left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years, is the date on which it was left with that person; or
  - (d) when it was displayed in a conspicuous place on the property or premises to which it relates, is the date that it is posted in that place.

## 50. CONTENT OF NOTICE

- (1) When notice of an application must be given in terms of section 47 or served in terms of section 50 or 52, the notice must—
  - (a) provide the name and contact details of the applicant and the owner.
  - (b) identify the land or land parcel to which the application relates by giving the property description and the physical address;
  - (c) state the intent and purpose of the application;
  - (d) state that a copy of the application and supporting documentation will be available for viewing during the hours and at the place mentioned in the notice;
  - (e) state the name and contact details of the person to whom comments, objections or representations must be addressed;
  - (f) invite members of the public to submit written comments, objections or representations, together with the reasons therefor, in respect of the application;
  - (g) state in which manner comments, objections or representations may be submitted;
  - (h) state the date by which the comments, objections or representations must be submitted, which date may not be less than 30 days from the date on which the notice was given;
  - (i) state that any person who cannot write may during office hours come to an address stated in the notice where a named staff member of the Municipality will assist those persons by transcribing their objections, comments or representations.
  - (j) state that a person who submits comments, objections or representations will be notified if a hearing will be held in respect of the application.

## 51. ADDITIONAL METHODS OF PUBLIC NOTICE

- (1) The Municipality may, on its own initiative or on request, require the applicant to employ one or more of the following methods to give additional public notice of any application in terms of this By-law:
  - (a) displaying a notice contemplated in section 50 of a size of at least 60 centimeters by 42 centimeters on the frontage of the erf or farm portion concerned or at any other conspicuous and easily accessible place on the erf or farm portion, provided that—
    - (i) the notice must be readable from all street or road boundaries and be displayed for a minimum of 30 days during the period that the public may comment on the application; and
    - (ii) the applicant must, within 7 days from the last day of display of the notice, submit to the Municipality—
      - (aa) a sworn affidavit confirming the maintenance of the notice for the prescribed period; and
      - (bb) at least two photos of the notice, one from close up and one where the notice and full extent of a boundary can be seen, where possible;
  - (b) convening a meeting for the purpose of informing the affected members of the public of the application;
  - (c) broadcasting information regarding the application on a local radio station in a specified language;
  - (d) holding an open day or public meeting to notify and inform the affected members of the public of the application;
  - (e) provide the municipality with the application in the required electronic format to be published on the Municipality's website for the duration of the period within which the public may comment on the application; or
  - (f) obtaining letters of consent or objection to the application.
  - (g) by serving a copy of the notice on every adjoining owner, provide that—
    - (i) the applicant must within 30 days of the last day of notice submit to the municipality a copy of the registered posting delivery
- (2) The Municipality must give additional public notice contemplated in subsection (1) if it considers notice in accordance with sections 47 or 49 to be ineffective or if it expects that the public notice would be ineffective.
- (3) Additional public notice can be given simultaneously with notice given in accordance with sections 47 or 49 or thereafter.
- (4) If an applicant has given additional public notice of an application on behalf of the Municipality, the applicant must provide proof that the additional public notice has been given as required.

- (5) Category 1 applications, as contemplated in section 16(2) must give additional notice in terms of subsection (1)(a) and 1(g).
- (6) Category 2 applications, as contemplated in section 16(2) must give notice in terms of subsection 1(a) and 1(g).

## **52. REQUIREMENTS FOR PETITIONS**

- (1) All petitions must clearly state—
  - (a) the contact details of the authorized representative of the signatories of the petition;
  - (b) the full name and physical address of each signatory; and
  - (c) the objections, comments or representations and reason therefore.
- (2) Notice to the person contemplated in subsection (1)(a) constitutes notice to all the signatories to the petition.

## **53. REQUIREMENTS FOR OBJECTIONS, COMMENTS OR REPRESENTATIONS**

- (1) Any person may in response to a notice received in terms of sections 47, 49 or 52 object, comment or make representations in accordance with this section.
- (2) Any objections, comments or representations received as a result of a notice process must be in writing and addressed to the person mentioned in the notice and must be submitted within the time period stated in the notice and in the manner set out in this section.
- (3) The objections, comments or representations must state the following:
  - (a) the name of the person or body concerned;
  - (b) the address or contact details at which the person or body concerned will accept notice or service of documents;
  - (c) the interest of the body or person in the application; and
  - (d) the reason for the objections, comments or representations.
- (4) The reasons for any objections, comments or representations must be set out in sufficient detail in order to—
  - (a) indicate the facts and circumstances that explain the objection, comment or representation;
  - (b) demonstrate the undesirable effect which the application will have; or
  - (c) demonstrate any aspect of the application which is not considered consistent with applicable policy.
  - (d) enable the applicant to respond to the objection, comment or representation .
- (5) The Municipality may refuse to accept an objection, comment or representation received after the closing date.

## **54. FURNISHING OF COMMENTS AND INFORMATION**

- (1) If a person or government department is required by the Municipality in terms of this by-law to furnish any comment or other information in terms of this by-law, fails to furnish that comment or other information within a period of 60 days from the date on which that comment or other information was so required, that person or body may be deemed to have had no comment or other information to furnish.
- (2) The period of 60 days mentioned in subsection (1) shall not apply to the notice of applications for public comment or objections, where the period mentioned in the notice concerned shall apply.
- (3) The Municipality, MEC or Minister may request Provincial or National Technical Advisory directorates to investigate the refusal or failure of a person or body to furnish comment or information.

## **55. AMENDMENTS PRIOR TO APPROVAL**

- (1) An applicant may amend his application at any time after notice of the application has been given in terms of this By-law and prior to the approval thereof—
  - (a) at the applicant's own initiative;
  - (b) as a result of an objection comment or representation made during the notice process; or
  - (c) at the request of the Municipality.
- (2) The Municipality must give notice of the amendment to all municipal departments, other organs of state and service providers that commented on an application of the amendment of the application and request them to submit comments on the amended application within 14 days of the date of notification.
- (3) If an amendment to an application is material, the applicant must again give or serve notice of the application in terms of section 47, 50 or 52.

## **56. FURTHER PUBLIC NOTICE**

- (1) The Municipality may require that notice of an application be given again if more than 18 months have elapsed since the first public notice of the application and if the Municipality has not considered the application.
  - (2) The Municipality may, at any stage during the processing of the application—
    - (a) require notice of an application to be given or served again in terms of section 47, 49 or 52.; and
    - (b) an application to be re-sent to municipal departments for comment and other organs of state or service providers, if new information comes to its attention which is material to the consideration of the application.
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**57. LIABILITY FOR COST OF NOTICE**

The applicant is liable for the costs of giving and serving notice of an application in terms of sections 47, 49 and 52.

**58. RIGHT OF AN APPLICANT TO REPLY**

- (1) Copies of all objections, comments or representations submitted to the Municipality must be given to the applicant within 14 days after the closing date for public comment together with a notice informing the applicant of its rights in terms of this section.
- (2) The applicant may, within a period of 14 days from the date of the provision of the objections, comments or representations, as contemplated in subsection (2), submit a written reply thereto to the Municipality and must serve a copy thereof on all the parties that submitted objections, comments or representations.
- (3) The applicant may, before the expiry of the fourteen-day period referred to in subsection (2), apply to the Municipality for an extension of the period to submit a written reply.
- (4) If the applicant does not submit a reply within the period of 14 days or within an additional period of 14 days if applied for, the applicant is considered to have no comment.
- (5) If as a result of the objections, comments or representations submitted to the Municipality additional information regarding the application is required by the Municipality, the information must be supplied within the further period as may be agreed upon between the applicant and the Municipality.
- (6) If the applicant does not provide the additional information within the period contemplated in subsection (5), section 44(2) to (5), read with the necessary changes, applies.

**59. WRITTEN ASSESSMENT OF APPLICATION**

- (1) An employee authorized by the Municipality, or if such an employee is not in the employ of the Municipality or they cannot afford to solicit the services of such an authorized employee, the Municipality may make use of the Provincial or National Technical advisers employed in the directorates responsible for Spatial Planning in these two spheres, must in writing assess an application in accordance with section 71 and make a recommendation to the decision-maker regarding the approval or refusal of the application within 14 days from the date of the closing of objections and reply period.
- (2) An assessment of an application must include a motivation for the recommendation and, where applicable, the proposed conditions of approval.

**60. DECISION-MAKING PERIOD**

- (1) If the power to make a decision in respect of an application is delegated to an authorised employee and no integrated process in terms of another law is being followed, the authorised employee must decide on the application within 60 days, reckoned from—
  - (a) the last day for the submission of comments, objections or representations if no comments, objections or representations as contemplated in section 51(1)(h), were submitted;
  - (b) the last day for the submission of the applicant's reply to comments, objections or representations submitted as contemplated in sections 59(2) and (3);
  - (c) the last day for the submission of additional information as contemplated in section 59(5); or
  - (d) within the further period agreed to between the applicant and the Municipality.
- (2) If the power to make a decision is not delegated to an authorised employee and no integrated process in terms of another law is being followed, the Tribunal must decide on the application within 90 days, reckoned from the applicable date contemplated in subsection (1)(a) to (d).

**61. FAILURE TO ACT WITHIN TIME PERIOD**

- (1) An applicant may lodge an appeal to the Appeal Authority if the authorized employee or the Tribunal fails to decide on an application within the period referred to in section 61(1) or (2).
- (2) Subject to sections 44(2) and 45(2), an applicant may not appeal to the Appeal Authority if the authorized employee or the Tribunal fails to decide on an application due to the fact that all required information to decide on the matter is not available.

**62. POWERS TO CONDUCT ROUTINE INSPECTIONS**

- (1) An authorised employee or the Tribunal may, in accordance with the requirements of this section, enter land or a building for the purpose of assessing an application in terms of this By-law and to prepare a written assessment contemplated in section 60.
  - (2) When conducting an inspection, the authorised employee may—
    - (a) request that any record, document or item be produced to assist in the inspection;
    - (b) make copies of or take extracts from any document produced by virtue of sub-section (a) that is related to the inspection;
    - (c) on providing a receipt, remove a record, document or other item that is related to the inspection; or
    - (d) inspect any building or structure and make enquiries regarding that building or structure.
  - (3) No person may interfere with a person referred to in subsection (1) who is conducting an inspection as contemplated in subsection (1).
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- (4) The authorised employee or member of the Tribunal must, on request, produce identification showing that he or she is authorised to conduct the inspection.
- (5) An inspection under subsection (1) must take place at a reasonable time and after reasonable notice has been given to the owner or occupier of the land or building.

### 63. DETERMINATION OF APPLICATION

- (1) An authorized employee may in respect of a Category 2 application contemplated in subsection 16(2)—
  - (a) approve, in whole or in part, or refuse that application;
  - (b) upon the approval of that application, impose conditions under section 72, including conditions related to the provision of engineering services and the payment of a development charge;
  - (c) conduct any necessary investigation;
  - (d) appoint a technical adviser to advise or assist in the performance of the Tribunal's functions in terms of this By-law.
- (2) An approval comes into operation only after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged.
- (3) If an appeal has been lodged, the Municipality must notify the applicant in writing whether or not the operation of the approval of the application is suspended as contemplated in section 86(14).

### 64. NOTIFICATION OF DECISION

- (1) The Municipality must, within 21 days of its decision, in writing notify the applicant and any person whose rights are affected by the outcome of the decision, the reasons for the decision and their right to appeal if applicable.
- (2) A notice contemplated in subsection (1) must inform an applicant that an approval comes into operation only after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged if no appeal has been lodged.

*Note: The notice contemplated in subsection (1) must also indicate items as contemplated in sections 23 to 25 of the Regulations on Fair Administrative Procedures, 2002.*

- (3) If the owner has appointed an agent, the owner must take steps to ensure that the agent notifies him or her of the decision of the Municipality.
- (4) An approval comes into operation—
  - (a) if no appeal has been lodged against the approval—
    - (i) after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged; and
    - (ii) in the case of an approval of an application referred to in section 16(2) upon publication of a notice of the approval in the *Provincial Gazette*;
  - (b) if an appeal has been lodged against the approval—
    - (i) when the appeal is decided by the Appeal Authority; and
    - (ii) in the case of an approval of an application referred to in section 16(2), upon publication of a notice of the approval on appeal in the *Provincial Gazette*.
- (5) The Administrator must within seven days of the date of approval of an application referred to in section 16(2) publish a notice of its decision in the *Provincial Gazette* —
  - (a) if no appeal has been lodged against the approval; and
  - (b) after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged.

### 65. DUTIES OF AGENT

- (1) An agent must ensure that he has the contact details of the owner who authorized him to act on behalf of the owner.
- (2) An agent may not provide information or make a statement in support of an application which information or statement he knows or believes to be misleading, false or inaccurate.

### 66. ERRORS AND OMISSIONS

- (1) The Municipality may at any time correct an error in the wording of its decision if the correction does not change its decision or result in an alteration, suspension or deletion of a condition of approval.
- (2) The Municipality may, on its own initiative or on application by the applicant or interested party, upon good cause shown, condone an error in a procedure, provided that such condonation does not have a material adverse effect on, or unreasonably prejudices, any party.

### 67. WITHDRAWAL OF APPROVAL

- (1) The Municipality may withdraw an approval granted for a consent use or temporary departure if the applicant or owner fails to comply with a condition of approval.
- (2) Before the withdrawal of a consent use approval, the Municipality must serve a notice on the owner—



- (a) informing the owner of the alleged contravention of or non-compliance with the condition;
- (b) instructing the owner to rectify the contravention or non-compliance within a specified time period;
- (c) inviting the owner to make representations on the notice within a specified time period.

#### 68. PROCEDURE TO WITHDRAW AN APPROVAL

- (1) The Municipality may withdraw, in terms of Section 67, an approval granted—
  - (a) after consideration of the representations made by virtue of section 68(2)(c); and
  - (b) if the condition is still being breached and not being complied with at the end of the time period specified in terms of section 68(2)(b).
- (2) If the Municipality withdraws the approval, the Municipality must notify the owner of the withdrawal of the approval and instruct the owner to cease the unlawful use immediately.
- (3) The approval is withdrawn from the date of notification of the owner.

#### 69. EXEMPTIONS TO FACILITATE EXPEDITED PROCEDURES

- (1) The Municipality may in writing—
  - (a) exempt a development from compliance with the provisions of this By-law to reduce the financial or administrative burden of—
    - (i) integrated application processes contemplated in section 45;
    - (ii) the provision of housing with the assistance of a state subsidy; or
    - (iii) incremental upgrading of existing settlements;
  - (b) in an emergency situation authorise that a development may depart from any of the provisions of this By-law.

### CHAPTER V – CRITERIA FOR DECISION-MAKING

#### 70. GENERAL CRITERIA FOR CONSIDERATION OF APPLICATIONS

- (1) When the Municipality considers an application it must have regard to the following:
  - (a) the application submitted in terms of this By-law;
  - (b) the procedure followed in processing the application;
  - (c) the desirability of the proposed use of land and any guidelines issued by the Provincial Minister regarding the desirability of proposed land uses;
  - (d) the objection, comment or representation in response to the notice of the application and the comment received from organs of state and municipal departments;
  - (e) the response by the applicant, if any, to the objection, comment or representation referred to in subsection (d);
  - (f) investigations carried out in terms of other laws that are relevant to the consideration of the application;
  - (g) a registered planner's written assessment, if a registered planner is not in the employ of the Municipality or they cannot afford to solicit the services of a private registered planner, the Municipality must make use of the Provincial or National Technical advisers employed as registered planners in the directorates responsible for Spatial Planning in these two spheres, in respect of an application for—
    - (i) a rezoning;
    - (ii) a subdivision and/or consolidation;
    - (iii) a removal, suspension or amendment of a restrictive condition, if it relates to a change of land use;
    - (iv) an amendment, deletion or additional conditions in respect of an existing use right;
    - (v) an approval of an overlay zone as provided in the land use scheme;
    - (vi) a phasing, amendment or cancellation of a plan of subdivision or a part thereof;
    - (vii) a determination of a zoning;
    - (viii) a closure of a public place or part thereof;
    - (ix) a township establishment
  - (h) the integrated development plan and municipal spatial development framework;
  - (i) the integrated development plan and spatial development framework of the district municipality, where applicable;
  - (j) the applicable local spatial development frameworks adopted by the Municipality;
  - (k) the applicable structure plans;
  - (l) the applicable policies of the Municipality that guide decision-making;
  - (m) the national spatial development framework and provincial spatial development framework;
  - (n) where applicable, a regional spatial development framework contemplated in section 18 of the Spatial Planning and Land Use Management Act;
  - (o) the policies, principles, and the planning and development norms and criteria set by national and provincial government;
  - (p) the matters referred to in section 42 of the Spatial Planning and Land Use Management Act;
  - (q) the development principles, norms and standards referred to in Chapter 2 of the Spatial Planning and Land Use Management Act;
  - (r) the applicable provisions of the land use scheme.

- (s) public interest;
  - (t) the constitutional transformation imperatives and the related duties of the State;
  - (u) the facts and circumstances relevant to the application;
  - (v) the respective rights and obligations of all those affected;
  - (w) the state and effect of engineering services, social infrastructure and open space requirements; and
  - (x) any factors that may be prescribed, including timeframes for making decisions.
- (2) The Municipality must approve a site development plan submitted to it for approval in terms of applicable development parameters or conditions of approval if the site development plan—
- (a) is consistent with the development rules of the land use scheme;
  - (b) is consistent with the development rules of the overlay zone;
  - (c) complies with the conditions of approval; and
  - (d) complies with this By-law.

## 71. CONDITIONS OF APPROVAL

- (1) The Municipality may approve an application subject to reasonable conditions that arise from the approval of the proposed use of land.
- (2) Conditions imposed in accordance with subsection (1) may include, but are not limited to conditions relating to—
- (a) the provision of engineering services and infrastructure;
  - (b) the cession of land or the payment of money;
  - (c) the provision of land needed for public places or the payment of money in lieu of the provision of land for that purpose;
  - (d) the extent of land to be ceded to the Municipality for the purpose of a public open space or road as determined in accordance with a policy adopted by the Municipality;
  - (e) settlement restructuring;
  - (f) agricultural or heritage resource conservation;
  - (g) biodiversity conservation and management;
  - (h) the provision of housing with the assistance of a state subsidy, social facilities or social infrastructure;
  - (i) energy efficiency;
  - (j) requirements aimed at addressing climate change;
  - (k) the establishment of an owners' association in respect of the approval of a township establishment;
  - (l) the provision of land needed by other organs of state;
  - (m) the endorsement in terms of section 31 of the Deeds Registries Act in respect of public places where the ownership thereof vests in the municipality;
  - (n) the registration of public places in the name of the municipality;
  - (o) the transfer of ownership to the municipality of land needed for other public purposes;
  - (p) the implementation of a township establishment in phases;
  - (q) requirements of other organs of state.
  - (r) the submission of a construction management plan to manage the influence of the construction of a new building on the surrounding properties or on the environment;
  - (s) agreements to be entered into in respect of certain conditions;
  - (t) the phasing of a development, including lapsing clauses relating to such phasing;
  - (u) the delimitation of development parameters or land uses that are set for a particular zoning;
  - (v) the setting of a validity period, and extension thereto;
  - (w) the setting of a period within which a particular condition must be met;
  - (x) requirements relating to engineering services as contemplated in section 87;
  - (y) requirements for an occasional use, which must include—
    - (i) parking and the number of ablution facilities required;
    - (ii) the maximum duration or occurrence of the occasional use; and
    - (iii) parameters relating to a consent use in terms of the zoning.
  - (z) the rehabilitation of mining land.
  - (aa) the payment of a contravention levy in respect of the unlawful utilisation of land
- (3) If the Municipality imposes a condition contemplated in subsection (2)(a) or (x), an engineering services agreement must be concluded between the Municipality and the owner of the land concerned before the construction of infrastructure commences on the land.
- (4) A condition contemplated in subsection (2)(b) may require only a proportional contribution to municipal public expenditure according to the normal need therefor arising from the approval, as determined by the Municipality in accordance with provincial norms and standards.
- (5) Municipal public expenditure contemplated in subsection (4) includes but is not limited to municipal public expenditure for municipal service infrastructure and amenities relating to—
- (a) community facilities, including play equipment, street furniture, crèches, clinics, sports fields, indoor sports facilities or community halls;
  - (b) conservation purposes;
  - (c) energy conservation;
  - (d) climate change; or

- (e) engineering services.
- (6) Except for land needed for public places or internal engineering services, any additional land required by the Municipality or other organs of state arising from an approved township establishment must be acquired subject to applicable laws that provide for the acquisition or expropriation of land.
- (7) An owners' association or home owners' association that came into being by virtue of a condition imposed under the Ordinance and that is in existence immediately before the commencement of this By-law is regarded as an owners' association that came into being by virtue of a condition imposed by the Municipality in accordance with this By-law.
- (8) The Municipality may not approve a land use application subject to a condition that approval in terms of other legislation is required.
- (9) Conditions requiring a standard to be met must specifically refer to an approved or published standard.
- (10) No conditions may be imposed that rely on a third party for fulfilment.
- (11) If the Municipality approves a land use application subject to conditions, it must specify which conditions must be complied with before the sale, development or transfer of the land.
- (12) The Municipality may, on its own initiative or on application, amend, delete or impose additional conditions after following a fair procedure, having given due notice to the owner and any persons whose rights may be affected and considering the representations received from the owner and any persons whose rights may be affected.
- (13) A site development plan must be submitted as proof when sectional title deeds, township establishments and amendments of the general plan are concerned as a condition of approval.

## 72. TECHNICAL AND OTHER ADVISERS

- (1) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the Provincial Directorate of COGTA responsible for Spatial Planning as Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Administrative Professionals
- (2) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the National Directorate of the Department of Rural Development and Land Reform responsible for Spatial Planning as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Registered GISc Practitioners
- (3) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the National Directorate of the Department of Rural Development and Land Reform responsible for National Geomatic Management as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Land Surveyors
- (4) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the Municipal Infrastructure Support Agency of the National Department of Cooperative Governance as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Registered Professional Engineers

## 73. APPLICATIONS FOR EXTENSION OF VALIDITY PERIODS

- (1) The Municipality may approve an application for the extension of a validity period imposed in terms of this By-law, on a date before or after the expiry of the validity period of an approval, if the application for the extension of the period was submitted before the expiry of the validity period.
- (2) When the Municipality considers an application in terms of subsection (1), it must have regard to the following:
  - (a) whether the circumstances prevailing at the time of the original approval have materially changed; and
  - (b) whether the legislative or policy requirements applicable to the approval that prevailed at the time of the original approval, have materially changed.
  - (c) whether there is a pending review application in court which may have an effect on the date of implementation of the approval.
- (3) If there are material changes in circumstances or in legislative or policy requirements that will necessitate new conditions of approval if an extension of a validity period is approved, an application contemplated in section 16(3)(h) must be submitted for consideration before or simultaneously with the application for the extension of a validity period.
- (4) The extended validity period takes effect on and is calculated from the expiry date of the validity period applicable to the original approval or from the expiry date of the previous extended validity period approved in terms of this By-law.
- (5) A request for the extension of validity period must be put in writing to the office of the municipal manager and will not be regarded as an application on its own.

## CHAPTER VI – MUNICIPAL PLANNING DECISION-MAKING STRUCTURES

## 74. MUNICIPAL PLANNING DECISION-MAKING STRUCTURES

- (1) Applications are decided by—
  - (a) an authorized employee who has been authorized by the Municipality to consider and determine the applications contemplated in subsection 76(1);
  - (b) the Tribunal, where the powers and duties to consider and determine an application has not been delegated to an authorized employee contemplated in section 76(2);
  - (c) the Appeal Authority where an appeal has been lodged against a decision of the authorized employee or the Tribunal.

*Note: All aspects of decision-making referred to in this By-law are applicable to all three of the above-mentioned decision-making structures; specific reference is made to the criteria for decision-making.*

## 75. CONSIDERATION OF APPLICATIONS

- (1) Category 2 applications must be considered and determined by an authorized employee and the municipality must delegate the powers and duties to decide on those applications to an authorized employee, as contemplated in Section 35(2) of the Spatial Planning and Land Use Management Act.
- (2) The Tribunal considers and determines all applications, other than those in respect of which the powers and duties to consider and determine them have been delegated and assigned to an authorized employee in terms of subsection (1).

*Note: When an authorised employee or a Tribunal considers and determines an application, the timeframes set out in section 60 apply, as well as all other procedures set out in this By-law, for instance section 60 concerning the notification of a decision.*

- (3) Any claim made or legal proceedings instituted against a member of the Tribunal or appeal authority or an authorised official arising out of any act or any omission by a member or authorised official in the performance of his or her duties or the exercise of his or her powers, must be treated/handled in terms of regulation 13 of the SPLUMA regulations.

## 76. ESTABLISHMENT OF TRIBUNAL

- (1) The Municipality must—
  - (a) establish a Tribunal for its municipal area; or
  - (b) by agreement with one or more municipalities establish a joint Tribunal; or
  - (c) agree to the establishment of a district Tribunal by the District Municipality after the assessment which may be done as contemplated in regulation 7 of the Regulations in terms of SPLUMA.
- (2) An agreement referred to in subsection (1)(b) or (c) must be published in the *Provincial Gazette* and must provide for—
  - (a) the composition of the Tribunal;
  - (b) the terms and conditions of appointment of members of the Tribunal;
  - (c) the determination of rules and proceedings of the Tribunal; and
  - (d) other matters as may be prescribed in terms of the SPLUMA.

*Note: Clauses 75 to 83 applies only to a Tribunal established in terms of subsection 77(1)(a).*

## 77. COMPOSITION OF TRIBUNAL FOR MUNICIPAL AREA

- (1) A municipality, in establishing a Tribunal for its municipal area, must, amongst others –
  - (a) determine the number and designation of officials in the full-time service of the municipality to serve on the Tribunal which must be at least three officials;
  - (b) determine the number of members who are not officials of that municipality to be appointed to the Tribunal which must be at least two members, the knowledge and experience that they should represent and their term of office, if it is of the opinion that it should be less than five years as contemplated in section 37(1) of the Spatial Planning and Land Use Management Act;
  - (c) determine the terms and conditions of service of the members of the Tribunal in accordance with the terms of reference referred to in Schedule 1;
  - (d) The members of the Tribunal referred to in subsection (1)(b) may be appointed only after the Council, by notice in a newspaper in circulation in the municipal area and in other media that the Council considers appropriate, has invited interested parties to submit, names of persons who meet the requirements to be so appointed.
  - (e) identify any additional criteria that a person referred to in paragraph (b) must comply with;
  - (f) determine the format of the call for nominations;
  - (g) convene an evaluation panel to evaluate the nominations received by the municipality and determine the terms of reference of that evaluation panel;

- (h) consider the recommendations of the evaluation panel and make the appropriate appointments and designate the chairperson and deputy chairperson;
- (i) inform the members in writing of their appointment;
- (j) publish the names of the members of the Tribunal and their term of office. And
- (2) A member of the Tribunal appointed in terms of section 75(1)(b) may be –
  - (a) an official or employee of –
    - (i) any department of state or administration in the national or provincial sphere of government;
    - (ii) a government business enterprise;
    - (iii) a public entity;
    - (iv) organised local government as envisaged in the Constitution;
    - (v) an organisation created by government to provide municipal support;
    - (vi) a non-governmental organisation; and
    - (vii) any other organ of state not provided for in subparagraph (i) to (vi).
  - (b) an individual in his or her own capacity.
- (3) An invitation to nominate an official or employee referred to in subsection (2)(a) to serve on the Tribunal must be in writing and may be extended to the departments in the national and provincial sphere of government, other organs of state and organisations referred to in subsection (2)(a) and such an invitation does not have to be published.
- (4) A nomination submitted in response to an invitation must comply with all the requirements for a nomination submitted in response to a call for nomination referred to in subsection (6).
- (5) The call for nominations must –
  - (a) request sufficient information for the municipality to evaluate the knowledge and experience of the nominee;
  - (b) permit self-nomination or provide for acceptance of the nomination by the nominee;
  - (c) include a confirmation by the nominee that he or she is not disqualified from serving as a member as contemplated in section 38 of the SPLUMA;
  - (d) include agreement by the nominee that the municipality may verify all the information provided by the nominee;
  - (e) include a statement that the nominee will be obliged to commit to and uphold a code of conduct; and
  - (f) provide for a closing date for nominations which date may be no less than 14 days from the date of publication and no nominations submitted after that date may be evaluated by the municipality.
- (6) If no or insufficient nominations are received or if the nominees do not possess the requisite knowledge and skills or comply with any additional criteria which may have been determined by the municipality, the municipality must invite and call for nominations for a second time and follow the process required for the invitation and calling for nominations prescribed by this regulation.
- (7) If after the second invitation and calling for nomination no or insufficient nominations are received or if the nominees do not possess the requisite knowledge and skills or comply with any additional criteria which may have been determined by the municipality, the executive authority of the municipality must designate persons who possess the requisite knowledge and skills and comply with any additional criteria which may have been determined by the municipality and appoint such person.
- (8) A nomination must be in writing and submitted to the municipality in the manner and format determined by the municipality.
- (9) The evaluation panel referred to in subsection (1)(g) must –
  - (a) consist of officials in the employ of the municipality; and
  - (b) evaluate all nominations that complied with the requirements of this regulation which were received by the municipality in response to the invitations and call for nominations and make recommendations on the appointment of members to the municipality.
- (10) The municipality may not appoint any person to the Tribunal if that person –
  - (a) was not nominated in accordance with the provisions of this regulation;
  - (b) is disqualified from appointment as contemplated in section 38 of the SPLUMA; or
  - (c) if he or she does not possess the knowledge or experience required in terms of section 36(1)(b) of the SPLUMA or the additional criteria determined in terms of subsection (1)(e).
- (11) The Municipal Manager must,—
  - (a) obtain written confirmation from the Council that it is satisfied that the Tribunal is in a position to commence its operations; and
  - (b) after receipt of the confirmation referred to in sub-section (a), publish a notice in the Provincial Gazette of the following in respect of each person appointed as a member of the Tribunal:
    - (i) his or her name;
    - (ii) the date on which his or her appointment takes effect;
    - (iii) his or her term of office;
    - (iv) the date that the Tribunal will commence its operation; and
    - (v) that the Tribunal is in a position to commence its operations

## 78. TERM OF OFFICE AND CONDITIONS OF SERVICE OF MEMBERS OF TRIBUNAL FOR MUNICIPAL AREA

- (1) A member of a Tribunal contemplated in section 78(1)—
  - (a) is appointed for a period of five years or a shorter period as the Municipality may determine; and
  - (b) may be appointed for further terms but may not serve as a member for a continuous period of 10 years.

- (2) The office of a member becomes vacant if—
  - (a) the member is absent from two consecutive meetings of the Tribunal without the leave of the chairperson of the Tribunal;
  - (b) the member tenders his or her resignation in writing to the chairperson of the Tribunal;
  - (c) the member is removed from the Tribunal under subsection (3); or
  - (d) the member dies.
- (3) The Council may, after having given the member an opportunity to be heard, remove a member of the Tribunal if—
  - (a) sufficient grounds exist for his or her removal;
  - (b) the member contravenes the code of conduct referred to in section 81;
  - (c) the member becomes subject to a disqualification from membership of the Tribunal as referred to in section 38(1) of the Spatial Planning and Land Use Management Act.
- (4) A vacancy on the Tribunal must be filled by the Council in terms of section 78(1)(a) or, in the case of a member contemplated in section 78(1)(b), in terms of section 78(2).
- (5) A member who is appointed by virtue of subsection (4) holds office for the unexpired part of the period for which the member he or she replaces was appointed.
- (6) Members of the Tribunal referred to in section 78(1)(b) must be appointed on the terms and conditions and must be paid the remuneration and allowances and be reimbursed for expenses as determined by the Council.
- (7) An official of a municipality authorised by the municipality in terms of section 36(1)(a) of the Spatial Planning and Land Use Management Act as a member of the Tribunal –
  - (a) may only serve as member of the Tribunal for as long as he or she is in the full-time employ of the municipality;
  - (b) is bound by the conditions of service determined in his or her contract of employment and is not entitled to additional remuneration, allowances, leave or sick leave or any other employee benefit as a result of his or her membership on the Tribunal.
- (8) A person appointed by a municipality in terms of section 36(1)(b) of the Spatial Planning and Land Use Management Act as a member of the Tribunal –
  - (a) is not an employee on the staff establishment of that municipality;
  - (b) in the case of a person referred to in regulation 3(2)(a), is bound by the conditions of service determined in his or her contract of employment and is not entitled to additional remuneration, allowances, leave or sick leave or any other employee benefit as a result of his or her membership on the Tribunal;
  - (c) performs the specific tasks allocated by the chairperson of the Tribunal to him or her for a decision hearing of the Tribunal;
  - (d) sits at such meetings of the Tribunal that requires his or her relevant knowledge and experience as determined by the chairperson of the Tribunal;
  - (e) in the case of a person referred to in regulation 78(1)(b), is entitled to a seating and travel allowance for each meeting of the Tribunal that he or she sits on as determined by provincial legislation or the municipality or, in the absence of such legislation or determination, the applicable treasury regulations and the rates as determined by the Department of Transport;
  - (f) is not entitled to paid overtime, annual leave, sick leave, maternity leave, family responsibility leave, study leave, special leave, performance bonus, medical scheme contribution by municipality, pension, motor vehicle or any other benefit which a municipal employee is entitled to.
- (9) The seating allowance referred to in subsection (8)(e) is subject to taxation in accordance with the normal tax rules that are issued by the South African Revenue Service.
- (10) All the members of the Tribunal must adhere to a code of conduct for members of a Tribunal approved by the municipality and non-compliance thereof is grounds for or a disciplinary hearing by the municipality if the member is designated or removal from office of a member appointed in terms of section 75(1)(b).

## 79. MEETINGS OF TRIBUNAL FOR MUNICIPAL AREA

- (1) Subject to the procedures prescribed in terms of for the Spatial Planning and Land Use Management Act, a Tribunal contemplated in section 77(1)(a) must determine its own internal arrangements, proceedings and procedures and those of its committees by drafting rules for—
  - (a) the convening of meetings and hearings;
  - (b) the procedure at meetings and hearings; and
  - (c) the frequency of meetings and hearings.
- (2) A quorum for a meeting or hearing of the Tribunal or its committees is a majority of its members.
- (3) Decisions of the Tribunal are made by resolution of a majority of all the members present at a meeting or hearing of the Tribunal and, in the event of an equality of votes on any matter, the person presiding at the meeting in question has a deciding vote in addition to his or her deliberative vote as a member of the Tribunal.
- (4) Meetings and hearings of the Tribunal must be held as contemplated in section 80(1) and (2) in accordance with the rules of the Tribunal.

## 80. CODE OF CONDUCT FOR MEMBERS OF THE TRIBUNAL FOR MUNICIPAL AREA

The code of conduct in Schedule 2 applies to every member of a Tribunal contemplated in section 77(1).

**81. LEGAL INDEMNIFICATION**

- (1) Whenever a claim is made or legal proceedings are instituted against a member of the Municipal Planning Tribunal or appeal authority or an authorised official arising out of any act or any omission by a member or authorised official in the performance of his or her duties or the exercise of his or her powers, the municipality must, if it is of the opinion that the member or authorised official acted or omitted to act in good faith and without negligence -
  - (a) in the case of a civil claim or civil proceedings, indemnify the member or authorised official in respect of such claim or proceedings; and
  - (b) provide legal representation for such member or authorised official at the cost of the municipality or pay taxed party and party costs of legal representation.
- (2) If a criminal prosecution is instituted against a member of the Municipal Planning Tribunal or appeal authority or authorised official, the municipality must, if it is of the opinion that the member or authorised official acted or omitted to act in good faith and without negligence or it is in the interests of the municipality to do so, provide for legal representation for such member or authorised official at the cost of the municipality.
- (3) A member of a Municipal Planning Tribunal or appeal authority or an authorised official has no legal indemnification if he or she, with regard to the act or omission, is liable in law and -
  - (a) intentionally exceeded his or her powers;
  - (b) made use of alcohol or drugs;
  - (c) did not act in the course and scope of his or her employment, designation or appointment;
  - (d) acted recklessly or intentionally;
  - (e) made an admission that was detrimental to the municipality; or
  - (f) failed to comply with or ignored standing instructions, of which he or she was aware of or could reasonably have been aware of, which led to the loss, damage or reason for the claim.
- (4) The municipality may determine by means of a policy or by other means -
  - (a) the terms and conditions of such indemnity and legal representation; and
  - (b) in addition to the circumstances contemplated in subsection (3), other circumstances in which such indemnity or legal representation may be withdrawn by the municipality.
- (5) For the purposes of this regulation "indemnify" means an undertaking to pay any damages, claim or taxed costs awarded by a court against a member of the Municipal Planning Tribunal or agreed to by the municipality in terms of a formal settlement process.

**82. ADMINISTRATOR FOR TRIBUNAL FOR MUNICIPAL AREA**

- (1) The Municipal Manager must appoint an employee as the Administrator and other staff for the Tribunal contemplated in section 77(1) in terms of the Municipal Systems Act.
- (2) The Administrator must—
  - (a) liaise with the relevant Tribunal members and the parties in relation to any application or other proceedings filed with the Tribunal;
  - (b) maintain a diary of hearings of the Tribunal;
  - (c) allocate meeting dates for and application numbers to applications;
  - (d) arrange the attendance of meetings by members of the Tribunal;
  - (e) arrange venues for Tribunal meetings;
  - (f) perform the administrative functions in connection with the proceedings of the Tribunal;
  - (g) ensure the efficient administration of the proceedings of the Tribunal in accordance with the directions of the chairperson of the Tribunal;
  - (h) arrange the affairs of the Tribunal so as to ensure that time is available to liaise with other authorities regarding the alignment of integrated applications and authorisations;
  - (i) notify parties of decisions and procedural directives given by the Tribunal;
  - (j) keep a record of all applications submitted to the Tribunal and the outcome of each, including—
    - (i) decisions of the Tribunal;
    - (ii) on-site inspections and any matter recorded as a result thereof;
    - (iii) reasons for decisions; and
    - (iv) proceedings of the Tribunal; and
  - (k) keep records by any means as the Tribunal may deem expedient.

**83. FUNCTIONING OF TRIBUNAL FOR MUNICIPAL AREA**

- (1) The meetings and hearings of the Tribunal contemplated in section 80(1)(a) must be held at the times and places as the chairperson may determine.
- (2) The meetings or hearings of the Tribunal must be held at least once per month if there are applications to consider.
- (3) If the chairperson and the deputy chairperson fail to attend a meeting of the Tribunal, the members who are present at the meeting must elect one from among them to preside at that meeting.

- (4) If an applicant or a person whose rights or legitimate expectations will be affected by the approval of an application requests to make a verbal representation at a meeting of the Tribunal, he must submit a written request to the Administrator, at least 14 days before that meeting.
- (5) A Tribunal may establish a database of persons it considers appropriate to serve as technical and other advisers to it.

#### 84. POINTS-IN-LIMINE

- (1) Where a party is of the intension to raise a point(s)-in-limine at the hearing of an application or an appeal, that party shall notify the Administrator of the Municipal Planning Tribunal as well as all the other parties to the application or appeal of the nature and the facts of the contemplated point(s)-in-limine, not later than 21 calendar days before the date set down for the hearing of the application or appeal, with exclusion of the day of the hearing.
- (2) The party so having given notice of its point(s)-in-limine shall not later than 14 calendar days before the date set down for hearing of the application or appeal with the exclusion of the day of the hearing, file its main Heads of Argument in relation to the point(s)-in-limine with the Administrator of the Municipal Planning Tribunal as well as all other parties to the application or appeal.
- (3) Opposing Heads of Argument must be filed not later than 7 calendar days before the date set down for the hearing of the application or appeal, with exclusion of the day of the hearing

#### 85. APPEALS

- (1) The Executive Authority is the Appeal Authority in respect of decisions contemplated in section 75(1)(a) and (b) and a failure to decide on an application as contemplated in section 62(1).
- (2) A person whose rights are affected by a decision of the Tribunal or an authorized employee may appeal in writing, stating reasons, to the Municipal Manager within 21 days of notification of the decision, as contemplated in section 51(1) in the Spatial Planning and Land Use Management Act.
- (3) An applicant may appeal in writing to the Municipal Manager in respect of the failure of the Tribunal or an authorized employee to take a decision within the period contemplated in section 61(1) of (2), any time after the expiry of the applicable period contemplated in section 62.
- (4) An appeal is lodged by serving a notice of the appeal on municipal manager in the form determined by the Municipality within the period contemplated in subsection (1).

#### 85. PROCEDURES FOR APPEAL

- (1) An appeal that is not lodged within the applicable period contemplated in section 84 or that does not comply with this section, is invalid.
  - (2) A notice of an appeal must set out the following:
    - (a) the grounds on which the appellant believes the decision-maker erred in coming to the conclusion it did, including the following:
      - (i) whether the appeal is lodged against the whole decision or a part of the decision;
      - (ii) if the appeal is lodged against a part of the decision, a description of the part;
      - (iii) if the appeal is lodged against a condition of approval, a description of the condition;
      - (iv) the factual or legal findings that the appellant rely on;
      - (v) the relief sought by the appellant; and
      - (vi) any issue that the appellant wishes the appeal authority to consider in making its decision; or
    - (b) in the case of an appeal in respect of the failure of a decision-maker to make a decision, the facts that prove the failure.
    - (c) payment of any fees as may be prescribed by the municipality.
  - (3) An applicant who lodges an appeal must simultaneously serve notice of the appeal on any person who commented or made representations on, or objected to, the application concerned.
  - (4) The notice must be served in accordance with section 115 of the Municipal Systems Act and the additional requirements as may be determined by the Municipality.
  - (5) The notice as contemplated in subsection (2) must invite persons to object, comment or make a representation on the appeal within 21 days of being notified of the appeal.
  - (6) The appellant must submit proof of the notification contemplated in subsections (3) to the Municipality within 14 days of the date of notification.
  - (7) If a person other than the applicant lodges an appeal, the Municipal Manager must give written notice of the appeal to the applicant within 14 days of receipt thereof.
  - (8) An applicant who has received notice of an appeal in terms of subsection (7) may comment on the appeal within 21 days of being notified.
  - (9) The Municipality may refuse to accept any comments on an appeal after the closing date for those comments.
  - (10) The parties to an appeal are as prescribed in terms of the Spatial Planning and Land Use Management Act and a person may intervene in an appeal as prescribed in terms of that Act and in terms of the procedures as contemplated in section 106.
  - (11) The Municipal Manager—
    - (a) may request National and Provincial departments within 14 days of the receipt of the appeal to comment in writing on an appeal within 60 days of receipt of the request; and
    - (b) must notify and request the National and Provincial departments within 14 days of the receipt of the appeal to comment on an appeal in respect of the following applications within 60 days of receipt of the request:
-



- (i) a development outside the Municipality's planned outer limit of urban expansion as reflected in its municipal spatial development framework;
  - (ii) if the Municipality has no approved municipal spatial development framework, a development outside the physical edge, including existing urban land use approvals, of the existing urban area;
  - (iii) a rezoning of land zoned for agricultural or conservation purposes;
  - (iv) any development or category of land use applications as may be prescribed by legislation and national and provincial policies.
- (12) The authorized employee must draft a report assessing an appeal and must submit it to the Appeal Authority within—
- (a) 30 days of the closing date for comments requested in terms of subsection (8) if no comments were requested in terms of subsection (10); or
  - (b) within 30 days of the closing date for comments requested in terms of subsection (10).

## 86. CONSIDERATION BY APPEAL AUTHORITY

- (1) An appeal may be considered by an appeal authority by means of –
  - (a) a written hearing; or
  - (b) an oral hearing.
- (2) A written hearing may be held if it appears to the appeal authority that the issues for determination of the appeal can be adequately determined in the absence of the parties by considering the documents or other material lodged with or provided to it.
- (3) An oral hearing may be held –
  - (a) if it appears to the appeal authority that the issues for determination of the appeal cannot be adequately determined in the absence of the parties by considering the documents or other material lodged with or provided to it; or
  - (b) if such hearing would assist in the expeditious and fair disposal of the appeal.
- (4) If appropriate in the circumstances, the oral hearing may be held by electronic means.
- (5) If the appeal authority decides to hold an oral hearing, any party to the appeal proceedings may appear in person or may be represented by another person.
- (6) The appeal authority must ensure that every party to a proceeding before the appeal authority is given an opportunity to present his or her case and, in particular, to inspect any documents to which the appeal authority proposes to have regard in reaching a decision in the proceeding and to make submissions in relation to those documents.
- (7) An appeal authority must –
  - (a) consider and determine all appeals lawfully submitted to it;
  - (b) confirm, vary or revoke the decision of the Tribunal or authorised official;
  - (c) provide reasons for any decision made by it;
  - (d) give directions relevant to its functions to the municipality;
  - (e) keep a record of all its proceedings; and
  - (f) determine whether the appeal falls within its jurisdiction.
- (8) The Appeal Authority must decide on an appeal within 60 days of receipt of the assessment report contemplated in Section 85(12).
- (9) If the appeal authority revokes a decision of the Tribunal or authorised official it may remit the matter to the Tribunal or authorised official or replace the decision with any decision it regards necessary.
- (10) The appeal authority may appoint a technical adviser to advise or assist it with regard to a matter forming part of the appeal.
- (11) The parties to an appeal must be notified in writing of the decision and reasons therefor of the Appeal Authority within 21 days from the date of the decision.
- (12) The municipal manager must on receipt of an appeal in terms of this section notify the applicant in writing whether or not the operation of the approval of the application is suspended; and if the decision on an appeal upholds an approval, notify the applicant in writing that he or she may act on the approval.

## CHAPTER VII – PROVISION OF ENGINEERING SERVICES

### 87. RESPONSIBILITY FOR PROVISION OF ENGINEERING SERVICES

- (1) An applicant is responsible for the provision, installation and costs of internal engineering services required for a development when an application is approved, as contemplated in section 49(1) of the Spatial Planning and Land Use Management Act.
- (2) The Municipality is responsible for the provision and installation of external engineering services, as contemplated in section 49(2) of the Spatial Planning and Land Use Management Act.
- (3) When the Municipality is not the provider of an engineering service, the applicant must satisfy the Municipality that adequate arrangements have been made with the relevant service provider for the provision of that service, as contemplated in section 49(3) of the Spatial Planning and Land Use Management Act.
- (4) The Municipality may enter into a written agreement with an applicant to provide that—
  - (a) the applicant will install the external engineering service instead of paying the applicable development charges; or
  - (b) the fair and reasonable cost of the external engineering service may be set off against the development charges payable by the applicant.

**88. DEVELOPMENT CHARGES**

- (1) The applicant must pay development charges to the Municipality in respect of the provision of an external engineering service.
- (2) The external engineering service for which development charges is payable must be set out in a policy adopted and annually reviewed by the Municipality.
- (3) The amount of the development charges payable by an applicant must be calculated in accordance with the policy adopted by the Municipality.
- (4) The date by which a development charges must be paid and the means of payment must be specified in the conditions of approval.
- (5) The development charges imposed are subject to escalation at the rate calculated in accordance with the policy on development charges.
- (6) The Municipality must annually submit a report to the Council on the amount of development charges paid to the Municipality, together with a statement of the expenditure of the amount and the purpose of the expenditure.
- (7) When determining the contribution contemplated in sections 72(4) and (5), the Municipality must have regard to provincial norms and standards and—
  - (a) the municipal service infrastructure and amenities for the land concerned that are needed for the approved land use;
  - (b) the public expenditure on that infrastructure and those amenities incurred in the past and that facilitates the approved land use;
  - (c) the public expenditure on that infrastructure and those amenities that may arise from the approved land use;
  - (d) money in respect of contributions contemplated in subsection 72(4) paid in the past by the owner of the land concerned; and
  - (e) money in respect of contributions contemplated in subsection 72(4) to be paid in the future by the owner of the land concerned.

**89. LAND FOR PARKS, OPEN SPACES AND OTHER USES**

- (1) When the Municipality approves a development application which provides for the use of land for residential purposes, the applicant may be required to provide land for parks or public open spaces.
- (2) The extent of land required for parks or public open spaces is determined by the Municipality in accordance with a policy approved by the Municipality.
- (3) The land required for parks or public open spaces must be provided within the land area of the development application or may, with the consent of the Municipality, be provided elsewhere within the municipal area, as contemplated in section 50(2) of the Spatial Planning and Land Use Management Act.
- (4) When a development application is approved without the required provision of land for parks or open spaces within the land area of the development, the applicant may be required to pay money to the Municipality in lieu of the provision of land.

**CHAPTER VIII – ENFORCEMENT****90. ENFORCEMENT**

- (1) The Municipality must comply and enforce compliance with—
  - (a) the provisions of this By-law;
  - (b) the provisions of a land use scheme;
  - (c) conditions imposed in terms of this By-law or previous planning legislation; and
  - (d) conditions of a Deed of Title.
- (2) The Municipality may not do anything that is in conflict with subsection (1).

**91. OFFENCES AND PENALTIES**

- (1) A person is guilty of an offence and is liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment if he or she—
  - (a) contravenes or fails to comply with sections 16(1) and (5), 21(1), 65(2) and 93(3);
  - (b) fails to comply with a compliance notice served in terms of section 93;
  - (c) utilises land in a manner other than prescribed by a zoning scheme without the approval of the municipality;
  - (d) upon registration of the first land unit arising from a township establishment, fails to transfer all common property arising from the township establishment to the owners' association;
  - (e) supplies particulars, information or answers in an application, or in an appeal against a decision on an application, knowing it to be false, incorrect or misleading or not believing them to be correct;
  - (f) falsely professes to be an authorised employee or the interpreter or assistant of an authorised employee; or
  - (g) hinders or interferes with an authorised employee in the exercise of any power, or the performance of any duty, of that employee.
- (2) An owner who permits his or her land to be used in a manner set out in subsection (1)(c) and who does not cease that use or take reasonable steps to ensure that the use ceases, or who permits a person to contravene the zoning scheme, is guilty of an offence and liable upon conviction to a fine or imprisonment for a period not exceeding 20 years or to both a fine and such imprisonment.

- (3) A person convicted of an offence in terms of this By-law who, after conviction, continues with the action in respect of which he or she was so convicted, is guilty of a continuing offence and liable upon conviction to imprisonment for a period not exceeding three months or to an equivalent fine or to both such fine and imprisonment, in respect of each day on which he or she so continues or has continued with that act or omission.
- (4) A Municipality must adopt fines and contravention penalties to be imposed in the enforcement of this By-law.

## 92. COMPLAINTS REGARDING CONTRAVENTIONS

- (1) A person may submit a written complaint regarding an alleged offence contemplated in section 91 to an authorised employee.
- (2) The authorised employee must—
  - (a) in writing acknowledge receipt of a written complaint within seven days of receipt thereof;
  - (b) investigate the complaint within 30 days of receipt thereof;
  - (c) inform a complainant of the outcome of the investigation into his or her complaint within seven days of finalising the investigation;
  - (d) refer a finding of a contravention of this By-law or a zoning scheme to the executive authority;
  - (e) keep a record of all complaints, investigations and findings; and
  - (f) submit a report to the Municipality regarding his or her findings in respect of an investigation and the serving of a compliance notice.

## 93. SERVING OF COMPLIANCE NOTICE

- (1) The Municipality must serve a compliance notice on a person if it has reasonable grounds to suspect that the person or owner is guilty of an offence in terms of section 91.
- (2) A compliance notice must instruct the occupier and owner to cease the unlawful utilisation of land or construction activity or both without delay or within the period determined by the Municipality, and may include an instruction to—
  - (a) demolish unauthorised building work and rehabilitate the land or restore the building, as the case may be, to its original form within 30 days or another period determined by the Municipal Manager; or
  - (b) submit an application for the utilisation of land or construction activity in terms of this By-law within 30 days of the service of the compliance notice and to pay the contravention penalty.
- (3) A person who has received a compliance notice with an instruction contemplated in subsection (2)(a) may not submit an application in terms of subsection (2)(b).
- (4) An instruction to submit an application in terms of subsection (2)(b) must not be construed as an indication that the application will be approved.
- (5) In the event that the application submitted in terms of subsection (2)(b) is refused, the owner must demolish the unauthorised building work.
- (6) A person who received a compliance notice in terms of this section may object to the notice by submitting written representations to the Municipality within 30 days of receipt of the notice.

## 94. CONTENT OF COMPLIANCE NOTICES

- (1) A compliance notice must—
    - (a) identify the person to whom it is addressed;
    - (b) describe the alleged unlawful utilisation of land or construction activity concerned and the land on which it is occurring or has occurred;
    - (c) state that the activity is unlawful and inform the person of the particular offence contemplated in section 91 which that person allegedly has committed or is committing through the continuation of that activity on the land;
    - (d) the steps that the person must take and the period within which those steps must be taken;
    - (e) anything which the person may not do and the period during which the person may not do it;
    - (f) provide for an opportunity for a person to submit representations in terms of section 93(6) with the contact person stated in the notice; and
    - (g) issue a warning to the effect that—
      - (i) the person may be prosecuted for and convicted of an offence contemplated in section 91;
      - (ii) on conviction of an offence, the person will be liable for the penalty as provided for;
      - (iii) the person may be required by an order of court to demolish, remove or alter any building, structure or work unlawfully erected or constructed or to rehabilitate the land concerned or to cease the activity;
      - (iv) in the case of a contravention relating to a consent use or temporary departure, the approval may be withdrawn;
      - (v) in the case of an application for authorisation of the activity or development parameter, the contravention penalty in the amount as stated in the notice, including any costs incurred by the Municipality, will be imposed.
  - (2) Any person on whom a compliance notice is served must comply with that notice within the period stated in the notice, unless the Municipality has agreed to suspend the operation of the compliance notice in terms of section 95(2)(a).
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**95. OBJECTIONS TO COMPLIANCE NOTICE**

- (1) Any person or owner who receives a compliance notice in terms of section 93 may object to the notice by making written representations to the Municipality within 30 days of the date of notification.
- (2) After the consideration of any objections or representations made in terms of subsection (1) and any other relevant information, the Municipality—
  - (a) may suspend, confirm, vary or withdraw a compliance notice or any part of the notice; and
  - (b) must specify the period within which the person who received the notice must comply with any part of the notice that is confirmed or varied.

**96. FAILURE TO COMPLY WITH COMPLIANCE NOTICE**

- (1) If a person fails to comply with a compliance notice, the Municipality may—
  - (a) lay a criminal charge against the person;
  - (b) apply to the High Court for an order—
    - (i) restraining that person from continuing the unlawful utilisation of the land,
    - (ii) directing that person to, without the payment of compensation—
      - (aa) demolish, remove or alter any building, structure or work unlawfully erected or constructed; or
      - (bb) rehabilitate the land concerned; or
  - (c) Levy a contravention penalty on the person at a rate of three times (3x) the rates of the rates category in which the unlawful land use(s) or construction falls.
  - (d) The contravention penalty shall only be imposed after section 95 has been complied with.
  - (e) The contravention penalty will cease to be levied upon the compliance of the person with—
    - (i) the compliance notice as contemplated in section 93 and or section 95,
    - (ii) the court decision contemplated in subsection 1(a) or
    - (iii) the court order contemplated in subsection 1(b)
  - (f) in the case of a temporary departure or consent use, withdraw the approval granted and act in terms of section 69.

**97. COMPLIANCE CERTIFICATES**

- (1) An authorised employee who is satisfied that the owner or person apparently in control of any land or premises has complied with a compliance notice may issue a certificate, in the manner and form determined by the municipality, to confirm the compliance.
- (2) The authorised employee must submit a report to the Municipality regarding his or her findings contemplated in subsection (1) and the issuing of a compliance certificate.

**98. URGENT MATTERS**

- (1) The Municipality does not have to comply with sections 93(6), 94(1)(f) and 95 in a case where an unlawful utilisation of land must be stopped urgently and may issue a compliance notice calling upon the person or owner to cease the unlawful utilisation of land immediately.
- (2) If the person or owner fails to cease the unlawful utilisation of land immediately, the Municipality may apply to the High Court for an urgent interdict or any other relief necessary.

**99. SUBSEQUENT APPLICATION FOR AUTHORISATION OF ACTIVITY**

- (1) If instructed to rectify or cease an unlawful utilisation of land and to submit an application, a person must apply to the Municipality for an appropriate land development contemplated in subsection 16(2), unless the person is instructed in terms of section 93(2)(a) to demolish the building work.
- (2) The applicant must, within 30 days after approval is granted, pay to the Municipality a contravention penalty in the amount determined by the Municipality.

**100. GENERAL POWERS AND FUNCTIONS OF AUTHORIZED EMPLOYEES**

- (1) An authorized employee may, with the permission of the occupier or owner of land, at any reasonable time, without a warrant and without previous notice, enter upon land or premises or enter a building or premises for the purpose of ensuring compliance with this By-law.
  - (2) An authorized employee must be in possession of proof that he or she has been designated as an authorized employee for the purposes of subsection (1).
  - (3) An authorized employee may be accompanied by an interpreter, a police official or any other person who may be able to assist with the inspection.
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## 101. POWERS OF ENTRY, SEARCH AND SEIZURE

- (1) In ensuring compliance with this By-law in terms of section 90, an authorized employee may—
  - (a) question any person on land or premises entered upon, or in a building or on premises entered, who, in the opinion of the authorized employee, may be able to provide information on a matter that relates to the enforcement of this By-law;
  - (b) question any person on that land or those premises or in that building about any act or omission in respect of which there is a reasonable suspicion that it constitutes—
    - (i) an offence in terms of this By-law;
    - (ii) a contravention of this By-law; or
    - (iii) a contravention of an approval or a term or condition of that approval;
  - (c) question that person about any structure, object, document, book, record or written or electronic information or inspect any structure, object, document, book or record which may be relevant for the purpose of this subsection;
  - (d) copy or make extracts from any document, book, record or written or electronic information referred to in sub-section (c), or remove that document, book, record or written or electronic information in order to make copies or extracts;
  - (e) require that person to produce or deliver to a place specified by the authorized employee, any document, book, record or any written or electronic information referred to in sub-section (c) for inspection;
  - (f) examine that document, book, record or any written or electronic information or make a copy thereof or an extract therefrom;
  - (g) require from that person an explanation of any entry in that document, book, record or any written or electronic information;
  - (h) inspect any article, substance, plant or machinery which is or was on the land, or any work performed on the land or any condition prevalent on the land, or remove for examination or analysis any article, substance, plant or machinery or a part or sample thereof;
  - (i) take photographs or make audio-visual recordings of anything or any person on that land or those premises or in that building that is relevant to the purposes of the investigation; or
  - (j) seize that book, record or any written or electronic information or that article, substance, plant or machinery or a part or sample thereof that in his opinion may serve as evidence at the trial of the person to be charged with an offence under this By-law or the common law, provided that the user of the article, substance, plant or machinery on the land or premises or in the building concerned may make copies of such book, record or document before the seizure.
- (2) When an authorized employee removes or seizes any article, substance, plant or machinery, book, record or other document as contemplated in this section, he must issue a receipt to the owner or person in control thereof.
- (3) An authorized employee may not have a direct or indirect personal or private interest in the matter to be investigated.

## 102. WARRANT OF ENTRY FOR ENFORCEMENT PURPOSES

- (1) A judge of a High Court or a magistrate for the district in which the land is situated may, at the request of the Municipality, issue a warrant to enter upon the land or building or premises if the—
  - (a) prior permission of the occupier or owner of land cannot be obtained after reasonable attempts; or
  - (b) purpose of the inspection would be frustrated by the occupier or owner's prior knowledge thereof.
- (2) A warrant may only be issued if it appears to the Judge or Magistrate from information on oath that there are reasonable grounds for believing that—
  - (a) an authorized employee has been refused entry to land or a building that he or she is entitled to inspect;
  - (b) an authorized employee will be refused entry to land or a building that he is entitled to inspect will be refused;
  - (c) an offence contemplated in section 90 is occurring or has occurred and an inspection of the premises is likely to yield information pertaining to that contravention; or
  - (d) the inspection is reasonably necessary for the purposes of this By-law.
- (3) A warrant must authorize the Municipality to enter upon the land or premises or to enter the building or premises to take any of the measures referred to in section 100 as specified in the warrant, on one occasion only, and that entry must occur—
  - (a) within one month of the date on which the warrant was issued; and
  - (b) at a reasonable time, except where the warrant was issued on grounds of urgency.

## 103. REGARD TO DECENCY AND ORDER

- (1) The entry upon land or premises or in a building or structure under this Chapter must be conducted with strict regard to decency and order, which must include regard to—
  - (a) a person's right to respect for and protection of his or her dignity;
  - (b) the right to freedom and security of the person; and
  - (c) a person's right to personal privacy.

## 104. ENFORCEMENT LITIGATION

- (1) Whether or not the Municipality lays criminal charges against a person for an offence contemplated in section 90, the Municipality may apply to the High Court for an interdict or any other appropriate order including an order compelling that person to—
  - (a) demolish, remove or alter any building, structure or work unlawfully erected or constructed;
  - (b) rehabilitate the land concerned; or
  - (c) cease the unlawful utilisation of land.

## CHAPTER IX – MISCELLANEOUS

**105. NAMING OF STREETS AND NUMBERING OF PROPERTIES**

- (1) If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of the street and must allocate a street number to each of the erven or land parcels located in such street or road.
- (2) The proposed names of the streets and numbers of properties must be submitted as part of an application.
- (3) In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering of properties.
- (4) A council may assign a name to or change the name of any street, road or public place under its control: Provided that it shall not change the name of any street, road or public place-
  - (a) except after consultation with the Surveyor-General;
  - (b) unless it has published a notice in the *Provincial Gazette* and the press in which it has made known its intentions and has called upon persons to submit to the council any objections they wish to raise or representations they wish to make within 14 days as from the date of publication of the notice in the *Provincial Gazette*.
- (5) The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a general plan. The Surveyor-General must endorse the records of the Surveyor-General's office to reflect the amendment to the street names on an approved general plan.

**106. PETITION TO BE GRANTED INTERVENER STATUS**

- (1) Where an application has been submitted to a Tribunal, authorised official or an appeal has been lodged to the appeal authority, an interested person may, at any time during the proceedings, but within seven days of becoming aware of the proceedings, petition the Tribunal, authorised official or appeal authority in writing in the form determined by the municipality, to be granted intervener status.
- (2) The petitioner must submit together with the petition to be granted intervener status an affidavit stating that he or she –
  - (a) does not collude with any applicant, objector or appellant; and
  - (b) is willing to deal with or act in regard to the application or appeal as the Tribunal, authorised official or appeal authority may direct.
- (3) The municipality must determine whether the requirements of this by-law have been complied with and must thereafter provide a copy of the form referred to in subsection (1) to the parties to the application or appeal including timeframes within which comments on the form contemplated in this subsection, must be submitted.
- (4) If the Tribunal, appeal authority or authorised official must determine whether a petitioner qualifies as an interested person as contemplated in section 45(4) of the Spatial Planning and Land Use Management Act, it may consider the following:
  - (a) that his or her rights have been affected by the decision of the Tribunal or authorised official or that his or her rights may be adversely affected by the decision of the Tribunal or authorised official and might therefore be adversely affected by the decision of the appeal authority;
  - (b) that the petitioner represents a group of people who have a direct concern in the proceedings;
  - (c) the ability of the petitioner to protect his or her interest would be impeded by the decision of the Tribunal, authorised official or appeal authority and that his or her interest is not adequately represented by the current parties to the proceedings;
  - (d) the petitioner will provide a different perspective on the issues before the Tribunal, authorised official or appeal authority, without expanding those issues.
- (5) A determination by the Tribunal, appeal authority or authorised official whether a petitioner qualifies as an interested person is final and must be communicated to the petitioner and the parties to the proceedings.

**107. ELECTRONIC SUBMISSIONS**

- (1) Where these bylaws –
  - (a) require a person to –
    - (i) send a document, a copy of a document or any notice to another person,
    - (ii) notify another person of any matter; and
  - (b) that other person has an address for the purposes of electronic communications, the document, copy, notice or notification may be sent or made by way of electronic communications.
- (2) Where these bylaws permit a person to make representations on any matter or document, those representations may be made—
  - (a) in writing, or
  - (b) by way of electronic communications
- (3) If a municipality has or implements an electronic land use management system, any document, copy, notice, notification or record must be submitted and kept in accordance with that system.
- (4) The provisions of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) apply to any electronic communication made in terms of this bylaw.

**108. REPEAL**

The by-laws listed in Schedule 1 are repealed.

**109. SHORT TITLE AND COMMENCEMENT**

- (1) This By-law is called the Nala Local Municipality By-law on Municipal Land Use Planning.
- (2) This By-law comes into operation on the date that the Spatial Planning and Land Use Management Act comes into operation in the municipal area of the Municipality.

**SCHEDULE 1****REPEAL OF BY-LAWS BY SECTION 108**

Each Municipality to insert relevant information here


**SCHEDULE 2****CODE OF CONDUCT FOR MEMBERS OF THE TRIBUNAL****General conduct**

1. A member of the Tribunal must at all times—
  - (a) act in accordance with the principles of accountability and transparency;
  - (b) disclose his or her personal interests in any decision to be made in the planning process in which he or she serves or has been requested to serve;
  - (c) abstain completely from direct or indirect participation as an adviser or decision-maker in any matter in which he or she has a personal interest, and leave any chamber in which such matter is under deliberation, unless the personal interest has been made a matter of public record and the Council has given written approval and has expressly authorized his or her participation.
2. A member of the Tribunal may not—
  - (a) use the position or privileges of a Tribunal member or confidential information obtained as a Tribunal member for private gain or to improperly benefit another person; and
  - (b) participate in a decision concerning a matter in which that Tribunal member or that member's spouse, partner or business associate, has a direct or indirect personal interest or private business interest.

**Gifts**

3. A member of the Tribunal may not receive or seek gifts, favours or any other offer under circumstances in which it might reasonably be inferred that the gifts, favours or offers are intended or expected to influence that member's objectivity as an adviser or decision-maker in the planning process.

**Undue influence**

4. A member of the Tribunal may not—
  - (a) use the power of any office to seek or obtain special advantage for private gain or to improperly benefit another person that is not in the public interest;
  - (b) use confidential information acquired in the course of his or her duties to further a personal interest;
  - (c) disclose confidential information acquired in the course of his or her duties, unless required by law to do so or by circumstances to prevent substantial prejudice or damage to another person; and
  - (d) commit a deliberately wrongful act that reflects adversely on the Tribunal, the Municipality, the government or the planning profession by seeking business by stating or implying that he or she is prepared, willing or able to influence decisions of the Tribunal by improper means.

**Annexure A – Comprehensive application form****Nala Local Municipality**

Applications for land use amendments (give full details in the motivation report, if space provided is not enough)

<b>SECTION 1</b> <b>Details of Applicant</b> (See Planning Profession Act, Act 36 of 2002)	
Name: _____	Contact person: _____
Postal address: _____	Physical address: _____
_____	_____
_____ <u>Code:</u> _____	_____
Tel no: _____	Cell no: _____
Fax no: _____	E-mail address: _____
SACPLAN Reg No: _____	_____

<b>SECTION 2</b> <b>Details of Land Owner</b> (If different from Applicant)	
Name: _____	Contact person: _____
Postal address: _____	Physical address: _____
_____	_____
_____ <u>Code:</u> _____	_____
Tel no: _____	Cell no: _____
Fax no: _____	E-mail address: _____

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

<b>SECTION 3</b> <b>Details of Property</b> (In accordance with Title deed)	
Erf/ Farm No and portion description: _____	Area (m <sup>2</sup> or ha): _____
Physical address of erf/farm: _____	Existing zoning: _____
Location from nearest town: _____	Existing land use: _____
Town/suburb: _____	Area applicable to application: _____
Registration Division: _____	Title deed no: _____



#### SECTION 4

Type of Application being Submitted (Mark with an X and give detail)

Application for:

(Please mark applicable block with a cross)

Rezoning/ Zoning:	
Creation of an overlay zoning	
Removal, suspension or amendment of Title Deed Restrictions:	
Township Establishment	
Temporary use to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations:	
Consent use:	
Incorporation of an erf into a general plan;	
The subdivision of land:	
The removal, suspension or amendment of the original approval conditions as provided by the relevant authorities:	
General Plan Cancellation:	
Amendment of General Plan by Closure of Park or Public Road:	
Consolidation of one or more properties:	
The extension of the approval period:	
Any other application in terms of provincial legislation or municipal by-law:	
<p><b>Please give a short description of the scope of the project:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	

#### SECTION 5

Detail of application (Mark with an X and give detail where applicable)

Is the land parcel currently developed (buildings etc.)?	YES	NO	If answered YES, what is the nature & condition of the developments/improvements?	
Is the current zoning of the land used?	YES	NO	If answered NO, what is the application/ use of land?	
Is the property subjected to a bond?	YES	NO	If answered YES, attach the bondholder's consent to the application:	

Has any application on the property previously been considered?	YES	NO	If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions:	
Does the proposal apply to the entire land parcel?	YES	NO	If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extent:	
Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application?	YES	NO	If answered YES, please provide detail description:	
Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development	YES	NO	If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:	
Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding?	YES	NO	If answered YES, please provide detail description:	
Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?	YES	NO	If answered YES, please provide detail description:	
Is the proposed application in line with the approved spatial development frameworks?	YES	NO	If answered NO, please provide site specific circumstances in accordance with section 22(2) of the SPLUMA.	
What arrangements will be made regarding the following services for the development? (Full Engineering Reports must be supplied, where applicable)	Water supply:			
	Electricity supply:			
	Sewerage and waste-water			
	Storm-Water:			
	Road Network:			

### SECTION 6

**List of Attachments and supporting information required/ submitted with checklist for Municipal use** (Mark with an X/ number annexure)

Checklist (for the completion by the Applicant only)				Checklist (for the use of Responsible Authority only)		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Comprehensive Application form			
			Complete Motivation Report			
			Board of Directors' / Trustees' resolution / consent			

			Power of Attorney			
			Certified copy of Title Deed(s)			
			Orientating Locality Map			
			Basic Layout Map			
			Land Use Scheme Zoning Map Extract			
			Land Use Map			
			Detail Layout Map			
			Orthophoto / Aerial survey map			
			Site Development Plan			
			Extract of Spatial Development Framework			
			Contour map			
			Surveyor general diagrams (cadastral information)			
			Conveyancer's certificate			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Special endorsement/proxy			
			Mineral rights certificate (together with mineral holder's consent)			
			Prospecting contract			
			Registered servitudes (deed and map/plan)			
			Status report from Surveyor General – street closure or state owned land			
			Detail Engineering Services plan (Bulk and internal)			
			Environmental Impact Study/Assessment (EIA – Environmental Authorisation)			
			Archaeological Impact Assessment (AIA) - approval from relevant Department			
			Heritage Impact Assessment - approval from relevant Department			
			Traffic impact study/assessment			
			Geotechnical report (NHBR Standards)			
			Eskom services report			
			Flood line certificate - certificate from relevant Dept			
			Subdivision of Agricultural land - permission from relevant Department Agriculture			
			List of sections in Title Deed conditions to be removed /amended			
			Public participation report and minutes of meetings			
			Other (specify):			
			<b>Seven (7) sets of full colour documentation copies</b>			

### SECTION 7 Declaration

<b>Note:</b>	<i>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</i>		
I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application.			
Applicant's/ Owner's Signature:	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>	Date:	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
Full name (print):	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
Professional capacity (Reg no):	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		
Applicant's ref:	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>		

### SECTION 8

#### Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)

Checklist for required advertisement procedure			Checklist for required proof of advertisement		
YES	NO	DOCUMENTATION AND STEPS TO BE TAKEN	YES	NO	DOCUMENTATION TO BE PROVIDED AS PROOF
		<b>Notice to be placed in the Local Newspaper</b>			<b>Proof of Notice in Local Newspaper</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>			<b>Proof of Notice in the Provincial Gazette</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notices to neighbours</b> Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post.			<b>Proof of Notice to neighbours</b> Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority
		<b>Notice to be placed on the site</b> Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.			<b>Proof of Notice in site</b> Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.
		<b>Public Meeting</b> Note: The holding of a public meeting in order to inform the general public of the application.			<b>Proof of Public Meeting</b> The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.
		<b>Any Additional components</b>			<b>Proof of additional components</b>

**SECTION 9**  
**Power of Attorney/Proxy**

I/We, the undersigned

(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)

Nominate, constitute and hereby appoint

(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

(FULL DETAILS OF THE APPLICATION LODGED)

with regards to

(DESCRIPTION OF PROPERTY)

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(TOWN) (DAY) (MONTH) (YEAR)

In the presence of the undersigned witnesses

Signature of Assigner/ Land Owner

Witness 1

Witness 2

**Annexure B – Abridged application form****Nala Local Municipality**

Applications for land use amendments (give full details in the attached motivation report, if space provided is not enough)

<b>SECTION 1</b>
<b>Details of Applicant</b> (See Planning Profession Act, Act 36 of 2002)

Name: _____ Postal address: _____ _____ _____ <div style="text-align: center;">Code: _____</div> Tel no: _____ Fax no: _____ SACPLAN Reg No: _____	Contact person: _____ Physical address: _____ _____ _____ Cell no: _____ E-mail address: _____ _____
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<b>SECTION 2</b>
<b>Details of Land Owner</b> (If different from Applicant)

Name: _____ Postal address: _____ _____ _____ <div style="text-align: center;">Code: _____</div> Tel no: _____ Fax no: _____	Contact person: _____ Physical address: _____ _____ _____ Cell no: _____ E-mail address: _____ _____
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If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

<b>SECTION 3</b>
<b>Details of Property</b> (In accordance with Title deed)

Erf/ Farm No and portion description:		Area (m <sup>2</sup> or ha):	
Physical address of erf/farm:		Existing zoning:	
Location from nearest town:		Existing land use:	
Town/suburb:		Area applicable to application:	
Registration Division:		Title deed no:	

#### SECTION 4

Type of Application being Submitted (Mark with an X and give detail)

Application for:

(Please mark applicable block with a cross)

The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land which is necessary in order to allow for an application for rezoning and subdivision by the Responsible Authority.	
Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations	
Application for Consent Use, including Occupational Practice, excluding Temporary Housing.	
Application for Subdivision in accordance with the LUS	
Application for subdivision requiring abridged processes.	
The amendment or cancellation of a general plan of a township.	
The permanent closure of a municipal road (public road) or a public open place.	
The consolidation of any land portion.	
Application for the extension of the approval period of an application before the lapsing thereof.	

Please give a short description of the scope of the project:

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#### SECTION 5

Detail of application (Mark with an X and give detail where applicable)

Is the property subjected to a bond?	YES	NO	If answered YES, attach the bondholder's consent to the application:	
Has any application on the property previously been considered?	YES	NO	If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions:	
Does the proposal apply to the entire land parcel?	YES	NO	If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extend:	
Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application?	YES	NO	If answered YES, please provide detail description:	

Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development?	YES	NO	If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:	
Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding?	YES	NO	If answered YES, please provide detail description:	
Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?	YES	NO	If answered YES, please provide detail description:	
What arrangements will be made regarding the following services for the development? (where applicable)	Water supply:			
	Electricity supply:			
	Sewerage and waste-water:			
	Storm-Water			
	Road Network			

**SECTION 6**

**List of Attachments and supporting information required/ submitted with checklist for Municipal use**(Mark with an X/ number annexure)

Checklist (for the completion by the Applicant only)				Checklist (for the use of Responsible Authority only)		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Abridged Application form			
			Board of Directors' / Trustees' resolution / consent			
			Power of Attorney			
			Certified copy of Title Deed(s)			
			Orientating Locality Map			
			Basic Layout Map			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Special endorsement/proxy			
			Registered servitudes (deed and map/plan)			
			Surveyor general diagrams (cadastral information)			
			Eskom services report			
			Status report from Surveyor General – street closure or state owned land			
			Flood line certificate / coastal setback report - certificate from relevant Department			
			Subdivision of Agricultural land - permission from relevant Department Agriculture			
			List of sections in Title Deed conditions to be removed /amended			
			Other (specify):			
			<b>Seven (7) sets of full colour documentation copies</b>			



<b>SECTION 7</b> <b>Declaration</b>	
<b>Note:</b>	<i>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</i>
I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application.	
Applicant's/ Owner's Signature:	_____ Date: _____
Full name (print):	_____
Professional capacity:	_____
Applicant's ref:	_____

<b>SECTION 8</b> <b>Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)</b>					
<b>Checklist for required advertisement procedure</b>			<b>Checklist for required proof of advertisement</b>		
<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION AND STEPS TO BE TAKEN</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION TO BE PROVIDED AS PROOF</b>
		<b>Notice to be placed in the Local Newspaper</b>			<b>Proof of Notice in Local Newspaper</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>			<b>Proof of Notice in the Provincial Gazette</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notices to neighbours</b> Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post.			<b>Proof of Notice to neighbours</b> Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority
		<b>Notice to be placed on the site</b> Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.			<b>Proof of Notice in site</b> Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.
		<b>Public Meeting</b> Note: The holding of a public meeting in order to inform the general public of the application.			<b>Proof of Public Meeting</b> The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.
		<b>Any Additional components</b>			<b>Proof of additional components</b>

**SECTION 9**  
**Power of Attorney/Proxy**

\_\_\_\_\_  
I/We, the undersigned

\_\_\_\_\_  
(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)

Nominate, constitute and hereby appoint

\_\_\_\_\_  
(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_  
(FULL DETAILS OF THE APPLICATION LODGED)

with regards to

\_\_\_\_\_  
(DESCRIPTION OF PROPERTY)

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(TOWN) (DAY) (MONTH) (YEAR)

In the presence of the undersigned witnesses

\_\_\_\_\_  
Signature of Assigner/ Land Owner

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2

[PROVINCIAL NOTICE NO.186 OF 2015]

**TSWELOPELE LOCAL MUNICIPALITY  
MUNICIPAL LAND USE PLANNING BY-LAWS**

Notice is hereby given in terms of the provisions of Section 13 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) that the Council of the Tswelopele Local Municipality adopted the set of Municipal Land Use Planning By-laws.

The By-laws are published for the purpose of general public notification. Copies of the By-laws are available at No.1 Bosman Street, Bultfontein, 9670.

**TL MKHWANE**  
Municipal Manager

To provide for the regulation and control of activities on and in respect of spatial planning and land use management, and to provide for matters in connection therewith

**Preamble**

**WHEREAS** the Constitution established local government as a distinctive sphere of government, interdependent, and interrelated with the national and provincial spheres of government; and

**WHEREAS** there is agreement on the fundamental importance of local government to democracy, development and nation-building in our country; and

**WHEREAS** there is fundamental agreement in our country on a vision of democratic, accountable and developmental local government, in which municipalities must strive within their financial and administrative capacity, to achieve their constitutional objectives by ensuring the provision of sustainable, effective and efficient municipal services to communities, by promoting social and economic development, by promoting a safe and healthy environment, and by encouraging the involvement of communities in the matters of local government; and

**WHEREAS** the Constitution authorizes and empowers municipalities to administer the local government matters listed in Part B of Schedules 4 and 5, which include hoardings and the display of advertisements in public places and any other matter assigned to it by national or provincial legislation, by making and administering By-laws for the effective administration of these matters;

**BE IT THEREFORE ENACTED** by the Municipal Council of the Tswelopele Local Municipality as follows:-

**ARRANGEMENT OF SECTIONS AND SCHEDULES**

<b>CHAPTER I – INTERPRETATION AND APPLICATION.....</b>	<b>53</b>
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## CHAPTER I – INTERPRETATION AND APPLICATION

### 1. DEFINITIONS AND INTERPRETATIONS

In this By-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Spatial Planning and Land Use Management Act 2013, (Act 16 of 2013) has the meaning assigned to it in that Act.

