



APPLICATION FOR BUILDING PLAN APPROVAL

FEES VALID 1/07/2025 – 30/06/2026

ERF NO:			
STREET ADDRESS:			
TOWN:			
ZONING:			
OWNER'S DETAILS:			
NAME & SURNAME:			
POSTAL ADDRESS:			
		CODE:	
TEL NR:		CELL NR:	
E-MAIL:			
ARCHITECT/DRAUGHTSMEN DETAILS:			
NAME & SURNAME:		SACAP REGISTRATION NR:	
NAME OF BUSINESS:			
TEL NR:		CELL NR:	
E-MAIL:			
BUILDERS NAME:		CELL NR:	
DESCRIPTION OF BUILDING WORK:			
TOTAL AREA OF NEW WORK:		m²	
FOR OFFICE USE ONLY:			VAT INCLUSIVE
SCRUTINY/DEMOLITION FEE	0 – 200 m ²	R	838.00
	BIGGER THAN 201m ² @ R 7-50 per m ²	R	
SUBTOTAL OF SCRUTINY FEE			R
PLAN FEE (ACCORDING TO NEW m ²)	0m ² – 30 m ²	R	1 429.00
	31 m ² – 100 m ² @ R48-00 per m ²	R	
	101 m ² – 200 m ² @ R56-00 per m ²	R	
	201 m ² – 300 m ² @ R65-00 per m ²	R	
	301 m ² – @ R73-00 per m ²	R	
INDUSTRIAL (excl. Offices)	31 m ² – @ R30-00 per m ²	R	
FARMS (Agri Buildings less than 500m ²)	31 m ² – @ R30-00 per m ²	R	
FARMS (Agri Buildings more than 501m ²)	31 m ² – @ R15-00 per m ²	R	
SUB ECONOMIC (SMALLER THAN 80 m ²)	R337.00 (flate rate no scrutiny)		
SUBTOTAL PLAN FEE			R
TOTAL (VOTE #: 20240627099365)			R
ODM FEES 4.5% (Scrutiny)			R
VOTE #: 20170525139809			R
<u>TOTAL PAYABLE</u>			R

PLEASE TURN OVER

THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION:

1. A full **copy of the Title Deed** to be submitted together with your building plan.
2. A fully completed SANS 10400-A:2022 application form (**Form 1**)
3. **SANS 10400, Form 2:** all duties applicable, including Part XA (Energy usage in buildings) or Part XA calculations shown on plans to comply with the regulations. (Fenestration & R-values to be shown clearly)
4. Should the building be **older than 60 years**, written consent will be required from **Heritage Western Cape**.
5. **Two sets of building plans** must be submitted of which both copies must be coloured according to Part A of NBR.
6. Proof of payment of building fee required before application can be processed.
7. **Topographic survey** (empty plots with fall of more than 1m, or existing dwellings with double storey additions)
8. Completed Town planning Requirements form (See attached)
9. A **fire plan** is required for any submission that does not fall under the H4 Dwelling House occupancy.
10. Provide Proof of valid SACAP Registration / Privyseal on all plans

We the undersigned applicant, submit for consideration, plans depicting building work which we desire to carry out on the under mentioned site. We undertake to execute these works strictly in accordance with such plans and with the National Building Regulations promulgated under the National Building Regulations and Building Standards Act 103 of 1977 and in the case of all new works to complete them before occupation of premises is taken. We also certify that the answer to the question are to the best of my knowledge correct.

OWNERS SIGNATURE / AUTHORISED AGENT

DATE

BUILDING PLAN COLOUR INFORMATION			
PLAN OR SECTION		SITE PLAN	
RED	NEW MASONRY	RED	PROPOSED WORK
GREEN	NEW CONCRETE	BROWN	DRAINAGE
YELLOW	NEW WOOD	NOT COLOURED IN	EXISTING WORK
BLUE	NEW IRON OR STEEL		

BANK DETAILS

Account Holder: Overstrand Municipality

Bank: ABSA

Branch Code: 632005

Current Account: 3220000035

Reference: Erf Number & Suburb

Please e-mail proof of payment to: mcrafford@overstrand.gov.za – GANSBAAI / STANFORD AREA
mbosman@overstrand.gov.za – KLEINMOND AREA
tfisher@overstrand.gov.za – HERMANUS AREA

TOWN PLANNING REQUIREMENTS ON THE SUBMISSION OF BUILDING PLANS

1. Indicate whether the following has been indicated on the building plan:

Yes	No	N/A	Has the title deed been attached?
Yes	No	N/A	Does the title deed contain restrictive clauses that prohibits the proposed development?
Yes	No	N/A	Building lines in terms of both the Overstrand Land Use Scheme, 2020 and the title deed (the most restrictive applies)
Yes	No	N/A	Neighbours consent provided in terms of Section 16.1.1c of the Overstrand Land Use Scheme, 2020
Yes	No	N/A	Has the height restriction been indicated on the site plan and elevations?
Yes	No	N/A	Coverage
Yes	No	N/A	Floor Factor
Yes	No	N/A	Gross Leasable Area (for the determination of the applicable parking ratio)
Yes	No	N/A	Has historic building plans been scrutinized pertaining to zoning scheme requirements?
Yes	No	N/A	Approval of the HOA (when applicable)
Yes	No	N/A	Location within Heritage Protection Overlay Zone
Yes	No	N/A	Location within Environmental Protection Overlay Zone
<p>INCOMPLETE BUILDING PLAN SUBMISSIONS WILL RESULT IN THE BUILDING PLANS BEING RETURNED TO THE APPLICANT</p>			

