

THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY

**STANDARD OPERATING PROCEDURE
FOR
PROVISIONAL AUTHORIZATION TO PROCEED WITH THE
ERECTION AND USE OF TEMPORARY BUILDINGS
TENTS FOR EVENTS AND/OR FUNCTIONS**

COMPILED BY : DEPARTMENT OF HOUSING, CITY PLANNING AND
ENVIRONMENTAL MANAGEMENT: BUILDING CONTROL

DATE : FEBRUARY 2004

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ANNEXURE:

APPLICATION FORM: APPLICATION TO ERECT A TEMPORARY BUILDING

POWER OF ATTORNEY

CHECK LIST - PROVISIONAL AUTHORIZATION TO PROCEED WITH THE ERECTION OF A TEMPORARY BUILDING

PROVISIONAL AUTHORIZATION TO PROCEED WITH THE ERECTION OF A TEMPORARY BUILDING

APPLICATION FORM: APPLICATION TO USE A TEMPORARY BUILDING

CHECK LIST - CONSENT-TO-USE CERTIFICATE

CONSENT-TO-USE CERTIFICATE

PROVISIONAL AUTHORIZATION TO PROCEED WITH THE ERECTION AND USE OF TEMPORARY BUILDINGS

TENTS FOR EVENTS AND/OR FUNCTIONS

1. DEFINITIONS

“Tent” means any building or erection constructed or covered wholly or partly with canvas, calico or other material of a similar nature which is to be used for an event and/or function and includes any stage, caravan, trailer or temporary toilet to be used in connection with such building.

2. PURPOSE OF POLICY

The intension of this process is to facilitate applications regarding provisional authorization to proceed with the erection and use of tents for events and/or functions.

3. RESPONSIBILITY

The Building Control Officer is responsible for the evaluation and approval of all applications in terms of Regulation A23(1) of the National Building Regulations promulgated in terms of Section 17 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as amended, regarding Provisional authorization to proceed with the erection and use of temporary buildings which include tents for events and/or functions.

4. PROCEDURE

4.1 An application must be made prior to the erection of a tent for an event and/or function and such date must be at least seven (7) working days prior to the proposed erection of such a tent for an event and/or function.

4.2 The following must be in place prior to the submission of an application to proceed with the erection of such a tent for an event and/or function:

- If the applicant is not the owner of the property an original Power of Attorney must be submitted.

4.3 Documents to be submitted are as follows:

- Site plan showing the following:
 - The position of the tent;
 - The position of any caravan or trailer to be used in connection with such tent;
 - Toilet facilities to be provided;

- Parking area to be provided;
- Layout drawings showing the following:
 - Size, form and materials of construction;
 - Use of the proposed tent;
 - Openings for lighting, ventilation and fire accesses;
 - Position of all fire fighting equipment;
- The original Engineers' Appointment;
- Application Form: Application to proceed with the erection of a temporary building (Annexure A);
- Power of Attorney (If applicant is not the owner of the property) (Annexure B);

After the erection has been completed the applicant must arrange for an inspection with the relevant Building Office not later than at least three (3) working days prior to the proposed event or function and the following documents must be submitted additional to the previously before a Consent-to-Use Certificate will be issued;

- An original Engineers' Completion Certificate;
- Electrical Compliance Certificate;
- Fire Certificate;
- An affidavit stating that any part of the tent erected in terms of the provisional authorization has been erected in accordance with the plans and details as approved;
- Application Form: Application to use a temporary building (Annexure E);

4.4 Applications to proceed with the erection of tents for events and/or functions must be submitted at the Regional Offices:

- Office 1 - Old Centurion;
- Office 2 - Old Pretoria Group 1;
- Office 3 - Old Pretoria Group 2;
- Office 4 - Old Akasia;
- Office 5 - Old Soshanguve.

After submission an application will be circulated as followed for comments:

- Building Inspector (site inspection and comments);
- Chief: Building Inspector (comments);
- Regional Spatial Planning (comments);
- Chief: Fire Officer (comments);
- Plan Examiner (scrutinizing and comments).

After comments the above application will be revered to the Senior Plan Examiner for the granting of provisional authorization to proceed with the erection of such temporary building (tent for an event and/or function), or the refusal to grant such authorization.

After the erection has been completed the Application to Use such temporary building (tent for an event and/or function), will be circulated as followed for comments:

- Building Inspector (inspection and comments);
- Chief: Fire Officer (comments);

After recommendations the above application will be revered to the Senior Building Inspector for the granting of provisional Consent-to-Use of such temporary building (tent for an event and/or function), or the refusal to grant such consent.

5. **EVALUATION CRITERIA**

5.1 The following must be indicated on the application to erect a temporary building (tent for an event and/or function), prior to the recommendation of such application:

- The occupancy of the temporary building (tent for an event and/or function), must be classified in terms of Regulation A20 and such classification must be reflected on the application form;
- The population of the temporary building (tent for an event and/or function), must be indicated in terms of Regulation A21 and such indication must be reflected on the application form;
- The period for which authorization is required must be stated on the application form on condition that such period will not exceed thirty (30) days after the granting of provisional Consent-to-Use;
- The original Engineers' Appointment must be on file;
- If applicant is not the owner of the property an original Power of Attorney must be on file;

- The floor area of the temporary building (tent for an event and/or function), must be in terms of Regulation C1(1) be adequate for the population as indicated on the application and shall be calculated as given in the Deemed-to-Satisfied rules contained in the provisions of Part C of The South African Standard Code of Practice for The application of the National Building Regulations (SABS 0400-1990);
- The temporary building (tent for an event and/or function), must in terms of Regulation O1(1) be provided with a means of lighting and ventilation which will enable such temporary building to be used without detriment to health or safety or causing any nuisance and must comply with the Deemed-to-Satisfied rules contained in the provisions of Part O of The South African Standard Code of Practice for The Application of the National Building Regulations (SABS 0400-1990);
- The number of sanitary fixtures provided must be in terms of Regulation P2 be adequate for the population as indicated on the application and shall be calculated as given in the Deemed-to-Satisfied rules contained in the provisions of Part P of The South African Standard Code of Practice for The application of the National Building Regulations (SABS 0400-1990);
- Adequate means of access, and equipment for detecting, fighting, controlling and extinguishing of fire must be provided in terms of Regulation T1(e) of the National Building Regulations and must comply with the Deemed-to-Satisfied rules contained in the provisions of Part T of The South African Standard Code of Practice for The Application of the National Building Regulations (SABS 0400-1990).

5.2 For an application regarding Consent-to-Use which may only be applied for after the erection has been completed and which application must be lodged not later than at least three (3) working days prior to the proposed event and/or function, the following must be in place before a Consent-to-Use Certificate will be issued;

- The tent for an event and/or function must not be erected as such which is unsightly or liable to the depreciation of the values of surrounding properties or which is deemed by the Council to be objectionable by reason of its environment;
- The tent for an event and/or function or any movable structure in conjunction with such tent must not be placed within a distance of 4,5m of the boundary of an adjoining property;
- The tent for an event and/or function must be erected in accordance with the site plan and layout drawings as approved;
- The tent for an event and/or function must be erected in accordance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as amended, as well as any other applicable act;
- The original Engineers' Completion Certificate must be on file;
- The Electrical Compliance Certificate must be on file;

- The Fire Certificate must be on file;
- An original affidavit stating that any part of the tent for an event and/or function erected in terms of the approval has been erected in accordance with the plans and details as approved must be on file;
- Application Form: Application to use a temporary building (Annexure E), must be on file;

5.3 For any application regarding an extension of the period approved such application must be submitted not later than the last day of the period previously approved and the following must be additional to the previously application be indicated on the application prior to the recommendation of such application;