All references to sections in this by-law refers to this specific document unless otherwise stated—

“**adopt**”, in relation to a spatial development framework, land use scheme, policy or strategy, means the approval thereof by the competent authority;

“**agent**” means a person authorized by the owner of land to make an application on behalf of the owner of land;

“**Appeal Authority**” means the Appeal Authority contemplated in section 84(1);

“**applicant**” means a person referred to in section 16(2) who makes an application to the Municipality as contemplated in that section;

“**application**” means an application to the Municipality referred to in section 16(2);

“**authorized employee**” means a municipal employee who is authorized by the Municipality to exercise a power or perform a duty in terms of this By-law or to inspect land and buildings in order to enforce compliance with this By-law, the land use scheme and Deed of Title;

“**consolidation**”, in relation to land, means the merging of two or more adjacent land parcels into a single land parcel;

“**Council**” means the municipal council of the Municipality;

“**date of notification**” means the date on which a notice is served as contemplated in section 50(6) or published in the media or *Provincial Gazette*;

“**day**” means a calendar day, and when any number of days are prescribed for the execution of any act, it must be calculated by excluding the first day and including the last day, however, should the last day fall on a Saturday, Sunday or Public Holiday, the number of days must be calculated by excluding the first day and also the Saturday, Sunday or public holiday;

“**development charge**” means a development charge levied by the Municipality as contemplated in section 88;

“**emergency**” includes a situation that arises from a flood, strong wind, severe rainstorm, fire, earthquake or industrial accident and that requires the relocation of human settlements;

“**external engineering service**” means an engineering service situated outside the boundaries of a land area and that is necessary to serve the use and development of the land area;

“**Free State Spatial Planning and Land Use Bill**” means the Free State Spatial Planning and Land Use Bill, and upon enactment the Act;

“**local spatial development framework**” means a local spatial development framework contemplated in section 10;

**“municipal spatial development framework”** means a municipal spatial development framework adopted by the Municipality in terms of Chapter 5 of the Municipal Systems Act and Chapter 4 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013);

**“Municipal Manager”** means the municipal manager of the Municipality;

**“Municipality”** means the municipality of Tswelopele Local Municipality established in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

**“non-conforming use”** means an existing land use that was lawful in terms of a previous land use scheme but that does not comply with the land use scheme in force;

**“occasional use”** means a departure in respect of a right to use land for a purpose granted on a temporary basis for a specific occasion or event;

**“overlay zone”** means an area in a land use scheme that is demarcated for the purpose of conserving natural resources or promoting certain types of development and that is subject to conditions, requirements or restrictions in addition to those of the land use scheme;

**“owners’ association”** means an owners’ association established in terms of section 30 and includes, for the purpose of section 29(2)(a), a body corporate created in terms of the Sectional Titles Act (Act 95 of 1986); or the Companies Act (Act 71 of 2008);

**“pre-application consultation”** means a consultation between an owner or an agent and the Municipality contemplated in section 38;

**“public facilities”** means amenities that are—

- (a) intended for the use of the general public;
- (b) used to offer a service or for recreation; and
- (c) ordinarily owned by the state or a municipality;

**“service”** means a service provided by the Municipality, any other organ of state or a service provider, including services for the provision of water, sewerage, electricity, refuse removal, roads, storm water, and includes infrastructure, systems and processes related to the service;

**“site development plan”** means a scaled and dimensioned plan that shows details of the proposed land development, including the site layout, positioning of buildings and structures, property access, building designs, parking, internal services, servitudes and landscaping;

**“social infrastructure”** means community facilities, services and networks that meet social needs and enhance community well-being;

**“Spatial Planning and Land Use Management Act”** means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and the regulations promulgated in terms of the Act;

**“Tribunal”** means the Municipal Planning Tribunal established in terms of section 74.

Any reference to erf or rural land refers to the Land Survey Act, 1997, (Act No 8 of 1997).

Any reference to the male gender includes the female gender and any reference to the plural will include the singular and *vice versa*, as the context may require.

## 2. APPLICATION OF BY-LAW

This By-law applies to all land situated within the municipal area, including land owned by the state and by organs of state.

## CHAPTER II – SPATIAL PLANNING

### 3. SPATIAL PLANNING CATEGORIES

(1) All Development Frameworks developed for areas in, or associated with, the Free State province must be represented spatially. In order to create a uniform system across the Province, the attribute data must be represented according to the following primary spatial planning categories:

- (a) Core Conservation Areas that must be captured in the attribute data as a capital letter A including;
  - (i) Statutory Protected Areas that must be captured in the attribute data as a letter A.a or;
- (b) Natural Buffer Areas that must be captured in the attribute data as a capital letter B including;
  - (i) Non-Statutory Conservation Areas that must be captured in the attribute data as a letter B.a;
  - (ii) Ecological Corridors that must be captured in the attribute data as a letter B.b;
  - (iii) Urban Green Areas that must be captured in the attribute data as a letter B.c or;
- (c) Agricultural Areas that must be captured in the attribute data as a capital letter C including;
  - (i) Extensive agricultural areas that must be captured in the attribute data as a letter C.a;
  - (ii) Intensive agricultural areas that must be captured in the attribute data as a letter C.b or;
- (d) Urban Related Areas that must be captured in the attribute data as a capital letter D including;
  - (i) Main Towns that must be captured in the attribute data as a letter D.a;
  - (ii) Local Towns that must be captured in the attribute data as a letter D.b;
  - (iii) Rural Settlements that must be captured in the attribute data as a letter D.c;
  - (iv) Tribal Authority Settlements that must be captured in the attribute data as a letter D.d;
  - (v) Communal Settlements that must be captured in the attribute data as a letter D.e;
  - (vi) Institutional Areas that must be captured in the attribute data as a letter D.f;
  - (vii) Authority Areas that must be captured in the attribute data as a letter D.g;
  - (viii) Residential Areas that must be captured in the attribute data as a letter D.h;
  - (ix) Business Areas that must be captured in the attribute data as a letter D.i;
  - (x) Service Related Business that must be captured in the attribute data as a letter D.j;

- (xi) Special Business that must be captured in the attribute data as a letter D.k;
- (xii) SMME Incubators that must be captured in the attribute data as a letter D.l;
- (xiii) Mixed Use Development Areas that must be captured in the attribute data as a letter D.m;
- (xiv) Cemeteries that must be captured in the attribute data as a letter D.n;
- (xv) Sports fields and Infrastructure that must be captured in the attribute data as a letter D.o;
- (xvi) Airports and Infrastructure that must be captured in the attribute data as a letter D.p;
- (xvii) Resorts and Tourism Related Areas that must be captured in the attribute data as a letter D.q;
- (xviii) Farmsteads and Outbuildings that must be captured in the attribute data as a letter D.r or;
- (e) Industrial Areas that must be captured in the attribute data as a capital letter E including;
  - (i) Agricultural industry that must be captured in the attribute data as a letter E.a;
  - (ii) Industrial Development Zone that must be captured in the attribute data as a letter E.b;
  - (iii) Light industry that must be captured in the attribute data as a letter E.c;
  - (iv) Heavy industry that must be captured in the attribute data as a letter E.d;
  - (v) Extractive industry that must be captured in the attribute data as a letter E.e or;
- (f) Surface Infrastructure that must be captured in the attribute data as a capital letter F including;
  - (i) National roads that must be captured in the attribute data as a letter F.a;
  - (ii) Main roads that must be captured in the attribute data as a letter F.b;
  - (iii) Minor roads that must be captured in the attribute data as a letter F.c;
  - (iv) Public Streets that must be captured in the attribute data as a letter F.d;
  - (v) Heavy Vehicle Overnight Facilities that must be captured in the attribute data as a letter F.e;
  - (vi) Railway lines that must be captured in the attribute data as a letter F.f;
  - (vii) Power lines that must be captured in the attribute data as a letter F.g;
  - (viii) Telecommunication Infrastructure that must be captured in the attribute data as a letter F.h;
  - (ix) Renewable Energy Structures that must be captured in the attribute data as a letter F.i;
  - (x) Dams and Reserves that must be captured in the attribute data as a letter F.j;
  - (xi) Canals that must be captured in the attribute data as a letter F.k;
  - (xii) Sewerage Plants and Refuse Areas that must be captured in the attribute data as a letter F.l;
- (2) All the main spatial planning categories must further be divided into sub-categories and more detailed categories as required by the municipality.

#### 4. COMPILATION, REVIEW OR AMENDMENT OF MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK

- (1) When the Council compiles, reviews or amends its municipal spatial development framework in accordance with the Municipal Systems Act and the Spatial Planning and Land Use Management Act, the Council must—
  - (a) establish an intergovernmental steering committee to compile or amend its municipal spatial development framework; or
  - (b) refer its draft municipal spatial development framework or draft amendment of its municipal spatial development framework to National and Provincial Departments and contiguous municipalities for comment, in accordance with Section 7 (e) (ii) of the Spatial Planning and Land Use Management Act, 2013.
- (2) The Municipality must—
  - (a) publish a notice in two of the official languages of the Province most spoken in the area in two newspapers circulating in the area concerned of—
    - (i) the intention to compile, review or amend the municipal spatial development framework; and
    - (ii) the process it will follow, in accordance with section 30(3) of the Municipal Systems Act;
  - (b) in writing inform the National and Provincial Departments and contiguous municipalities of—
    - (i) the intention to compile, review or amend the municipal spatial development framework;
    - (ii) its decision in terms of subsection (1)(a) or (b); and
    - (iii) the process it will follow to compile, review or amend the municipal spatial development framework, including the process for public participation; and
  - (c) register relevant affected parties, who must be invited to comment on the draft municipal spatial development framework or draft amendment of the municipal spatial development framework as part of the process to be followed.

#### 5. ESTABLISHMENT OF PROJECT COMMITTEE

- (1) The Municipality must establish a project committee to compile, review or amend its municipal spatial development framework.
- (2) The project committee must at least consist of—
  - (a) the Municipal Manager; and or a municipal employee as designated by the municipal manager
  - (b) municipal employees from at least the following municipal departments:
    - (i) the integrated development planning office;
    - (ii) the planning department;
    - (iii) the engineering department;
    - (iv) the local economic development department;
    - (v) the housing department; and
    - (vi) office of the chief financial officer.

## 6. ESTABLISHMENT OF INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council establishes an intergovernmental steering committee, the Municipality must, in writing, invite written nominations for representatives to serve on the intergovernmental steering committee from the following organs of state —
  - (a) the delegated party of the national and provincial government department responsible for land use planning;
  - (b) the delegated party of the provincial government department responsible for environmental affairs;
  - (c) the delegated party of the provincial government department responsible for agriculture and rural development;
  - (d) relevant organs of state; and departments.

## 7. PROCEDURE WITH INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council establishes an intergovernmental steering committee, the project committee must compile a draft *status quo* document setting out an assessment of the existing levels of development and development challenges in the municipal area, and must submit it to the intergovernmental steering committee for comments.
- (2) After consideration of the comments of the intergovernmental steering committee, the project committee must complete the *status quo* document and submit it to the Council for adoption.
- (3) The project committee must compile a first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comments.
- (4) After consideration of the comments of the intergovernmental steering committee, the project committee must complete the first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment in accordance with the process adopted in terms of sections 28 and 29 of the Municipal Systems Act.
- (5) After consideration of the comments and representations, as a result of the publication contemplated in subsection (4), the project committee must compile a final municipal spatial development framework or final amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comment.
- (6) After consideration of the comments of the intergovernmental steering committee contemplated in subsection (5), the project committee must complete the final draft of the municipal spatial development framework or final draft amendment of the municipal spatial development framework and submit it to the Council for adoption by the Council.
- (7) If the final municipal spatial development framework or final amendment of the municipal spatial development framework contemplated in subsection (6) is materially different to what was published in terms of subsection (4), the Municipality must in accordance with subsection (4), (5) and (6) read with the necessary changes follow a further consultation and public participation process in accordance with this section before the final municipal spatial development framework or final amendment of the municipal spatial development framework is adopted by the Council.
- (8) The Council or the project committee may at any time in the process of compiling a municipal spatial development framework or drafting an amendment of the spatial development framework request comments from the intergovernmental steering committee.
- (9) The Council must adopt the final municipal spatial development framework or final amendment of the municipal spatial development framework, with or without amendments, and must within twenty one days of its decision give notice thereof in the media and the *Provincial Gazette*.

## 8. PROCEDURE WITHOUT INTERGOVERNMENTAL STEERING COMMITTEE

- (1) If the Council does not establish an intergovernmental steering committee to compile or amend its municipal spatial development framework, the project committee must—
  - (a) compile a draft *status quo* document setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption;
  - (b) after adoption of the *status quo* document, compile a draft municipal spatial development framework or draft amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment;
  - (c) after approval of the draft municipal spatial development framework or draft amendment of the municipal spatial development framework for publication contemplated in sub-section (b), submit the draft municipal spatial development framework or draft amendment of the municipal spatial development framework to the MEC for comment in; and
  - (d) after consideration of the comments received from the public and the MEC, submit a final municipal spatial development framework or final amendment of the municipal spatial development framework, with any further amendments, to the Council for adoption.
- (2) The Council must adopt the final municipal spatial development framework or final amendment of the municipal spatial development framework, with or without amendments, and must within twenty one days of its decision give notice of the decision in the media and the *Provincial Gazette*.

## 9. FUNCTIONS AND DUTIES

- (1) The members of the project committee must, in accordance with the directions of [the executive authority/executive mayor/committee of councillors]—
-



- (a) compile a municipal spatial development framework or draft an amendment of the municipal spatial development framework for adoption by the Council;
- (b) provide technical knowledge and expertise to the Council;
- (c) monitor progress and ensure that the compilation of the municipal spatial development framework or drafting of the amendment of the municipal spatial development framework is progressing according to the approved process contemplated in section 4(2)(a)(ii);
- (d) guide the public participation process and ensure that the registered affected parties remain informed;
- (e) oversee the incorporation of amendments to the draft municipal spatial development framework or draft amendment of the municipal spatial development framework based on the consideration of the comments received during the process of drafting thereof;
- (f) oversee the drafting of a report setting out the response of the Municipality to the provincial comments issued;
- (g) ensure alignment of the municipal spatial development framework with the development plans and strategies of other affected municipalities and other organs of state as contemplated in section 24(1) of the Municipal Systems Act;
- (h) facilitate the integration of other sector plans into the municipal spatial development framework;
- (i) if the Municipality decides to establish an intergovernmental steering committee—
  - (i) assist the Municipality in ensuring that the intergovernmental steering committee is established and that timeframes are adhered to; and
  - (ii) ensure the flow of information between the project committee and the intergovernmental steering committee.
- (2) The members of the intergovernmental steering committee must—
  - (a) provide the intergovernmental steering committee with the following:
    - (i) technical knowledge and expertise;
    - (ii) input on outstanding information that is required to draft the municipal spatial development framework or an amendment thereof;
    - (iii) information on the locality of projects and budgetary allocations; and
    - (iv) written comments in terms of section 7.
  - (b) communicate to the intergovernmental steering committee any current or planned projects that have an influence on the municipal area; and
  - (c) provide the project committee with written comments in terms of section 7.

## 10. LOCAL SPATIAL DEVELOPMENT FRAMEWORKS

- (1) The Municipality may adopt a local spatial development framework for a specific geographical area in a portion of the municipal area.
- (2) The purpose of a local spatial development framework in a specific geographical area is to:
  - (a) provide detailed spatial planning guidelines;
  - (b) provide more detail in respect of a proposal provided for in the municipal spatial development framework;
  - (c) meet specific land use planning needs and priorities;
  - (d) provide detailed policy and development parameters for land use planning;
  - (e) provide detailed priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues;
  - (f) guide decision making on land use applications; and
  - (g) identify a funding source and budget for prioritized projects.

## 11. COMPILATION, AMENDMENT OR REVIEW OF LOCAL SPATIAL DEVELOPMENT FRAMEWORKS

- (1) If the Municipality compiles, amends or reviews a local spatial development framework, it must draft and approve a process plan, including the public participation processes to be followed for the compilation, amendment, review or adoption of a local spatial development framework.
- (2) When the Council drafts or amends its local spatial development framework it must refer its draft local spatial development framework or draft amendment to its local spatial development framework to National and Provincial Departments for comment.
- (3) The municipality must, within 21 days of adopting a local spatial development framework or an amendment of local spatial development framework, publish a notice of the decision in the media and the *Provincial Gazette*.

## 12. STATUS OF LOCAL SPATIAL DEVELOPMENT FRAMEWORKS

- (1) A local spatial development framework or an amendment thereof comes into operation on the date of publication of the notice contemplated in Section 11.
- (2) A local spatial development framework guides and informs decisions made by the Municipality relating to land development, but it does not confer or take away rights.

**13. STRUCTURE PLANS**

- (1) When the Municipality intends to convert a structure plan to a local spatial development framework it must comply with sections 10 to 12 and must—
  - (a) review that structure plan and make it consistent with the purpose of a municipal spatial development framework;
  - (b) incorporate the provisions of the structure plan that are consistent with that purpose in a municipal spatial development framework.
- (2) The Municipality must withdraw the relevant structure plan by notice in the *Provincial Gazette* when it adopts a local spatial development framework contemplated in subsection (1).

**CHAPTER III – DEVELOPMENT MANAGEMENT****14. DETERMINATION OF ZONING**

- (1) The owner of land or his agent may apply in terms of section 16(2) to the Municipality for the determination of a zoning for land within its municipal jurisdiction.
- (2) When the Municipality considers an application in terms of subsection (1) it must have regard to the following:
  - (a) the lawful use of the land, or the purpose for which it could lawfully be used immediately prior to the commencement of this By-law if it can be determined;
  - (b) the zoning, if any, that is most compatible with that use or purpose and any applicable title deed condition;
  - (c) any temporary use or consent use that may be required in conjunction with that land use scheme;
  - (d) in the case of land that was vacant immediately before the commencement of this By-law, the use that is permitted in terms of the title deed conditions or, where more than one land use is so permitted, one of such land uses determined by the municipality; and
  - (e) where the lawful use of the land and the purpose for which it could lawfully be used immediately before the commencement of this By-law cannot be determined, the zoning that is the most desirable and compatible with any applicable title deed condition, together with any departure or consent use that may be required.
- (3) If the lawful zoning of land contemplated in subsection (1) cannot be determined, the Municipality must determine a zoning and serve notice of its intention in terms of section 50.
- (4) A land use that commenced unlawfully, whether before or after the commencement of this By-law, may not be considered to be lawful.

**15. NON-CONFORMING USES**

- (1) A non-conforming use provides that land that is being used lawfully in terms of an existing zoning for a purpose that does not comply with a proposed zoning may continue to be used for that purpose when the new zoning comes into operation.
- (2) A non-conforming use does not constitute an offence in terms of this By-law.
- (3) A non-conforming use may continue as long as it remains otherwise lawful, subject to the following:
  - (a) if the non-conforming use ceases for any reason for a period of more than twenty-four consecutive months, any subsequent use of the property must conform to the requirements of this By-law, with or without temporary uses;
  - (b) an appropriate land use application contemplated in section 16(2) must be made for the alteration or extension of buildings or structures in respect of the non-conforming use;
  - (c) the owner bears the onus of proving that the non-conforming use right exists; and
  - (d) the use right is limited to the area of the building or land on which the proven use right is in existence.
- (4) If an existing building, which constitutes a non-conforming use, is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building, the Council may grant permission for the reconstruction of such building subject to conditions.

**16. LAND DEVELOPMENT REQUIRING APPROVAL**

- (1) No person may commence, continue, or cause the commencement or continuation of, land development without the approval of the Municipality in terms of subsection (2).
- (2) The municipality has categorized their applications, as contemplated in section 35(3) of the Spatial Planning and Land Use Management Act, into two categories:
  - (a) Category 1 applications consist of:
    - (i) The establishment of a township or the extension of the boundaries of a township;
    - (ii) The amendment of an existing scheme or land use scheme by the rezoning of land;
    - (iii) The removal, amendment or suspension of a restrictive or obsolete condition, servitude or reservation registered against the title of the land;
    - (iv) The amendment or cancellation in whole or in part of a general plan of a township;
    - (v) The subdivision and consolidation of any land other than a subdivision and consolidation which is provided for as a Category 2 application;
    - (vi) Permanent closure of any public place

- (vii) Any consent or approval required in terms of a condition of title, a condition of establishment of a township or condition of an existing scheme or land use scheme;
- (viii) Any consent or approval provided for in any law referred to other than the Spatial Planning and Land Use Management Act
- (b) Category 2 applications consist of:
  - (i) The subdivision of any land where such subdivision is expressly provided for in a land use scheme;
  - (ii) The creation of any servitude or long term lease and the consolidation of any land;
  - (iii) The simultaneous subdivision, as contemplated in subsection (b)(i) and consolidation of land;
  - (iv) The consent of the municipality for any land use purpose or temporary use or deviation in terms of a land use scheme, which does not constitute a land development application;
  - (v) The removal, amendment or suspension of a restrictive title condition relating to the density of residential development on a specific erf where the residential density is regulated by a land use scheme in operation.
- (3) The owner of land or his agent may apply to the Municipality in terms of this Chapter and Chapter IV for the following in relation to the development of the land concerned:
  - (a) a rezoning of land;
  - (b) a temporary use of land for a purpose not provided for in the land use scheme granted on a temporary basis;
  - (c) a subdivision of land, including the registration of a servitude or lease agreement;
  - (d) a consolidation of land;
  - (e) an amendment, suspension or removal of restrictive conditions in respect of a land parcel;
  - (f) a permission required in terms of the land use scheme;
  - (g) an amendment, removal or imposition of conditions in respect of an existing approval;
  - (h) an extension of the validity period of an approval;
  - (i) an approval of an overlay zone as provided for in the land use scheme;
  - (j) an amendment or cancellation of a general plan or a part thereof;
  - (k) a permission required in terms of a condition of approval;
  - (l) a determination of a land use scheme;
  - (m) a closure of a public place or part thereof;
  - (n) a consent use provided for in the land use scheme;
  - (o) an occasional use of land.
- (4) If the land development is of provincial interest the provincial department responsible for land use planning must be approached.
- (5) If the land development is of national interest the national and provincial department responsible for land use planning must be approached.
- (6) If section 52 of the Spatial Planning and Land Use Management Act is applicable to the land development, the owner or agent must also apply in terms of that Act.
- (7) When an applicant or owner exercises a use right granted in terms of an approval, he must comply with the conditions of the approval and the applicable provisions of the land use scheme.
- (8) When the Municipality on its own initiative develops land as contemplated in subsection (2), it must apply to the Tribunal in accordance with this Chapter and Chapter IV.

#### 17. CONTINUATION OF APPLICATION AFTER CHANGE OF OWNERSHIP

- (1) If land that is the subject of an application, with the exception of township establishment as contemplated in section 21 (3) is transferred to a new owner, the new owner may continue with the application as the successor in title to the previous owner and the new owner is regarded as the applicant for the purposes of this By-law, provided that the following is submitted to the municipality:
  - (a) proof of change of ownership; and
  - (b) an amended power of attorney, if an agent was appointed to make the application.
- (2) The new owner must advise the Municipality in writing of the continuation of the application.

#### 18. REZONING OF LAND

- (1) The Municipality may, on its own initiative, rezone land of which it is not the owner to—
  - (a) provide a public service or to provide a public recreational space; or
  - (b) substitute a zoning or part thereof for a zoning in terms of which the land is not necessarily zoned in accordance with the use thereof or existing use rights.
- (2) An applicant who wishes land to be rezoned, must submit an application to the Municipality in terms of section 16(2).
- (3) When the Municipality, on its own initiative or on application, creates an overlay zone for land it must comply with sections 12 and 13 of the Systems Act.
- (4) A land use scheme may be made applicable to a land parcel or part thereof, and zoning need not follow cadastral boundaries, subject to delineation of a defined area.

**19. LAPSING OF REZONING AND EXTENSION OF VALIDITY PERIODS**

- (1) Subject to subsection (2), a rezoning approval lapses after a period of three years, or a shorter period as the municipality may determine, from the date that the approval comes into operation if, within that three-year period or shorter period—
  - (a) the land use scheme is not used in accordance with the approval; or
  - (b) the following requirements have not been met:
    - (i) the approval by the Municipality of a building plan envisaged for the use of the approved use right; and
    - (ii) commencement of the construction of the building contemplated in subparagraph (i).
- (2) The approval of a rezoning lapses after three years, or the shorter period that the municipality may determine, from the date that the approval comes into operation. The municipality may, upon application, extend the validity period not exceeding five years.
- (3) If a rezoning approval lapses, the zoning applicable to the land before the approval of the rezoning applies or, where no zoning existed before the approval of the rezoning, the Municipality must determine a zoning in terms of section 13.

**20. ESTABLISHMENT OF TOWNSHIP**

No person shall establish a township except with the approval of the Tribunal.

**21. APPLICATION FOR ESTABLISHMENT OF A TOWNSHIP**

- (1) The owner of land or his agent, who proposes to establish a township on such land shall submit an application for approval to do so to the Municipality.
- (2) If the land upon which the township is to be established is subject to a mortgage bond, the applicant shall lodge with such application the written consent of the mortgagee.
- (3) After an owner of land has started with the application for a township establishment, no person shall—
  - (a) enter into any contract whereby any land in such township is sold exchanged, leased or disposed of in any other manner; or
  - (b) erect a building on such land in accordance with the conditions imposed by the Tribunal when granting such approval, until—
    - (i) the application for approval for the establishment of such township shall have been refused by the Tribunal ; or
    - (ii) the applicant shall have withdrawn the application;
    - (iii) the approval of the application shall have lapsed.
    - (iv) the Tribunal shall have declared the township an approved township and, in the case of such an owner who is not a municipality, the Tribunal shall have satisfied itself that the services and amenities that have to be provided in connection with such land in terms of the conditions subject to which the establishment of such township was approved, are available and shall have issued a certificate to that effect.
- (4) Any contract entered into in conflict as contemplated in subsection (3) shall be of no force or effect.

**22. APPLICANT TO LODGE GENERAL PLAN DIAGRAMS WITH SURVEYOR –GENERAL.**

- (1) An applicant shall, within a period of three years from the date of the notification of the approval or within such further period as the Tribunal may in each case determine, lodge for approval with the Surveyor-General the general plan and such diagrams as may be necessary for the establishment of a township.
- (2) When such general plan and diagrams have been approved by the Surveyor –General he shall notify the applicant and the Registrar of Deeds of such approval.

**23. LODGING OF GENERAL PLAN, DIAGRAMS AND TITLE DEEDS WITH REGISTRAR OF DEEDS**

- (1) An applicant shall, within a period of three years from the date of the notification of an approval or within such further period as the Tribunal may in each case determine, lodge the general plan and diagrams in question together with the title deeds of the land to which it relates with the Registrar of Deeds for registration, and the Registrar of Deeds shall notify the Municipality of the registration.
- (2) If an applicant fails to lodge such documents with the Registrar of Deeds or to obtain registration thereof within the period or further period contemplated in subsection (1) the approval of the application shall lapse unless the Tribunal condones such failure.

**24. PROCLAMATION OF APPROVED TOWNSHIP**

- (1) After the provisions of section 23 have been complied with the Municipality shall by proclamation declare the township to be an approved township.
  - (2) The conditions upon which the application for the establishment of the township has been approved shall be set out in a schedule to such proclamation.
  - (3) The Municipality may by proclamation rectify any error or omission in a proclamation or the schedule thereto issued in terms of subsection (1) and (2).
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**25. AMENDMENT OR CANCELLATION OF A GENERAL PLAN**

- (1) When the Tribunal is satisfied that it is desirable to amend or cancel a general plan or a part thereof in the interest of the development of a township, or public interest it may, on application grant approval for the alteration, amendment or total or partial cancellation of the general plan representing the layout of such township, either unconditionally or subject to such conditions as it may determine.
- (2) Any person may apply for the Municipalities' approval and such application shall be submitted to the municipality in such form as contemplated in section 37 and 39.
- (3) When a general plan of a township is totally or partially cancelled by the Surveyor-General, in terms of the Land Survey Act, 1997, (Act No 8 of 1997), the land uses and conditions of title, is simultaneously cancelled and the land use and zoning revert to undetermined or agriculture or the zoning which was in place immediately prior to the approval.

