

OVERSTRAND MUNICIPALITY
BUILDING SERVICES DEPARTMENT
APPLICATION FOR MINOR BUILDING WORK AUTHORISATION

Fees Valid : 1/07/2026-30/06/2027



TO: THE MANAGER, BUILDING CONTROL	DATE SUBMITTED:
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FOR OFFICE USE ONLY			
SCRUTINY FEE (20240627099365)	R396.00	REC. NO.:	DATE:

I, the undersigned, submit herewith for your consideration particulars of minor building work which I desire to carry out on the undermentioned site. I undertake to execute this work strictly in accordance and with the relevant regulations made under and by virtue of the National Building Regulations and Building Standards Act (Act 103 of 1977) as amended, and in the case of all new works to complete them before occupation of the premises is taken.

Required Documents for submission:

- Title Deed
- Site plan, floor plan and elevations

OWNER & LOCATION OF SITE DETAILS			
ERF NO:		AREA:	
SURNAME:		FIRST NAME:	
STREET ADDRESS OF PROPERTY:			
TEL NO:		EMAIL:	

PROPOSED MINOR WORK/S APPLIED FOR	
Please describe the minor work/s in accurate detail (attach a sketch plan also)	
Estimated Project Value	
R	

ARCHITECT / CONTRACTOR DETAILS / ACTING AGENT			
SURNAME:		FIRST NAME:	
TEL NO:		EMAIL:	
Does this person have written permission from the owner (in case of owners signature not supplied) with a signature of the owner on it?			YES ☐ NO ☐
SIGNATURE:	OWNER ☐	CONTRACTOR ☐	ARCHITECT ☐ ACTING AGENT ☐

FOR OFFICE USE ONLY	
I hereby approve the above mentioned application for Minor Building Work as stated on this form.	
BUILDING INSPECTOR:	
DATE APPROVED:	
COMMENTS:	
SIGNATURE: BUILDING INSPECTOR	SIGNATURE: BUILDING CONTROL OFFICER

Erf No:
Township:
Owner:
Date:

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Edition 4

Annexure A
(normative)

**Form 1 referenced in the National Building Regulations and
Building Standards Act, 1977 (Act No. 103 of 1977)**

FORM 1

**DECLARATION BY PERSON RESPONSIBLE FOR PREPARING AN APPLICATION FOR
APPROVAL OF THE ERECTION OF THE BUILDING IN TERMS OF SECTION 3 OF THE ACT**

(To be completed and submitted for all applications prepared in accordance with the provisions of Regulation A2)

To: (Name of Local Authority)

Erf/Holding/Portion No:

Township/Agricultural holding/Farm name:

Street address:

Building classification/Occupancy/Regulation A20:

Nature of project:

(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)

SECTION 1: DECLARATION BY OWNER

Name of owner/s:

Address:

Cell No:

E-mail:

I / We hereby confirm that:

(Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act 2000 (Act No 43 of 2000))

Category of registration:

(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/ Professional Architectural Draughtsperson or as approved by SACAP)

Professional Registration Number:

Erf No:
Township:
Owner:
Date:

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has been appointed to declare in terms of Regulation A2 (1)(g) how the applicable functional regulations are to be satisfied, and I / we understand and accept that the onus is on me / us to:

- i) Inform the above-named professional when the work is due to start on site, and if any changes are made as to how the functional regulations are to be satisfied, or any changes in the appointment of competent persons are made before the completion of the building; and
- ii) Extend the above appointment to meet the requirements of Regulations A19 (8) and A (19) where applicable.

Signature of owner (s)

Date:

SECTION 2: DECLARATION BY APPOINTED PROFESSIONAL PERSON

I, _____ (Name of professional)
Address:

Cell No:

E-mail:

of

(Name of practice, partnership, association, company or incorporated body)

accept the appointment made in section 1 and declare, to the best of my knowledge, that the functional regulations are to be satisfied as set out in Section 3, with the assistance of the competent persons, if any, named in Section 3, and undertake to update this schedule whenever a change in approach to satisfying these Regulations arises.

Signature of professional:

Registration Council:

Category of registration:

(Insert Professional Architect/ Professional Senior Architectural Technologist/ Professional Architectural Technologist/ Professional Architectural Draughtsperson, etc.)

Professional Registration Number: