

agriculture, land reform  
& rural development

Department:  
Agriculture, Land Reform and Rural Development  
REPUBLIC OF SOUTH AFRICA

# DEVELOPMENT OF A LAND USE SCHEME

FOR THE DR BEYERS NAUDE LOCAL  
MUNICIPALITY, EASTERN CAPE

PHASE 1: INCEPTION REPORT

SEPTEMBER 2021

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# A. INTRODUCTION

The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires the services of suitably qualified Professional Service Provider to assist the Municipality with the ***“Development of the Dr Beyers Naude Local Municipality Wall to Wall Scheme”***.

This document serves as the Inception Report Prepared by **Tshani Consulting CC** towards the development of the Wall-to-Wall Land Use Scheme for the Dr Beyers Naude Local Municipality.

## 1. LEGISLATIVE CONTEXT

1.1 The Department of Agriculture, Land Reform and Rural Development (DALRRD) requires the services of firms or a consortium of suitably qualified firms to develop wall to wall Land Use Scheme (hereafter referred to as the LUS) for the Dr Beyers Naude Local Municipality in the Eastern Cape Province:

1.2 The apartheid spatial planning system has brought challenges which resulted in disempowerment of municipalities to properly deal with development, management, and the regularization of land use activities in their areas. This resulted in a differentiated approach used within municipalities to address land use management in different areas of the municipality.

1.3 Section 24 of the Spatial Planning and Land Use Management Act, Act No 16 of 2013 (SPLUMA) requires that a Municipality, must after public consultation, adopt and approve a single land use scheme for its entire area within 5 years from the commencement (1st July 2015) of the Act.

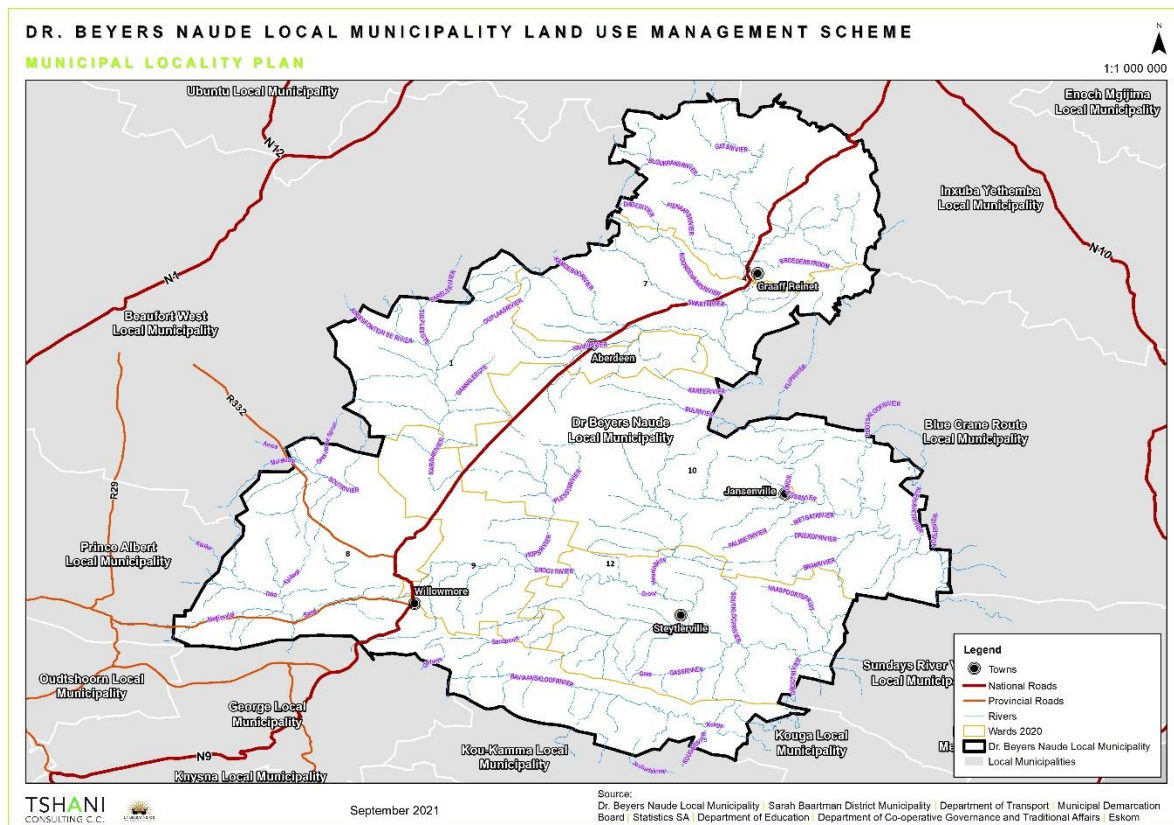
1.4 The DALRRD has since developed Land Use Scheme Guidelines in 2017 to guide municipalities in developing land use schemes as per the requirements of the SPLUMA. The DALRRD further developed a Model Land Use Scheme framework in 2029 for municipalities in order to facilitate the LUS development process.

## 2. LOCATIONAL CONTEXT

Dr Beyers Naudé Local Municipality, spatially the third largest Local Municipality in the country, is well-positioned as a portal to the mystical Karoo, in a region renowned for its pristine natural environment, rich heritage, diverse peoples and cultures. The vast area ( $\pm 28,690$  km<sup>2</sup> in extent) includes the towns of Graaff-Reinet, Willowmore, Aberdeen, Jansenville, Steytlerville, NieuBethesda, Klipplaat and Rietbron; plus, a number of smaller settlements and surrounding farms.



It boasts several very popular tourist attractions, beautiful landscapes and a healthy climate. The town of Graaff-Reinet, 4th oldest in South-Africa and referred to as the “Gem of the Karoo”, is a hub of agri-tourism activity; it is the political and administrative seat of the Municipality and is the centre where the biggest concentration of the population lives and works. The second largest town is Willowmore, also with a strong and vibrant tourism and agricultural sector. Willowmore should be viewed as a strategically well-positioned centre for managing and co-ordinating service-delivery & public participation in the southernmost part of the Municipal area.



### 3. BACKGROUND

- 3.1 The identified Local Municipality are managed by Town/Zoning Scheme Regulations that were promulgated in terms of the outdated/old order Provincial Legislation/Ordinances and that do not make provision for the current land use management challenges.
- 3.2 The current zoning/town planning scheme regulations have made it highly complex for the subject municipalities to manage development as they are not in a position to respond to all the development proposals. These zoning/town planning scheme regulations are not sufficiently detailed to provide clear direction on the land use management and the future growth of the various towns and rural areas within the municipalities. There is thus a lack of updated land use scheme policy/ guidelines to enable the municipalities to function optimally.
- 3.3 There is no alignment between the zoning/town planning schemes and the current Municipal Spatial Development Frameworks (SDF) and other local development plans in the municipalities. The current zoning schemes are the remains of the past racially based land use planning. The

existing zoning schemes therefore do not reflect the intentions and concerns of recent land use planning law reforms such as the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), the Municipal Systems Act, 2000 (Act 32 of 2000), the National Environmental Management Act, 1998 (Act 107 of 1998), the National Heritage Resources Act, 1999 (Act 25 of 1999), etc.

- 3.4 It is critical that land use management ("control") is integrally linked to forward planning and addresses the challenges of the municipalities. The Municipal SDFs would cover a wide range of policies dealing with housing, infrastructure, economic development, provision of social facilities and services to ensure that it is placed on a sustainable development pathway. The introduction of wall-to-wall land use schemes will provide opportunities to consolidate and integrate the various land use related policies and development control systems and place the municipalities on more efficient, effective and equitable growth pathway.
- 3.5 The identified municipalities have embarked on various strategic planning processes in response to developmental challenges facing their communities, their economies as well as their natural and built environment, for example the Integrated development plans (IDPs) and local economic development plans (LEDs). All of these strategies are geared at medium to long term development process, while the Land Use Scheme would also have an immediate impact.
- 3.6 The identified municipalities each pose unique development challenges that necessitate more integrated, efficient and effective land use management systems that are appropriate and more proactive in their application. Most municipalities in the country that have embarked on this process have focused on:
- Establishing a more direct and immediate link between forward/policy planning and day to day land use development control measures; and
  - Establishing a system of land use management in its entirety, from the provision of guidelines to the processing of the applications; the zoning register; development incentives; approval conditions; etc.
- 3.7 In view of the above, Dr Beyers Naude Local Municipality wish to embark on individual processes to prepare single (wall-to-wall) land use schemes for respective municipal areas in accordance with the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013). This Land Use Scheme should take into account various aspects such as integration, topography, infrastructure, environmental concerns, existing and future developments. The new Land Use Scheme will have direct impact on property values, business development and ultimately rates income for the municipality. These should introduce uniform and development facilitation land management system that should form the basis for sustainable development in the municipality for a long-term period.

## 4. THE OBJECTIVES OF THE PROJECT

4.1 The objective of this project is to assist this Municipality to develop a simplified and yet comprehensive single land use scheme to ensure the orderly and harmonious development of the municipal area without sacrificing the natural environment.

4.2 To develop Land Use Scheme that will give effect to and be consistent with the municipal SDFs and determine the use and development of land within the municipal areas to promote economic growth, social inclusion, and efficient development and to minimize the impact on public health and natural resources.

4.3 In terms of Section 24 of SPLUMA the content of a LUS must:

- Include suitable categories of land use zoning and regulations for the entire municipal area, including areas not previously subject to a land use scheme;
- Take cognizance of any environmental management instrument adopted by the relevant environmental management authority, and must comply with environmental legislation;
- Include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, rural areas, informal settlements, slums and areas not previously subject to a land use scheme;
- Include provisions to promote the inclusion of affordable housing in residential land development;
- Include land use and development incentives to promote the effective implementation of the spatial development framework and other development policies;
- Include land use and development provisions specifically to promote the effective implementation of national and provincial policies; and
- Give effect to municipal spatial development frameworks and integrated development plans.
- A land use scheme may include provisions relating to:
  - The use and development of land only with the written consent of the municipality.
  - Specific requirement regarding any special zones identified to address the development priorities of the municipality; and
  - The variation of conditions of a land use scheme other than a variation which may materially alter or affect conditions relating to the use, size and scale of buildings and the intensity or density of land use.

4.4 The Land Use Scheme must include but not limited to the following components:

- Scheme Regulations setting out the procedures and conditions relating to the use and development of land in any zone;
- A map indicating the zoning of the municipal area into land use zones; and
- A register of all amendments to such land use scheme.

4.5 The proposed LUS must give effect to the development principles as stipulated in Section 7 of SPLUMA: -

- (i). Spatial Justice;
- (ii). Spatial Sustainability;
- (iii). Efficiency;
- (iv). Spatial Resilience; and
- (v). Good Administration.

4.6 Given the land use management challenges facing municipalities, the following are critical components of a land use management system:

- Legislation, Land Use Policy and Guidelines;
- Integrated Zoning Scheme and Regulations;
- Zoning Maps;
- Assessment and Approval Procedures and Application Forms;
- Conditions of Approval;
- Zoning Register;
- Delegation of Decision-Making (including those relating to removal title deed restrictions);
- Development Incentives;
- Enabling Legislation;
- Reference Manual

4.7 The Land Use Scheme must take cognizance and adhere to national and provincial policies and legislation (particularly chapters 5 & 6 of SPLUMA 2013), including, but not limited to the Municipal by-laws, Municipal Spatial Development Frameworks and Comprehensive 2017 Land Use Scheme Guidelines as published by the department.

## 5. SCOPE OF WORK AND CRITICAL MILESTONES

5.1 The land use scheme to be developed should contain amongst other at least the following:

- i. Categories of land use zoning and regulation for the entire municipal area (scheme clauses and associated maps)
- ii. Provides mechanisms to promote affordable housing and other government housing schemes.
- iii. Provides mechanisms to provide incentives in strategically identified areas to promote economic and spatial justice as principles contained in the municipal spatial development framework.
- iv. Provides systems to deal with managing and regulating both formalities and informalities found with a municipal area.



- v. Transitional measures where necessary to ensure that a municipal land use scheme incorporate all land uses that duly exist and provide mechanism to migrate such land uses and associated rights to the new developed wall to wall scheme.
- vi. Provides mechanisms to link land use rights to the municipal evaluation system and other applicable system that constitute complete land use management system.
- vii. Be consistent with spatial development framework.
- viii. Process of adoption, review and monitoring of land use scheme
- ix. Processes relating to land use scheme enforcement

5.2 The Land Use Scheme adopted and approved in terms of Section 24 of SPLUMA must include at least the following:

- i. Scheme Regulations setting out the procedures and conditions relating to the use and development of land in any zone
- ii. Content of land use scheme
- iii. General Administrative, Powers and Legal effect of the Land Use Scheme
- iv. Maps indicating the zoning of the municipal areas into land use zones; and
- v. A register of all amendments to such a land use scheme

Phase	Deliverable	Cost	Timeframes
<b>Phase 1:</b> Detailed Inception Report and Communication Plan	Project Plan and Consultation Plan	10%	1 Month
<b>Phase 2:</b> Data collection and Status Quo on Land Use Rights/Land Audit	<ul style="list-style-type: none"> <li>• Data Collection and Analysis Report</li> <li>• Land Use Rights/Land Audit Report</li> </ul>	20%	3 Months
<b>Phase 3:</b> Land Use Scheme Regulations Preparation and Customization	Customized Draft LUS Regulations	10%	1 Month
<b>Phase 4:</b> Zoning Maps Report	Cadastral database of land uses/zoning and Report	15%	2 months
<b>Phase 5:</b> Assessment and approval procedures and application forms / conditions for approvals	Evaluation, procedures and condition of approvals report	10%	1 month
<b>Phase 6:</b> Zoning register / delegation of decision making / development incentives	Zoning register, delegations and incentives report.	10%	1 month
<b>Phase 7:</b> Consultation	Consultation report and amendments	10%	2 months
<b>Phase 8:</b> Final Draft Land Use Scheme and Reference Manual	Final Land Use Scheme document and supporting material	10%	1 month
<b>Retention</b>	Close Out Report	5%	

## B. PROJECT METHODOLOGY

*"If we don't figure out a way to create equity, real equity, of opportunity and access to good schools, housing, health care and decent paying jobs, we're not going to survive as a productive and healthy society."*

-Tim Wise

In order to Prepare the Wall-to-Wall Land Use Scheme for Dr Beyers Naude Local Municipality comprehensively, effectively, and uniquely, Tshani Consulting CC proposes the following process to be followed: -

### RURAL APPROACH TO TOWN PLANNING SCHEME

As highlighted in the working phase that follows Tshani Consulting CC will undertake the following task to ensure that areas outside the Urban Edge are not neglected when compiling the Town Planning Scheme:

- *The inclusion of informal settlement areas outside the urban edge;*
- *Involvement of Department of Agriculture, Land Reform & Rural Development throughout this project;*
- *Consultation with Traditional Leaders with regard to Communal land and the development thereof*
- *Engagement with Department of Agriculture, Land Reform & Rural Development to provide suitable recommendations and guidelines for development on Agricultural land.*
  - *Engagement with Rural communities and obtain input regarding Livelihood zones.*
  - *Guidelines on how to deal with application within Rural Areas.*
  - *Economic promotion through relevant zoning within Areas outside the urban Edge.*

# PHASE 1: PROJECT INITIATION

This is an introductory Phase of the project and a critical Phase because it unpacks all the finer details and processes to be followed. This stage will be initiated with a meeting between Tshani Consulting CC and the designated Dr Beyers Naude Local Municipality Project Manager, to refine and finalise the Methodology and the work programme. Thereafter, a Service Level Agreement will need to be signed between Dr Beyers Naude Local Municipality and Tshani Consulting CC.

**An Inception Report** will be drafted and will comprise the finalised Scope of Works and Methodology, as well as agreed to Timeframes, Budget and Payment Milestones. During this meeting, Tshani Consulting CC will assist the Dr Beyers Naude Local Municipality in establishing a Project Steering Committee (PSC).

The Inception Report will be submitted to the Dr Beyers Naude Local Municipality and thereafter, presented to the Project Steering Committee to depict the process to be followed to ensure that the desired Key Deliverables are achieved.

A '**Project Work Plan**' will be prepared and comprise of the timeframe, project timeline and anticipated working dates for the public participation processes.

The Work Plan will also explain how, the key outputs depicted within the terms of Reference will be executed within the timeline. An updated Work Plan will be submitted every **two (2) months** to confirm progress and cost updates.