**26. OWNERSHIP OF PUBLIC PLACES AND LAND REQUIRED FOR MUNICIPAL ENGINEERING SERVICES AND SOCIAL FACILITIES**

- (1) The ownership of land that is earmarked for a public place as shown on an approved general plan vest in the Municipality upon proclamation thereof.
- (2) The Municipality may in terms of conditions imposed under section 72 determine that land designated for the provision of engineering services, public facilities or social infrastructure on an approved general plan, be transferred to the Municipality upon confirmation of the township establishment or a part thereof.

**27. CLOSURE OF PUBLIC PLACES**

- (1) The Municipality may, on own initiative or on application, permanently close a public place or any portion thereof in accordance with Chapter IV.
- (2) An applicant who requires the closure of a public place, whether permanently or temporarily, must apply in terms of section 16(2) to the Municipality.
- (3) If any person lodges a claim against the Municipality for loss or damage that he has allegedly suffered due to wrongdoing on the part of the Municipality when it permanently closed a public place, the authorized employee must—
  - (a) require proof of negligence or any other wrongdoing on the part of the Municipality which resulted in the loss or damage; and
  - (b) before any claim is paid or settled, obtain a full technical investigation report in respect of the circumstances that led to the closure of the public place to determine whether or not there has been negligence on the part of the Municipality.
- (4) The Municipality may pay a claim if—
  - (a) the circumstances of loss or damage reveal that the Municipality acted wrongfully;
  - (b) the claimant has proved his loss or damage;
  - (c) the claimant has provided proof of a fair and reasonable quantum;
  - (d) no claim has been made and paid by personal insurance covering the same loss; and
  - (e) any other relevant additional information as requested by the authorized employee has been received.
- (5) The ownership of the land comprised in any public place or portion thereof that is permanently closed in terms of this section continues to vest in the Municipality, unless the Municipality determines otherwise.
- (6) The Municipal Manager may, without complying with Chapter IV, temporarily close a public place—
  - (a) for the purpose of, or pending, the construction, reconstruction, maintenance or repair of the public place;
  - (b) for the purpose of, or pending, the construction, erection, laying, extension, maintenance, repair or demolition of any building, structure, works or service alongside, on, across, through, over or under the public place;
  - (c) if the public place is in a state that is dangerous to the public;
  - (d) by reason of an emergency or public event that requires special measures for the control of traffic or special provision for the accommodation of crowds; or
  - (e) for any other reason that renders the temporary closing of the public place necessary or desirable.
- (7) The Municipality must notify the Surveyor-General of an approval in terms of subsection (1), and the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the closure of the public place.

**28. SERVICES ARISING FROM TOWNSHIP ESTABLISHMENT OR SUBDIVISION**

- (1) Subsequent to the approval of an application for township establishment or subdivision in terms of this By-law, the owner of any land parcel originating from the township establishment or subdivision must—
  - (a) allow without compensation that the following be conveyed across his land parcel in respect of other land parcels originating from the township establishment or subdivision:
    - (i) gas mains;
    - (ii) electricity cables;
    - (iii) telephone cables;
    - (iv) television cables;
    - (v) other electronic infrastructure;
    - (vi) main and other water pipes;
    - (vii) foul sewers;

- (viii) storm water pipes; and
    - (ix) ditches and channels;
  - (b) allow the following on his land parcel if considered necessary and in the manner and position as may be reasonably required by the Municipality:
    - (i) surface installations such as mini-substations;
    - (ii) meter kiosks; and
    - (iii) service pillars;
  - (c) allow access to the land parcel at any reasonable time for the purpose of constructing, altering, removing or inspecting any works referred to in sub-sections (a) or (b); and
  - (d) receive material or permit excavation on the land parcel as may be required to allow use of the full width of an abutting street and to provide a safe and proper slope to its bank necessitated by differences between the level of the street as finally constructed and the level of the land parcel, unless he elects to build retaining walls to the satisfaction of, and within a period to be determined by, the Municipality.
- (2) The rights created in subsection (1)(a) and (b) must be indicated on a general plan, included in the conditions of establishment and secured by a servitude registered in the deeds office, if the services are not conveyed within the building lines applicable to the land.

## 29. CERTIFICATION BY MUNICIPALITY

- (1) A person may apply to the Registrar of Deeds to register the transfer of a land unit, only if the Municipality has issued a certificate in terms of this section.
- (2) The Registrar of Deeds may register the transfer of a land unit, only if the Municipality has issued a certificate in terms of this section.
- (3) The Municipality may not issue a certificate to transfer a land parcel in terms of any law, or in terms of this By-law, unless the owner furnishes the Municipality with—
  - (a) a conveyancer's certificate confirming that money due by the transferor of land to an owners' association established in respect of that land has been paid, or that provision has been made to the satisfaction of the owners' association for the payment thereof;
  - (b) proof of payment of any contravention penalty due by the transfer or proof of compliance with an instruction in a compliance notice issued in terms of Chapter VIII;
  - (c) proof that the land use and buildings constructed on the land parcel comply with the requirements of the land use scheme;
  - (d) proof that all common property, arising from the township establishment has been transferred to the owners' association as contemplated in section 30(3)(e);
  - (e) in the case of the first transfer of a land unit arising from a township establishment, proof that—
    - (i) all land designated in terms of the conditions of approval to be transferred to the owners' association including private roads and private open space common property, arising from the township establishment has been transferred to the owners' association as contemplated in section 30(3)(e) or will be transferred to the owners' association simultaneously with the registration of the transfer of that land unit; and
    - (ii) land required for public places, open spaces or the provision of housing with the assistance of a state subsidy has been transferred to the Municipality or will be transferred to the Municipality simultaneously with the registration of the transfer of that land unit;
    - (iii) the engineering services and amenities that must be provided in connection with the township establishment are available;
    - (iv) a certificate contemplated in section 21(3)(b)(iv) has been issued by the Municipality; and
  - (f) proof that the conditions of approval that must be complied with before the transfer of erven have been complied with in all respects.

## 30. OWNERS' ASSOCIATIONS

- (1) The Municipality may, when approving an application for a township establishment, impose conditions relating to the compulsory establishment of an owners' association by the applicant for an area determined in the conditions.
- (2) An owners' association that comes into being by virtue of subsection (1) is a juristic person and must have a constitution.
- (3) The constitution of an owners' association must be approved by the Municipality before the transfer of the first land unit and must make provision for—
  - (a) the owners' association to formally represent the collective mutual interests of the area, suburb or neighbourhood set out in the constitution in accordance with the conditions of approval;
  - (b) control over and maintenance of buildings, services or amenities arising from the township establishment;
  - (c) the regulation of at least one annual meeting with its members;
  - (d) control over the design guidelines of the buildings and erven arising from the township establishment;
  - (e) the ownership by the owners' association of all common property arising from the township establishment, including—
    - (i) private open spaces;
    - (ii) private roads; and
    - (iii) land required for services provided by the owners' association;
  - (f) enforcement of conditions of approval or management plans;

- (g) procedures to obtain the consent of the members of the owners' association to transfer an erf in the event that the owners' association ceases to function; and
- (h) the implementation and enforcement by the owners' association of the provisions of the constitution.
- (4) The constitution of an owners' association may have other objectives as set by the association but may not contain provisions that are in conflict with any law.
- (5) An owners' association may amend its constitution when necessary, but if an amendment affects the Municipality or a provision referred to in subsection (3), the amendment must also be approved by the Municipality.
- (6) An owners' association that comes into being by virtue of subsection (1)—
  - (a) has as its members all the owners of the land units arising from the township establishment and their successors in title, who are jointly liable for expenditure incurred in connection with the association;
  - (b) is upon registration of the first land unit automatically established; and
  - (c) the constitution of the owners' association take effect on the registration of the first land unit
- (7) The design guidelines contemplated in subsection (3)(d) may introduce more restrictive development rules than the rules provided for in the land use scheme.

### 31. OWNERS' ASSOCIATION CEASES TO FUNCTION

- (1) If an owners' association ceases to function or carry out its obligations, a member of the association or the Municipality on own initiative may apply—
  - (a) in terms of section 30(2) or (6), as the case may be, to disestablish the owners' association; subject to—
    - (i) the amendment of the conditions of approval to, remove the obligation to establish an owners' association; and
    - (ii) the amendment of title conditions pertaining to the owners' association, to remove any obligation in respect of an owners' association;
  - (b) in terms of section 30(2) or (6), as the case may be, for appropriate action by the Municipality to rectify a failure of the owners' association to meet any of its obligations in respect of the control over or maintenance of services contemplated in subsection (3); or.
  - (c) the High Court to appoint an administrator who must exercise the powers of the owners' association to the exclusion of the owners' association.
- (2) In considering an application contemplated in subsection (1)(a), determining which option to follow, the Municipality must have regard to—
  - (a) the purpose of the owners' association;
  - (b) who will take over the control over and maintenance of services for which the owners' association is responsible; and
  - (c) the impact of the disestablishment of the owners' association on the members and the community concerned.
- (3) The Municipality may recover from the members of the owners' association the amount of any expenditure incurred by it in respect of any action taken in terms of subsection (1)(b).
- (4) The amount of any expenditure so recovered is, for the purposes of section 30(6)(a), considered to be expenditure incurred in connection with the owners' association.

### 32. SUBDIVISION OR CONSOLIDATION OF LAND PARCELS

- (1) No person may subdivide or consolidate land without the approval of the Municipality in terms of section 16(2).
- (2) A copy of the approval must accompany the diagram that is submitted to the Surveyor-General's office.
- (3) If a Municipality approves a subdivision or consolidation, the applicant must submit a diagram to the Surveyor-General for approval, including proof to the satisfaction of the Surveyor-General of—
  - (a) the decision to approve the subdivision or consolidation;
  - (b) the conditions of approval contemplated in section 72; and
  - (c) the approved subdivision or consolidation plan.
- (4) If a Municipality approves a subdivision or consolidation, the Municipality must amend upon registration the land use scheme in terms of Chapter IV and, where applicable, the register accordingly.

### 33. EXTENSION OF VALIDITY PERIODS FOR SUBDIVISION AND CONSOLIDATION

- (1) Subject to subsection (2), an approved subdivision or consolidation of land parcels lapses if the subdivision or consolidation is not registered in terms of the Deeds Registries Act within three years of the date of the approval of the subdivision or consolidation.
- (2) If the subdivision or consolidation of land parcels forms part of land development that has been approved in terms of this By-law subject to longer validity periods, the applicant may apply for an extension of the period referred to in subsection (1).
- (3) If the Municipality approves an extension contemplated in subsection (2), the extended period together with the period contemplated in subsection (1) may not exceed five years.
- (4) If an approval of a subdivision or consolidation lapses in terms of subsection (1)—
  - (a) the Municipality must—
    - (i) amend the land use scheme map and, where applicable, the register accordingly; and
    - (ii) notify the Surveyor-General accordingly; and
  - (b) the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the notification that the consolidation or subdivision has lapsed.

**34. REQUIREMENTS FOR AMENDMENT, SUSPENSION OR REMOVAL OF RESTRICTIVE CONDITIONS OF TITLE**

- (1) The Municipality may, on its own initiative or on application in terms of section 16(2), amend, suspend or remove a restrictive condition.
- (2) The Municipality may amend, suspend or remove a restrictive condition—
  - (a) permanently;
  - (b) for a period specified in the approval; or
  - (c) subject to conditions of approval.
- (3) In addition to the procedures set out in Chapter IV, the owner must—
  - (a) submit a certified copy of the relevant title deed to the Municipality; and
  - (b) where applicable, submit the bondholder's consent to the application.
- (4) The Municipality must cause a notice of an application in terms of subsection (1) to be served on—
  - (a) all organs of state that may have an interest in the title restrictive condition;
  - (b) a person whose rights or legitimate expectations will be affected by the approval of the application; and
  - (c) all persons mentioned in the title deed for whose benefit the restrictive condition applies.
- (5) When the Municipality considers the amendment, suspension or removal of a restrictive condition, the Municipality must have regard to the following:
  - (a) the financial or other value of the rights in terms of the restrictive condition enjoyed by a person or entity, irrespective of whether these rights are personal or vest in the person as the owner of a dominant tenement;
  - (b) the personal benefits which accrue to the holder of rights in terms of the restrictive condition;
  - (c) the personal benefits which will accrue to the person seeking the amendment, suspension or removal of the restrictive condition if it is amended, suspended or removed;
  - (d) the social benefit of the restrictive condition remaining in place in its existing form;
  - (e) the social benefit of the amendment, suspension or removal of the restrictive condition; and
  - (f) whether the amendment, suspension or removal of the restrictive condition will completely remove all rights enjoyed by the beneficiary or only some of those rights.
- (6) The Municipality must publish a notice of its decision to amend, suspend or remove a restrictive condition in the Provincial Gazette after the decision comes into operation as contemplated in section 65(2).

**35. ENDORSEMENTS IN CONNECTION WITH AMENDMENT, SUSPENSION OR REMOVAL OF RESTRICTIVE CONDITIONS**

- (1) An applicant at whose instance a restrictive condition is amended, suspended or removed must, after the publication of a notice contemplated in section 34(6) in the Provincial Gazette, apply to the Registrar of Deeds to make the appropriate entries in, and endorsements on, any relevant register or title deed to reflect the amendment, suspension or removal of the restrictive condition.
- (2) The Registrar of Deeds may require proof of the amendment, suspension or removal of a restrictive condition from the applicant including the submission of the following to the Registrar of Deeds:
  - (a) a copy of the approval;
  - (b) the original title deed; and
  - (c) a copy of the notice contemplated in section 34(6) as published in the Provincial Gazette

**CHAPTER IV – APPLICATION PROCEDURES****36. PROCEDURES FOR APPLICATIONS**

- (1) An applicant must comply with the procedures in this Chapter and, where applicable, the specific procedures provided for in Chapter III of this By-law, all applications must be consistent and give effect to Chapter 2 of the Spatial Planning and Land Use Management Act.
- (2) The application procedures are distinctive to the different types of applications referred to in section 16.
- (3) Category 1 and 2 applications as contemplated in section 16(2) should be submitted to the Municipality via the e-lodgement process, as contemplated in section 37.
- (4) Category 1 applications must be submitted with a comprehensive application.
- (5) Category 2 applications must be submitted with an abridged application.
- (6) All Category 1 and 2 applications as contemplated in section 16 must be submitted in terms of this bylaw and applications made in terms of other legislation will not be accepted by the municipality.

**37. PROCEDURES FOR E-LODGE MENT APPLICATIONS**

- (1) An applicant must comply with the procedures in this Chapter and, where applicable, the specific procedures provided for in Chapter III of this By-law.
  - (2) The application procedures are distinctive to the different types of applications referred to in section 16.
  - (3) An application will not be considered a complete application unless all documents, as contemplated in section 39, are uploaded to the e-lodgement site.
  - (4) Proof of payment of the application fee as contemplated in section 41, should be uploaded to the e-lodgement site.
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- (5) After a full application and proof of payment has been uploaded to the e-lodgement site, the municipality must confirm the complete application in terms of section 45 and issue a notice indicating all the documents received.
- (6) After the applicant has received the notification, as referred in subsection (5):
  - (a) the serving of notices must take place in accordance with sections 47, 48, 49, 50 and 52 of this By-law.
  - (b) an original copy with 5 copies of all documentation, referred to in subsection (2) and (3) and the notice, referred to in subsection (4) must be sent to the municipality within 14 days after the notice as contemplated in subsection (5) for the consideration of an application and an additional 2 copies for administrative use.
  - (c) All documentation as contemplated in subsection (6) (b), larger than A3, an additional 5 copies of documentation as contemplated in subsection (6)(b) that are larger than an A3 size must be submitted to the municipality within 14 days after the notice as contemplated in subsection (5) for the consideration of an application and an additional 2 copies for administrative use.
- (7) If the applicant does not comply with subsection (5) and (6), the municipality will not consider the application and the application will then be abandoned.
- (8) The municipality must notify the applicant of its decision in accordance with section 65 and the outcome of any appeal in accordance with section 86.

### 38. PRE-APPLICATION CONSULTATION

- (1) The Municipality may require an owner of land who intends to submit an application or his agent to meet with the authorized employee and, where applicable, with employees of other relevant organs of state for a pre-application consultation before he or she submits an application to the Municipality in order to determine the information and documents that must be submitted with the application.
- (2) The Municipality may issue guidelines regarding-
  - (a) applications that require a pre-application consultation;
  - (b) the nature of the information and documents that must be submitted with an application;
  - (c) the attendance of employees from the Municipality or other organs of at a pre-application consultation; and
  - (d) the procedures at a pre-application consultation.
- (3) The Municipality must keep minutes of the proceedings of a pre-application consultation.
- (4) The Municipality must also allow consultation on the behest of the applicant or his agent with regards to subsection (1), (2) and (3).

### 39. INFORMATION REQUIRED

- (1) An application contemplated in section 16, must be accompanied by the following documents:
  - (a) a comprehensive or abridged application form, as contemplated in Annexure A and B, completed and signed by the applicant;
  - (b) if the applicant is an agent, a power of attorney authorising the applicant to make the application on behalf of the owner;
  - (c) if the owner of the land is a company, close corporation, trust, body corporate or home owners' association, proof that the person is authorized to act on behalf of the company, close corporation, trust, body corporate or a home owners' association;
  - (d) the relevant bondholder's consent;
  - (e) a comprehensive motivation for all applications, based on the criteria for consideration of the application referred to in section 71;
  - (f) proof of payment of application fees;
  - (g) a full copy of the title deeds indicating all existing title conditions in current title deeds;
  - (k) if required by the Municipality, a conveyancer's certificate indicating that no restrictive condition in respect of the application is contained in the title deeds;
  - (l) where applicable, the minutes of any pre-application consultations and
  - (m) should any other legislation or authority require any other actions, proof of compliance to such prerequisites must be attached to the application.
- (2) Additional to the application form as contemplated in subsection (1)(a) the following plans and maps must form part of a comprehensive application, unless the Municipality has, in writing, indicated differently:
  - (a) Orientation locality map;
  - (b) Land Use Scheme Zoning extract;
  - (c) Land use map;
  - (d) Detail layout map;
  - (e) Site development plan;
  - (f) Orto-rectified Imagery;
  - (g) Extract of Approved Spatial Development Frameworks.
- (3) Additional to the application form as contemplated in subsection (1)(a) the following plans and maps must form part of an abridged application, unless the Municipality has, in writing, indicated differently:
  - (a) Orientation locality map;
  - (b) Basic layout map
  - (c) Land Use Scheme Zoning extract;
  - (d) Extract of Approved Spatial Development Frameworks.
- (4) The Municipality may add or remove any information requirements for a particular application as recorded in the pre-application consultation contemplated in section 38.
- (5) The Municipality may make guidelines regarding the submission of additional information and procedural requirements.

**40. APPLICATION STANDARDS**

- (1) Applications that do not comply with the provisions of this section are deemed to be incomplete, and must be handled in terms of section 44.
  - (2) An orientation locality map should be at least a clearly readable A3 sized map indicating the application area in relation to the surrounding properties and must include the following basic details:
    - (a) True north, scale, key and heading "Orientation Locality Map";
    - (b) The approximate location of the land parcel involved in the application, relative to the nearest town for farming areas and the immediate residential neighbourhoods for urban areas;
    - (c) Boundary of the Local Municipality, including the names of adjacent Local Municipality for applications near the border of the aforementioned;
    - (d) Roads, indicated whether they are main roads, highways, national roads or provincial roads if near or adjacent to the application area;
    - (e) Size and location of the particular portion applicable to the application and;
    - (f) Any other applicable particulars to give more clarity to the application.
  - (3) A basic layout map of at least 1:2000 in scale must include the following details:
    - (a) True north, scale, key and heading "Basic Layout Map";
    - (b) Erf boundaries, street names (if applicable), including neighbouring erf or farm numbers.
    - (c) The location of existing buildings on the application area and surrounding properties.
    - (d) Detail regarding the proposed development, including proposed subdivision and consolidation boundaries.
    - (e) Detail regarding relative internal engineering services.
    - (f) Any physical restrictions on the land parcel or neighbouring land parcels that might influence the application (if applicable).
    - (g) The maximum, minimum, ruling and average erf sizes of the proposed erven.
    - (h) Contours of at least 20m intervals
    - (i) 1:50 year floodlines
    - (j) Existing servitudes
    - (k) Proclaimed roads
    - (l) Any other applicable particulars to give more clarity to the application.
  - (4) A Land Use Scheme zoning map extract of at least 1:2000 in scale must include an extract of the municipality's official land use scheme map with the following detail:
    - (a) The scale, true north, key and heading "Land Use Scheme Zoning Map Extract";
    - (b) All land parcels and existing zonings thereof within a radius of 500m from the outside boundary of the application area, as well as of all vacant land parcels for applications within Urban Areas and;
    - (c) All land parcels and existing zonings of adjacent farms for applications within Rural Areas.
  - (5) A land use map of at least 1:2000 in scale must be included where the existing land uses differ from the relative zonings of the application area, or if it is requested by the municipality. A land use map must include the following:
    - (a) The scale, true north, key and heading "Land Use Map";
    - (b) All existing land uses found within a radius of 500m from the outside boundary of the application area, as well as all undeveloped land parcels for applications within Urban Areas and;
    - (c) All land parcels and existing land uses of adjacent farms for applications within Rural Areas.
  - (6) A detail layout map must be included for any application that necessitates such detail for consideration. A detailed map must be at least on a 1:2000 scale and must indicate at least the following details:
    - (a) The scale, true north, key and heading "Detail Layout Map";
    - (b) The Detail Layout plan must indicate the map number and all amendments shall have consecutive numbers.
    - (c) Contours with 1m or 2m height differences up to the outside of the Layout boundary.
    - (d) A slope analysis in accordance with civil engineering regulations in terms of roads and buildings.
    - (e) 1:50 year and or 1:100 year flood-line signed on the plan by a practising registered professional engineer. If neither flood-line is applicable this must also be indicated on the plan.
    - (f) Other physical restrictions that might influence the layout (e.g. hills, valleys, wetlands, rivers, rocky outcrops).
    - (g) All existing services within and surrounding the application area.
    - (h) All existing surrounding social amenities with catchment area using network analyses in accordance with the minimum standards for social amenities.
    - (i) Road layout on adjacent land parcels.
    - (j) The proposed erven.
    - (k) The maximum, minimum, ruling and average erf sizes of the proposed erven.
    - (l) Sufficient measurements to indicate the sizes of the proposed erven.
    - (m) The erven numbered consecutively.
    - (n) The name of the person or firm that prepared the layout, including Professional Registration number.
    - (o) If contours, indicated on the map, were prepared by another person or firm, the particular registered professional should also be mentioned.
    - (p) Co-ordinates together with grid references if requested.
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- (q) The proposed new streets names for new township establishments.
- (r) A list of the proposed zonings distinguished by means of different colours, the colour code shall be in accordance with the scheme regulations, indicating the different uses, amount of erven for each use, surfaces per use and surfaces expressed as a percentage of the total area of the township. The surface area shall be expressed in m<sup>2</sup> or hectares.
- (7) A site development plan must be included for any application that can have an influence on interested and affected parties and must include the following:
  - (a) The scale, true north, key and heading "Site Development Plan";
  - (b) Existing buildings on the land parcel and on directly adjacent land parcels.
  - (c) All existing services within and surrounding the application area.
  - (d) All proposed buildings, building lines, building restrictions, access, formal and informal thoroughfares, parking bays, landscaped areas and any other detail that can give more clarity to the application.
- (8) An Ortho-rectified imagery should accompany a detailed layout plan on the same scale, with the layout over-lay on it.
- (9) All maps should be compiled using the Hartebeesthoek 1994 coordinate system for town level maps and Lambert Conical Conform with the appropriate standard parallels for municipal level maps.
- (10) All maps and plans must be printed in colour with a minimum dot per inch (dpi) of 300.
- (11) All maps and plans for e-lodgement must be uploaded in pdf format with a minimum dot per inch (dpi) of 300.
- (12) All text documents for e-lodgement must be uploaded in pdf format with a minimum dot per inch (dpi) of 150.
- (13) All maps and plans should be signed off by a registered professional
- (14) The municipality can at any time insist on adding details to application standards if the application necessitates such detail for consideration, in accordance with section 44.

#### 41. APPLICATION FEES

- (1) An applicant must pay the application fees determined by the Municipality before submitting an application in terms of this By-law.
- (2) Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application.

#### 42. GROUNDS FOR REFUSING TO ACCEPT APPLICATION

- (1) The Municipality may refuse to accept an application if—
  - (a) the Municipality has already decided on the application;
  - (b) there is no proof of payment of the applicable fees;
  - (c) the application is not in the form required by the Municipality or does not contain the documents required for the submission of the application as set out in section 39.

#### 43. RECEIPT OF APPLICATION AND REQUEST FOR FURTHER INFORMATION, DOCUMENTATION, PLANS OR ADDITIONAL FEES

- (1) The Municipality must—
  - (a) record the receipt of an application, in writing or by affixing a stamp on the application, on the day of receipt; and
  - (b) notify the applicant in writing of any outstanding information, documentation, plans or additional fees that it requires within fourteen days of receipt of the application.

#### 44. PROVISION OF FURTHER INFORMATION, DOCUMENTATION OR PLANS AND PAYMENT OF FEES

- (1) The Municipality must-
  - (a) record the receipt of an application, in writing or by affixing a stamp on the application, on the day of receipt;
  - (b) verify whether the application complies with section 39; and
  - (c) notify the applicant in writing within fourteen days of receipt of the application—
    - (i) that the application is complete and complies with section 39 and that the process for that application commences;
    - (ii) of any information, documents or fees referred to in section 39 that is outstanding and that the applicant must provide to the Municipality within fourteen days of the date of notification; or
    - (iii) that a notice contemplated in section 43(1) will be issued.
- (2) The Municipality must within fourteen days of receipt of the outstanding information, documents or fees referred to in subsection (1)(c)(ii) notify the applicant in writing that the application is complete and that the process for the application commences.
- (3) The Municipality may refuse to consider the application if the applicant fails to provide the information, or documents or plans or pay the additional fees within the period contemplated in subsection (1)(c)(iii).
- (4) The Municipality must notify the applicant in writing of a refusal to consider an application under subsection (3) and must close the application.
- (5) An applicant has no right of appeal to the Appeal Authority in respect of a decision contemplated in subsection (3) to refuse to consider the application.
- (6) If an applicant wishes to continue with an application that the Municipality refused to consider in terms of subsection (3), the applicant must apply again and pay the applicable application fees.