.....
Architectural Professional Signature

.....
Architectural Professional Name

.....
Date

.....
Owner Signature

.....
Owner Name

.....
Date

OFFICE OF THE DIRECTOR: INFRASTRUCTURE & PLANNING

HEIGHT MEASUREMENT REQUIREMENTS

1. HEIGHT MEASUREMENT

1.1 CURRENT LAND USE SCHEME PROVISIONS

The Overstrand Municipality Land Use Scheme 2020 (OMLUS) states the following with reference to 'height' and the measurement thereof:

1.1.1 Height is defined in the OMLUS as follows;

"height" of a building or structure means no point on any building or structure shall exceed the maximum height prescribed in the development parameters, measured from the base level to the top of the structure directly above that point in meters, excluding general encroachments as stipulated in Chapter 16;

1.1.2 As per the development rules in zonings, the specified level to measure maximum height from is the "base level".

The "base level" is defined in the OMLUS as follows;

"base level" of a building means an imaginary plane drawn horizontally at the "average ground level" of the building or vertical division (for the purpose of an uncovered stoep and/or deck, a separate base level will be applicable);

The "vertical division" is defined in the OMLUS as follows;

"vertical division" of a building means a portion of the building with multiple floor levels that is clearly distinguishable as a logical vertical component from the other portions of the building, and where a building is divided in vertical divisions, then every such division shall have a separate base level, with a minimum difference in floor level of one (1) meter, for the purpose of administering this land use scheme;

1.1.3 the "average ground level" is defined in the OMLUS as follows;

"average ground level" means the average of the highest and lowest existing ground level immediately abutting the outer perimeter of a building, and the Municipality may:

- (i) determine the average ground level from measurements supplied on a building plan;
- (ii) deem a level to be the average ground level from the contour plan, local height benchmark or other information held by the Municipality; and
- (iii) require the owner or applicant to commission a registered land surveyor to measure levels of the ground or interpolate levels in order to provide the Municipality with sufficient information so that it can determine the average ground level for the purposes of this land use scheme;

1.1.4 In terms of the OMLUS, 2020 the maximum height above the base level relates to the "top of the structure".

"structure" is defined in the OMLUS as follows;

"structure" means the same as "building" (i.e. anything built by man);

"building" is defined in the OMLUS as follows;

"building", in addition to its ordinary meaning, includes:

- (i) any structure with or without a roof;
- (ii) any gallery, canopy, balcony, stoep, veranda, porch or similar feature of a building;
- (iii) any walls or railings enclosing any feature referred to in (ii); and
- (iv) any other portion of a building;

1.1.5 Please note that general encroachments as described under 16.1.1 of the OMLUS 2020 are applicable

1.2 REQUIRED INTERVENTIONS MOVING FORWARD IN RELATION TO THE MEASUREMENT OF HEIGHT

The following are required interventions when any plan, in relation to measurement of height, is submitted to the relevant department:

- 1.2.1 The “base level” must always be clearly included on any relevant plans submitted.
- 1.2.2 The method used to determine the “base”, as per one of the methods described in the definition of “average ground level” in the OMLUS, must be indicated.
- 1.2.3 Contours must be indicated on the site plan and be accompanied by a contour plan when relating to 1.3.
- 1.2.4 The height measurement of the top of the “structure” above the “base level” must be depicted on all elevations and possibly sections, where relevant. It must be clear that measurements are taken from the “base level”.
- 1.2.5 Where any overlay zoning in terms of the OMLUS, or architectural guidelines, provides additional restrictions on height, this measurement and the correct points from which the measurement is taken, must be provided on all elevations and possibly sections.
- 1.2.6 Correct terminology as set out in the OMLUS for calculating height must be used at all times.

1.3 REQUIRED INTERVENTIONS MOVING FORWARD IN RELATION TO THE PROVISION OF CONTOUR PLANS BY A PROFESSIONAL LAND SURVEYOR

A contour plan by a professional land surveyor must be provided when a plan is submitted to the relevant department and the property has the following features:

- 1.3.1 If the subject property is vacant and the difference between highest natural ground level and the lowest natural ground level of the outer perimeter of the structure is more than 0,5m.
- 1.3.2 The property is developed or vacant, and the new development is double storey or will be higher than 7m from the base level.
- 1.3.3 Any other case, a contour plan may be required by the municipality, to its discretion.

PLEASE NOTE

Always consult the Overstrand Municipality Amendment By-law on Land Use Planning, 2020 and the Overstrand Municipality Land Use Scheme 2020, before any land use application or building plan is submitted. Website - <https://www.overstrand.gov.za/en/documents/town-planning>.

[Overstrand Municipality Amendment By-Law on Municipal Land Use Planning 2020](#)

- Overstrand Municipal Land Use Planning Amendment Bylaw, 2020
- Overstrand Municipal Land Use Scheme, 2020
- Overstrand Environmental Protection Overlay Zone, 2020
- Overstrand Heritage Protection Overlay Zone, 2020