- An original certificate signed by a professional engineer, indicating that the condition of the structural system is satisfactory must be on file;
- An affidavit stating that any part of the temporary building (tent for an event or function), erected in terms of the provisional authorization has been erected in accordance with the plans and details as approved;

6. **CONDITIONS OF APPROVAL**

The granting of provisional authorization to proceed with the erection of a temporary building (tent for an event and/or function), and Consent-to-Use of such temporary building (tent for an event and/or function), will only conditionally be issued with the following minimum conditions:

- The provisional authorization to proceed with the erection of a tent for an event and/or function, shall lapse after the expiry of a period of thirty (30) days as from the date on which it was granted unless the erection of the tent for an event and/or function, in question is completed within the said period or unless the Building Control Officer extended the said period at the request in writing of the applicant concerned. Any application in respect of an extension of such period shall be at no additional cost subject to such application be submitted within the period of thirty (30) days from the date of approval;
- The Consent-to-Use may only be issued for the period for which authorization is required as stated on the application form on condition that such period will not exceed thirty (30) days;
- The tent for an event and/or function, may not be erected as such which is unsightly or liable to the depreciation of the values of surrounding properties or which is deemed by the Council to be objectionable by reason of its environment;
- The tent for an event and/or function or any movable structure in conjunction with such tent may not be placed within a distance of 4,5m of the boundary of any adjoining property;

- The tent for an event and/or function must be erected in accordance with the site plan and layout drawings as submitted with the application;
- The tent for an event and/or function must be erected in accordance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as amended, as well as any other applicable act;
- If any conditions are not adhered to, such permission shall be repealed, and the Council does not accept any responsibility for any loss or damage connected to such provisional authorization to proceed with the erection of a temporary building (tent for an event and/or function), or Consent-to-Use of a temporary building (tent for an event and/or function), or repealing thereof;
- The continuing use of a temporary building (tent for an event and/or function), after the period of Consent-to-Use has expired without having obtained an extension of the such period or when such Consent-to-Use was repealed constitutes an offence;
- All agreements must be in place and signed by all parties;
- An approved risk management plan must be in place;

7. **EXEMPTIONS**

Where, during any period of emergency or disaster, it appears that any proposed temporary building (tent for an event and/or function), would not conform to any of the above requirements, but would nevertheless serve a public need, or where such temporary building (tent for an event and/or function), is required in connection with the emergency or disaster, such application may be approved if the Building Control Officer is satisfied that there is no other objection to doing so.

8. **FEES PAYABLE**

In terms of section 75A(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), as amended, the City of Tshwane Metropolitan Municipality determined per Council resolution _____ dated _____ 2003, the undermentioned fees payable for the examination and approval of building plans, with effect from 01 November 2003.

- “(a) For New buildings: R 7,00 per m² or part thereof subject to a minimum levy of R 280,00 per application.”

It should be noted that the Council from time to time may amend the fees payable for the examination and approval of building plans.

ANNEXURE

- APPLICATION FORM: APPLICATION TO ERECT A TEMPORARY BUILDING
- POWER OF ATTORNEY

- CHECK LIST - PROVISIONAL AUTHORIZATION TO PROCEED WITH THE ERECTION OF A TEMPORARY BUILDING
- PROVISIONAL AUTHORIZATION TO PROCEED WITH THE ERECTION OF A TEMPORARY BUILDING
- APPLICATION FORM: APPLICATION TO USE A TEMPORARY BUILDING
- CHECK LIST - CONSENT-TO-USE CERTIFICATE
- CONSENT-TO-USE CERTIFICATE