**45. CONFIRMATION OF COMPLETE APPLICATION**

- (1) The Municipality must notify the applicant in writing that the application is complete within fourteen days of receipt of the requested information, documentation or plans or additional fees required by it under section 43(1) or if further information is required as a result of the additional information received.
- (2) If the Municipality fails to notify the applicant as contemplated in subsection (1) the applicant may appeal against failure to confirm application is complete.
- (3) If the Municipality notified the applicant that further information is required as contemplated in subsection (1), section 44 applies to the further submission of the information required.

**46. WITHDRAWAL OF APPLICATION OR AUTHORIZATION**

- (1) An applicant may, at any time before the Municipality makes a decision, withdraw an application on written notice to the Municipality.
- (2) The owner of land must in writing inform the Municipality if he or she has withdrawn the power of attorney given to his or her former agent.

**47. NOTICE OF APPLICATIONS IN TERMS OF INTEGRATED PROCEDURES**

- (1) The Municipality may, on written request and motivation by an applicant, before notice is given of an application, determine that—
  - (a) a public notice procedure carried out in terms of another law in respect of the application constitutes public notice for the purpose of an application made in terms of this By-law; or
  - (b) public notice of the application given in terms of this By-law may be published in accordance with the requirements for public notice applicable to a related application in terms of another law.
- (2) If the Municipality determines that an application may be published as contemplated in subsection (1)(b), an agreement must be entered into between the Municipality and the relevant organs of state to facilitate the simultaneous publication of notices.
- (3) If a municipality and an organ of state elect to exercise their powers jointly, they may enter into a written agreement that –
  - (a) identifies the duplication in the submission of information to the municipality and organ of state;
  - (b) identifies the duplication in the execution of a process, including a public participation process and an intergovernmental consultation process;
  - (c) provides a framework for the coordination of the procedural requirements for applications submitted in terms of the municipal by-laws and other legislation;
  - (d) determines the circumstances under which separate authorisations or an integrated authorisation will be issued; and
  - (e) if the municipality and organ of state agree to an integrated authorisation, facilitates –
    - (i) the integrated submission, public participation and intergovernmental consultation process for a specific proposed development or utilisation of land;
    - (ii) assessment of applications by the municipality and the organ of state; and
    - (iii) the publication of one notice indicating the decision of the municipality and the organ of state for a specific proposed development or utilisation of land.
- (4) A municipality may decide an application that, in addition to the approval required in terms of the Act, requires approval in terms of other legislation on the basis of a process prescribed under that legislation, but only if that process meets the requirements of the Act, applicable provincial legislation and municipal by-laws.

**48. REGISTRATION AND FORWARDING OF APPLICATIONS**

- (1) The Municipality must keep record all applications submitted, decisions made inclusive of reasons and conditions where applicable.
- (2) The decisions in respect of and the reasons for rezoning approvals must be recorded in the register and the other matters as prescribed in terms of the Spatial Planning and Land Use Management Act.
- (3) The Municipality must, within fourteen days of the date of notification to the applicant that an application is complete, simultaneously-
  - (a) register the application in the application register and notify the applicant in writing thereof; and forward the application concerned to every municipal department, service provider and organ of state that has an interest in the application.

**49. NOTIFICATION OF APPLICATION IN MEDIA**

- (1) The Municipality must, in accordance with this By-law, cause notice to be given in the media for Category 1 applications as contemplated in section 16(2).
- (2) The objectors receive 30 days to lodge and substantiate their objection after the date of notification.
- (3) Notice of the application in the media must be given by—
  - (a) publishing a notice in the *Provincial Gazette*; and
  - (b) publishing a notice of the application, in two newspapers with a general circulation in the area concerned, in at least two of the official languages of the Province most spoken in the area concerned in the legal notices section; or

- (c) if there is no newspaper with a general circulation in the area, posting a copy of the notice of application, for at least the duration of the notice period, on the land concerned and on any other notice board as may be determined by the Municipality.

## 50. SERVING OF NOTICES

- (1) Notice of an application contemplated in section 49(1), (2) and subsection (2) must be served—
  - (a) in accordance with section 115 of the Municipal Systems Act;
  - (b) in at least two of the official languages of the Province most spoken in the area concerned; and
  - (c) on each person whose rights or legitimate expectations will be affected by the approval of the application.
- (2) The Municipality must at least cause a notice contemplated in section 50 to be served of the following applications:
  - (a) a determination of a zoning contemplated in section 14;
  - (b) an application for subdivision or the amendment or cancellation of a general plan contemplated in section 16(3)(c) and (j) respectively;
  - (c) an application for consolidation contemplated in section 16(3)(d); or
  - (d) the amendment, deletion or imposition of a condition contemplated in section 16(2)(g).
- (3) The Municipality may require the serving of a notice as contemplated in this section for any other application made in terms of this By-law and that is not listed in subsection (2).
- (4) The Municipality may require the applicant to attend to the serving of a notice of an application contemplated in subsection (1).
- (5) If an applicant has served a notice at the request of the Municipality, the applicant must furnish the Municipality with proof that the notice has been served as required within 30 days of notification.
- (6) The date of notification in respect of a notice served in terms of this section—
  - (a) when it was served by certified or registered post, is the date of registration of the notice; and
  - (b) when it was delivered to that person personally, is the date of delivery to that person;
  - (c) when it was left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years, is the date on which it was left with that person; or
  - (d) when it was displayed in a conspicuous place on the property or premises to which it relates, is the date that it is posted in that place.

## 51. CONTENT OF NOTICE

- (1) When notice of an application must be given in terms of section 47 or served in terms of section 50 or 52, the notice must—
  - (a) provide the name and contact details of the applicant and the owner;
  - (b) identify the land or land parcel to which the application relates by giving the property description and the physical address;
  - (c) state the intent and purpose of the application;
  - (d) state that a copy of the application and supporting documentation will be available for viewing during the hours and at the place mentioned in the notice;
  - (e) state the name and contact details of the person to whom comments, objections or representations must be addressed;
  - (f) invite members of the public to submit written comments, objections or representations, together with the reasons therefor, in respect of the application;
  - (g) state in which manner comments, objections or representations may be submitted;
  - (h) state the date by which the comments, objections or representations must be submitted, which date may not be less than 30 days from the date on which the notice was given;
  - (i) state that any person who cannot write may during office hours come to an address stated in the notice where a named staff member of the Municipality will assist those persons by transcribing their objections, comments or representations.
  - (j) state that a person who submits comments, objections or representations will be notified if a hearing will be held in respect of the application.

## 52. ADDITIONAL METHODS OF PUBLIC NOTICE

- (1) The Municipality may, on its own initiative or on request, require the applicant to employ one or more of the following methods to give additional public notice of any application in terms of this By-law:
  - (a) displaying a notice contemplated in section 50 of a size of at least 60 centimetres by 42 centimetres on the frontage of the erf or farm portion concerned or at any other conspicuous and easily accessible place on the erf or farm portion, provided that—
    - (i) the notice must be readable from all street or road boundaries and be displayed for a minimum of 30 days during the period that the public may comment on the application; and
    - (ii) the applicant must, within 14 days from the last day of display of the notice, submit to the Municipality—
      - (aa) a sworn affidavit confirming the maintenance of the notice for the prescribed period; and
      - (bb) at least two photos of the notice, one from close up and one where the notice and full extent of a boundary can be seen, where possible;
  - (b) convening a meeting for the purpose of informing the affected members of the public of the application;
  - (c) broadcasting information regarding the application on a local radio station in a specified language;
  - (d) holding an open day or public meeting to notify and inform the affected members of the public of the application;

- (e) provide the municipality with the application in the required electronic format to be published on the Municipality's website for the duration of the period within which the public may comment on the application; or
- (f) obtaining letters of consent or objection to the application.
- (g) by serving a copy of the notice on every adjoining owner, provide that-
  - (i) the applicant must within 30 days of the last day of notice submit to the municipality a copy of the registered posting delivery
- (2) The Municipality must give additional public notice contemplated in subsection (1) if it considers notice in accordance with sections 47 or 49 to be ineffective or if it expects that the public notice would be ineffective.
- (3) Additional public notice can be given simultaneously with notice given in accordance with sections 47 or 49 or thereafter.
- (4) If an applicant has given additional public notice of an application on behalf of the Municipality, the applicant must provide proof that the additional public notice has been given as required.
- (5) Category 1 applications, as contemplated in section 16(2) must give additional notice in terms of subsection (1)(a) and 1(g).
- (6) Category 2 applications, as contemplated in section 16(2) must give notice in terms of subsection 1(a) and 1(g).

### 53. REQUIREMENTS FOR PETITIONS

- (1) All petitions must clearly state—
  - (a) the contact details of the authorized representative of the signatories of the petition;
  - (b) the full name and physical address of each signatory; and
  - (c) the objections, comments or representations and reason therefore.
- (2) Notice to the person contemplated in subsection (1)(a) constitutes notice to all the signatories to the petition.

### 54. REQUIREMENTS FOR OBJECTIONS, COMMENTS OR REPRESENTATIONS

- (1) Any person may in response to a notice received in terms of sections 47, 49 or 52 object, comment or make representations in accordance with this section.
- (2) Any objections, comments or representations received as a result of a notice process must be in writing and addressed to the person mentioned in the notice and must be submitted within the time period stated in the notice and in the manner set out in this section.
- (3) The objections, comments or representations must state the following:
  - (a) the name of the person or body concerned;
  - (b) the address or contact details at which the person or body concerned will accept notice or service of documents;
  - (c) the interest of the body or person in the application; and
  - (d) the reason for the objections, comments or representations.
- (4) The reasons for any objections, comments or representations must be set out in sufficient detail in order to—
  - (a) indicate the facts and circumstances that explain the objection, comment or representation;
  - (b) demonstrate the undesirable effect which the application will have; or
  - (c) demonstrate any aspect of the application which is not considered consistent with applicable policy.
  - (d) enable the applicant to respond to the objection, comment or representation .
- (5) The Municipality may refuse to accept an objection, comment or representation received after the closing date.

### 55. FURNISHING OF COMMENTS AND INFORMATION

- (1) If a person or government department is required by the Municipality in terms of this by-law to furnish any comment or other information in terms of this by-law, fails to furnish that comment or other information within a period of 60 days from the date on which that comment or other information was so required, that person or body may be deemed to have had no comment or other information to furnish.
- (2) The period of 60 days mentioned in subsection (1) shall not apply to the notice of applications for public comment or objections, where the period mentioned in the notice concerned shall apply.
- (3) The Municipality, MEC or Minister may request Provincial or National Technical Advisory directorates to investigate the refusal or failure of a person or body to furnish comment or information.

### 56. AMENDMENTS PRIOR TO APPROVAL

- (1) An applicant may amend his application at any time after notice of the application has been given in terms of this By-law and prior to the approval thereof—
  - (a) at the applicant's own initiative;
  - (b) as a result of an objection comment or representation made during the notice process; or
  - (c) at the request of the Municipality.
- (2) The Municipality must give notice of the amendment to all municipal departments, other organs of state and service providers that commented on an application of the amendment of the application and request them to submit comments on the amended application within fourteen days of the date of notification.
- (3) If an amendment to an application is material, the applicant must again give or serve notice of the application in terms of section 47, 50 or 52.

**57. FURTHER PUBLIC NOTICE**

- (1) The Municipality may require that notice of an application be given again if more than 18 months have elapsed since the first public notice of the application and if the Municipality has not considered the application.
- (2) The Municipality may, at any stage during the processing of the application—
  - (a) require notice of an application to be given or served again in terms of section 47, 49 or 52.; and
  - (b) an application to be re-sent to municipal departments for comment and other organs of state or service providers, if new information comes to its attention which is material to the consideration of the application.

**58. LIABILITY FOR COST OF NOTICE**

The applicant is liable for the costs of giving and serving notice of an application in terms of sections 47, 49 and 52.

**59. RIGHT OF AN APPLICANT TO REPLY**

- (1) Copies of all objections, comments or representations submitted to the Municipality must be given to the applicant within fourteen days after the closing date for public comment together with a notice informing the applicant of its rights in terms of this section.
- (2) The applicant may, within a period of fourteen days from the date of the provision of the objections, comments or representations, as contemplated in subsection (1), submit a written reply thereto to the Municipality and must serve a copy thereof on all the parties that submitted objections, comments or representations.
- (3) The applicant may, before the expiry of the fourteen day period referred to in subsection (2), apply to the Municipality for an extension of the period to submit a written reply.
- (4) If the applicant does not submit a reply within the period of fourteen days or within an additional period of fourteen days if applied for, the applicant is considered to have no comment.
- (5) If as a result of the objections, comments or representations submitted to the Municipality additional information regarding the application is required by the Municipality, the information must be supplied within the further period as may be agreed upon between the applicant and the Municipality.
- (6) If the applicant does not provide the additional information within the period contemplated in subsection (5), section 44(2) to (5), read with the necessary changes, applies.

**60. WRITTEN ASSESSMENT OF APPLICATION**

- (1) An employee authorized by the Municipality, or if such an employee is not in the employ of the Municipality or they cannot afford to solicit the services of such an authorized employee, the Municipality may make use of the Provincial or National Technical advisers employed in the directorates responsible for Spatial Planning in these two spheres, must in writing assess an application in accordance with section 71 and make a recommendation to the decision-maker regarding the approval or refusal of the application within fourteen days from the date of the closing of objections and reply period.
- (2) An assessment of an application must include a motivation for the recommendation and, where applicable, the proposed conditions of approval.

**61. DECISION-MAKING PERIOD**

- (1) If the power to make a decision in respect of an application is delegated to an authorised employee and no integrated process in terms of another law is being followed, the authorised employee must decide on the application within 60 days, reckoned from—
  - (a) the last day for the submission of comments, objections or representations if no comments, objections or representations as contemplated in section 51(1)(h), were submitted;
  - (b) the last day for the submission of the applicant's reply to comments, objections or representations submitted as contemplated in sections 59(2) and (3);
  - (c) the last day for the submission of additional information as contemplated in section 59(5); or
  - (d) within the further period agreed to between the applicant and the Municipality.
- (2) If the power to make a decision is not delegated to an authorised employee and no integrated process in terms of another law is being followed, the Tribunal must decide on the application within 90 days, reckoned from the applicable date contemplated in subsection (1)(a) to (d).

**62. FAILURE TO ACT WITHIN TIME PERIOD**

- (1) An applicant may lodge an appeal to the Appeal Authority if the authorized employee or the Tribunal fails to decide on an application within the period referred to in section 61(1) or (2).
  - (2) Subject to sections 44(2) and 45(2), an applicant may not appeal to the Appeal Authority if the authorized employee or the Tribunal fails to decide on an application due to the fact that all required information to decide on the matter is not available.
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**63. POWERS TO CONDUCT ROUTINE INSPECTIONS**

- (1) An authorised employee or the Tribunal may, in accordance with the requirements of this section, enter land or a building for the purpose of assessing an application in terms of this By-law and to prepare a written assessment contemplated in section 60.
- (2) When conducting an inspection, the authorised employee may—
  - (a) request that any record, document or item be produced to assist in the inspection;
  - (b) make copies of or take extracts from any document produced by virtue of sub-section (a) that is related to the inspection;
  - (c) on providing a receipt, remove a record, document or other item that is related to the inspection; or
  - (d) inspect any building or structure and make enquiries regarding that building or structure.
- (3) No person may interfere with a person referred to in subsection (1) who is conducting an inspection as contemplated in subsection (1).
- (4) The authorised employee or member of the Tribunal must, on request, produce identification showing that he or she is authorised to conduct the inspection.
- (5) An inspection under subsection (1) must take place at a reasonable time and after reasonable notice has been given to the owner or occupier of the land or building.

**64. DETERMINATION OF APPLICATION**

- (1) An authorized employee, or if such an employee may in respect of a Category 2 application contemplated in subsection 16(2)—
  - (a) approve, in whole or in part, or refuse that application;
  - (b) upon the approval of that application, impose conditions under section 72, including conditions related to the provision of engineering services and the payment of a development charge;
  - (c) conduct any necessary investigation;
  - (d) appoint a technical adviser to advise or assist in the performance of the Tribunal's functions in terms of this By-law.
- (2) An approval comes into operation only after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged.
- (3) If an appeal has been lodged, the Municipality must notify the applicant in writing whether or not the operation of the approval of the application is suspended as contemplated in section 86(14).

**65. NOTIFICATION OF DECISION**

- (1) The Municipality must, within 21 days of its decision, in writing notify the applicant and any person whose rights are affected by the outcome of the decision, the reasons for the decision and their right to appeal if applicable.
- (2) A notice contemplated in subsection (1) must inform an applicant that an approval comes into operation only after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged if no appeal has been lodged.

*Note: The notice contemplated in subsection (1) must also indicate items as contemplated in sections 23 to 25 of the Regulations on Fair Administrative Procedures, 2002.*

- (3) If the owner has appointed an agent, the owner must take steps to ensure that the agent notifies him or her of the decision of the Municipality.
- (4) An approval comes into operation—
  - (a) if no appeal has been lodged against the approval—
    - (i) after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged; and
    - (ii) in the case of an approval of an application referred to in section 16(2) upon publication of a notice of the approval in the *Provincial Gazette*;
  - (b) if an appeal has been lodged against the approval—
    - (i) when the appeal is decided by the Appeal Authority; and
    - (ii) in the case of an approval of an application referred to in section 16(2), upon publication of a notice of the approval on appeal in the *Provincial Gazette*.
- (5) The Administrator must within fourteen days of the date of approval of an application referred to in section 16(2) publish a notice of its decision in the *Provincial Gazette* —
  - (a) if no appeal has been lodged against the approval; and
  - (b) after the expiry of the period contemplated in section 84(2) within which an appeal must be lodged.

**66. DUTIES OF AGENT**

- (1) An agent must ensure that he has the contact details of the owner who authorized him to act on behalf of the owner.
- (2) An agent may not provide information or make a statement in support of an application which information or statement he knows or believes to be misleading, false or inaccurate.

**67. ERRORS AND OMISSIONS**

- (1) The Municipality may at any time correct an error in the wording of its decision if the correction does not change its decision or result in an alteration, suspension or deletion of a condition of approval.
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- (2) The Municipality may, on its own initiative or on application by the applicant or interested party, upon good cause shown, condone an error in a procedure, provided that such condonation does not have a material adverse effect on, or unreasonably prejudices, any party.

#### **68. WITHDRAWAL OF APPROVAL**

- (1) The Municipality may withdraw an approval granted for a consent use or temporary departure if the applicant or owner fails to comply with a condition of approval.
- (2) Before the withdrawal of a consent use approval, the Municipality must serve a notice on the owner—
- (a) informing the owner of the alleged contravention of or non-compliance with the condition;
  - (b) instructing the owner to rectify the contravention or non-compliance within a specified time period;
  - (c) inviting the owner to make representations on the notice within a specified time period.

#### **69. PROCEDURE TO WITHDRAW AN APPROVAL**

- (1) The Municipality may withdraw, in terms of Section 68, an approval granted—
- (a) after consideration of the representations made by virtue of section 68(2)(c); and
  - (b) if the condition is still being breached and not being complied with at the end of the time period specified in terms of section 68(2)(b).
- (2) If the Municipality withdraws the approval, the Municipality must notify the owner of the withdrawal of the approval and instruct the owner to cease the unlawful use immediately.
- (3) The approval is withdrawn from the date of notification of the owner.

#### **70. EXEMPTIONS TO FACILITATE EXPEDITED PROCEDURES**

- (1) The Municipality may in writing—
- (a) exempt a development from compliance with the provisions of this By-law to reduce the financial or administrative burden of—
    - (i) integrated application processes contemplated in section 47;
    - (ii) the provision of housing with the assistance of a state subsidy; or
    - (iii) incremental upgrading of existing settlements;
  - (b) in an emergency situation authorise that a development may depart from any of the provisions of this By-law.

### **CHAPTER V – CRITERIA FOR DECISION-MAKING**

#### **71. GENERAL CRITERIA FOR CONSIDERATION OF APPLICATIONS**

- (1) When the Municipality considers an application it must have regard to the following:
- (a) the application submitted in terms of this By-law;
  - (b) the procedure followed in processing the application;
  - (c) the desirability of the proposed use of land and any guidelines issued by the MEC regarding the desirability of proposed land uses;
  - (d) the objection, comment or representation in response to the notice of the application and the comment received from organs of state and municipal departments;
  - (e) the response by the applicant, if any, to the objection, comment or representation referred to in subsection (d);
  - (f) investigations carried out in terms of other laws that are relevant to the consideration of the application;
  - (g) a registered planner's written assessment, if a registered planner is not in the employ of the Municipality or they cannot afford to solicit the services of a private registered planner, the Municipality must make use of the Provincial or National Technical advisers employed as registered planners in the directorates responsible for Spatial Planning in these two spheres, in respect of an application for—
    - (i) a rezoning;
    - (ii) a subdivision and/or consolidation;
    - (iii) a removal, suspension or amendment of a restrictive condition, if it relates to a change of land use;
    - (iv) an amendment, deletion or additional conditions in respect of an existing use right;
    - (v) an approval of an overlay zone as provided in the land use scheme;
    - (vi) a phasing, amendment or cancellation of a plan of subdivision or a part thereof;
    - (vii) a determination of a zoning;
    - (viii) a closure of a public place or part thereof;
    - (ix) a township establishment
  - (h) the integrated development plan and municipal spatial development framework;
  - (i) the integrated development plan and spatial development framework of the district municipality, where applicable;
  - (j) the applicable local spatial development frameworks adopted by the Municipality;
  - (k) the applicable structure plans;
  - (l) the applicable policies of the Municipality that guide decision-making;

- (m) the national spatial development framework and provincial spatial development framework;
  - (n) where applicable, a regional spatial development framework contemplated in section 18 of the Spatial Planning and Land Use Management Act;
  - (o) the policies, principles, and the planning and development norms and criteria set by national and provincial government;
  - (p) the matters referred to in section 42 of the Spatial Planning and Land Use Management Act;
  - (q) the development principles, norms and standards referred to in Chapter 2 of the Spatial Planning and Land Use Management Act;
  - (r) the applicable provisions of the land use scheme.
  - (s) public interest;
  - (t) the constitutional transformation imperatives and the related duties of the State;
  - (u) the facts and circumstances relevant to the application;
  - (v) the respective rights and obligations of all those affected;
  - (w) the state and effect of engineering services, social infrastructure and open space requirements; and
  - (x) any factors that may be prescribed, including timeframes for making decisions.
- (2) The Municipality must approve a site development plan submitted to it for approval in terms of applicable development parameters or conditions of approval if the site development plan—
- (a) is consistent with the development rules of the land use scheme;
  - (b) is consistent with the development rules of the overlay zone;
  - (c) complies with the conditions of approval; and
  - (d) complies with this By-law.

## 72. CONDITIONS OF APPROVAL

- (1) The Municipality may approve an application subject to reasonable conditions that arise from the approval of the proposed use of land.
- (2) Conditions imposed in accordance with subsection (1) may include, but are not limited to conditions relating to—
- (a) the provision of engineering services and infrastructure;
  - (b) the cession of land or the payment of money;
  - (c) the provision of land needed for public places or the payment of money in lieu of the provision of land for that purpose;
  - (d) the extent of land to be ceded to the Municipality for the purpose of a public open space or road as determined in accordance with a policy adopted by the Municipality;
  - (e) settlement restructuring;
  - (f) agricultural or heritage resource conservation;
  - (g) biodiversity conservation and management;
  - (h) the provision of housing with the assistance of a state subsidy, social facilities or social infrastructure;
  - (i) energy efficiency;
  - (j) requirements aimed at addressing climate change;
  - (k) the establishment of an owners' association in respect of the approval of a township establishment;
  - (l) the provision of land needed by other organs of state;
  - (m) the endorsement in terms of section 31 of the Deeds Registries Act in respect of public places where the ownership thereof vests in the municipality;
  - (n) the registration of public places in the name of the municipality;
  - (o) the transfer of ownership to the municipality of land needed for other public purposes;
  - (p) the implementation of a township establishment in phases;
  - (q) requirements of other organs of state.
  - (r) the submission of a construction management plan to manage the influence of the construction of a new building on the surrounding properties or on the environment;
  - (s) agreements to be entered into in respect of certain conditions;
  - (t) the phasing of a development, including lapsing clauses relating to such phasing;
  - (u) the delimitation of development parameters or land uses that are set for a particular zoning;
  - (v) the setting of a validity period, and extension thereto;
  - (w) the setting of a period within which a particular condition must be met;
  - (x) requirements relating to engineering services as contemplated in section 87;
  - (y) requirements for an occasional use, which must include—
    - (i) parking and the number of ablution facilities required;
    - (ii) the maximum duration or occurrence of the occasional use; and
    - (iii) parameters relating to a consent use in terms of the zoning.
  - (z) the rehabilitation of mining land.
  - (aa) the payment of a contravention levy in respect of the unlawful utilisation of land
- (3) If the Municipality imposes a condition contemplated in subsection (2)(a) or (x), an engineering services agreement must be concluded between the Municipality and the owner of the land concerned before the construction of infrastructure commences on the land.

- (4) A condition contemplated in subsection (2)(b) may require only a proportional contribution to municipal public expenditure according to the normal need therefor arising from the approval, as determined by the Municipality in accordance with provincial norms and standards.
- (5) Municipal public expenditure contemplated in subsection (4) includes but is not limited to municipal public expenditure for municipal service infrastructure and amenities relating to—
  - (a) community facilities, including play equipment, street furniture, crèches, clinics, sports fields, indoor sports facilities or community halls;
  - (b) conservation purposes;
  - (c) energy conservation;
  - (d) climate change; or
  - (e) engineering services.
- (6) Except for land needed for public places or internal engineering services, any additional land required by the Municipality or other organs of state arising from an approved township establishment must be acquired subject to applicable laws that provide for the acquisition or expropriation of land.
- (7) An owners' association or home owners' association that came into being by virtue of a condition imposed under the Companies Act (Act 71 of 2008) or the Sectional Titles Act (Act 95 of 1986) and that is in existence immediately before the commencement of this By-law is regarded as an owners' association that came into being by virtue of a condition imposed by the Municipality in accordance with this By-law.
- (8) The Municipality may not approve a land use application subject to a condition that approval in terms of other legislation is required.
- (9) Conditions requiring a standard to be met must specifically refer to an approved or published standard.
- (10) No conditions may be imposed that rely on a third party for fulfilment.
- (11) If the Municipality approves a land use application subject to conditions, it must specify which conditions must be complied with before the sale, development or transfer of the land.
- (12) The Municipality may, on its own initiative or on application, amend, delete or impose additional conditions after following a fair procedure, having given due notice to the owner and any persons whose rights may be affected and considering the representations received from the owner and any persons whose rights may be affected.
- (13) A site development plan must be submitted as proof when sectional title deeds, township establishments and amendments of the general plan are concerned as a condition of approval.