The Project Work Plan will include the following information: -

- Team Leader and Sub-consultants;
- Methodology to be performed;
- Key outputs and deliverables;
- Total contract value as well as the value of the key outputs;
- Work programme

## **Communication Plan**

A Communication Plan is critical because it will need to unpack the when, how, why, who, where and what type of participation and consultation will take place. Participation and consultation is a critical task taking place in each phase of the project (at least in the Inception/Interim phase, Pre-Draft Phase, Final Draft Phase and Post adoption phase) and involves the introduction and purpose of a Scheme and way forward, the development of a Scheme with public participation, the adoption of the Scheme and implementation of a scheme, and it will involve;

- (1) Participation with all wards and ward councillors

- (2) Participation with all Traditional Council areas.
- (3) Participation and consultation with residents of areas.

Due to the nature of this project, it is recommended that a "**Communication/ Participation Strategy**" be developed in order to encourage participation of all stakeholders so that the Project addresses stakeholders' concerns.

Effective participation and engagement lead to better outcomes for the study area. If participation is managed in the correct manner, it will foster a sense of shared commitment to change between all stakeholders involved. In order for the participation to be effective and to ensure the same members are contacted and attend the participation sessions.

A sound Communication Strategy is fundamental to the success of the project, however not effectively communicating about the project and managing the information correctly could not only hamper the success of the project but could be a fatal flaw in the process.

This will be done as an attempt to involve, inform and gain support from the public and private stakeholders about the project and the status thereof, throughout the project duration. This is intended to enable the project to run smoothly and get information to the public and private sector stakeholders quickly and efficiently.

The success of a project of this nature and magnitude relies heavily on a well-balanced process involving technical analysis and evaluation, supported and informed by a focused participation and consultative process. These two processes need to constantly inform each other, thereby ensuring that the final product is technically feasible, financially sustainable, and that it has the buy-in of all relevant role players/ stakeholders.

The target audience which we aim at reaching constitutes of the Municipality, Local Business, Rate Payers Organisations, private sector and the greater public. The particular focus of marketing through Facebook is to develop and implement a creative, imaginative and bold strategy for the public to participate in the SDF process.

By employing effective marketing tools, we begin to create a "**hype**" around the conversation of what future spatial development in Dr Beyers Naude Local Municipality should look like.

The final communication plan will be guided and influenced by the Municipality. All proposals made will need to be approved by the local authority during the inception phase.

We will develop a more detailed Communication Strategy during this phase; however, we recommend the following elements, which will be included: -

- We will make use of the existing Municipal Facebook Page. This will be used to update the broader public of progress meetings, etc.



- We will make use of the Municipal Website to the Project, which will include regular progress on the project, meeting notifications, outcomes of meetings, reports, plan, fun facts, etc. This will be linked to the progress of the project in a more direct format.
- “Go Live” Video - live videos of the workshops/ brainstorming sessions to obtain live feedback and interaction with the public throughout the province and country.
- Posters – Informative Posters will be developed and put up at various nodal points within the Municipality to keep the public informed of the progress and successes of the project.
- All of these social media mediums will be handed over to the municipality upon completion of the project. The images below provide a view of the posts that have previously been posted on social media accounts for projects.

### **Political Support**

It is vital for the council of the Dr Beyers Naude Local Municipality to be involved from the onset of this scheme process. This will allow good communication through the duration of the project. A presentation of each phase will be presented to the council should it be required.

### **Project Steering Committee (PSC): -**

The Project Steering Committee will be established by the Municipality supported by the Tshani Consulting in identifying the relevant and key stakeholders and organisations. The responsibilities of the PSC will mainly be undertaking technical management of the Municipality, from the Inception to final draft of the Scheme, to ensure that the Terms of Reference are being followed throughout the course of the project. The PSC will comprise of the following suggested members: -

- The Municipal Manager
- The Head of Planning Department
- The IDP Manager
- Directors of Municipal Line Departments
- Representatives from Provincial Department of Planning
- Representatives from Local Government Departments

### **Workshops: -**

Workshops will be held during the different phases and we recommend the following institutions / individuals are present: -

- All members of the Project Steering Committee and the Joint Technical Committee.

- Ward Councillors
- NGO's
- Ratepayers Representatives
- Farmers Association
- Chamber of Business
- Professional Institution Representatives

A **PSC meeting** will be held at the end of this phase in order to present the Inception Report, Project Work Plan as well as to receive comments, feedback, and input.

**Deliverables:-**

- *Signed Service Level Agreement*
- *Inception Report and Communication Plan*
- *Project Work Plan (implementation process)*
- *Public Participation and Stakeholder Engagement Process Plan*
- *PSC Meeting*

**Timeframe:** Four (4) Weeks | One (1) month

**Reference Materials: -**

It is always important to have a point of reference as a guiding tool when compiling a high-level document such as the Scheme. Tshani Consulting CC will assess the relevance and implications of existing legislation, Spatial Planning and Land Use Management Act 16 of 2013, Provincial and Municipal SDF, land use scheme guidelines, model land use scheme and any other policy : -

- Department of Agriculture, Land Reform and Rural Development Land Use Scheme Guidelines 2017.
- Method for defining settlement relevant edges: the case of Ubuhlebezwe Municipality (COGTA 2012).
- Five Spatial Planning Training Modules (COGTA 2012).
- Eight Spatial Planning Guidelines (COGTA 2009).
- Guidelines for the Preparation of Schemes for Municipalities (COGTA 2011).
- Spatial Planning in Eastern Cape Toolkit.

- District Environmental Management Framework.
- Biodiversity sector Plans.
- National Environmental Management Act, 1998 (Act 107 of 1998)
- National Heritage Resources Act, 1999 (Act 25 of 1999)
- Dr Beyers Naude Spatial Development Framework 2021
- Dr Beyers Naude Integrated Development Plan 2020/21

## PHASE 2: STATUS QUO REPORT

Before embarking on data collection and Analysis, it is important that the team knows the project **Study Area** like the back of their fingertips. The team will familiarise itself with the extent of study area by means of taking a drive around all wards of the municipality. The mission will be to identify all main roads that traverse the municipal area of jurisdiction and more importantly the linkages to the surrounding areas, all major areas of the municipality, where the settlements are situated and what makes the towns function, etc. But over and above all of the above mentioned, we believe that we should not take the desktop approach when analysing the study area. Desktop approach and analysis sometime do not reflect the actual status quo of the area and at the end it results in inadequate scheme. The following is the approach we are going to take when collecting and analysing data: -

### Data Collection

This phase encompasses the collection of Key Data which would be analysed and mapped in the form of a set of base maps which would be used as the foundation to the scheme and its approach. In terms of the “**DALRRD's Guidelines for the Preparation of Schemes for Municipalities**”, the following data sets would be sourced and analysed:

- Municipal IDP, SDF, EMP, SEA (Strategic Environmental Analysis) and linking elements;
- Indigenous or local knowledge on land use practices and designations;
- Existing aerial photography and important mapping;
- Sourcing of Cadastral and Land tenure spatial data sets and verification thereof;
- Urban areas and settlement patterns;
- Geology, soil, topography and slope analysis;
- Current land use, building uses and existing schemes;
- Levels of services, service demands, capacity levels, costs, thresholds for expansion;
- Demographics and projections;
- Requirements for social facilities;
- Development opportunities and constraints, Transportation planning requirements (corridors, nodes, modal transfer points, non-motorised transport, ingress and egress requirements, car free areas, parking standards);



- Local Economic Development (LED) Plans that identify strategic investment areas and spatial implications of LED strategies;
- Urban edge or urban growth boundary delineation;
- Environmental elements including inter-alia: 1:50 year and 1:100-year flood lines/ Catchment areas;
- Areas where the harvesting of indigenous vegetation may or may not occur;
- Areas where visual impacts are to be minimised and promote public access e.g., around dams and rivers, significant landscape areas; and
- Any other locally specific information as provided by the Municipality.

### Contextual and Planning Analysis

#### *Cadastral Analysis:*

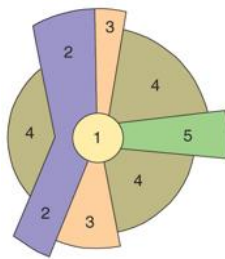
In order to ensure that the **Land Use Scheme** is undertaken properly, it is imperative that one works from a sound foundation. In this instance, a sound foundation relates to clean cadastral information (spatial data).

Tshani Consulting will **compare** the information in the with the latest municipal valuation roll and if there are any discrepancies these will be flagged with the Municipality.

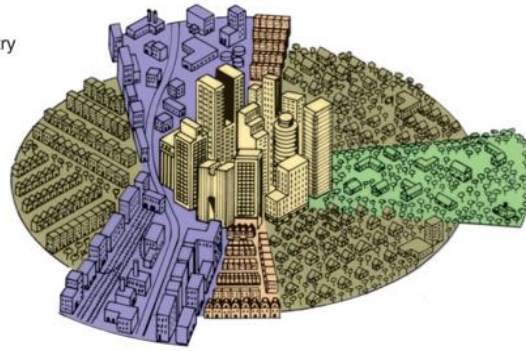
A written request will be made to the Surveyor General to make available the latest cadastral information for the Project Area. On receipt of the Surveyor Generals reply to make such information available, an external hard drive will be taken personally to the Surveyor Generals Office for the information to be downloaded. Together with the cadastral information, all servitudes, leases and sectional title information will also be obtained.

#### *Land Use Analysis & Projections:*

In an urban area, land use models are used to explain the way land is used. Land use models are theories which explain the layout of urban areas and contain functional land use zones. Below is a typical land use model that shows the main functional zones.



1. Central business district
2. Transportation and industry
3. Low-class residential
4. Middle-class residential
5. High-class residential



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Source: [www.geography.learnontheinternet.co.uk](http://www.geography.learnontheinternet.co.uk)

### Site Visit:

A site visit will be conducted to allow all members of the team to familiarize themselves with the Study Area and to complete an assessment at the same time.

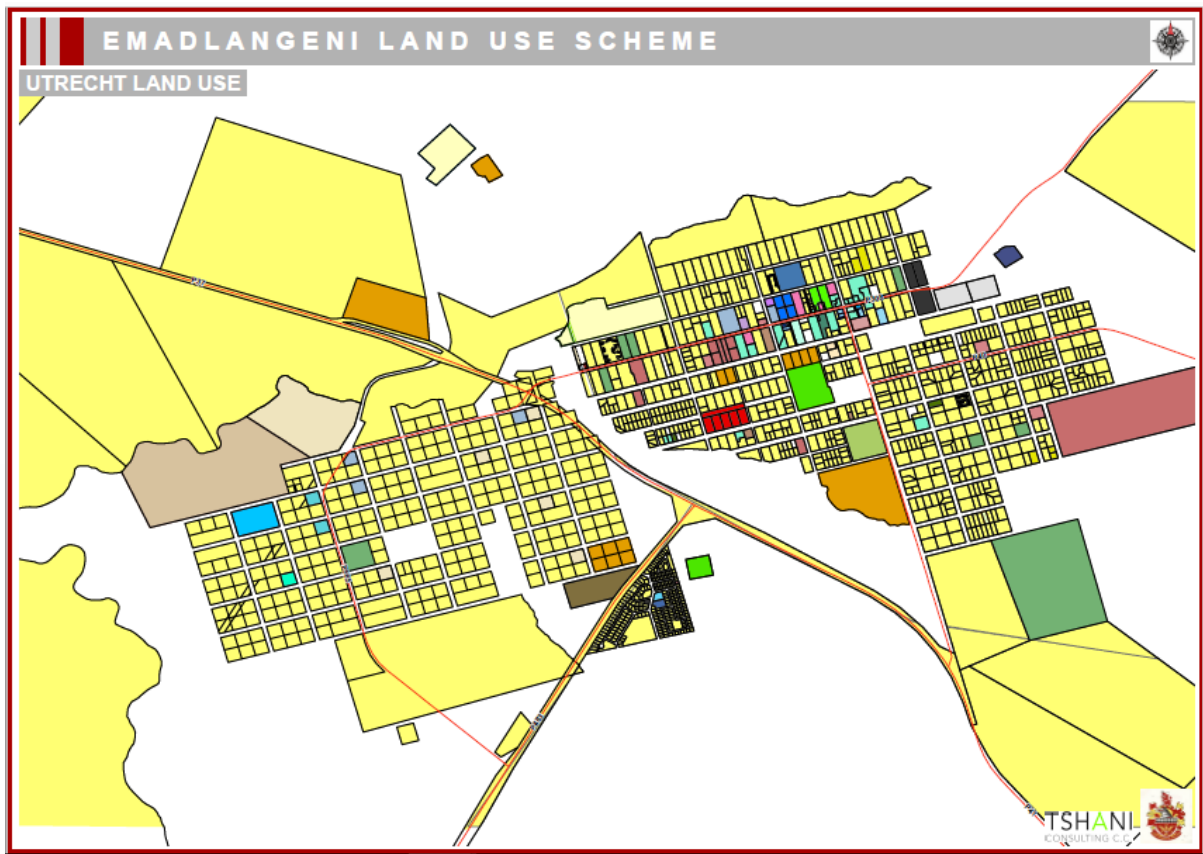
### Land Use Study:

A **detailed Land Use Study** of the Dr Beyers Naude Local Municipal area will be completed by Tshani Consulting CC.

Land Use Regulation Policies applicable to the study area will be analysed in order to prepare a **Land Use Analysis Plan**. The Land Use Information will be utilized to analyse whether the land use patterns and intensity, conform to the ideal notion of how a municipal area should be composed and should function. It will also assist in identifying whether development is taking place with any significant vision.

The essence of the land use analysis is to capture the character of the study area. The **development trends** of the area will also be depicted spatially. Such land uses identified in the study area will thereafter be captured on **ArcView GIS**. Once all the land use information is captured, shape files will be created.

The following plan is an example a land use plan.



The following plan is an example of non-conforming land uses plan.

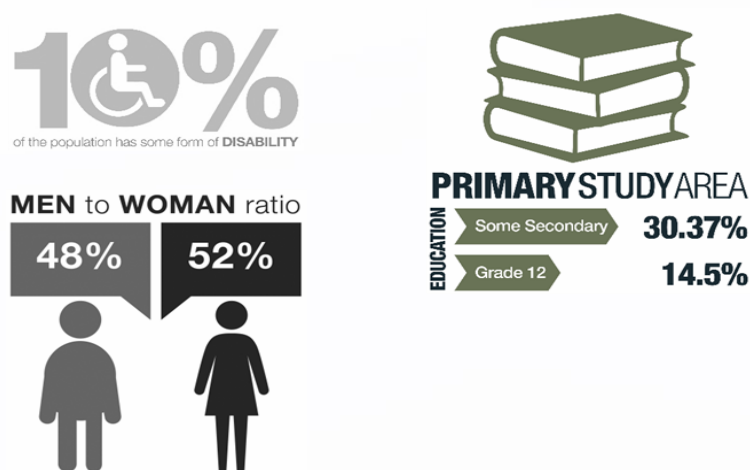


### Demographics Trends:

The "SuperCROSS" software package, is an Australian product that was first used by Stats SA for the dissemination of Census 2011 data and Census 2016.

As part of the secondary data collection process analysis, Tshani Consulting CC will analyse **the Census 2011 statistics** to determine the **demographic trends** and community dynamics that exist within the local municipality. The analysis will be in terms of changes in **population characteristics, household size, literacy levels, employment and unemployment rate, age groups, migration, and education levels.**

Tshani Consulting CC will make use of **Fast Facts Icon** (as displayed below) to illustrate demographic trends within Situation Analysis Report.



### Analysis of Legislation

Tshani Consulting CC will synthesis and incorporate new policy emerging from the SDF/ Strategies/ IDPs as well as the implications thereof for the Integrated Zoning Scheme and Regulations. Policy gaps will be identified and a brief of these should be prepared for further work

### Analysis of Town Planning Schemes:

Tshani Consulting CC will compare the scheme regulations to current nature of development within the town and determine whether the current scheme controls are suitable or not.

### Analysis of Zoning:

The primary purpose of a zoning is to separate land uses that are not compatible. In practice, zoning is used to prevent new development from interfering with existing uses of a community and also to stop illegal use of a property. Zoning is commonly controlled by local municipalities.



A zone is applied to a property and sets the property aside for a particular purpose/land use, or land uses usually used to separate different, incompatible land uses.

Zones are applied to parcels of land that have cadastral boundaries. It is possible for one property to have a split zoning. A zone may allow several different land uses as freely permitted, by consent and may prohibit some land uses. Zones are depicted on the Scheme Map using different colours. Standard colours are used to facilitate common understanding, especially when working across different municipalities.

This ensures consistency and legibility, for example:

- Residential - Coloured from Yellow to Brown Depending On Typology And Density
- Commercial - Blue
- Industrial - Purple

A zone conveys potential development rights that are stipulated in the Scheme. They form one of the bases for property valuations and property tax (rates) calculation purposes. The minimum size of erven and potential density of development must also consider the type of engineering services required and available. Zones can be formulated with different degrees of detail, depending on the need or requirement for complexity. SPLUMA (In Schedule 2) proposes the following land use purposes, which can be used as a guideline for the development of "zones" in municipalities. SPLUMA (In Schedule 2) proposes the following land use purposes, which can be used as a guideline for the development of "zones" in municipalities.

