



REQUIREMENTS FOR:

AN APPLICATION FOR PERMISSION IN TERMS OF THE TSHWANE TOWN-PLANNING SCHEME, 2008

COMPILED BY:

LAND USE LEGISLATION AND APPLICATION MANAGEMENT SECTION
CITY PLANNING AND DEVELOPMENT DEPARTMENT

July 2012

CONTENTS

APPLICATION FOR: PERMISSION IN TERMS OF THE TSHWANE TOWN-PLANNING SCHEME, 2008

A. PROCEDURE

1. Who may apply?
2. How to apply (legal requirements)
3. What documents are required?
 - 3.1 Section A: Application documents
4. Important aspects relating to the application

B. LIST OF ANNEXURES

1. Documentation and number of copies required
2. Application form
3. Example of Power of Attorney
4. Example of site plan
5. Example of Placard and Notice to Adjacent Owners
6. Example of Affidavit/Declaration
7. Proof of Receipt of Notice to Adjacent Owners

APPLICATION FOR: PERMISSION IN TERMS OF THE TSHWANE TOWN-PLANNING SCHEME, 2008

A. PROCEDURE

Before submitting any application to the Municipality in accordance with these requirements, it is in your own interest to consult the town planner for the area in question to make certain of the most recent Municipal or departmental policies and requirements that may influence your application.

1. WHO MAY APPLY?

The owner of land or the owner's authorised agent may apply to the Strategic Executive Director: City Planning and Development for permission in terms of the Tshwane Town-planning Scheme, 2008.

2. HOW TO APPLY (LEGAL REQUIREMENTS)

The applicant must submit to the City of Tshwane his or her application, together with the full particulars and plans required by the City of Tshwane (see Paragraph 3)


3. WHAT DOCUMENTS ARE REQUIRED?

The application documents (with the number of copies indicated below) of which one should be the original, all stapled together in the upper left corner, must be submitted during office hours 08:00 to 15:00 to: The Strategic Executive Director: City Planning and Development (at one of the following offices)

<u>Akasia Office</u> Submission of new Applications Manuals:	Akasia Municipal Complex, 485 Heinrich Avenue, (Entrance Dale Street) Karenpark First Floor Room F12 Geomatics: Ground Floor Room G7 Munitoria	Region 1: <u>JM Loots</u> Tel: 012-358-9110
<u>Bronkhorstspuit Office</u>	Room no. 5006 Isivuno Building, cnr Madiba and Lilian Ngoyi Streets, Pretoria.	Region 7: <u>S Masango</u> Tel: 012 358- 1832
<u>Centurion Office</u>	Room F8, Town-Planning Office, cnr Basden and Rabie Streets, Centurion	Region 4 & 6 (South): <u>JD Zeeman</u> Tel: 012-358-3253

Pretoria Office	Room G12 or G13, Ground Floor, Munitoria Building, cnr Madiba and Lilian Ngoyi Streets, Pretoria.	Region 2: <u>R. Mashile</u> Tel: 012-358-7961 Region 3: <u>N. Hobyani</u> Tel: 012-358-8283 Region 5: <u>I.Lafuleni</u> Tel: 012- 358 0730 F. Mathobo Tel: 012- 358 1532 Region 6 (North): <u>P. Moropana</u> Tel:012-358-0068
------------------------	---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3.1 SECTION A: APPLICATION DOCUMENTS

<u>TYPE OF PERMISSION</u>	<u>DOCUMENTS REQUIRED</u>
<p><u>Clause 5 (2): Definitions</u></p> <p>2. <u>EQUESTRIAN SCHOOL</u></p> <p>Means a place where horses are stabled and horse riders and horses are trained and may include horse competitions with the permission of the Municipality.</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • A site plan showing parking for horse boxes and spectators cars as well as entrance and exit points (5 Copies); • Power of attorney if the applicant is not the Owner (3 copies) ; • Zoning certificate and/or Annexure B/ Annexure T/Annexure or Schedule or Consent Use. (5 copies) <p>Advertisement not necessary</p>
<p><u>Clause 7 (7): Prohibition of Access</u></p> <p>Entry to or exit from any property to or from a public street, shall be subject to the following conditions:</p> <p>The Municipality may prohibit the entrance to or exit from a property to a public street from any boundary of such property, this boundary is indicated by the following symbol on the map:</p> <p></p> <p>With the proviso that the Municipality may revoke such access prohibition on receipt of a written application for its permission, subject to any conditions that the Municipality may impose, except in the case of access restrictions in respect of National or Provincial Roads.</p>	<ul style="list-style-type: none"> • Application fee; • A Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the Owner (3 Copies); • Copy of the title deed (3 Copies); • Site plan indicating the access required (5 Copies) • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement not necessary</p>

TYPE OF PERMISSION	DOCUMENTS REQUIRED
<p><u>Clause 14 (3): Use of Buildings and Land</u></p> <p>The following Table B indicates for each of the Use Zones the purposes in Column (3), for which buildings may be erected and used or land used, in Column (4), for which buildings may be erected and used or land used only with the consent of the Municipality, and in Column (5), for which buildings may not be erected and used, nor land used</p> <p>Provided that:</p> <p>(a)The owner of any property in any use zone that is used for sectional title dwelling-units and blocks of flats shall develop and maintain at least 4 square meters per dwelling-unit with a minimum of 50 square meters on the property as a children's playground: Provided that the Municipality may grant permission to reduce this requirement</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies) ; • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner (3 Copies); • Copy of the title deed (3 Copies); • Site plan indicating the children's playground required (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 copies) <p>Advertisement not necessary</p>
<p><u>Clause 14(8)</u></p> <p>Notwithstanding any contrary stipulation contained in this Scheme the Municipality may grant permission for the temporary use of any building or land within any use zone for any of the following:</p> <p>(a)The erection and the use of temporary or the use of existing buildings or sites for site offices, storage rooms, workshops or such other uses that are in the opinion of the Municipality necessary for the erection of any permanent building or structure on the land or the installation of engineering services shall be to the satisfaction of the municipality:</p> <p>Provided that such permission shall lapse, ipso facto, on completion of the permanent building or structure or the completion of the engineering contract.</p> <p>(b)The temporary use of land or buildings for another purpose such as inter alia concerts, fairs, circuses, bazaars, street vendors, parking, place of amusement, public gatherings or meetings and social halls and subject to such conditions which the Municipality may impose and further subject to the condition that such permission:</p> <ul style="list-style-type: none"> • may be withdrawn after 30 days written notice to the owner if any conditions of the permission are not met, malpractice occurs or the amenity of the area is prejudiced; and • expires 3 months from the date on which permission was granted unless the Municipality extends it in writing. 	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies); • Copy of the title deed (3 Copies); • Site plan(5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement not necessary</p>

TYPE OF PERMISSION	DOCUMENTS REQUIRED
<p><u>Clause 18: General Conditions</u> <u>Applicable to all Properties</u></p> <p>1. All erven are subject to the following conditions:</p> <p>(a) A servitude 1,89 metres wide in favour of the Municipality shall be provided for services along only one of the boundaries, other than a street boundary, which boundary shall be determined by the Municipality.</p> <p>(b) No building or other structure may be erected in the servitude area referred to in the afore-mentioned Sub-clause (a) and no tree with large roots may be planted within the afore-mentioned servitude area or within 1, 89 metres thereof except with the permission of the Municipality.</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner (3 Copies); • Copy of the title deed (3 Copies); • Site plan indicating the servitude area where the tree is to be planted (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 copies) <p>Advertisement not necessary</p>
<p><u>Clause 20 (2): Conditions</u> <u>Applicable to Residential 1 Erven</u></p> <p>(2) Notwithstanding the provisions of Sub-clause (1), the following further conditions are applicable to the subdivision approval:</p> <p>(a) such erf shall have an acceptable shape and street frontage for vehicular access; or if such resultant erf is an erf with a panhandle and the size of such resultant erf, exclusive of the panhandle, complies with the applicable minimum erf size:</p> <p>Provided that:</p> <p>(ii) the panhandle shall be not less than 3 m wide along its whole length and not wider than 8 m, except with the written permission of the Municipality;</p> <p>(iv) except with the written permission of the Municipality the slope of the panhandle shall not exceed 1:8;</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner (3 Copies); • Copy of the title deed; (3 Copies); • Site plan indicating the panhandle and footprint of the buildings (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 copies) <p>Advertisement not necessary</p>

<p><u>Clause 26: Height of Buildings</u></p> <p>(2) For the purposes of this Clause account shall not be taken of the following:</p> <p>(a) Any storey of which the floor is more than two metres below the natural ground level of the ground covered by the building.</p> <p>(b) One or part of one storey of a building which is used for the parking of vehicles:</p> <p>Provided that:</p> <p>(i) the Municipality may grant permission for a maximum of three storeys to be used for the parking of motor vehicles except in the area bounded by Walker Street, the railway line and Mears Street, in Muckleneuk, where only one storey for the parking of motor vehicles shall be permitted;</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies); • Copy of the title deed; (3 Copies); • Building plans indicating the additional height required (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement not necessary</p>
<u>TYPE OF PERMISSION</u>	<u>DOCUMENTS REQUIRED</u>
<p><u>Clause 28: Parking Requirements (p.60)</u></p> <p>Parking spaces together with enough manoeuvring space shall be provided on the property in accordance with the following Tables F and G and the layout and construction thereof, shall be subject to the approval of the Municipality.</p> <p>Provided that:</p> <p>(3) the Municipality may in special circumstances grant its permission for the provision of parking spaces elsewhere than on the site or accept a monetary contribution in lieu thereof, which contribution shall be used solely for the provision of public parking facilities in the vicinity of the site;</p> <p>(4) the requirements with regard to the number of parking spaces, <u>prescribed in the above Table G or an Annexure T or a Consent Use</u>, that shall be provided on the site, may be relaxed with the permission of the Municipality;</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies); • Copy of the title deed; (3 Copies); • Locality plan indicating the alternative parking site required (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement not necessary</p> <ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies) • Copy of the title deed; (3 Copies); • Site plan indicating the parking layout; (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement not necessary</p>

<u>Schedule 9: Home Enterprise</u>	
<p><u>CONDITIONS GOVERNING A HOME ENTERPRISE</u></p> <p>(1) With respect to a dwelling-unit and its outbuildings, but apart from the exceptions mentioned in Conditions 3 and 4, a Home Enterprise is restricted to –</p> <p>(2) A maximum of 30% of the gross floor area of the dwelling-unit: Provided that without the written permission of the Municipality such area shall not exceed 60 m².</p> <p>The following uses shall not be permitted in any dwelling-unit:</p> <p>(3) Spaza Shops except with the permission of the Municipality, subject to Clause 15</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies) ; • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner (3 Copies); • Copy of the title deed; (3 Copies); • Site plan indicating the parking layout and use of buildings (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use (5 Copies) <p>Advertisement not necessary</p> <ul style="list-style-type: none"> • Application fee; • Covering Letters (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies) • Copy of the title deed; (3 Copies); • Site plan indicating the position of the spaza shop, parking layout and use of buildings (5 Copies); • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use. (5 Copies) <p>Advertisement necessary: Placard on site and letters of consent from neighbours.</p>

<u>TYPE OF PERMISSION</u>	<u>DOCUMENTS REQUIRED</u>
<p><u>Schedule 10 (6): Specific Conditions Regulating certain Primary Uses</u></p> <p>VEHICLE SALES MARTS are permitted on "Business 2", and "Business 1" Use Zones, subject to the following conditions:</p> <p>Vehicles may only be displayed on the natural ground level of the site, and no podium or platform shall be erected or used for display purposes, without the written permission of the Municipality.</p>	<ul style="list-style-type: none"> • Application fee; • Covering Letter (5 Copies); • A motivating memorandum (5 Copies); • Power of attorney if the applicant is not the owner; (3 Copies) • Copy of the title deed; (3 Copies); • Site plan indicating the position of the podium and elevation of the podium; (5 Copies) ; • Zoning certificate and/or Annexure B/ Annexure T/ Annexure or Schedule or Consent use (5 Copies) <p>Advertisement not necessary</p>

4. IMPORTANT ASPECTS RELATING TO THE APPLICATION

- 4.1 Applications will not be accepted for consideration if they are not prepared in accordance with Paragraph 2 of this document. Incomplete applications are legally not acceptable and will unfortunately have to be returned to the applicant.

ANNEXURE 1

DOCUMENTATION TO BE SUBMITTED FOR

A PERMISSION IN TERMS OF THE TSHWANE TOWN-PLANNING SCHEME, 2008, PENDING THE SPECIFIC/RELEVANT TYPE OF PERMISSION

Application fee	
Covering letter	5 copies
Application form	5 copies
Motivating Memorandum	5 copies
Site Plan	5 copies
Zoning Certificate	5 copies
Company/Close Corporation/Trust Resolution	3 copies
Proof of Member of Company/Close Corporation/Trust	3 copies
Proof of marital status of the owner	3 copies
Power of Attorney	3 copies
Registered Title Deed	3 copies
Bondholders Consent	3 copies
Additional Documentation	

ANNEXURE 2

APPLICATION FORM: FOR PERMISSION

Please ensure that all the information is completed on the form. If any information is missing / incomplete this might result in a rejection of the application. This application can be submitted to the Strategic Executive Director: City Planning and Development (at the relevant office)			
- Akasia Office: Akasia Municipal Complex, 485 Heinrich Avenue, (Entrance Dale Street) Karenpark Manuals: Geomatics Ground Floor Room G4 and Submission of new Application: 1 st Floor Room F12			
OR			
- Centurion Office: Room F8, Town Planning Office, c/o Basden and Rabie Streets, Centurion			
OR			
- Room G12 or G13, Ground Floor, Munitoria Building, cnr Madiba and Lilian Ngoyi Streets, Pretoria.			
APPLICANT DETAILS			
Please indicate the type of applicant :			
Individual	<input type="checkbox"/>	Legal Entity / Other	<input type="checkbox"/>
Applicant Details: Individual			
Title			
Initial			
First Name(s)			
Surname			
Preferred Name			
ID Number			
Gender	Male	<input type="checkbox"/>	Female
Applicant Details: Legal Entity / Other			
Name			
Registration number			
Representative name			
Postal Details of Applicant			
Physical Address (Work)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Physical Address (Home)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Applicant Postal Address Details			
Postal Type	PO Box <input type="checkbox"/>	Physical Address (Home)	<input type="checkbox"/>
	Private Bag <input type="checkbox"/>	Physical Address (Work)	<input type="checkbox"/>
Postal Number			
Township		Postal Code	
Specify City			
Applicant Communication Details			
E-Mail Address			
Cell Phone			
Home Phone			

Work Phone			
Home fax			
Work fax			
Preferred Communication Type:	E-Mail		SMS
OWNER DETAILS			
Please indicate the type of applicant :			
Individual	<input type="checkbox"/>	Legal Entity / Other	<input type="checkbox"/>
Owner Details : Individual			
Title			
Initials			
First name			
Surname			
Preferred name			
ID Number			
Gender	Male		Female
Owner Details: Legal Entity/other			
Name			
Registration number			
Representative name			
Postal Details of Owner			
Physical Address (Work)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Physical Address (Home)			
Address Line 1 (street no)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Owner Postal Address Details			
Postal Type	PO Box <input type="checkbox"/>	Physical Address (Home)	<input type="checkbox"/>
	Private Bag <input type="checkbox"/>	Physical Address (Work)	<input type="checkbox"/>
Postal Number			
Township		Postal Code	
City			
Communication Details			
E-Mail Address			
Cell Phone			
Home Phone			
Work Phone			
Home fax			
Work fax			
Preferred Communication Type	E-Mail		SMS
Details of Owner's / Marital Status	Not Applicable	Married in Community of Property	Married out of Community of Property
FOR OFFICIAL USE			
Receipt Amount			
Receipt Number			
Payment Date			
Application Form Date			