### 73. TECHNICAL AND OTHER ADVISERS

- (1) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the Provincial Directorate of COGTA responsible for Spatial Planning as Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Administrative Professionals
- (2) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the National Directorate of the Department of Rural Development and Land Reform responsible for Spatial Planning as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Registered GISc Practitioners
- (3) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the National Directorate of the Department of Rural Development and Land Reform responsible for National Geomatic Management as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Land Surveyors
- (4) The Municipality in terms of section 39 of Spatial Planning and Land Use Management Act co-opts the Municipal Infrastructure Support Agency of the National Department of Cooperative Governance as a Provincial Technical Advisers in the following capacities –
  - (a) Registered Professional Town and Regional Planners
  - (b) Registered Professional Engineers

### 74. APPLICATIONS FOR EXTENSION OF VALIDITY PERIODS

- (1) The Municipality may approve an application for the extension of a validity period imposed in terms of this By-law, on a date before or after the expiry of the validity period of an approval, if the application for the extension of the period was submitted before the expiry of the validity period.
- (2) When the Municipality considers an application in terms of subsection (1), it must have regard to the following:
  - (a) whether the circumstances prevailing at the time of the original approval have materially changed; and
  - (b) whether the legislative or policy requirements applicable to the approval that prevailed at the time of the original approval, have materially changed.
  - (c) whether there is a pending review application in court which may have an effect on the date of implementation of the approval.
- (3) If there are material changes in circumstances or in legislative or policy requirements that will necessitate new conditions of approval if an extension of a validity period is approved, an application contemplated in section 16(3)(h) must be submitted for consideration before or simultaneously with the application for the extension of a validity period.

- (4) The extended validity period takes effect on and is calculated from the expiry date of the validity period applicable to the original approval or from the expiry date of the previous extended validity period approved in terms of this By-law.

## CHAPTER VI – MUNICIPAL PLANNING DECISION-MAKING STRUCTURES

### 75. MUNICIPAL PLANNING DECISION-MAKING STRUCTURES

- (1) Applications are decided by—
- (a) an authorized employee who has been authorized by the Municipality to consider and determine the applications contemplated in section 76(1);
  - (b) the Tribunal, where the powers and duties to consider and determine an application has not been delegated to an authorized employee contemplated in section 76(2);
  - (c) the Appeal Authority where an appeal has been lodged against a decision of the authorized employee or the Tribunal.

*Note: All aspects of decision-making referred to in this By-law are applicable to all three of the above-mentioned decision-making structures; specific reference is made to the criteria for decision-making.*

### 76. CONSIDERATION OF APPLICATIONS

- (1) Category 2 applications must be considered and determined by an authorized employee and the municipality must delegate the powers and duties to decide on those applications to an authorized employee, as contemplated in Section 35(2) of the Spatial Planning and Land Use Management Act.
- (2) The Tribunal considers and determines all applications, other than those in respect of which the powers and duties to consider and determine them have been delegated and assigned to an authorized employee in terms of subsection (1).

*Note: When an authorised employee or a Tribunal considers and determines an application, the timeframes set out in section 60 apply, as well as all other procedures set out in this By-law, for instance section 60 concerning the notification of a decision.*

- (3) Any claim made or legal proceedings instituted against a member of the Tribunal or appeal authority or an authorised official arising out of any act or any omission by a member or authorised official in the performance of his or her duties or the exercise of his or her powers, must be treated/handled in terms of regulation 13 of the SPLUMA regulations.

### 77. ESTABLISHMENT OF TRIBUNAL

- (1) The Municipality must—
- (a) establish a Tribunal for its municipal area; or
  - (b) by agreement with one or more municipalities establish a joint Tribunal; or
  - (c) agree to the establishment of a district Tribunal by the District Municipality after the assessment which may be done as contemplated in regulation 7 of the Regulations in terms of SPLUMA.
- (2) An agreement referred to in subsection (1)(b) or (c) must be published in the *Provincial Gazette* and must provide for—
- (a) the composition of the Tribunal;
  - (b) the terms and conditions of appointment of members of the Tribunal;
  - (c) the determination of rules and proceedings of the Tribunal; and
  - (d) other matters as may be prescribed in terms of the SPLUMA.

*Note: Clauses 75 to 83 applies only to a Tribunal established in terms of subsection 77(1)(a).*

### 78. COMPOSITION OF TRIBUNAL FOR MUNICIPAL AREA

- (1) A municipality, in establishing a Tribunal for its municipal area, must, amongst others –
- (a) determine the number and designation of officials in the full-time service of the municipality to serve on the Tribunal which must be at least three officials;
  - (b) determine the number of members who are not officials of that municipality to be appointed to the Tribunal which must be at least two members, the knowledge and experience that they should represent and their term of office, if it is of the opinion that it should be less than five years as contemplated in section 37(1) of the Spatial Planning and Land Use Management Act;
  - (c) determine the terms and conditions of service of the members of the Tribunal in accordance with the terms of reference referred to in Schedule 1;
  - (d) The members of the Tribunal referred to in subsection (1)(b) may be appointed only after the Council, by notice in a newspaper in circulation in the municipal area and in other media that the Council considers appropriate, has invited interested parties to submit, names of persons who meet the requirements to be so appointed.
  - (e) identify any additional criteria that a person referred to in paragraph (b) must comply with;
  - (f) determine the format of the call for nominations;
  - (g) convene an evaluation panel to evaluate the nominations received by the municipality and determine the terms of reference of that evaluation panel;

- (h) consider the recommendations of the evaluation panel and make the appropriate appointments and designate the chairperson and deputy chairperson;
- (i) inform the members in writing of their appointment;
- (j) publish the names of the members of the Tribunal and their term of office. And
- (2) A member of the Tribunal appointed in terms of section 75(1)(b) may be –
  - (a) an official or employee of –
    - (i) any department of state or administration in the national or provincial sphere of government;
    - (ii) a government business enterprise;
    - (iii) a public entity;
    - (iv) organised local government as envisaged in the Constitution;
    - (v) an organisation created by government to provide municipal support;
    - (vi) a non-governmental organisation; and
    - (vii) any other organ of state not provided for in subparagraph (i) to (vi).
  - (b) an individual in his or her own capacity.
- (3) An invitation to nominate an official or employee referred to in subsection (2)(a) to serve on the Tribunal must be in writing and may be extended to the departments in the national and provincial sphere of government, other organs of state and organisations referred to in subsection (2)(a) and such an invitation does not have to be published.
- (4) A nomination submitted in response to an invitation must comply with all the requirements for a nomination submitted in response to a call for nomination referred to in section (56).
- (5) The call for nominations must –
  - (a) request sufficient information for the municipality to evaluate the knowledge and experience of the nominee;
  - (b) permit self-nomination or provide for acceptance of the nomination by the nominee;
  - (c) include a confirmation by the nominee that he or she is not disqualified from serving as a member as contemplated in section 38 of the SPLUMA;
  - (d) include agreement by the nominee that the municipality may verify all the information provided by the nominee;
  - (e) include a statement that the nominee will be obliged to commit to and uphold a code of conduct; and
  - (f) provide for a closing date for nominations which date may be no less than fourteen days from the date of publication and no nominations submitted after that date may be evaluated by the municipality.
- (6) If no or insufficient nominations are received or if the nominees do not possess the requisite knowledge and skills or comply with any additional criteria which may have been determined by the municipality, the municipality must invite and call for nominations for a second time and follow the process required for the invitation and calling for nominations prescribed by this regulation.
- (7) If after the second invitation and calling for nomination no or insufficient nominations are received or if the nominees do not possess the requisite knowledge and skills or comply with any additional criteria which may have been determined by the municipality, the executive authority of the municipality must designate persons who possess the requisite knowledge and skills and comply with any additional criteria which may have been determined by the municipality and appoint such person.
- (8) A nomination must be in writing and submitted to the municipality in the manner and format determined by the municipality.
- (9) The evaluation panel referred to in subsection (1)(g) must –
  - (a) consist of officials in the employ of the municipality; and
  - (b) evaluate all nominations that complied with the requirements of this regulation which were received by the municipality in response to the invitations and call for nominations and make recommendations on the appointment of members to the municipality.
- (10) The municipality may not appoint any person to the Tribunal if that person –
  - (a) was not nominated in accordance with the provisions of this regulation;
  - (b) is disqualified from appointment as contemplated in section 38 of the SPLUMA; or
  - (c) if he or she does not possess the knowledge or experience required in terms of section 36(1)(b) of the SPLUMA or the additional criteria determined in terms of subsection (1)(e).
- (11) The Municipal Manager must,—
  - (a) obtain written confirmation from the Council that it is satisfied that the Tribunal is in a position to commence its operations; and
  - (b) after receipt of the confirmation referred to in sub-section (a), publish a notice in the Provincial Gazette of the following in respect of each person appointed as a member of the Tribunal:
    - (i) his or her name;
    - (ii) the date on which his or her appointment takes effect;
    - (iii) his or her term of office;
    - (iv) the date that the Tribunal will commence its operation; and
    - (v) that the Tribunal is in a position to commence its operations

## 79. TERM OF OFFICE AND CONDITIONS OF SERVICE OF MEMBERS OF TRIBUNAL FOR MUNICIPAL AREA

- (1) A member of a Tribunal contemplated in section 78(1)—
  - (a) is appointed for a period of five years or a shorter period as the Municipality may determine; and
  - (b) may be appointed for further terms but may not serve as a member for a continuous period of 10 years.

- (2) The office of a member becomes vacant if—
  - (a) the member is absent from two consecutive meetings of the Tribunal without the leave of the chairperson of the Tribunal;
  - (b) the member tenders his or her resignation in writing to the chairperson of the Tribunal;
  - (c) the member is removed from the Tribunal under subsection (3); or
  - (d) the member dies.
- (3) The Council may, after having given the member an opportunity to be heard, remove a member of the Tribunal if—
  - (a) sufficient grounds exist for his or her removal;
  - (b) the member contravenes the code of conduct referred to in section 81;
  - (c) the member becomes subject to a disqualification from membership of the Tribunal as referred to in section 38(1) of the Spatial Planning and Land Use Management Act.
- (4) A vacancy on the Tribunal must be filled by the Council in terms of section 78(1)(a) or, in the case of a member contemplated in section 78(1)(b), in terms of section 78(2).
- (5) A member who is appointed by virtue of subsection (4) holds office for the unexpired part of the period for which the member he or she replaces was appointed.
- (6) Members of the Tribunal referred to in section 78(1)(b) must be appointed on the terms and conditions and must be paid the remuneration and allowances and be reimbursed for expenses as determined by the Council.
- (7) An official of a municipality authorised by the municipality in terms of section 36(1)(a) of the Spatial Planning and Land Use Management Act as a member of the Tribunal –
  - (a) may only serve as member of the Tribunal for as long as he or she is in the full-time employ of the municipality;
  - (b) is bound by the conditions of service determined in his or her contract of employment and is not entitled to additional remuneration, allowances, leave or sick leave or any other employee benefit as a result of his or her membership on the Tribunal.
- (8) A person appointed by a municipality in terms of section 36(1)(b) of the Spatial Planning and Land Use Management Act as a member of the Tribunal –
  - (a) is not an employee on the staff establishment of that municipality;
  - (b) in the case of a person referred to in SPLUMA regulation 3(2)(a), is bound by the conditions of service determined in his or her contract of employment and is not entitled to additional remuneration, allowances, leave or sick leave or any other employee benefit as a result of his or her membership on the Tribunal;
  - (c) performs the specific tasks allocated by the chairperson of the Tribunal to him or her for a decision hearing of the Tribunal;
  - (d) sits at such meetings of the Tribunal that requires his or her relevant knowledge and experience as determined by the chairperson of the Tribunal;
  - (e) in the case of a person referred to in section 78(1)(b), is entitled to a seating and travel allowance for each meeting of the Tribunal that he or she sits on as determined by provincial legislation or the municipality or, in the absence of such legislation or determination, the applicable treasury regulations and the rates as determined by the Department of Transport;
  - (f) is not entitled to paid overtime, annual leave, sick leave, maternity leave, family responsibility leave, study leave, special leave, performance bonus, medical scheme contribution by municipality, pension, motor vehicle or any other benefit which a municipal employee is entitled to.
- (9) The seating allowance referred to in subsection (8)(e) is subject to taxation in accordance with the normal tax rules that are issued by the South African Revenue Service.
- (10) All the members of the Tribunal must adhere to a code of conduct for members of a Tribunal approved by the municipality and non-compliance thereof is grounds for or a disciplinary hearing by the municipality if the member is designated or removal from office of a member appointed in terms of section 75(1)(b).

## 80. MEETINGS OF TRIBUNAL FOR MUNICIPAL AREA

- (1) Subject to the procedures prescribed in terms of for the Spatial Planning and Land Use Management Act, a Tribunal contemplated in section 77(1)(a) must determine its own internal arrangements, proceedings and procedures and those of its committees by drafting rules for—
  - (a) the convening of meetings and hearings;
  - (b) the procedure at meetings and hearings; and
  - (c) the frequency of meetings and hearings.
- (2) A quorum for a meeting or hearing of the Tribunal or its committees is a majority of its members.
- (3) Decisions of the Tribunal are made by resolution of a majority of all the members present at a meeting or hearing of the Tribunal and, in the event of an equality of votes on any matter, the person presiding at the meeting in question has a deciding vote in addition to his or her deliberative vote as a member of the Tribunal.
- (4) Meetings and hearings of the Tribunal must be held as contemplated in section 80(1) and (2) in accordance with the rules of the Tribunal.

## 81. CODE OF CONDUCT FOR MEMBERS OF THE TRIBUNAL FOR MUNICIPAL AREA

The code of conduct in Schedule 2 applies to every member of a Tribunal contemplated in section 77(1).

**82. ADMINISTRATOR FOR TRIBUNAL FOR MUNICIPAL AREA**

- (1) The Municipal Manager must appoint an employee as the Administrator and other staff for the Tribunal contemplated in section 77(1) in terms of the Municipal Systems Act.
- (2) The Administrator must—
  - (a) liaise with the relevant Tribunal members and the parties in relation to any application or other proceedings filed with the Tribunal;
  - (b) maintain a diary of hearings of the Tribunal;
  - (c) allocate meeting dates for and application numbers to applications;
  - (d) arrange the attendance of meetings by members of the Tribunal;
  - (e) arrange venues for Tribunal meetings;
  - (f) perform the administrative functions in connection with the proceedings of the Tribunal;
  - (g) ensure the efficient administration of the proceedings of the Tribunal in accordance with the directions of the chairperson of the Tribunal;
  - (h) arrange the affairs of the Tribunal so as to ensure that time is available to liaise with other authorities regarding the alignment of integrated applications and authorisations;
  - (i) notify parties of decisions and procedural directives given by the Tribunal;
  - (j) keep a record of all applications submitted to the Tribunal and the outcome of each, including—
    - (i) decisions of the Tribunal;
    - (ii) on-site inspections and any matter recorded as a result thereof;
    - (iii) reasons for decisions; and
    - (iv) proceedings of the Tribunal; and
  - (k) keep records by any means as the Tribunal may deem expedient.

**83. FUNCTIONING OF TRIBUNAL FOR MUNICIPAL AREA**

- (1) The meetings and hearings of the Tribunal contemplated in section 80(1)(a) must be held at the times and places as the chairperson may determine.
- (2) The meetings or hearings of the Tribunal must be held at least once per month if there are applications to consider.
- (3) If the chairperson and the deputy chairperson fail to attend a meeting of the Tribunal, the members who are present at the meeting must elect one from among them to preside at that meeting.
- (4) If an applicant or a person whose rights or legitimate expectations will be affected by the approval of an application requests to make a verbal representation at a meeting of the Tribunal, he must submit a written request to the Administrator, at least before that meeting.
- (5) A Tribunal may establish a database of persons it considers appropriate to serve as technical and other advisers to it.

**84. APPEALS**

- (1) The Council is the Appeal Authority in respect of decisions contemplated in section 75(1)(a) and (b) and a failure to decide on an application as contemplated in section 62(1).
- (2) A person whose rights are affected by a decision of the Tribunal or an authorized employee may appeal in writing, stating reasons, to the Municipal Manager within 21 days of notification of the decision, as contemplated in section 51(1) in the Spatial Planning and Land Use Management Act.
- (3) An applicant may appeal in writing to the Municipal Manager in respect of the failure of the Tribunal or an authorized employee to take a decision within the period contemplated in section 61(1) or (2), any time after the expiry of the applicable period contemplated in section 62.
- (4) An appeal is lodged by serving a notice of the appeal on municipal manager in the form determined by the Municipality within the period contemplated in subsection (1).

**85. PROCEDURES FOR APPEAL**

- (1) An appeal that is not lodged within the applicable period contemplated in section 84 or that does not comply with this section, is invalid.
- (2) A notice of an appeal must set out the following:
  - (a) the grounds on which the appellant believes the decision-maker erred in coming to the conclusion it did, including the following:
    - (i) whether the appeal is lodged against the whole decision or a part of the decision;
    - (ii) if the appeal is lodged against a part of the decision, a description of the part;
    - (iii) if the appeal is lodged against a condition of approval, a description of the condition;
    - (iv) the factual or legal findings that the appellant rely on;
    - (v) the relief sought by the appellant; and
    - (vi) any issue that the appellant wishes the appeal authority to consider in making its decision; or
  - (b) in the case of an appeal in respect of the failure of a decision-maker to make a decision, the facts that prove the failure.
  - (c) payment of any fees as may be prescribed by the municipality.

- (3) An applicant who lodges an appeal must simultaneously serve notice of the appeal on any person who commented or made representations on, or objected to, the application concerned.
- (4) The notice must be served in accordance with section 115 of the Municipal Systems Act and the additional requirements as may be determined by the Municipality.
- (5) The notice as contemplated in subsection (2) must invite persons to object, comment or make a representation on the appeal within 21 days of being notified of the appeal.
- (6) The appellant must submit proof of the notification contemplated in subsections (3) to the Municipality within fourteen days of the date of notification.
- (7) If a person other than the applicant lodges an appeal, the Municipal Manager must give written notice of the appeal to the applicant within fourteen days of receipt thereof.
- (8) An applicant who has received notice of an appeal in terms of subsection (7) may comment on the appeal within 21 days of being notified.
- (9) The Municipality may refuse to accept any comments on an appeal after the closing date for those comments.
- (10) The parties to an appeal are as prescribed in terms of the Spatial Planning and Land Use Management Act and a person may intervene in an appeal as prescribed in terms of that Act and in terms of the procedures as contemplated in section 106.
- (11) The Municipal Manager—
  - (a) may request National and Provincial departments within fourteen days of the receipt of the appeal to comment in writing on an appeal within 60 days of receipt of the request; and
  - (b) must notify and request the National and Provincial departments within fourteen days of the receipt of the appeal to comment on an appeal in respect of the following applications within 60 days of receipt of the request:
    - (i) a development outside the Municipality's planned outer limit of urban expansion as reflected in its municipal spatial development framework;
    - (ii) if the Municipality has no approved municipal spatial development framework, a development outside the physical edge, including existing urban land use approvals, of the existing urban area;
    - (iii) a rezoning of land zoned for agricultural or conservation purposes;
    - (iv) any development or category of land use applications as may be prescribed by legislation and national and provincial policies.
- (12) The authorized employee must draft a report assessing an appeal and must submit it to the Appeal Authority within—
  - (a) 30 days of the closing date for comments requested in terms of subsection (8) if no comments were requested in terms of subsection (10); or
  - (b) within 30 days of the closing date for comments requested in terms of subsection (10).

## 86. CONSIDERATION BY APPEAL AUTHORITY

- (1) An appeal may be considered by an appeal authority by means of –
  - (a) a written hearing; or
  - (b) an oral hearing.
- (2) A written hearing may be held if it appears to the appeal authority that the issues for determination of the appeal can be adequately determined in the absence of the parties by considering the documents or other material lodged with or provided to it.
- (3) An oral hearing may be held –
  - (a) if it appears to the appeal authority that the issues for determination of the appeal cannot be adequately determined in the absence of the parties by considering the documents or other material lodged with or provided to it; or
  - (b) if such hearing would assist in the expeditious and fair disposal of the appeal.
- (4) If appropriate in the circumstances, the oral hearing may be held by electronic means.
- (5) If the appeal authority decides to hold an oral hearing, any party to the appeal proceedings may appear in person or may be represented by another person.
- (6) The appeal authority must ensure that every party to a proceeding before the appeal authority is given an opportunity to present his or her case and, in particular, to inspect any documents to which the appeal authority proposes to have regard in reaching a decision in the proceeding and to make submissions in relation to those documents.
- (7) An appeal authority must –
  - (a) consider and determine all appeals lawfully submitted to it;
  - (b) confirm, vary or revoke the decision of the Tribunal or authorised official;
  - (c) provide reasons for any decision made by it;
  - (d) give directions relevant to its functions to the municipality;
  - (e) keep a record of all its proceedings; and
  - (f) determine whether the appeal falls within its jurisdiction.
- (8) The Appeal Authority must decide on an appeal within 60 days of receipt of the assessment report contemplated in section 85 (12)
- (9) If the appeal authority revokes a decision of the Tribunal or authorised official it may remit the matter to the Tribunal or authorised official or replace the decision with any decision it regards necessary.
- (10) The appeal authority may appoint a technical adviser to advise or assist it with regard to a matter forming part of the appeal.
- (11) The parties to an appeal must be notified in writing of the decision and reasons therefor of the Appeal Authority within 21 days from the date of the decision.



- (12) The municipal manager must on receipt of an appeal in terms of this section notify the applicant in writing whether or not the operation of the approval of the application is suspended; and if the decision on an appeal upholds an approval, notify the applicant in writing that he or she may act on the approval.

## CHAPTER VII – PROVISION OF ENGINEERING SERVICES

### 87. RESPONSIBILITY FOR PROVISION OF ENGINEERING SERVICES

- (1) An applicant is responsible for the provision, installation and costs of internal engineering services required for a development when an application is approved, as contemplated in section 49(1) of the Spatial Planning and Land Use Management Act.
- (2) The Municipality is responsible for the provision and installation of external engineering services, as contemplated in section 49(2) of the Spatial Planning and Land Use Management Act.
- (3) When the Municipality is not the provider of an engineering service, the applicant must satisfy the Municipality that adequate arrangements have been made with the relevant service provider for the provision of that service, as contemplated in section 49(3) of the Spatial Planning and Land Use Management Act.
- (4) The Municipality may enter into a written agreement with an applicant to provide that—
  - (a) the applicant will install the external engineering service instead of paying the applicable development charges; or
  - (b) the fair and reasonable cost of the external engineering service may be set off against the development charges payable by the applicant.

### 88. DEVELOPMENT CHARGES

- (1) The applicant must pay development charges to the Municipality in respect of the provision of an external engineering service.
- (2) The external engineering service for which development charges is payable must be set out in a policy adopted and annually reviewed by the Municipality.
- (3) The amount of the development charges payable by an applicant must be calculated in accordance with the policy adopted by the Municipality.
- (4) The date by which a development charges must be paid and the means of payment must be specified in the conditions of approval.
- (5) The development charges imposed are subject to escalation at the rate calculated in accordance with the policy on development charges.
- (6) The Municipality must annually submit a report to the Council on the amount of development charges paid to the Municipality, together with a statement of the expenditure of the amount and the purpose of the expenditure.
- (7) When determining the contribution contemplated in sections 72(4) and (5), the Municipality must have regard to provincial norms and standards and—
  - (a) the municipal service infrastructure and amenities for the land concerned that are needed for the approved land use;
  - (b) the public expenditure on that infrastructure and those amenities incurred in the past and that facilitates the approved land use;
  - (c) the public expenditure on that infrastructure and those amenities that may arise from the approved land use;
  - (d) money in respect of contributions contemplated in subsection 72(4) paid in the past by the owner of the land concerned; and
  - (e) money in respect of contributions contemplated in subsection 72(4) to be paid in the future by the owner of the land concerned.

### 89. LAND FOR PARKS, OPEN SPACES AND OTHER USES

- (1) When the Municipality approves a development application which provides for the use of land for residential purposes, the applicant may be required to provide land for parks or public open spaces.
- (2) The extent of land required for parks or public open spaces is determined by the Municipality in accordance with a policy approved by the Municipality.
- (3) The land required for parks or public open spaces must be provided within the land area of the development application or may, with the consent of the Municipality, be provided elsewhere within the municipal area, as contemplated in section 50(2) of the Spatial Planning and Land Use Management Act.
- (4) When a development application is approved without the required provision of land for parks or open spaces within the land area of the development, the applicant may be required to pay money to the Municipality in lieu of the provision of land.

## CHAPTER VIII – ENFORCEMENT

### 90. ENFORCEMENT

- (1) The Municipality must comply and enforce compliance with—
    - (a) the provisions of this By-law;
    - (b) the provisions of a land use scheme;
    - (c) conditions imposed in terms of this By-law or previous planning legislation; and
    - (d) conditions of a Deed of Title.
  - (2) The Municipality may not do anything that is in conflict with subsection (1).
-

## 91. OFFENCES AND PENALTIES

- (1) A person is guilty of an offence and is liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment if he or she—
  - (a) contravenes or fails to comply with sections 16(1) and (5), 21(1), 65(2) and 93(3);
  - (b) fails to comply with a compliance notice served in terms of section 93;
  - (c) utilises land in a manner other than prescribed by a zoning scheme without the approval of the municipality;
  - (d) upon registration of the first land unit arising from a township establishment, fails to transfer all common property arising from the township establishment to the owners' association;
  - (e) supplies particulars, information or answers in an application, or in an appeal against a decision on an application, knowing it to be false, incorrect or misleading or not believing them to be correct;
  - (f) falsely professes to be an authorised employee or the interpreter or assistant of an authorised employee; or
  - (g) hinders or interferes with an authorised employee in the exercise of any power, or the performance of any duty, of that employee,
- (2) An owner who permits his or her land to be used in a manner set out in subsection (1)(c) and who does not cease that use or take reasonable steps to ensure that the use ceases, or who permits a person to contravene the zoning scheme, is guilty of an offence and liable upon conviction to a fine or imprisonment for a period not exceeding 20 years or to both a fine and such imprisonment.
- (3) A person convicted of an offence in terms of this By-law who, after conviction, continues with the action in respect of which he or she was so convicted, is guilty of a continuing offence and liable upon conviction to imprisonment for a period not exceeding three months or to an equivalent fine or to both such fine and imprisonment, in respect of each day on which he or she so continues or has continued with that act or omission.
- (4) A Municipality must adopt fines and contravention penalties to be imposed in the enforcement of this By-law.

## 92. COMPLAINTS REGARDING CONTRAVENTIONS

- (1) A person may submit a written complaint regarding an alleged offence contemplated in section 91 to an authorised employee.
- (2) The authorised employee must—
  - (a) in writing acknowledge receipt of a written complaint within fourteen days of receipt thereof;
  - (b) investigate the complaint within 30 days of receipt thereof;
  - (c) inform a complainant of the outcome of the investigation into his or her complaint within fourteen days of finalising the investigation;
  - (d) refer a finding of a contravention of this By-law or a zoning scheme to the executive authority;
  - (e) keep a record of all complaints, investigations and findings; and
  - (f) submit a report to the Municipality regarding his or her findings in respect of an investigation and the serving of a compliance notice.