The information on the zonings of each property will be compared with the land uses captured, to verify whether there are any discrepancies or seemingly illegal land uses. If such discrepancies are found, they will be highlighted on a plan. This plan will be used when the Scheme Maps and Clauses are being prepared.

#### *Analysis of Informal Trade:*

Informal trade plays a vital role in the economy of areas and precincts. During the site inspection, informal trading areas will be identified and captured on a plan in GIS format. Depending on the intensity of the informal trade in the area, its significance will be analysed and addressed. The analysis will indicate the severity of the situation and the future of the informal traders.

#### *Analysis of Zoning Register:*

A Zoning Register records all amendments to the land use scheme and contains the following information:

1. <i>Date of application</i>	12. <i>Density</i>
2. <i>Name and contact details of applicant</i>	13. <i>FAR</i>
3. <i>Type of Application</i>	14. <i>Height (storeys)</i>
4. <i>Township/Farm name</i>	15. <i>Coverage</i>
5. <i>Erf or farm number</i>	16. <i>Building Line</i>
6. <i>Portion / Remainder</i>	17. <i>Parking Requirements</i>
7. <i>Property Description</i>	18. <i>Item No</i>
8. <i>Existing land use rights</i>	19. <i>Item Date</i>
9. <i>Rights applied for</i>	20. <i>Decision (Approved/Not Approved)</i>
10. <i>Square Metres Granted</i>	21. <i>Decision Date</i>
11. <i>Secondary Rights Granted</i>	

Tshani Consulting CC will meet with the relevant municipal officials to understand the process followed in recording all land use information relating to submission of applications, approval of applications, council decisions, etc. Based on this information, recommendations will be made.

Should recording of information be done manually; the information will be analysed to determine whether it is up to date and accurate. Should it be done electronically, the attributes table linked to ArcView GIS will be checked to identify whether it contains the necessary/relevant fields and whether the information is being captured.

Discussions will be held with the relevant officials to ascertain whether there are any challenges experienced when capturing the land use information.

This process will assist in understanding whether the capturing of land use records information is accurate, up to-date and the capturing process is functioning efficiently.

It is important that the zoning register is updated accurately as a register of all amendments to a scheme can be used for:

- Monitoring Urban Growth;
- Housing Demand and Supply;
- Identifying Development Pressure; and
- Aligning the Municipal SDF.

#### *Analysis of Processing of Applications:*

Tshani Consulting CC will meet with the relevant municipal officials who undertake the processing of all land use management application such as rezoning, subdivisions, departures, etc.

The intention will be to identify whether there are any challenges being experienced during this process and also to identify the delegation of decision making. All application forms will be analysed to identify, whether the information being requested is relevant or not pertaining to the application at hand.

Diagrams will be drawn to depict existing processes followed for each land use management application to identify the gaps.

#### *Analysis of Existing Policies:*

All existing policies, such as the Spatial Development Frameworks, Integrated Development Plans and any other local policies will be analysed to determine whether the existing zoning schemes align with these policies in terms of the zoning schemes being able to be used to manage the outcomes of these policies.

#### *Analysis of Existing Legislation:*

All existing legislations, national and provincial will be analysed to determine whether the existing zoning/town planning schemes for the municipal area are in compliance with legislative requirements for the zoning scheme from a legal and planning perspective.

These legislations being and not limited to:

- National Development Plan: Vision 2030;
- Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013);
- Municipal Systems Act, 2000 (Act 32 of 2000);
- National Environmental Management Act, 1998 (Act 107 of 1998);

#### *Analysis of Topography:*

In order to analyse the municipal area in terms of where development can take place, a slope analysis will be undertaken.

This will be achieved by demarcating all steep areas on a plan in Arc View. This plan will assist in the guiding where development can take place in the study area. This plan will also highlight all rivers/streams that impact on the study area.

#### *Analysis of Informal Settlements:*

An analysis will be completed of the linkages with informal settlements located beyond the study area, considering the nature and distribution informal settlement livelihoods, land uses, resource areas,

human resources, and skills base as well as the current local economic development initiatives, activities, needs, trends and dynamics. This study will also include an assessment of agricultural potential and related land use proposals.

### *Development Trends/Opportunities/Constraints*

During the site inspection, the development trend of the project area and its surrounding areas will be captured on a plan. The town planning section of the municipality will also be visited in order to obtain information on approved and developments in the areas.

The Local Economic Development Strategies will be analysed, and research will be conducted to identify strategic investment areas, are where economic growth should be discouraged etc.

### *Movement and Transport*

During the site inspection, all major transport routes will be identified, as well as formal and informal taxi facilities. Pedestrian movement will also be identified. A plan highlighting the major transport routes, taxi facilities and movement of pedestrians will be prepared. This plan will assist in understanding the movement of people within the study area and whether these routes need to be upgraded or not. The plan will also depict the corridors, nodes, modal transfer points, non-motorised transport, ingress and egress requirements, car free areas and parking standards.

An overall analysis will be done to assess the potentials that lie within the settlement edges, to establish whether key drivers and potential exist within these areas that can be able to assist with enhancing the lives of people that live there. We will also be looking at rural development initiatives that seek to enhance the lives of those that live within settlement edges. Research will be carried out.

## **Bio Physical**

### *Environmental Analysis:*

An analysis will be conducted to identify, align and highlight all valuable Environmental attributes including **geology, topography, special resource areas, limited development areas, environmental conservation zones, reserves** and the characteristics of **critical biodiversity corridors and areas. High potential agriculture land** will be identified, and an analysis will be conducted of these limited and **valuable resource areas** requiring **conservation and sensitive development management.**

The environmental analysis will provide background on all environmental policies and legislation relevant to the study area. Such legislations being:

- National Environmental Management: Integrated Management Act;
- National Environmental Management: Protected Areas Act;



- National Environmental Management: Waste Management Act;
- National Environmental Management: Biodiversity Act;
- National Water Act;
- National Heritage Resources Act;

The study area will be assessed against the relevant environmental policy such as:

- Biodiversity Conservation Plan
- Climate Change Response Strategy

Guidance will be provided on regulatory requirements for future development scenarios included in the implementation plan, such as water use licenses under the Water Act and EIA requirements in terms of the EIA Regulations (2010).

A site assessment will be conducted together with a meeting with the local municipal officials to identify issues. All environmental sensitivity areas will be map based on existing conditions and relevant environmental planning policy and guidelines, including identification of any species of special concern, wetlands, water courses, etc. and based on information gathered during site assessment.

