



**DIRECTORATE: PLANNING & DEVELOPMENT
TOWN & SPATIAL PLANNING
LAND USE PLANNING (LUP) APPLICATION FORM (2026/2027)**

(APPLICABLE FROM 1 JULY 2026 – 30 JUNE 2027)

16 Paterson Street / PO Box 20 HERMANUS, 7200 / Tel: 028 313 8900

- Two (2) hard copies & an electronic copy (PDF) of the complete application must be submitted.
- Preferred communication should be indicated below. (*Decision letters will still be sent via registered mail and your preferred method.*)
- It is important to note that the date on which the application is regarded as complete to proceed with will be regarded as the official submission date.

SECTION A: APPLICANT DETAILS

First name(s)			
Surname			
Company name (If applicable)			
Postal Address <u>ONLY</u>			
Postal code		Tel / Cell:	
E-mail address			
PREFERRED METHOD OF COMMUNICATION	<input type="checkbox"/>	EMAIL	<input type="checkbox"/>
	<input type="checkbox"/>	POST	<input type="checkbox"/>
		COLLECTION	<input type="checkbox"/>
		HAND DELIVERY (to Consultants only)	

SECTION B: OWNER DETAILS (compulsory)

Registered owner			
Postal Address			
Postal code		Tel / Cell:	
E-mail address			

SECTION C: PROPERTY DETAILS

Erf / Portion and Farm no.		Area				
Street Address						
Current Zoning		Extent	m ² /ha	Are there existing buildings?	Y	N
Title Deed number & date	T					
Any restrictive conditions?	Y	N	If yes, please specify			
Is property encumbered by a bond?	Y	N	If yes, Bondholder?			
Any existing unauthorized building work / structures on the subject premises?	Y	N	If yes, has owner been served with a notice?	Y	N	

PLEASE TAKE NOTE: The municipality is legally in a position to **refuse** the application if the property/s form part of a Homeowner's Association (HOA), Management Agency, Body Corporate, or alike of which you are a compulsory member, whether in terms of its constitution or otherwise if the **written consent** of such body does not accompany the application.

Does the property form part of a HOA / Body Corporate? If yes, please specify: _____	Chairperson name: _____ Email address: _____
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SECTION D: TYPE OF APPLICATION BEING SUBMITTED IN TERMS OF SECTION 16 OF THE OVERSTRAND MUNICIPALITY BY-LAW ON MUNICIPAL LAND USE PLANNING AND APPLICATION TARIFFS PAYABLE.

Has there been any previous related application(s)?	Y	N	If yes, reference/application no.		FEES
<i>All tariffs (except the appeal deposit tariff) include VAT and are valid from 1 July 2026 to 30 June 2027</i>					
Rezoning – Section 16(2)(a)			Erven 150m ² and smaller	R920.00	R
			Erven between 150m ² and 400m ²	R1503.00	R
			Erven between 400m ² and 5000m ²	R10041.00	R
			Erven larger than 5000m ²	R11499.00	R
Departure – Section 16(2)(b) <u>Permanent</u> departure from the provisions of the Land Use Scheme			Erven 150m ² and smaller	R347.00	R
			Erven between 150m ² and 400m ²	R764.00	R
			Erven larger than 400m ²	R4365.00	R
Departure – Section 16(2)(c) Departure to use land on a <u>temporary</u> basis for which no provision is made in the Land Use Scheme			Erven 150m ² and smaller	R347.00	R
			Erven between 150m ² and 400m ²	R764.00	R
			Erven larger than 400m ²	R4365.00	R