## 93. SERVING OF COMPLIANCE NOTICE

- (1) The Municipality must serve a compliance notice on a person if it has reasonable grounds to suspect that the person or owner is guilty of an offence in terms of section 91.
- (2) A compliance notice must instruct the occupier and owner to cease the unlawful utilisation of land or construction activity or both without delay or within the period determined by the Municipality, and may include an instruction to—
  - (a) demolish unauthorised building work and rehabilitate the land or restore the building, as the case may be, to its original form within 30 days or another period determined by the Municipal Manager; or
  - (b) submit an application for the utilisation of land or construction activity in terms of this By-law within 30 days of the service of the compliance notice and to pay the contravention penalty.
- (3) A person who has received a compliance notice with an instruction contemplated in subsection (2)(a) may not submit an application in terms of subsection (2)(b).
- (4) An instruction to submit an application in terms of subsection (2)(b) must not be construed as an indication that the application will be approved.
- (5) In the event that the application submitted in terms of subsection (2)(b) is refused, the owner must demolish the unauthorised building work.
- (6) A person who received a compliance notice in terms of this section may object to the notice by submitting written representations to the Municipality within 30 days of receipt of the notice.

## 94. CONTENT OF COMPLIANCE NOTICES

- (1) A compliance notice must—
  - (a) identify the person to whom it is addressed;
  - (b) describe the alleged unlawful utilisation of land or construction activity concerned and the land on which it is occurring or has occurred;

- (c) state that the activity is unlawful and inform the person of the particular offence contemplated in section 91 which that person allegedly has committed or is committing through the continuation of that activity on the land;
- (d) the steps that the person must take and the period within which those steps must be taken;
- (e) anything which the person may not do and the period during which the person may not do it;
- (f) provide for an opportunity for a person to submit representations in terms of section 93(6) with the contact person stated in the notice; and
- (g) issue a warning to the effect that—
  - (i) the person may be prosecuted for and convicted of an offence contemplated in section 91;
  - (ii) on conviction of an offence, the person will be liable for the penalty as provided for;
  - (iii) the person may be required by an order of court to demolish, remove or alter any building, structure or work unlawfully erected or constructed or to rehabilitate the land concerned or to cease the activity;
  - (iv) in the case of a contravention relating to a consent use or temporary departure, the approval may be withdrawn;
  - (v) in the case of an application for authorisation of the activity or development parameter, the contravention penalty in the amount as stated in the notice, including any costs incurred by the Municipality, will be imposed.
- (2) Any person on whom a compliance notice is served must comply with that notice within the period stated in the notice, unless the Municipality has agreed to suspend the operation of the compliance notice in terms of section 95 (2) (a).

#### 95. OBJECTIONS TO COMPLIANCE NOTICE

- (1) Any person or owner who receives a compliance notice in terms of section 93 may object to the notice by making written representations to the Municipality within 30 days of the date of notification.
- (2) After the consideration of any objections or representations made in terms of subsection (1) and any other relevant information, the Municipality—
  - (a) may suspend, confirm, vary or withdraw a compliance notice or any part of the notice; and
  - (b) must specify the period within which the person who received the notice must comply with any part of the notice that is confirmed or varied.

#### 96. FAILURE TO COMPLY WITH COMPLIANCE NOTICE

- (1) If a person fails to comply with a compliance notice, the Municipality may—
  - (a) lay a criminal charge against the person;
  - (b) apply to the High Court for an order—
    - (i) restraining that person from continuing the unlawful utilisation of the land,
    - (ii) directing that person to, without the payment of compensation—
      - (aa) demolish, remove or alter any building, structure or work unlawfully erected or constructed; or
      - (bb) rehabilitate the land concerned; or
  - (c) in the case of a temporary departure or consent use, withdraw the approval granted and act in terms of section 69.

#### 97. COMPLIANCE CERTIFICATES

- (1) An authorised employee who is satisfied that the owner or person apparently in control of any land or premises has complied with a compliance notice may issue a certificate, in the manner and form determined by the municipality, to confirm the compliance.
- (2) The authorised employee must submit a report to the Municipality regarding his or her findings contemplated in subsection (1) and the issuing of a compliance certificate.

#### 98. URGENT MATTERS

- (1) The Municipality does not have to comply with sections 93(6), 94(1)(f) and 95 in a case where an unlawful utilisation of land must be stopped urgently and may issue a compliance notice calling upon the person or owner to cease the unlawful utilisation of land immediately.
- (2) If the person or owner fails to cease the unlawful utilisation of land immediately, the Municipality may apply to the High Court for an urgent interdict or any other relief necessary.

#### 99. SUBSEQUENT APPLICATION FOR AUTHORISATION OF ACTIVITY

- (1) If instructed to rectify or cease an unlawful utilisation of land and to submit an application, a person must apply to the Municipality for an appropriate land development contemplated in subsection 16(2), unless the person is instructed in terms of section 93(2)(a) to demolish the building work.
- (2) The applicant must, within 30 days after approval is granted, pay to the Municipality a contravention penalty in the amount determined by the Municipality.

**100. GENERAL POWERS AND FUNCTIONS OF AUTHORIZED EMPLOYEES**

- (1) An authorized employee may, with the permission of the occupier or owner of land, at any reasonable time, without a warrant and without previous notice, enter upon land or premises or enter a building or premises for the purpose of ensuring compliance with this By-law.
- (2) An authorized employee must be in possession of proof that he or she has been designated as an authorized employee for the purposes of subsection (1).
- (3) An authorized employee may be accompanied by an interpreter, a police official or any other person who may be able to assist with the inspection.

**101. POWERS OF ENTRY, SEARCH AND SEIZURE**

- (1) In ensuring compliance with this By-law in terms of section 90, an authorized employee may—
  - (a) question any person on land or premises entered upon, or in a building or on premises entered, who, in the opinion of the authorized employee, may be able to provide information on a matter that relates to the enforcement of this By-law;
  - (b) question any person on that land or those premises or in that building about any act or omission in respect of which there is a reasonable suspicion that it constitutes—
    - (i) an offence in terms of this By-law;
    - (ii) a contravention of this By-law; or
    - (iii) a contravention of an approval or a term or condition of that approval;
  - (c) question that person about any structure, object, document, book, record or written or electronic information or inspect any structure, object, document, book or record which may be relevant for the purpose of this subsection;
  - (d) copy or make extracts from any document, book, record or written or electronic information referred to in sub-section (c), or remove that document, book, record or written or electronic information in order to make copies or extracts;
  - (e) require that person to produce or deliver to a place specified by the authorized employee, any document, book, record or any written or electronic information referred to in sub-section (c) for inspection;
  - (f) examine that document, book, record or any written or electronic information or make a copy thereof or an extract therefrom;
  - (g) require from that person an explanation of any entry in that document, book, record or any written or electronic information;
  - (h) inspect any article, substance, plant or machinery which is or was on the land, or any work performed on the land or any condition prevalent on the land, or remove for examination or analysis any article, substance, plant or machinery or a part or sample thereof;
  - (i) take photographs or make audio-visual recordings of anything or any person on that land or those premises or in that building that is relevant to the purposes of the investigation; or
  - (j) seize that book, record or any written or electronic information or that article, substance, plant or machinery or a part or sample thereof that in his opinion may serve as evidence at the trial of the person to be charged with an offence under this By-law or the common law, provided that the user of the article, substance, plant or machinery on the land or premises or in the building concerned may make copies of such book, record or document before the seizure.
- (2) When an authorized employee removes or seizes any article, substance, plant or machinery, book, record or other document as contemplated in this section, he must issue a receipt to the owner or person in control thereof.
- (3) An authorized employee may not have a direct or indirect personal or private interest in the matter to be investigated.

**102. WARRANT OF ENTRY FOR ENFORCEMENT PURPOSES**

- (1) A judge of a High Court or a magistrate for the district in which the land is situated may, at the request of the Municipality, issue a warrant to enter upon the land or building or premises if the—
  - (a) prior permission of the occupier or owner of land cannot be obtained after reasonable attempts; or
  - (b) purpose of the inspection would be frustrated by the occupier or owner's prior knowledge thereof.
- (2) A warrant may only be issued if it appears to the Judge or Magistrate from information on oath that there are reasonable grounds for believing that—
  - (a) an authorized employee has been refused entry to land or a building that he or she is entitled to inspect;
  - (b) an authorized employee will be refused entry to land or a building that he is entitled to inspect will be refused;
  - (c) an offence contemplated in section 90 is occurring or has occurred and an inspection of the premises is likely to yield information pertaining to that contravention; or
  - (d) the inspection is reasonably necessary for the purposes of this By-law.
- (3) A warrant must authorize the Municipality to enter upon the land or premises or to enter the building or premises to take any of the measures referred to in section 100 as specified in the warrant, on one occasion only, and that entry must occur—
  - (a) within one month of the date on which the warrant was issued; and
  - (b) at a reasonable time, except where the warrant was issued on grounds of urgency.

**103. REGARD TO DECENCY AND ORDER**

- (1) The entry upon land or premises or in a building or structure under this Chapter must be conducted with strict regard to decency and order, which must include regard to—
  - (a) a person's right to respect for and protection of his or her dignity;
  - (b) the right to freedom and security of the person; and
  - (c) a person's right to personal privacy.

**104. ENFORCEMENT LITIGATION**

- (1) Whether or not the Municipality lays criminal charges against a person for an offence contemplated in section 90, the Municipality may apply to the High Court for an interdict or any other appropriate order including an order compelling that person to—
  - (a) demolish, remove or alter any building, structure or work unlawfully erected or constructed;
  - (b) rehabilitate the land concerned; or
  - (c) cease the unlawful utilisation of land.

**CHAPTER IX – MISCELLANEOUS****105. NAMING OF STREETS AND NUMBERING OF PROPERTIES**

- (1) If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of the street and must allocate a street number to each of the erven or land parcels located in such street or road.
- (2) The proposed names of the streets and numbers of properties must be submitted as part of an application.
- (3) In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering of properties.
- (4) A council may assign a name to or change the name of any street, road or public place under its control: Provided that it shall not change the name of any street, road or public place-
  - (a) except after consultation with the Surveyor-General;
  - (b) unless it has published a notice in the *Provincial Gazette* and the press in which it has made known its intentions and has called upon persons to submit to the council any objections they wish to raise or representations they wish to make within fourteen days as from the date of publication of the notice in the *Provincial Gazette*.
- (5) The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a general plan. The Surveyor-General must endorse the records of the Surveyor-General's office to reflect the amendment to the street names on an approved general plan.

**106. PETITION TO BE GRANTED INTERVENER STATUS**

- (1) Where an application has been submitted to a Tribunal, authorised official or an appeal has been lodged to the appeal authority, an interested person may, at any time during the proceedings, but within fourteen days of becoming aware of the proceedings, petition the Tribunal, authorised official or appeal authority in writing in the form determined by the municipality, to be granted intervener status.
- (2) The petitioner must submit together with the petition to be granted intervener status an affidavit stating that he or she –
  - (a) does not collude with any applicant, objector or appellant; and
  - (b) is willing to deal with or act in regard to the application or appeal as the Tribunal, authorised official or appeal authority may direct.
- (3) The municipality must determine whether the requirements of this by-law have been complied with and must thereafter provide a copy of the form referred to in subsection (1) to the parties to the application or appeal including timeframes within which comments on the form contemplated in this subsection, must be submitted.
- (4) If the Tribunal, appeal authority or authorised official must determine whether a petitioner qualifies as an interested person as contemplated in section 45(4) of the Spatial Planning and Land Use Management Act, it may consider the following:
  - (a) that his or her rights have been affected by the decision of the Tribunal or authorised official or that his or her rights may be adversely affected by the decision of the Tribunal or authorised official and might therefore be adversely affected by the decision of the appeal authority;
  - (b) that the petitioner represents a group of people who have a direct concern in the proceedings;
  - (c) the ability of the petitioner to protect his or her interest would be impeded by the decision of the Tribunal, authorised official or appeal authority and that his or her interest is not adequately represented by the current parties to the proceedings;
  - (d) the petitioner will provide a different perspective on the issues before the Tribunal, authorised official or appeal authority, without expanding those issues.
- (5) A determination by the Tribunal, appeal authority or authorised official whether a petitioner qualifies as an interested person is final and must be communicated to the petitioner and the parties to the proceedings.

**107. ELECTRONIC SUBMISSIONS**

- (1) Where these bylaws –
  - (a) require a person to –
    - (i) send a document, a copy of a document or any notice to another person,
    - (ii) notify another person of any matter; and
  - (b) that other person has an address for the purposes of electronic communications, the document, copy, notice or notification may be sent or made by way of electronic communications.
- (2) Where these bylaws permit a person to make representations on any matter or document, those representations may be made—
  - (a) in writing, or
  - (b) by way of electronic communications
- (3) If a municipality has or implements an electronic land use management system, any document, copy, notice, notification or record must be submitted and kept in accordance with that system.
- (4) The provisions of the Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002) apply to any electronic communication made in terms of this bylaw.

**108. REPEAL**

The by-laws listed in Schedule 1 are repealed.

**109. SHORT TITLE AND COMMENCEMENT**

- (1) This By-law is called the By-law on Municipal Land Use Planning.
- (2) This By-law comes into operation on the date that the Spatial Planning and Land Use Management Act comes into operation in the municipal area of the Municipality.

**SCHEDULE 1****REPEAL OF BY-LAWS BY SECTION 108**

Each Municipality to insert relevant information here


**SCHEDULE 2****CODE OF CONDUCT FOR MEMBERS OF THE TRIBUNAL****General conduct**

1. A member of the Tribunal must at all times—
  - (a) act in accordance with the principles of accountability and transparency;
  - (b) disclose his or her personal interests in any decision to be made in the planning process in which he or she serves or has been requested to serve;
  - (c) abstain completely from direct or indirect participation as an adviser or decision-maker in any matter in which he or she has a personal interest, and leave any chamber in which such matter is under deliberation, unless the personal interest has been made a matter of public record and the Council has given written approval and has expressly authorized his or her participation.
2. A member of the Tribunal may not—
  - (a) use the position or privileges of a Tribunal member or confidential information obtained as a Tribunal member for private gain or to improperly benefit another person; and
  - (b) participate in a decision concerning a matter in which that Tribunal member or that member's spouse, partner or business associate, has a direct or indirect personal interest or private business interest.

**Gifts**

3. A member of the Tribunal may not receive or seek gifts, favours or any other offer under circumstances in which it might reasonably be inferred that the gifts, favours or offers are intended or expected to influence that member's objectivity as an adviser or decision-maker in the planning process.

**Undue influence**

4. A member of the Tribunal may not—
- (a) use the power of any office to seek or obtain special advantage for private gain or to improperly benefit another person that is not in the public interest;
  - (b) use confidential information acquired in the course of his or her duties to further a personal interest;
  - (c) disclose confidential information acquired in the course of his or her duties, unless required by law to do so or by circumstances to prevent substantial prejudice or damage to another person; and
  - (d) commit a deliberately wrongful act that reflects adversely on the Tribunal, the Municipality, the government or the planning profession by seeking business by stating or implying that he or she is prepared, willing or able to influence decisions of the Tribunal by improper means.

**Annexure A – Comprehensive application form****Tswelopele Local Municipality**

Applications for land use amendments (give full details in the motivation report, if space provided is not enough)

<b>SECTION 1</b> <b>Details of Applicant</b> (See Planning Profession Act, Act 36 of 2002)	
Name: _____ Postal address: _____ _____ <div style="text-align: right;">Code: _____</div> Tel no: _____ Fax no: _____ SACPLAN Reg No: _____	Contact person: _____ Physical address: _____ _____ Cell no: _____ E-mail address: _____ _____

<b>SECTION 2</b> <b>Details of Land Owner</b> (If different from Applicant)	
Name: _____ Postal address: _____ _____ <div style="text-align: right;">Code: _____</div> Tel no: _____ Fax no: _____	Contact person: _____ Physical address: _____ _____ Cell no: _____ E-mail address: _____ _____

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

<b>SECTION 3</b> <b>Details of Property</b> (In accordance with Title deed)	
Erf/ Farm No and portion description: _____	Area (m <sup>2</sup> or ha): _____
Physical address of erf/farm: _____	Existing zoning: _____
Location from nearest town: _____	Existing land use: _____
Town/suburb: _____	Area applicable to application: _____
Registration Division: _____	Title deed no: _____

<b>SECTION 4</b> <b>Type of Application being Submitted</b> (Mark with an X and give detail)
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**Application for:**  
(Please mark applicable block with a cross)

Rezoning/ Zoning:	
Creation of an overlay zoning	
Removal, suspension or amendment of Title Deed Restrictions:	
Township Establishment	
Temporary use to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations:	
Consent use:	
Incorporation of an erf into a general plan;	
The subdivision of land:	
The removal, suspension or amendment of the original approval conditions as provided by the relevant authorities:	
General Plan Cancellation:	
Amendment of General Plan by Closure of Park or Public Road:	
Consolidation of one or more properties:	
The extension of the approval period:	
Any other application in terms of provincial legislation or municipal by-law:	
<b>Please give a short description of the scope of the project:</b>    	



<b>SECTION 5</b> <b>Detail of application</b> (Mark with an X and give detail where applicable)				
Is the land parcel currently developed (buildings etc.)?	YES	NO	If answered YES, what is the nature & condition of the developments/improvements?	
Is the current zoning of the land used?	YES	NO	If answered NO, what is the application/ use of land?	
Is the property subjected to a bond?	YES	NO	If answered YES, attach the bondholder's consent to the application:	
Has any application on the property previously been considered?	YES	NO	If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions:	
Does the proposal apply to the entire land parcel?	YES	NO	If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extent:	
Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application?	YES	NO	If answered YES, please provide detail description:	
Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development	YES	NO	If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:	
Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding?	YES	NO	If answered YES, please provide detail description:	
Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?	YES	NO	If answered YES, please provide detail description:	
Is the proposed application in line with the approved spatial development frameworks?	YES	NO	If answered NO, please provide site specific circumstances in accordance with section 22(2) of the SPLUMA.	
What arrangements will be made regarding the following services for the development? (Full Engineering Reports must be supplied, where applicable)	Water supply:			
	Electricity supply:			
	Sewerage and waste-water			
	Storm-Water:			
	Road Network:			

SECTION 6						
List of Attachments and supporting information required/ submitted with checklist for Municipal use (Mark with an X/ number annexure)						
Checklist (for the completion by the Applicant only)				Checklist (for the use of Responsible Authority only)		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Comprehensive Application form			
			Complete Motivation Report			
			Board of Directors' / Trustees' resolution / consent			
			Power of Attorney			
			Certified copy of Title Deed(s)			
			Orientating Locality Map			
			Basic Layout Map			
			Land Use Scheme Zoning Map Extract			
			Land Use Map			
			Detail Layout Map			
			Ortophoto / Aerial survey map			
			Site Development Plan			
			Extract of Spatial Development Framework			
			Contour map			
			Surveyor general diagrams (cadastral information)			
			Conveyancer's certificate			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Special endorsement/proxy			
			Mineral rights certificate (together with mineral holder's consent)			
			Prospecting contract			
			Registered servitudes (deed and map/plan)			
			Status report from Surveyor General – street closure or state owned land			
			Detail Engineering Services plan (Bulk and internal)			
			Environmental Impact Study/Assessment (EIA – Environmental Authorisation)			
			Archaeological Impact Assessment (AIA) - approval from relevant Department			
			Heritage Impact Assessment - approval from relevant Department			
			Traffic impact study/assessment			
			Geotechnical report (NHBR Standards)			
			Eskom services report			
			Flood line certificate - certificate from relevant Dept			
			Subdivision of Agricultural land - permission from relevant Department Agriculture			
			List of sections in Title Deed conditions to be removed /amended			
			Public participation report and minutes of meetings			
			Other (specify):			
			<b>Seven (7)</b> sets of full colour documentation copies			

<b>SECTION 7</b> <b>Declaration</b>	
<b>Note:</b>	<i>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</i>
I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application.	
Applicant's/ Owner's Signature:	_____ Date: _____
Full name (print):	_____
Professional capacity (Reg no):	_____
Applicant's ref:	_____

<b>SECTION 8</b> <b>Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)</b>					
<b>Checklist for required advertisement procedure</b>			<b>Checklist for required proof of advertisement</b>		
YES	NO	<b>DOCUMENTATION AND STEPS TO BE TAKEN</b>	YES	NO	<b>DOCUMENTATION TO BE PROVIDED AS PROOF</b>
		<b>Notice to be placed in the Local Newspaper</b>			<b>Proof of Notice in Local Newspaper</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>			<b>Proof of Notice in the Provincial Gazette</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notices to neighbours</b> Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post.			<b>Proof of Notice to neighbours</b> Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority
		<b>Notice to be placed on the site</b> Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.			<b>Proof of Notice in site</b> Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.
		<b>Public Meeting</b> Note: The holding of a public meeting in order to inform the general public of the application.			<b>Proof of Public Meeting</b> The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.
		<b>Any Additional components</b>			<b>Proof of additional components</b>

**SECTION 9**  
**Power of Attorney/Proxy**

I/We, the undersigned

(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)

Nominate, constitute and hereby appoint

(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

(FULL DETAILS OF THE APPLICATION LODGED)

with regards to

(DESCRIPTION OF PROPERTY)

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(TOWN) (DAY) (MONTH) (YEAR)

In the presence of the undersigned witnesses

Signature of Assigner/ Land Owner

Witness 1

Witness 2

**Annexure B – Abridged application form****Tswelopele Local Municipality**

Applications for land use amendments (give full details in the attached motivation report, if space provided is not enough)

<b>SECTION 1</b>
<b>Details of Applicant</b> (See Planning Profession Act, Act 36 of 2002)

Name: _____ Postal address: _____ _____ _____ <div style="text-align: right;">Code: _____</div> Tel no: _____ Fax no: _____ SACPLAN Reg No: _____	Contact person: _____ Physical address: _____ _____ _____ Cell no: _____ E-mail address: _____ _____
---	--

<b>SECTION 2</b>
<b>Details of Land Owner</b> (If different from Applicant)

Name: _____ Postal address: _____ _____ _____ <div style="text-align: right;">Code: _____</div> Tel no: _____ Fax no: _____	Contact person: _____ Physical address: _____ _____ _____ Cell no: _____ E-mail address: _____ _____
--	--

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land parcel and if the land parcel is owned by a company or more than one person.

<b>SECTION 3</b>
<b>Details of Property</b> (In accordance with Title deed)

Erf/ Farm No and portion description:		Area (m <sup>2</sup> or ha):	
Physical address of erf/farm:		Existing zoning:	
Location from nearest town:		Existing land use:	
Town/suburb:		Area applicable to application:	
Registration Division:		Title deed no:	

#### SECTION 4

**Type of Application being Submitted** (Mark with an X and give detail)

**Application for:**

**(Please mark applicable block with a cross)**

The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land which is necessary in order to allow for an application for rezoning and subdivision by the Responsible Authority.	
Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations	
Application for Consent Use, including Occupational Practice, excluding Temporary Housing.	
Application for Subdivision in accordance with the LUS	
Application for subdivision requiring abridged processes.	
The amendment of cancellation of a general plan of a township.	
The permanent closure of a municipal road (public road) or a public open place.	
The consolidation of any land portion.	
Application for the extension of the approval period of an application before the lapsing thereof.	
<p><b>Please give a short description of the scope of the project:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	

#### SECTION 5

**Detail of application**(Mark with an X and give detail where applicable)

Is the property subjected to a bond?	YES	NO	If answered YES, attach the bondholder's consent to the application:	
Has any application on the property previously been considered?	YES	NO	If answered YES, when and provide particulars, including type of application, all authority reference numbers and decisions:	
Does the proposal apply to the entire land parcel?	YES	NO	If answered NO, indicate the size of the portion of the land parcel concerned, as well as what it will be used for, including the remaining extend:	
Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land parcel in terms of the deed of transfer that should be removed, as it might have an influence on this application?	YES	NO	If answered YES, please provide detail description:	

Are there any physical restrictions (e.g. steep inclines, unstable land formationsmarshes, etc.) that might influence the intended development?	YES	NO	If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:	
Is any portion of the land parcel in a flood plain of a river beneath the 1:50/1:100 year flood-line, or subject to any flooding?	YES	NO	If answered YES, please provide detail description:	
Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?	YES	NO	If answered YES, please provide detail description:	
What arrangements will be made regarding the following services for the development? (where applicable)	Water supply:			
	Electricity supply:			
	Sewerage and waste-water:			
	Storm-Water			
	Road Network			

### SECTION 6

**List of Attachments and supporting information required/ submitted with checklist for Municipal use**(Mark with an X/ number annexure)

Checklist (for the completion by the Applicant only)				Checklist (for the use of Responsible Authority only)		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Abridged Application form			
			Board of Directors' / Trustees' resolution / consent			
			Power of Attorney			
			Certified copy of Title Deed(s)			
			Orientating Locality Map			
			Basic Layout Map			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Special endorsement/proxy			
			Registered servitudes (deed and map/plan)			
			Surveyor general diagrams (cadastral information)			
			Eskom services report			
			Status report from Surveyor General – street closure or state owned land			
			Flood line certificate / coastal setback report - certificate from relevant Department			
			Subdivision of Agricultural land - permission from relevant Department Agriculture			
			List of sections in Title Deed conditions to be removed /amended			
			Other (specify):			
			<b>Seven (7)</b> sets of full colour documentation copies			

SECTION 7 Declaration	
<b>Note:</b>	<i>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</i>
I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorized to make this application.	
Applicant's/ Owner's Signature:	_____ Date: _____
Full name (print):	_____
Professional capacity:	_____
Applicant's ref:	_____

SECTION 8 Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)
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Checklist for required advertisement procedure			Checklist for required proof of advertisement		
YES	NO	DOCUMENTATION AND STEPS TO BE TAKEN	YES	NO	DOCUMENTATION TO BE PROVIDED AS PROOF
		<b>Notice to be placed in the Local Newspaper</b>			<b>Proof of Notice in Local Newspaper</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>			<b>Proof of Notice in the Provincial Gazette</b> Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		<b>Notices to neighbours</b> Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post.			<b>Proof of Notice to neighbours</b> Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority
		<b>Notice to be placed on the site</b> Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.			<b>Proof of Notice in site</b> Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.
		<b>Public Meeting</b> Note: The holding of a public meeting in order to inform the general public of the application.			<b>Proof of Public Meeting</b> The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.
		<b>Any Additional components</b>			<b>Proof of additional components</b>



**SECTION 9**  
**Power of Attorney/Proxy**

\_\_\_\_\_  
I/We, the undersigned

\_\_\_\_\_  
(FULL NAMES, ID NO & PROFESSIONAL REGISTRATION NUMBER IF APPLICABLE)

Nominate, constitute and hereby appoint

\_\_\_\_\_  
(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_  
(FULL DETAILS OF THE APPLICATION LODGED)

with regards to

\_\_\_\_\_  
(DESCRIPTION OF PROPERTY)

and in general to realize the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(TOWN) (DAY) (MONTH) (YEAR)

In the presence of the undersigned witnesses

\_\_\_\_\_  
Signature of Assigner/ Land Owner

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2