



SALDANHA BAAI
BAY
MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

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LAND USE PLANNING APPLICATION FORM

(for applications in terms of Section 15 of the Saldanha Bay Municipal Land Use Planning By-law)

KINDLY NOTE: Please complete this form using BLOCK capitals and ticking the appropriate boxes.

PART A: APPLICANT DETAILS

First name(s)					
Surname					
South African Council for Planners (SACPLAN) registration number <i>(if applicable)</i>					
Company name <i>(if applicable)</i>					
Postal Address				Postal Code	
Email					
Tel		Fax		Cell	

PART B: REGISTERED OWNER(S) DETAILS *(If different from applicant)*

Registered owner(s)					
Physical address				Postal code	
E-mail					
Tel		Fax		Cell	

PART C: PROPERTY DETAILS								
Property description as per title deed <i>[Erf Number(s)/ Farm portion(s) & allotment area.]</i>								
Physical Address								
GPS Coordinates				Town/City				
Current Zoning			Extent			Are there existing buildings?	Y	N
Applicable Zoning Scheme								
Current Land Use								
Title Deed number and date	T							
Are there any restrictive conditions of title?	Y	N	If Yes, list the condition(s) (page and paragraph number)					
Are the restrictive conditions in favour of a third party(ies)?	Y	N	If Yes, list the party(ies)					
Is the property encumbered by a bond?	Y	N	If Yes, list bondholder(s)					
Are there any existing unauthorized buildings and/or land use on the subject property(ies)?	Y	N	If yes, is this application to legalize the building / land use?	Y	N			
Are there any pending court case(s) / court order(s) relating to the subject property(ies)?	Y	N	Are there any land claim(s) registered on the subject property(ies)?	Y	N			

PART D: PRE-APPLICATION CONSULTATION			
Has there been any pre-application consultation?	Y	N	If Yes, complete the information below and attach the minutes of the pre-application consultation.
Name of Official consulted			Date of consultation

PART E: TYPE OF LAND USE PLANNING APPLICATION IN TERMS OF SECTION 15 OF THE SALDANHA BAY MUNICIPAL LAND USE PLANNING BY-LAW AND APPLICATION FEES PAYABLE

Tick	Section	Type of application	Cost
	15(2)(a)	a rezoning of land;	R
	15(2)(b)	a permanent departure from the development parameters of the zoning scheme;	R
	15(2)(c)	a temporary departure to utilise land for a purpose not permitted in terms of the primary rights of the zoning of the land;	R
	15(2)(d)	a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement;	R
	15(2)(e)	a consolidation of land that is not exempted in terms of section 24;	R
	15(2)(f)	a removal, suspension or amendment of restrictive conditions in respect of a land unit;	R
	15(2)(g)	a permission required in terms of the zoning scheme;	R
	15(2)(h)	an amendment, deletion or imposition of conditions in respect of an existing approval;	R
	15(2)(i)	an extension of the validity period of an approval;	R
	15(2)(j)/(t)	an approval of an overlay zone as contemplated in the zoning scheme; or approval of architectural/development guidelines	R
	15(2)(k)	an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	R
	15(2)(l)	a permission required in terms of a condition of approval;	R
	15(2)(m)	a determination of a zoning;	R
	15(2)(n)	a closure of a public place or part thereof;	R
	15(2)(o)	a consent use contemplated in the zoning scheme;	R
	15(2)(p)	an occasional use of land;	R
	15(2)(q)	to disestablish a home owner's association;	R
	15(2)(r)	to rectify a failure by a home owner's association to meet its obligations in respect of the control over or maintenance of services;	R
	15(2)(s)	a permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building.	R

TOTAL A: R

PRESCRIBED NOTICE AND FEES (for completion and use by official)**

Tick	Notification of application in media	Type of procedure (strike through which not applicable)	Cost
	SERVING OF NOTICES	Delivering by hand; registered post; data messages	R
	PUBLICATION OF NOTICES	Local Newspaper(s); <i>Provincial Gazette</i> ; Municipality's website	R
	ADDITIONAL PUBLICATION OF NOTICES	Site notice, public meeting, local radio station, Municipality's website, letters of consent or objection	R
	NOTICE OF DECISION	<i>Provincial Gazette</i>	R
	INTEGRATED PROCEDURES	To be calculated separately	R

TOTAL B: R

TOTAL APPLICATION FEES* (A + B) R

* Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application.

** The applicant is liable for the cost of publishing and serving notice of an application.

BANKING DETAILS FOR PAYMENT OF FEES

Name: Saldanha Bay Municipality

Bank: Standard bank

Branch no.: 05051100

Account no.: 083290044

Payment reference:

(if applicable)

PART F: DETAILS OF PROPOSAL**Brief description of proposed development / intent of application:****PART G: ATTACHMENTS AND SUPPORTING INFORMATION AND DOCUMENTATION FOR LAND USE PLANNING APPLICATION**

Complete the following checklist and attach all the information and documentation relevant to the proposal. Please note that failure to submit all information and documentation required will result in the application being deemed incomplete and acceptance may be refused.

Compulsory information and documentation required:

Y	N	Power of attorney / Owner's consent if applicant is not owner	Y	N	Bondholder's consent (if applicable)
Y	N	Resolution or authorisation that applicant can act on behalf of a juristic entity (e.g. company resolution)	Y	N	Proof of registered ownership or any other relevant right held in the land concerned
Y	N	Written motivation	Y	N	S.G. diagram / General plan extract
Y	N	Locality plan	Y	N	Site development plan or conceptual layout plan
Y	N	Proposed subdivision plan	Y	N	Proof of agreement or permission for required servitude
Y	N	Proof of payment of application fees	Y	N	Full copy of the title deed
Y	N	Conveyancer's certificate	Y	N	Minutes of pre-application consultation meeting (if applicable)

Supporting information and documentation:							
Y	N	N/A	Consolidation plan	Y	N	N/A	Land use plan / Zoning plan
Y	N	N/A	Street name and numbering plan	Y	N	N/A	1 : 50 / 1:100 Flood line determination (plan / report)
Y	N	N/A	Landscaping / Tree plan	Y	N	N/A	Home Owners' Association consent
Y	N	N/A	Abutting owner's consent	Y	N	N/A	Abutting owner's consent
Y	N	N/A	Copy of Environmental Impact Assessment (EIA)	Y	N	N/A	Proof of lawful use right
Y	N	N/A	Copy of Heritage Impact Assessment (HIA)	Y	N	N/A	Services Report or indication of all municipal services / registered servitudes
Y	N	N/A	Copy of Traffic Impact Assessment (TIA) / Traffic Impact Statement (TIS)	Y	N	N/A	Proof of failure of Home owner's association
Y	N	N/A	Copy of Major Hazard Impact Assessment (MHIA)	Y	N	N/A	Any additional documents or information required as listed in the pre-application consultation form / minutes
Y	N	N/A	Copy of Environmental Authorisation(EA) / Record of Decision (ROD)	Y	N	N/A	Other (specify)
Y	N	N/A	Copy of original/previous approval and conditions of approval				
Y	N	N/A	Required number of documentation copies				

PART H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION					
Y	N/A	National Heritage Resources Act, 1999 (Act 25 of 1999)	Y	N/A	National Water Act, 1998 (Act 36 of 1998)
Y	N/A	National Environmental Management Act, 1998 (Act 107 of 1998)	Y	N/A	National Environmental Management: Waste Act, 2008 (Act 59 of 2008)
Y	N/A	Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)	Y	N/A	National Environmental Integrated Coastal Management Act, 2008 (Act 24 of 2008)
Y	N/A	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA)	Y	N/A	National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004)
Y	N/A	Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations	Y	N/A	Environmental Conservation Act, 1989 (Act 73 of 1989)
Y	N/A	Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA)	Y	N/A	Other (specify)
Y	N	If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.			
Y	N	If required, do you want to follow an integrated application procedure in terms of section 44(1) of the Saldanha Bay Municipal Land Use Planning By-law? If yes, please attach motivation.			

SECTION I: DECLARATION

I hereby wish to confirm the following :

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I'm aware that it is an offense in terms of section 86(1)(d) of the Saldanha Bay Municipal Land Use Planning By-law to supply particulars, information or answers knowing it to be false, incorrect or misleading or not believing them to be correct, and that I can be held liable on conviction to a fine or imprisonment not exceeding 20 years or to both such fine and imprisonment.
3. I am properly authorized to make this application on behalf of the registered land owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.
4. Where an agent is appointed to submit this application on the land owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the applicant as indicated on this application form.
5. That this submission includes all necessary land use planning applications required to enable the development proposed herein and that the municipality cannot be held responsible for the omission of use rights not applied for herein.
6. I confirm that the relevant title deed(s) have been investigated and that there are no restrictive title deed restrictions which impact on this application, or alternatively that an application for removal/suspension or amendment of such title deed restrictions forms part of this submission.
7. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the land owner/developer as a result of the proposed development, as determined in terms of Council policy.

Applicant's signature: _____

Date: _____

Full name: _____

Capacity in which
application is being made: _____

FOR OFFICE USE ONLY

Municipal Date Stamp

Received by:

Name: _____