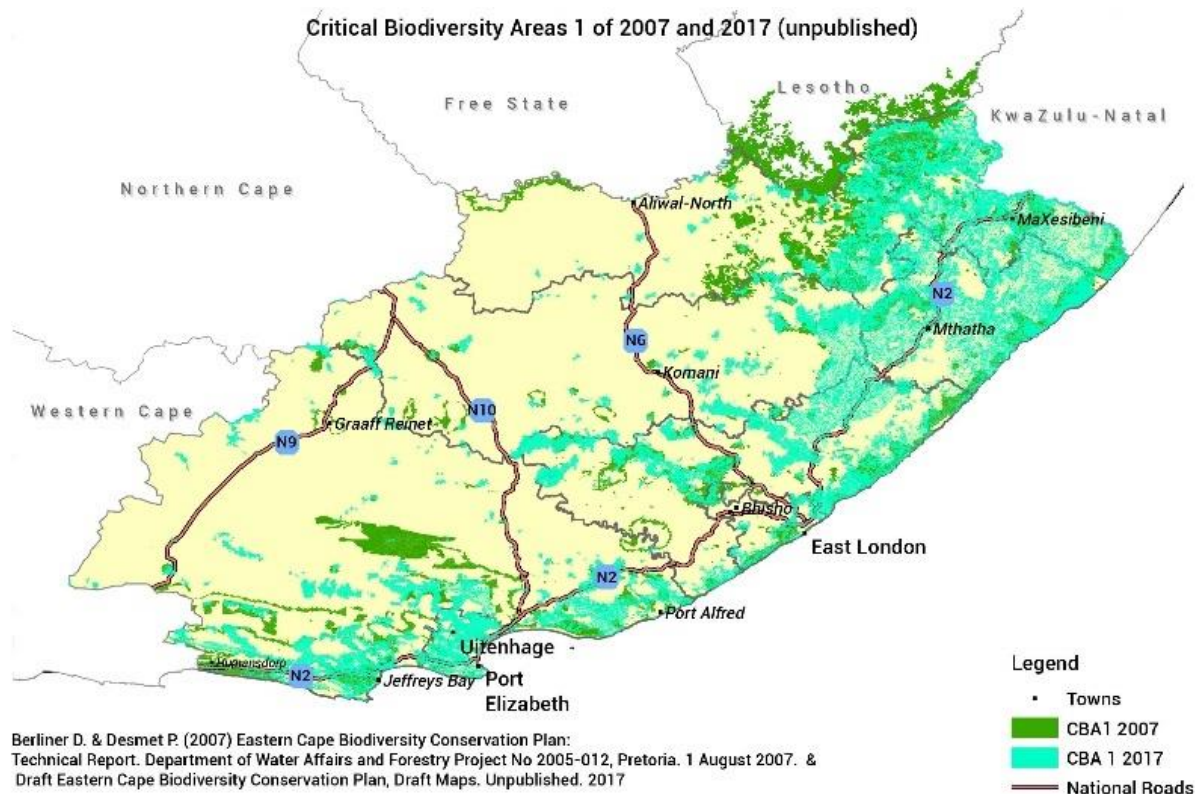
### *Biodiversity and Ecosystems*

All environmental sensitivity areas will be map based on existing conditions and relevant environmental planning policy and guidelines, including identification of any species of special concern, wetlands, water courses, etc. and based on information gathered during site assessment.

Based on the findings (conclusions and recommendations) of the above environmental aspects, areas will be identified for potential development and no-go areas.

An overall sensitivity assessment will be performed using criteria such as relative conservation and ecological importance of the communities' present, presence of indigenous species of special concern (ssc's) and extent of invasion. Environmental aspects/characteristics on site will mapped in terms of overall sensitivity.

**The latest CBA analysis will be assessed in terms of the BN LM region as the CBA review process has resulted in a significant reduction in CBA areas in and around BN LM.**



### *Climate Change*

The environmental study will also assess the implications of Climate Change according to the Climate Change Strategy Report prepared for the district on the sustainability of human settlement, economic and social activities in the context of various factors, including changing biomes, water resources, and impacts on agriculture. The environmentalist will analyse any/all climate change strategies and reports prepared for the municipality incorporated into this phase.

Climate change can affect coastal areas in a variety of ways. Coasts are sensitive to sea level rise, changes in the frequency and intensity of storms, increases in precipitation, and warmer ocean temperatures. The impacts of climate change are likely to worsen problems that coastal areas already face. Confronting existing challenges that affect man-made infrastructure and coastal ecosystems, such as shoreline erosion, coastal flooding, and water pollution, is already a concern in many areas. Addressing the additional stress of climate change may require new approaches to managing land, water, waste, and ecosystems. Tshani Consulting CC will address this by assessing case studies of coastal areas that have placed strategies to overcome or manage climate change.

### Socio Economic

#### *Social Facilities Assessment:*

All available social facilities reports/assessments will be collected and assessed, and shortfalls will be completed for the area. We will consider existing social facilities as well as strategic areas identified

that require social facilities. All "Social Infrastructure and Facilities" within the Dr Beyers Naude Local municipality area will be analysed and mapped. Particularly an analysis of those services and facilities falling under the mandate of the Dr Beyers Naude Local Municipality to ensure adequate spatial allocation for future needs such as cemeteries and community facilities.

A Social Facilities Analysis will be completed using the CSIR Standards and Thresholds, to determine if the numbers of facilities provided are sufficient or not. Tshani Consulting CC will also provide feedback on the current status of the existing facilities.

The Plan above is an example of a Social Facilities Analysis Map indicates access for social facilities within BN LM in terms of the Guidelines for Human Settlement Planning and Design.

It is due to the nodal traits of the above-mentioned towns that the area should be specifically targeted for the Development of amenities, social facilities and recreational facilities. Through close consultation, Tshani Consulting CC will thus collaboratively develop implementation strategies that guide the way the municipality prioritise their development efforts and capital expenditure.

Social Facilities within the rural settlements will also be analysed to determine what social facilities are available and what's required. This process will be a consultative process.

Key issues identified in this phase will be captured and Tshani Consulting CC will convert the text of the Key Issues to create Fast Facts. Examples of fast facts will be depicted diagrammatically may include:



On completion of the Analysis, a SWOT analysis table will be prepared, highlighting the Strengths, Weakness, Opportunities and Threats for the municipal area of jurisdiction in terms of land use management.

A Workshop will be held to present the findings of this phase to all stakeholders. This workshop will also be used to present the Strength, Weakness, Opportunities, and Threats (SWOT) analysis and obtain comments from the stakeholders in terms of how they see Land Use Management being enforced in the municipal area of jurisdiction.

**Deliverables:-**

- *Data Collection and Analysis Report*
- *Presentation to PSC*
- *Workshop with Stakeholders*

**Timeframe:** Twelve (12) Weeks | Three (3) Months

## PHASE 3: LAND USE SCHEME REGULATIONS

Draft an **appropriate set of General Definitions and Land Use Definitions**. The General definitions will apply to the **Planning Scheme**. These definitions and clauses shall be affirmed by legal experts with experience in planning law, Schemes, appeals and local/indigenous knowledge land use practices.

The **collaborative development** of land uses and associated user-friendly set of tables and within the Planning Scheme, which set out the uses which should be freely permitted, permitted by consent or prohibited, together with the additional development parameters/Scheme controls relevant for each zone; and Develop relevant planning and environmental policies, procedures and additional controls (e.g. restricted land access places, gender-based land practice encouraging safety for vulnerable children and people, parking policies, guidelines relating to urban agriculture, preservation of grazing lands, **Township Establishment** on Traditional land i.e. via Lease Agreements) and decide which should be included in the Planning Scheme and/ or which should be located in the Reference Manual.

### ZONING

Zoning controls the physical development of land and the kinds of uses to which each individual property may be used. The zoning will be evaluated in terms of its flexibility and pro-activeness regarding on-going development applications and technology.

A zone is applied to a property and sets the property aside for a particular purpose/land use, or land uses usually used to separate different, incompatible land uses. Zones are applied to parcels of land that have cadastral boundaries. It is possible for one property to have a split zoning. A zone may allow several different land uses as freely permitted, by consent and may prohibit some land uses. Zones are depicted on the Scheme Map using different colours. Standard colours are used to facilitate common understanding, especially when working across different municipalities. This ensures consistency and legibility, for example:

- Residential - Coloured from Yellow to Brown Depending on Typology and Density
- Commercial - Blue
- Industrial - Purple



LAND USE PURPOSE	SPLUMA DEFINITION
<b>Agricultural purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for agricultural activities, including the use of land for structures, buildings and dwelling units reasonably necessary for or related to the use of the land for agricultural activities
<b>Business purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for business activities, including shops, offices, showrooms, restaurants or similar businesses other than places of instruction, public garages, builder's yards, scrap yards and industrial activities.
<b>Commercial purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for distribution centres, wholesale trade, storage warehouses, carriage and transport services, laboratories or computer centres, including offices and other facilities that are subordinate and complementary to such use.
<b>Community purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for cultural activities, social meetings, gatherings, non-residential clubs, gymnasiums, sport clubs or recreational or other activities where the primary aim is not profit-seeking, excluding a place of amusement.
<b>Conservation purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for the preservation or protection of the natural or built environment, including the preservation or protection of the physical, ecological, cultural or historical characteristics of land against undesirable change or human activity



<b>Institutional purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for charitable institutions, hospitals, nursing homes, old-age homes, clinics and sanatoriums, either public or private
<b>Mining purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land for mining
<b>Public purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land as open spaces, public parks, public gardens, recreation sites, sport fields or public squares or for religious gatherings
<b>Recreational purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land primarily for recreation, including entertainment, leisure, sports and amusement facilities
<b>Residential purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land primarily for human habitation, including a dwelling house, group housing, hotels, flats, boarding houses, residential clubs, hostels, residential hotels and rooms to let
<b>Transport purposes</b>	Means purposes normally or otherwise reasonably associated with the use of land primarily as a point for the pick-up or off-load of people or goods, including taxi ranks, bus bays, bus stations, bus terminuses, railway stations and ancillary uses, including roads and streets

A scheme regulation is a document setting out procedures and conditions relating to the use and development of land in any zone. It explains the working of a scheme, development regulations as well as administrative procedures associated with changing land use.

