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# Government Printing Works

## Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website [www.gpwonline.co.za](http://www.gpwonline.co.za) to familiarise yourself with the new deadlines.

### CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

**Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.**

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

### AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

### CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

### PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za), please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

### REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 20 OF 2016****CALL FOR PUBLIC COMMENT****Fees and charges for the financial year 1 April 2016 - 31 March 2017 in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000)**

The South African Council for the Architectural Profession (SACAP) is empowered in terms of Section 12 (1) of the Architectural Profession Act, 2000 (Act No. 44 of 2000) (the Act) to determine fees and charges payable to the Council.

The prescribed annual fee for the 2016-2017 financial year will be increased by 6.2%. All other fees and charges have been similarly adjusted.

The relevant prescribed fees are set out in the schedule below and come into effect on 1 April 2016.

SACAP hereby advises interested parties and affected persons that the proposed increase to annual fees and charges for other services is herewith gazetted and open for public comment for 30 days in terms of section 36 (2) of the Act.

**Closing dates for public comment is: 12h00 on Friday, 08 April 2016.**

**Submission details:**

The Registrar

email: [comments@sacapsa.com](mailto:comments@sacapsa.com)

Fax: 011 479 5100

Tel: 011 479 5000

Postal address: South African Council for the Architectural Profession (SACAP),  
P.O Box 408, Bruma, 2026.

Delivery Address: 1<sup>st</sup> Floor, Lakeside Place, Cnr Ernest Oppenheimer and Queen  
Street, Bruma

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**SCHEDULE****Interpretation:**

The South African Council hereby prescribes its schedule of fees for the period 1 April 2016 – 31 March 2017

1. Annual Fees and charges as published herein, replaces Board Notice 48 of 2015.
2. All other corresponding and related fees and charges as published herein, replaces and supersedes the Board Notice 48 of 2015, published on 27 February 2015.
3. Persons registered with the Council in terms of the Act, are required to pay the applicable Annual Fee in April annually.
4. In terms of section 20 (1) (a) (iii) of the Architectural Profession Act, No 44 of 2000, the Council may cancel the registration of a Registration Person if he or she fails to pay the prescribed Annual fee or portion thereof, within 60 days of it becoming due or within such further period as the Council may allow, either before or after the expiry of the 60 days.

5. A Registered Person, whose registration had been cancelled in terms of clause 4 above, is liable to pay all arrear and outstanding fees and charges and a stipulated re-registration fee on application for re-registration.
6. The fees prescribed herein include 14% Value Added Tax (VAT).
7. All fees are non-refundable.
8. Payments received in excess of the required amounts shall be credited to the Registered Persons' account.
9. All payments must be made directly to the bank account of the SA Council for the Architectural Profession (SACAP), as indicated on the application form and/or invoice.
10. Registered Persons must ensure that the correct reference details are recorded during payment transactions. SACAP will not be held responsible for any inconvenience caused due to incorrect referencing on the part of the Registered Person.
11. Council will not be offering any form of rebates and/or discounts to Registered Persons for the current financial year.
12. Annual Fees as charged by the SACAP are administration fees and thus do not differentiate between the categories of registration.

### SCHEDULE OF ANNUAL REGISTRATION FEES including 14% VAT

These fees are applicable in accordance with Section 12 (1) (c)

CATEGORY OF REGISTRATION	DESCRIPTION	Financial Year 1 April 2016 - 31 March 2017 (R)
a. Professional	Annual Fees due and payable within 60 days from date of issue of invoice	2640.00
b. Candidate	Annual Fees due and payable within 60 days from date of issue of invoice	1128.00

### SCHEDULE OF OTHER FEES AND CHARGES inclusive of 14% VAT

SCOPE OF WORK	DESCRIPTION	Financial Year 1 April 2016 - 31 March 2017 (R)
<b>1. REGISTRATIONS (Administration Fees)</b>		
These fees are applicable in accordance with Section 12 (1) and 19 (1)		
a. Candidates - Section 12 (1) (b) and 19 (1) (b)	Initial registration – once off	1041.00
b. Professionals Re-Registration - Section 12 (1) (i) and 20 (4)	Re-registration after suspension for non-payment of Annual Fees	2213.00
c. Candidate Re-Registration - Sections 12 (1) (i) and 20 (4)	Re-registration after suspension for non-payment of Annual Fees	1494.00
d. Upgrades	Successful passing of PPE and/or obtaining further academic qualifications	1804.00
e. Registration application: Recognition of Foreign Qualifications - Section 12	Registration of person who have International qualifications	7856.00

f. Registration Appeal - <i>Section 35 - Sections 12 (1) (h) and 24</i>	<b>Appeal against:</b> <ul style="list-style-type: none"> <li>• Category of registration;</li> <li>• Registration declined;</li> <li>• Cancellation of registration;</li> <li>• Period of internship</li> </ul>	1919.00
<b>2. REGISTRATION - CONFIRMATION LETTERS</b> <i>Note: Confirmation of Registration – required for tender or plan submissions etc</i>		
a. Confirmation Letter (7 working days turnaround time)	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa Application</li> </ul>	749.00
b. Confirmation Letter additional charge per person (7 working days turnaround time)	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa Application</li> </ul>	83.00
c. Confirmation Letter - Urgent (4 working days turnaround time)	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa Application</li> </ul>	1370.00
d. Confirmation Letter of - Urgent - additional charge per person (4 working days turnaround time)	<b>Includes:</b> <ul style="list-style-type: none"> <li>• Confirmation of Registration</li> <li>• Letter of Good Standing</li> <li>• Letter in Support of Visa Application</li> </ul>	131.00
<b>3. RENEWAL OF REGISTRATION - Section 22</b> <i>Note: Continuing Professional Development (CPD)</i>		
a. Renewal - <i>Section 22(3)(a)</i>	Renewable every 5 years in terms of Conditions Relating to Continuing Professional Development and Renewal of Registration (CPD)	573.00
b. Exemption from CPD Conditions	Exemption for 1 calendar year based on special conditions (CPD)	1259.00
c. Extension of Period for Compliance (CPD)		1293.00
<b>4. PROFESSIONAL PRACTICE EXAM (PPE) –</b> <i>Note: Registration requirements in terms of the Practical Training and Examination Policy – Section 12 (1) (e)</i>		
a. Application to write the PPE - <i>Standard Venues (Subject to certain conditions)</i>	Written at standard, pre-determined venues	2112.00
b. Application to write the PPE – <i>Non-Standard Venues (Subject to certain conditions)</i>	Written at any non-standard venue	4399.00
c. Re-Mark (per paper)	Remark permitted - once per exam	726.00
<b>5. IDENTIFICATION OF WORK (IDOW) – Section 26</b> <i>Note: Special Consent Application pertaining to the Identification of Work Matrix (IDoW)</i>		
a. Application fee for Special Consent		5966.00
<b>6. RECOGNITION OF PRIOR LEARNING (RPL) ASSESSMENT</b> <i>Note: SACAP – Recognition of Prior Learning – currently under review until further notice</i>		
a. Application fee for RPL		TBC
b. Appeal – Section 12 (1) (h)		TBC

<b>7. RECOGNITION OF VOLUNTARY ASSOCIATIONS - Section 25</b>		
<i>Note: Board Notice, currently under review</i>		
a. Application fee for recognition (Initial fee) – Section (25)	Application Fee is non-refundable with the recognition period valid for 5 years	5966.00
b. Renewal fee for recognition	Fees Subject to Annual Review	3400.00

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