**DEPARTMENT OF HOUSING,
CITY PLANNING, LAND AND
ENVIRONMENTAL MANAGEMENT**

Tel: 012 308 5770
Fax: 012 308 7802

P O Box 3242
Pretoria
0001

Munitoria Building
Vermeulen Street
Pretoria

BUILDING CONTROL DIVISION

APPLICATION TO ERECT A TEMPORARY BUILDING

APPLICATION NUMBER		OFFICE	
ON THE PREMISES KNOWN AS			
FORM AND MATERIAL OF CONSTRUCTION			
		AREA OF BUILDING	
CLASS OF OCCUPANCY		POPULATION	
PERIOD OF APPLICATION - FROM		TO	
NAME OF APPLICANT			
POSTAL ADDRESS IN FULL			
STREET NAME AND NUMBER			
I D NUMBER		TEL NUMBER	
CELL NUMBER		E-MAIL	
STREET NAME AND NUMBER			
<p>I in my capacity as owner or authorized representative of the owner of the above-mentioned property, hereby apply in terms of Regulation 23 of the National Building Regulations promulgated in terms of Section 17 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), for authorization to proceed with the erection of the above-mentioned temporary building. I accept full responsibility for the satisfactory erection of the temporary building and understand that if provisional authorization is granted, such provisional authorization shall lapse after the expiry of a period of thirty (30) days as from the date on which it is granted unless the erection of the temporary building, in question is completed with within the said period.</p> <p>I also hereby exempt the Council for any responsibility regarding any loss or damage connected to this application or provisional authorization in this regard, or repealing thereof.</p> <p>I also hereby declare that I am aware of the fact that I shall be committing an offence if I use the temporary building referred to, or allow or permit it to be used before a Consent-to-Use Certificate has been approved.</p>			
APPLICANT'S SIGNATURE		DATE	
FOR OFFICE USE			
TARIFF PAYABLE		VOTE NUMBER	
RECEIPT NUMBER		DATE	



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BUILDING CONTROL DIVISION

POWER OF ATTORNEY

PREMISES KNOWN AS			
STREET NAME AND NUMBER			
APPLICATION TO ERECT A TEMPORARY BUILDING			
REGISTERED OWNER OF PROPERTY			
<p>I/We the undersigned, in the capacity as owner, hereby nominate, constitute and appoint the under mentioned as authorized agent with the power of substitution to be my/our legal agent(s) in my/our name, place and stead to apply for the under mentioned application at the City of Tshwane Metropolitan Municipality, and in general to do everything to effect the application and to do whatever I/we would do if I/we were present in person and acting in the matter; and I/we hereby ratify, allow and confirm, and promise and agree to ratify, allow and confirm everything my/our agent(s) may do or may permit to be done legally in terms of this authorization.</p>			
FULL NAME		COMPANY NAME	
ID NUMBER		CO REG NUMBER	
POSTAL ADDRESS			
		POSTAL CODE	
E-MAIL		CELL NUMBER	
TEL NUMBER		FAX NUMBER	
SIGNATURE		DATE	
AGENT			
FULL NAME		COMPANY NAME	
ID NUMBER		CO REG NUMBER	
POSTAL ADDRESS			
		POSTAL CODE	
E-MAIL		CELL NUMBER	
TEL NUMBER		FAX NUMBER	
SIGNATURE		DATE	



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BUILDING CONTROL DIVISION

CHECK LIST

APPLICATION TO ERECT A TEMPORARY BUILDING				
CHECK LIST				
PREMISES KNOWN AS				
STREET NAME AND NUMBER				
FORM AND MATERIAL OF CONSTRUCTION				
		AREA OF BUILDING		
CLASS OF OCCUPANCY		POPULATION		
PERIOD OF APPLICATION – FROM		TO		
APPLICATION NUMBER		RECEIPT NUMBER		
Site plan:		Application form complete		
Position of tent in order		Original Engineers' Appointment on file		
Position of caravan or trailer in order		Area and fees in order		
Position of toilet facilities in order		The population reflected and in order		
Position of parking area in order		Period required stated and in order		
Layout Drawings:		If applicant is not owner - Original Power of Attorney on file		
Size, form and materials of construction		Floor area adequate		
Use of proposed tent in order		Lighting and ventilation in order		
Openings for lighting and ventilation in order		Adequate sanitary fixtures provided		
Fire accesses in order		Adequate fire fighting equipment provided		
Position of fire fighting equipment in order		All fees payable to Municipality paid in full		
		No illegal buildings on property		

EVALUATION OF APPLICATION	COMMENTS	APPROVED	
Building Inspector			
Chief: Building Inspector			
Regional Spatial Planning			
Chief: Fire Officer			
Plan Examiner			
COMMENTS			
Senior Plan Examiner			
REFERRED BACK/NOT APPROVED			
APPROVED			



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BUILDING CONTROL DIVISION

**PROVISIONAL AUTHORIZATION TO PROCEED WITH
THE ERECTION OF A TEMPORARY BUILDING**

APPLICATION NUMBER		CERTIFICATE NUMBER	
ON THE PREMISES KNOWN AS			
FORM AND MATERIAL OF CONSTRUCTION			
CLASS OF OCCUPANCY		POPULATION	
PERIOD OF APPLICATION		AREA OF BUILDING	
NAME OF APPLICANT			
<p>In terms of Regulation 23(1) of the National Building Regulations promulgated in terms of Section 17 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), provisional authorization is hereby given to proceed with the erection of a temporary building.</p> <p>This provisional authorization is subject to the following conditions:</p> <ol style="list-style-type: none"> 1. This provisional authorization shall lapse after the expiry of a period of thirty (30) days from date of this letter unless the erection of the temporary building is completed within the said period or unless the Council extended the said period; 2. The temporary building must be erected in accordance with the site plan and layout drawings as submitted with the application; 3. The temporary building must be erected in accordance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as well as any other applicable act. 4. An application to use a temporary building may only be applied for after the erection has been completed and which application must be lodged not later than at least three (3) working days prior to the proposed use of such temporary building. <p>If the abovementioned conditions are not adhered to, this provisional authorization will be repealed, and the Council does not accept any responsibility for any loss or damage connected to this provisional authorization or repealing thereof.</p> <p>The use of a temporary building before a Consent-to-Use Certificate has been issued will be an offence.</p>			
<p>For further information contact the Building Office:</p> <p>PRETORIA: 012 308 8032/7994 012 308 8067/8048</p> <p>CENTURION: 012 671 7493</p> <p>AKASIA: 012 308 9127</p> <p>SOSHANGUVE: 012 308 9289</p>		OFFICIAL STAMP	
SIGNATURE BUILDING CONTROL OFFICER		DATE	



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BUILDING CONTROL DIVISION

APPLICATION TO USE A TEMPORARY BUILDING

APPLICATION NUMBER		OFFICE	
ON THE PREMISES KNOWN AS			
FORM AND MATERIAL OF CONSTRUCTION			
		AREA OF BUILDING	
CLASS OF OCCUPANCY		POPULATION	
PERIOD OF APPLICATION - FROM		TO	
NAME OF APPLICANT			
POSTAL ADDRESS IN FULL			
STREET NAME AND NUMBER			
I D NUMBER		TEL NUMBER	
CELL NUMBER		E-MAIL	
STREET NAME AND NUMBER			
<p>I in my capacity as owner or authorized representative of the owner of the above-mentioned property, hereby apply in terms of Regulation 23 of the National Building Regulations promulgated in terms of Section 17 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), for Consent-to-Use the above-mentioned temporary building which has been completed in accordance with the site plan and layout drawings as approved.</p> <p>I accept full responsibility for the satisfactory use of the temporary building and understand that if Consent-to-Use is granted, such Consent-to-Use shall only be for the period applied for which may not exceed thirty (30) days as from the date on which it is granted unless an application regarding an extension of the period approved was submitted not later than the last day of the period approved.</p> <p>I also hereby exempt the Council for any responsibility regarding any loss or damage connected to this application or Consent-to-Use, or repealing thereof.</p> <p>I also hereby declare that I am aware of the fact that I shall be committing an offence if I use the temporary building referred to, or allow or permit it to be used before a Consent-to-Use Certificate has been issued or after the expiry of the period of such Consent-to-Use.</p>			
APPLICANT'S SIGNATURE		DATE	



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BUILDING CONTROL DIVISION

CHECK LIST

APPLICATION TO USE A TEMPORARY BUILDING				
CHECK LIST				
PREMISES KNOWN AS				
STREET NAME AND NUMBER				
FORM AND MATERIAL OF CONSTRUCTION				
	AREA OF BUILDING			
CLASS OF OCCUPANCY		POPULATION		
PERIOD OF APPLICATION – FROM		TO		
APPLICATION NUMBER		RECEIPT NUMBER		
Application form complete		No visible risk regarding strength, stability or health		
Original Engineers' Appointment on file		If extension, application submitted not later than last day of approved period		
Area and fees in order		If extension, original Engineers' Certificate indicating condition of structure on file		
Temporary Building erected according to approved Site Plan		If extension, affidavit stating that building has been erected in accordance with approval		
Temporary Building erected according to approved Layout Drawings		Original Engineers' Certificate of completion on file		
The population reflected and in order		Water meter installed		
Period required stated and in order (max 30 days)		Copy of last Municipal Account (paid in full)		
If applicant is not owner - Original Power of Attorney on file		All fees payable to Municipality paid in full		
Floor area according to approved Plan		No illegal buildings on property		
Lighting and ventilation according to approved Plan		Fire Certificate on file		
Sanitary fixtures according to approved Plan		Electrical Engineers' Certificate on file		
Fire fighting equipment according to approved Plan		No movable structure placed within 4,5m of the boundary of adjoining property		
Temporary Building not erected as such which is unsightly or liable to the depreciation of properties		Original affidavit stating that the building has been erected in accordance with approval		
Temporary Building not erected as such which is objectionable by reason of its environment				
Electrical Compliance Certificate on file				

EVALUATION OF APPLICATION	COMMENTS	APPROVED	
Building Inspector			
Chief: Fire Officer			
COMMENTS			
Chief: Building Inspector			
REFERRED BACK/NOT APPROVED			
APPROVED			



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BUILDING CONTROL DIVISION

CONSENT-TO-USE A TEMPORARY BUILDING

APPLICATION NUMBER		CERTIFICATE NUMBER	
ON THE PREMISES KNOWN AS			
FORM AND MATERIAL OF CONSTRUCTION			
CLASS OF OCCUPANCY		POPULATION	
PERIOD OF APPLICATION		AREA OF BUILDING	
NAME OF APPLICANT			
<p>In terms of Regulation 23(1) of the National Building Regulations promulgated in terms of Section 17 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Consent is hereby given to Use a temporary building.</p> <p>This Consent-to-Use is subject to the following conditions:</p> <ol style="list-style-type: none"> 1. This Consent-to-Use is only valid for the above period on condition that it will not exceed thirty (30) days from date of this letter; 2. The temporary building must be erected in accordance with the site plan and layout drawings as submitted with the application; 3. The temporary building must be erected in accordance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as well as any other applicable act. <p>If the abovementioned conditions are not adhered to, this Consent-to-Use will be repealed, and the Council does not accept any responsibility for any loss or damage connected to this Consent-to-Use or repealing thereof.</p> <p style="color: red;">The continuing use of a temporary building after the period of Consent-to-Use has expired without having obtained an extension of such period or when this Consent-to-Use was repealed constitutes an offence.</p>			
<p>For further information contact the Building Office:</p> <p>PRETORIA: 012 308 8032/7994 012 308 8067/8048</p> <p>CENTURION: 012 671 7493</p> <p>AKASIA: 012 308 9127</p> <p>SOSHANGUVE: 012 308 9289</p>		OFFICIAL STAMP	
SIGNATURE BUILDING CONTROL OFFICER		DATE	