Subdivision – Section 16(2)(d) a subdivision of land including the registration of a new servitude or lease agreement that is not exempted in terms of section 26	Up to 5 erven	R5899.00	R
	6 – 10 erven	R10041.00	R
	More than 10	R10041.00	R
	Additional per erf after 10	R151.00	R
Consolidation of land – Section 16(2)(e) that is not exempted in terms of Section 26 (If combined with subdivision application, <i>only</i> the subdivision fee is payable.)	Erven 150m ² and smaller	R379.00	R
	Erven between 150m ² and 400m ²	R765.00	R
	Erven larger than 400m ²	R4364.00	R
Relaxation of Title Deed (If combined with departure application <i>only</i> the highest fee applies.)	Erven 150m ² and smaller	R392.00	R
	Erven 400m ² and smaller	R764.00	R
	Erven larger than 400m ²	R4346.00	R
Removal, Amendment or Suspension of restrictive Title Deed conditions in respect of a land unit – Section 16(2)(f)	Erven 150m ² and smaller	R406.00	R
	Erven between 150m ² and 400m ²	R837.00	R
	Erven larger than 400m ²	R6181.00	R
Permission required in terms of the Land Use Scheme – Section 16(2)(g)	Erven 150m ² and smaller	R347.00	R
	Erven between 150m ² and 400m ²	R764.00	R
	Erven larger than 400m ²	R4365.00	R
Amendment, deletion or additional conditions in respect of an existing approval – Section 16(2)(h)		R3297.00	R
Extension of the period of validity of an approval –Section 16(2)(i)		R1097.00	R
Phasing, amendment or cancellation of a plan of subdivision or a part thereof, including a General Plan or diagram – Section 16(2)(k)		R3508.00	R
A permission required in terms of the conditions of approval – Section 16(2)(l) (Amendment of Site Development Plan (SDP), Constitution / Architectural Guidelines)		R3176.00	R
Zoning determination – Section 16(2)(m)	Erven 150m ² and smaller	R920.00	R
	Erven between 150m ² and 400m ²	R2890.00	R
	Erven larger than 400m ²	R4365.00	R
Closure of a public place or part thereof – Section 16(2)(n) <i>[not applicable if combined with rezoning application]</i>	Erven 150m ² and smaller	R920.00	R
	Erven between 150m ² and 400m ²	R1503.00	R
	Erven between 400m ² and 5000m ²	R10041.00	R
	Erven larger than 5000m ²	R11499.00	R
Consent use provided for in the zoning scheme – Section 16(2)(o)	Erven 150m ² and smaller	R347.00	R
	Erven between 150m ² and 400m ²	R920.00	R
	Erven larger than 400m ²	R4365.00	R
Permission in terms of Land Use Scheme including permission for the reconstruction of an existing building that constitutes a non-conforming use – Section 16(2)(p)	Erven 150m ² and smaller	R347.00	R
	Erven between 150m ² and 400m ²	R764.00	R
	Erven larger than 400m ²	R4365.00	R
Permission required in terms of condition(s) of approval		R3508.00	R
Determination of an Administrative Penalty – Section 90.(5) <i>[ADDENDUM A: Administrative Penalty form to be submitted with application form.]</i>		To be determined.	
Deviation / amendment of SDF/Sectoral Plans – Municipal Systems Act, Act 32 of 2000		R4131.00	R
Exemption of subdivision / consolidation - Section 26 of the By-Law		R173.00	R
Search fee		R439.00	R

SUBTOTAL APPLICATION FEE:
[OFFICE USE: BKEY – 20240627 0993 64] R

ADVERTISING FEES (All prices include VAT and are valid from 1 July 2026 to 30 June 2027)

NOTES: On the Town Planner's discretion placing of advertisements for any other application(s), except the ones listed below, can be required. Site notice for ROR applications to be displayed on the erf/erven according to Section 50.(1)(a) & (2) of the Overstrand Municipality By-Law.

INTERESTED & AFFECTED PARTIES	Registered Letters: >10: Applicant to pay according to SAPO rates	Applicant to be informed.	
LOCAL NEWSPAPER / PROVINCIAL GAZETTE	Rezoning, Subdivision (≥2 erven), etc.	Local Newspaper	R6341.00 R
	Removal / Amendment of Title Deed Restrictions	Local Newspaper & Provincial Gazette	R12681.00 R
	Placing of Final Notice (Removal of Title Deed Restrictions)	Provincial Gazette	R1792.00 R

SUBTOTAL ADVERTISING FEE
[OFFICE USE: BKEY – 20240627 0993 02] R

TOTAL APPLICATION FEE: R

Your attention is hereby drawn to Section 40.(1), (2) and (3) of the Overstrand Municipality Amendment By-law on Municipal Land Use Planning, 2020, which reads as follows:

- (1) "An applicant must pay the application fees determined by the Municipality prior to 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 the application.
- (3) If an applicant wishes to retract the application and the said application has never been advertised, the advertising fees may be refunded to the applicant on request."