PROPERTY INFORMATION Please complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm		Portion (eg /R1)	
Erf / Plot / Farm No			

Ward			
Street Name			
Street Number		Planning Region	

PERMISSION DETAILS

Town-planning Scheme	
Use Zone	
Primary Rights	
Sub Clause	
Proposed Use	
Reason	
Proposed Height	
Height Units	
Proposed Coverage (%)	
Proposed FAR	

ADDITIONAL INFORMATION

Number of Parking spaces on property	
--------------------------------------	--

I,

Being the Registered Owner / Authorised Agent of the property/ties declare that the above information is correct and that the required documents are attached.

The following documentation must be submitted to: Strategic Executive Director: City Planning and Development.

Affidavit		Photos of Placard		Proof of Advertisements	
-----------	--	-------------------	--	-------------------------	--

Akasia Office: Akasia Municipal Complex, 485 Heinrich Avenue, (Entrance Dale Street) Karenpark

OR

Centurion Office: Room F8, Town-Planning Office cnr Basden and Rabie Streets, Centurion,

OR

Pretoria Office: Registration Office, Room 334, 3rd floor Munitoria Building, c/o Madiba and Lilian Ngoyi Streets, Pretoria, within 28 days after the objection period.

SIGNATURE _____ **DATE** _____

ANNEXURE 3

EXAMPLE OF POWER OF ATTORNEY

I/We

[John Citizen]

, ID No _____

the undersigned, hereby nominate, constitute and appoint –

ID No. _____

with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place and stead to apply for -

(type of application and property description)

at

(name of local authority)

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 and anything my/our attorney(s) and agent(s) may do or may permit to be done legally in terms of this power of attorney.

Signed at _____ on this _____ day of _____ 20 _____

in the presence of the undersigned witnesses.

AS WITNESSES:

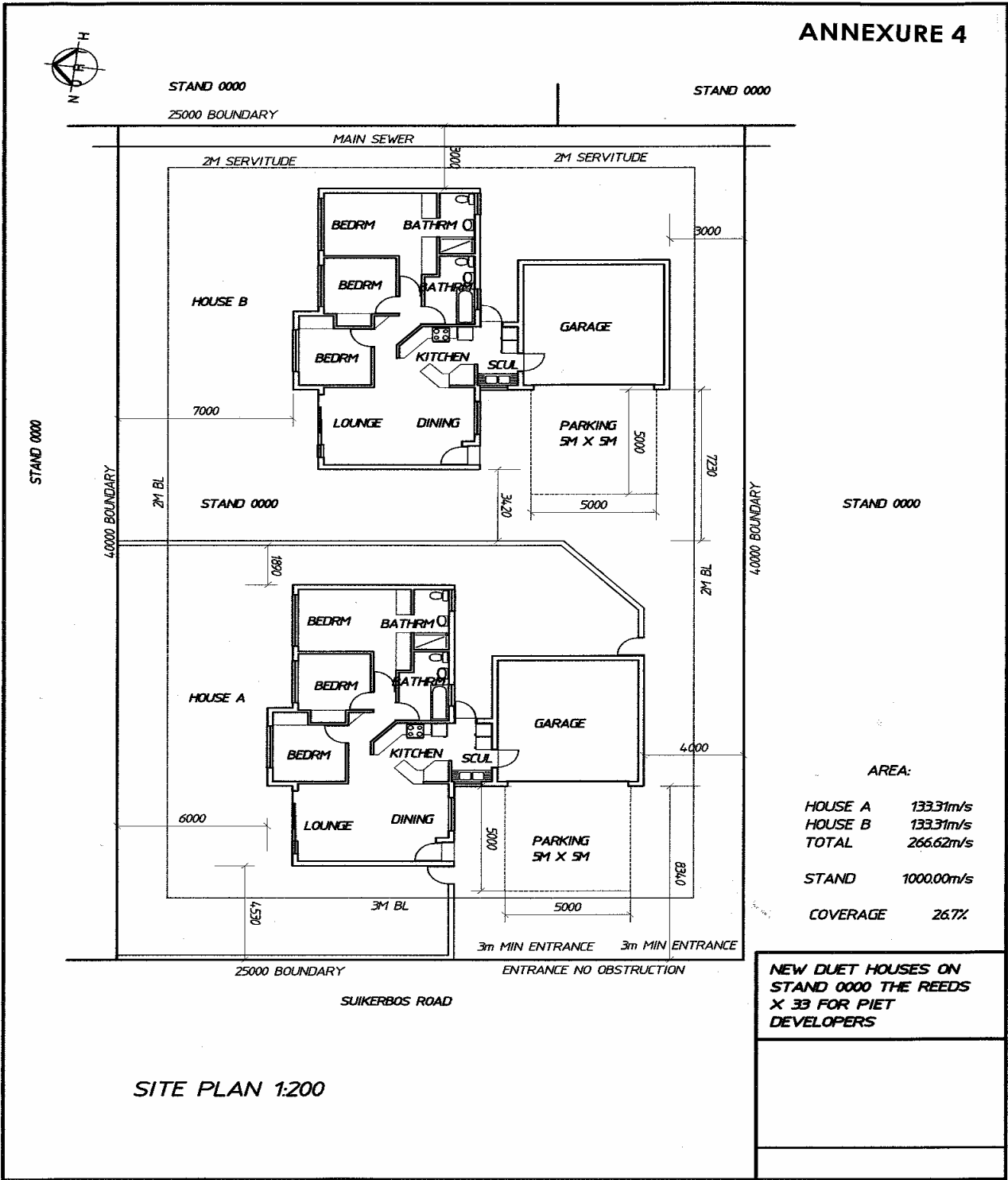
1. _____

2. _____

(John Citizen)

Registered Owner

EXAMPLE OF SITE PLAN



EXAMPLE OF PLACARD AND NOTICE TO ADJACENT OWNERS:

ANNEXURE 5

TSHWANE-DORPSBEPLANNINGSKEMA, 2008	TSHWANE TOWN-PLANNING SCHEME, 2008
<p>INGEVOLGE KLOUSULE _____ VAN DIE TSHWANE-DORPSBEPLANNINGSKEMA, 2008, WORD HIERMEE AAN ALLE BELANGHEBBENDES KENNIS GEGEE DAT EK (VOLLE NAAM), _____</p> <p>VAN VOORNEMENS IS OM BY DIE STAD TSHWANE AANSOEK OM PERMISSIE TE DOEN OM: _____</p> <p>OP EINENDOM EN VOORSTAD _____</p> <p>_____ GELEË IN _____ SONE. (Bv: Residentieël 1, Landbou of Onbepaald)</p> <p>ENIGE BESWAAR, MET REDES DAARVOOR, MOET 28 DAE NA PUBLIKASIE VAN DIE ADVERTENSIE IN DIE PROVINSIALE KOERANT, NAAMLIK _____ SKRIFTELIK BY OF TOT: DIE STRATEGIESE UITVOERENDE DIREKTEUR: STADSBEPLANNING EN ONTWIKKELING INGEDIEN OF GERIG WORD.</p> <p><i>*Akasia: 1st Vloer, Kamer 7 en 9, Akasia Munisipal Complex, 485 Heinrich Avenue, Karenpark, Akasia, Posbus 58393, Karenpark 0118</i></p> <p><i>*Centurion: Kamer E10 Registrasie, h/v Basden- en Rabiestraat, Centurion, Posbus 14013, Lyttelton 0140</i></p> <p><i>*Pretoria: Kamer 334, Munitoria, , h/v Madiba and Lilian Ngoyi Strate , Pretoria, Posbus 3242, Pretoria, 0001, INGEDIEN OF GERIG WORD.</i></p> <p>VOLLEDIGE BESONDERHEDE EN PLANNE (AS DAAR IS) KAN GEDURENDE GEWONE KANTOORURE BY DIE BETROKKE KANTOOR BESIGTIG WORD, VIR 'N PERIODE VAN 28 DAE NA DIE EERSTE DAG VAN HIERDIE KENNISGEWING.</p> <p>HIERDIE KENNISGEWING SAL VERTOONWORD: VANAF _____</p> <p>TOT _____</p> <p>SLUITINGSDATUM VIR BESWARE: _____</p> <p>AANVRAER SE STRAAT EN POSADRES _____</p> <p>_____</p> <p>_____</p>	<p>NOTICE IS HEREBY GIVEN TO WHOM IT MAY CONCERN THAT IN TERMS OF CLAUSE _____ OF THE TSHWANE TOWN-PLANNING SCHEME, 2008, I (FULL NAME) _____ INTENDS APPLYING TO THE CITY OF TSHWANE FOR PERMISSION TO _____</p> <p>ON (PROPERTY AND SUBURB) _____ ALSO KNOWN AS (STREET NAME AND NUMBER) . _____ SITUATED IN AN _____ ZONE.</p> <p>(*Example: Residential 1, Agricultural or Undetermined)</p> <p>ANY OBJECTION, WITH THE GROUNDS THEREFOR, SHALL BE LODGED WITH OR MADE IN WRITING TO: THE STRATEGIC EXECUTIVE DIRECTOR: CITY PLANNING AND DEVELOPMENT, 28 DAYS OF THE PUBLICATION OF THE ADVERTISEMENT IN THE PROVINCIAL GAZETTE, VIZ _____</p> <p><i>*Akasia : 1st Floor, Room 7 and 9, Akasia Municipal Complex, 485 Heinrich Avenue, Karenpark, Akasia. P O Box 58393, Karenpark, 0118</i></p> <p><i>*Centurion: Room E10 Registry, cnr Basden and Rabie Streets, Centurion, PO Box 14013, Lyttelton, 0140; or</i></p> <p><i>*Pretoria: Room 334, Third Floor, Munitoria, c/o Madiba and Lilian Ngoyi Streets Pretoria, P O Box 3242, Pretoria 0001</i></p> <p>WITHIN 28 DAYS OF THE FIRST DAY OF THIS NOTICE. FULL PARTICULARS AND PLANS (IF ANY) MAY BE INSPECTED DURING NORMAL OFFICE HOURS AT THE RELEVANT OFFICE FOR A PERIOD OF 28 DAYS FROM THE FIRST DAY OF THIS NOTICE.</p> <p>THIS NOTICE SHALL BE DISPLAYED: FROM _____</p> <p>TO _____</p> <p>CLOSING DATE FOR OBJECTIONS: _____</p> <p>APPLICANT STREET AND POSTAL ADDRESS _____</p> <p>_____</p> <p>_____</p>

EXAMPLE OF AFFIDAVIT/DECLARATION:

AFFIDAVIT/DECLARATION

TO WHOM IT MAY CONCERN:

I, the undersigned, (full name) _____*hereby declare under oath/*hereby confirm that the placard notice(s) as prescribed in terms of Clause _____ of the Tshwane Town-planning Scheme, 2008, on Property No _____, Township/_____/, was displayed and maintained in a conspicuous and to the public accessible position, from the day the advertisement was advertised in the Provincial Gazette, viz _____/20_____/ for a period of 14 days.

SIGNED: _____ (Signature of applicant)

ON: _____

AT: _____

I certify that the declarant acknowledges that he is conversant with this declaration and understands it, and that the declarant uttered the following words: "I swear that the contents of this declaration are true, so help me God".

COMMISSIONER OF OATHS: _____

DATE: _____

*Delete what is not applicable.

TAKE NOTE:

This declaration must be handed in only after the required period for the display and maintenance of the placard notice has expired. The day upon which the advertisement was published in the Provincial Gazette, as well as any possible following public holidays thereafter, must not be counted in the calculation of the 14 day period. In the event of this declaration being incorrectly completed/signed and/or handed in too early, the Municipality will view such a declaration as a false declaration.

In the aforementioned case it shall be required from the applicant to comply with the prescribed advertisement/procedure anew. Legal prosecution of the applicant shall possible also be considered.

ANNEXURE 7

PROOF OF RECEIPT OF NOTICE TO ADJACENT OWNERS

[illegible]