BANKING DETAILS		METHOD OF PAYMENT	
NAME	Overstrand Municipality	(1) Electronic transfer (EFT)	X
BANK	ABSA	(2) Payment at municipal office	X
BRANCH CODE	632005	Include the requested reference number on all internet payments & attach proof of payment to the application with submission.	
ACCOUNT NO	322 00000 35		
REFERENCE NO	E.g., Erf123HermanusADVERT (Erf number, suburb and APPL or ADV) E.g., Farm123/456DEPARTURE (Farm number, portion and APPL or ADV)		

SECTION E: DETAILS OF APPLICATION

DEPARTURE / CONSENT / AMENDMENT / REZONING REQUIRED:

Y	N	Building line encroachment	STREET	From	m	To	m
			STREET	From	m	To	m
			SIDE / LATERAL	From	m	To	m
			SIDE / LATERAL	From	m	To	m
			REAR	From	m	To	m
Y	N	Exceed permissible height		From	m	To	m
Y	N	Exceed permissible site coverage		From	%	To	%
Y	N	Other / temporary uses (please specify)				Extent	m ²
Y	N	Rezoning		From		To	

BRIEF DESCRIPTION OF PROPOSED DEVELOPMENT / INTENT OF APPLICATION:

SECTION F: LIST OF ATTACHMENTS & SUPPORTING INFORMATION

Y	N	Power of Attorney [Owner's consent if applicant is not owner]	✓	Y	N	Approved building plan(s)	✓
Y	N	Trust Resolution & Letter of Authority (if applicable)	✓	Y	N	Approval letter(s) of previous application(s)	✓
Y	N	List of board of active directors / members [CIPC Report] (if applicable)	✓	Y	N	Parking Layout	✓
Y	N	Bondholder's consent (if applicable)	✓	Y	N	SG diagram	✓
Y	N	Copy of Title Deed	✓	Y	N	GLS report (if applicable)	✓
Y	N	Conveyance's certificate (if applicable)	✓	Y	N	Heritage Western Cape approval (if applicable)	✓
Y	N	Motivation report / Letter	✓	Y	N	Environmental Impact Assessment / Record of Decision	✓
Y	N	Locality plan	✓	Y	N	Heritage Impact Assessment / Traffic Impact Assessment / Traffic Impact Statement	✓
Y	N	Proposed Subdivision Plan / Consolidation Plan / Phasing Plan	✓	Y	N	Addendum A: Administrative Penalty Application Form	✓
Y	N	X2 sets of to-scale Site development/building plans indicating all structures, building lines & elevations indicating proposal (A4 or A3)	✓	Y	N	Quantity surveyor report(s) / Builder's quotes (x2)	✓
Y	N	Other (Specify)					

** (Please note that in terms of the National Environmental Management Act, 1998 any change in land use may be subject to an Environmental Assessment)

SECTION G: DECLARATION

I / we hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we am/are properly authorized to make this application on behalf of the owner and (where applicable) that copies of such full relevant Powers of Attorney/Consent are attached hereto.
3. **Where a consultant/agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the By-law will be sent to the consultant/agent and that the owner may be included in correspondence, as deemed necessary.**
4. That, as owner/applicant/developer, I'm/we're aware of the state of existing bulk services provision and infrastructure availability in the subject area and that any development contributions might be payable in respect of the development herein proposed (if applicable).
5. **I'm aware that it is an offense in terms of Section 84.(1)(e) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct and in doing so can lead to criminal proceedings of a fine or imprisonment or both.**
6. I confirm that the relevant title deed(s) have been read and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
7. That the removal of a title deed restriction will be evaluated by the Municipality in relation to a proposed land use application or development as set out in a detailed and comprehensive motivation.
8. In terms of section 13, read with section 18 of the Protection of Personal Information Act and sections 46.(1)(b); 46.(3)(a) and (b); 46.(4); 47.; 48.; 49. and 50. of the Municipal Land Use Planning by-law, I accept and consent that my personal information disclosed in this application, may be collected and disclosed by the Overstrand Municipality for purposes of complying with the requirements of public participation.

Registered owner's signature _____

Date

Full name

Agent / Consultant's signature _____

Date

Full name

Professional capacity

- ✚ If application is made by a person/s other than registered owner (e.g., Consultant/Agent), full power of attorney and signatures of both parties above are required.
- ✚ If property is owned by more than one person, signature of each owner is required. Where the property is owned by a company / trust / other juristic person, a copy of the board of directors / members / trustees' resolution is required.
- ✚ The names of all signatories must also be indicated in printed letters.

Annexure A: Application Submission and Procedural requirements

Annexure B: Motivational Report Guidelines

Annexure C: Planning Principles

Annexure D: Application Submission Checklist

The following Annexures are attached for your information.
Please **DO NOT** submit these annexures with the application form.

The following Annexures are available on request or
can be downloaded from our website:
(<https://www.overstrand.gov.za/en/documents/town-planning>)

Annexure E: Categorization of Applications
Annexure F: Conveyance Certificate (Template)
Annexure G: Grounds of Appeal