The scheme regulation typically deals with the following components:

- Section i – Preamble
- Section ii – Definitions
- Section iii – Development Policy
- Section v – Scheme Map
- Section vi – Administration

### **Definitions**

A list of various Land Use Scheme definitions will be formulated which will be evaluated in terms of SPLUMA.

Tshani Consulting CC together with the relevant officials from the Dr Beyers Naude Local Municipality and the Department of Co-operative Governance and Traditional Affairs will engage during this process to ensure that a unilateral decision is taken for the formulation of the various definitions that will be contained in the Scheme for Dr Beyers Naude Local Municipality.

The following are examples of definitions that could be incorporated into the Scheme for Dr Beyers Naude Local Municipality.

**“Building use”** – means the use of a building or a specific purpose for which a building may be used.

**Agriculture”** – means the cultivation of land for crops and plants or the breeding of animals, or the operation of a game farm on an extensive basis on the natural veld or land; it includes only such activities and buildings which relate to the main agricultural activity.

Tshani Consulting CC will evaluate the appropriateness of the various Land Use Scheme definitions in line with the requirements of the municipality.

### ***Permitted Uses, Uses by Consent and Prohibited Land Uses***



**Freely permitted.** This category includes land uses that are compatible with the surrounding land uses, and which may be permitted by the municipality. Application in writing for a permitted use can sometimes be required although a building plan can also be sufficient.

**Permitted with the Consent of the municipality.** Consent in a scheme is an instrument which allows for amendments to the Scheme to which the municipality may apply conditions of approval. Municipalities should specify which applications require written consent from neighbours (which would only be applicable for uses that are likely to have a low impact), or consent uses which require full advertisement for public comment. In both situations, the municipality may impose conditions of approval. Therefore, the municipality should identify categories of consents in terms of its scheme for which the giving of notice in a local newspaper is not necessary. When preparing the Scheme, the planner needs to ensure that the land use tables, and or clauses, need to be specific about which uses require the written consent of neighbours and which require full advertisement.

**Prohibited Uses.** This category includes land uses which are incompatible with the surrounding land uses, and which a municipality is precluded from considering in a particular zone.

There are many ways in which the different land uses permitted, permitted by consent, or prohibited in different zones and Scheme controls may be documented. The most common system used by municipalities in South Africa system is shown below:



Use Zone	Scheme Map Colour	Purposes for which buildings may be erected and used and Land may be used	Purposes for which buildings may be erected and used and land may be used only with the consent of council	Purposes for which buildings may not be erected and used and land may not be used
		Permitted/ Primary Use	Consent	Prohibited
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
Residential 1		Uses listed alphabetically and/ or by number	Uses listed alphabetically or by number	Buildings and land use not included in Columns 3 and 4 and not listed in Table A
Residential 2		Uses listed alphabetically and/ or by number	Uses listed alphabetically or by number	Buildings and land use not included in Columns 3 and 4 and not listed in Table A

A municipality manages development through a series of development parameters, or Scheme controls (often also referred to as development controls) relating to each zoning that detail the requirements in respect of buildings, built form and sub-divisional matters.

Typical development controls to include in a scheme:

Planning control	Examples
Coverage restriction	To prevent over development of a site
Height restriction	Safety, climatic control-shade caused by high buildings, effect of wind, protection of views
Floor area ratio requirements	To control the size of buildings



Building density limits	To ensure that the area is not overdeveloped causing strain on social facilities and services
Side and rear space requirements and building lines	To ensure access to the rear of properties for fire safety purposes and to lay service infrastructure, space around buildings to ensure unrestricted airflow, adequate lighting, privacy, an area for recreation, and possibly future road widening
Parking and loading bay requirements	To ensure the vehicles can safely be accommodated off the street to facilitate smooth traffic flow
External appearance of building	To promote a sense of place
Erection of signage	For safety and aesthetic reasons

Other development parameters may also include:

- External appearance of buildings
- Urban design criteria
- Signage and advertising.

These parameters/controls need to be documented in the Scheme in an accessible and user-friendly manner. This information may be written in text, presented in tables (example below) or can be shown on templates that summarize key information about each zone.

<b>RESIDENTIAL ZONE</b>	
<i>Primary use:</i>	<i>Dwelling house</i>
<i>Consent use:</i>	<i>Day Care Centre, Institution, Second Dwelling Unit, 3-5 Room Bed &amp; Breakfast, Guest House, Utility Services, Attached Telecommunication Installation</i>

Minimum erf size:	500m <sup>2</sup>
Normal erf size range:	500 – 1 199m <sup>2</sup>
Street building line:	4.5m
Rear building line:	2m
Side building line:	2m
Coverage:	50%
Maximum Height:	At most 2 storeys
Minimum developable area:	May not be less than 75% of the minimum erf size stipulated for each density zone.
Additional Height Restrictions:	<p>6m – in the case of flat roofed buildings, or</p> <p>8m – in the case of inclined or pitched roofed buildings, and only the roof structure may exceed 6m above the grade line;</p> <p>provided that:</p> <ul style="list-style-type: none"> <li>• Chimneys and flues are exempt from this height restriction.</li> <li>• Antennae, satellite dish antennae (of less than 1.5m diameter), external geysers, wind turbines (including blades), solar geysers and solar panels attached to any surface of a building may not exceed the vertical height of the part of the building to which it is attached by more than 1.5m. If attached to a chimney or flue, it may not exceed the vertical height of the highest part of the building's roof by more than 1.5m.</li> </ul>
Parking:	At least 2 parking spaces per dwelling unit, on the land unit.
Street:	Roads must be Public Roads

**Deliverables:-**

- *Draft Scheme Clauses*
- *Draft Reference Manual*
- *Presentation to PSC*

**Timeframe:** Four (4) Weeks | One (1) Month

## PHASE 4: PREPARING THE SCHEME MAP

Tshani Consulting CC will be in constant consultation with the relevant Government departments and entities, such as the Department of Agriculture Land Reform and Rural Development (DALRRD), to ensure that areas subject to **Subdivision of Agricultural Land Act 70 of 1970** are being addressed. A meeting with the relevant DALRRD representative in Pretoria will be held to discuss the aforementioned.

The Tshani Consulting CC will prepare and package all the **Maps** for all areas subject to Act **70 of 70** and submit to all relevant departments. The Settlement Master Plans will be prepared for each of the **traditional Council areas**.

During this **process** Tshani consulting will conduct a **comprehensive survey and analysis** for each of the traditional council areas in which Tshani consulting will identify the following and map them appropriately:

- The **social facility** needs of the **settlements**.
- **Accessibility** to and from the settlement and **walkability** within the settlement.
- **Topography of the settlements** – this would inform future expansion as well as control **hazardous** development within the settlements.
- **Identification** and Confirmation of the settlement edge.
- Identification of types of **land uses** within the settlement.

Upon obtaining this information Tshani consulting will make recommendations and proposals to guide settlements and align to the Spatial development Framework and land use Scheme.

Tshani Consulting CC will map the zones which were determined in Phase 3 onto the cadastral obtained in order to Generate a **Draft Scheme Map**. Zoom in maps will be prepared for each Town as well as an overall map showing the entire municipal jurisdiction. All mapping will be done via ArcMap to ensure the municipality will be able to make easy use of the zoning data on Handover.

Tshani Consulting CC will ensure that comparative zones are chosen specific to the requirements of each individual area. This will ensure suitable land use management in each area.

All maps will be done in accordance with municipal requirements on ArcMap so that the municipality will be able to easily make use of the GIS Shapefiles on completion.

Furthermore, the **Draft Reference Manual** will be prepared by Tshani Consulting, **detailing the background** and **every detail** to the development of a scheme.

The Tshani Consulting CC will also conduct a **comprehensive desktop review process** to assess the existing consolidated **standardised** scheme to identify inaccuracies, conflict and gaps.

The assessment process will be undertaken as follows:

- The identification and investigation of key area specific issues that need to be considered in the consolidation of the scheme;
- Consideration of densification, parking, zone conflicts, definition conflicts, language, zone, new definitions, new land uses sequences, impact on infrastructure and any other relevant issues; and
- Consideration of comments from Stakeholders which have been formally submitted to the Municipality.

A **draft assessment report** will be prepared, which will highlight the inaccuracies, conflict and gaps. Such report will be forwarded to the Municipality for review and comments. This process will involve all relevant stakeholders such as the municipality, property owners, government officials, etc. The intention of this process will be for the validation of the zones based on vision statements and collaboratively developed statements of intent. Consideration of available infrastructure versus what is needed and the requirement for social facilities will also form part of this process.

- *How many sets of zones should there be? This is dependent on the size, complexity demands and development trends emerging in the area, as well as the role of the Municipality, formal and local/indigenous land use practices in place. This requires the refinement of the statements of Intent and the consideration of the SDF, EMF and SEA and, the Sector Plans in relation to local/ indigenous knowledge systems and practices.*
- *How much space should be allocated to each type of zone?*
- *How much public space is needed and where?*
- *What social facilities are needed to support the population?*
- *Where should the different sets of zones be located?*
- *What types of land use are suitable and appropriate for each type of zone?*
- *What are the best physical relationships between the various types of zones?*
- *Where should the exact boundary lines of each zone run, bearing in mind that some zones are separated by street pattern, some by the mid-block line and some are narrow bands of transition from one zone to the next?*
- *How to best align with any 'Urban Edge' or 'Urban Growth Boundary' as identified in the SDF?*



**The questionnaire will be handed out to the stakeholders during the Public Participation process, and they will be discussed with them and they will be required to complete them and return to Tshani Consulting CC.**

On completion of the assessment of the questionnaire, Draft Appropriate Clauses Standardized Clauses and definitions to remedy the errors, inaccuracies and gaps identified, including appropriate mapping (Land use and Zoning Scheme Plans) will be prepared.

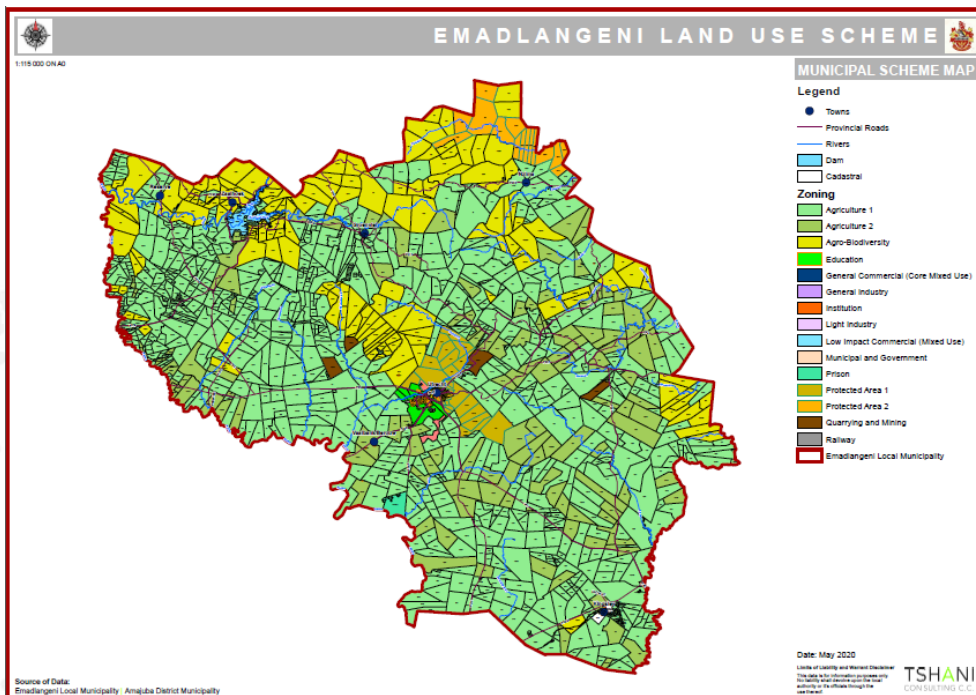
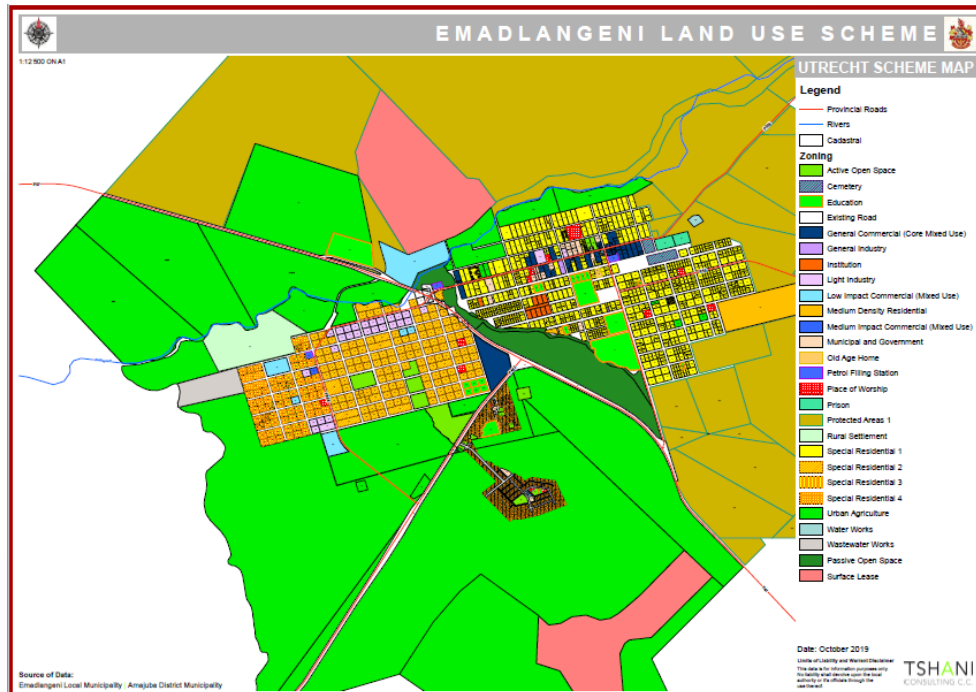
The Zoning Scheme Plans will be prepared on the outcomes of the Assessment Report and outcomes of the Public Participation.



**Deliverables:-**

- GIS Mapping of Zones
- Updating of GIS Databases
- Scheme Maps

**Timeframe:** Eight (8) Weeks | Two (2) Months



On completion of preparing the Scheme Map, the preparation of the clauses will commence.

## PHASE 5: APPLICATION PROCEDURES & ADOPTION

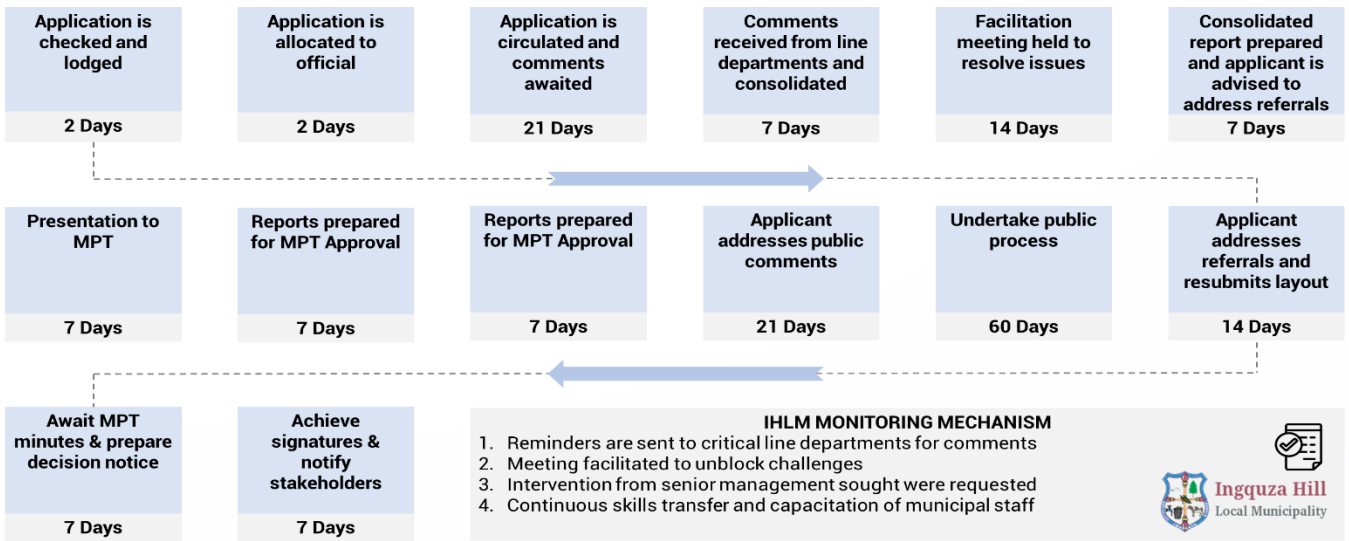
Tshani Consulting CC will evaluate and assess existing procedures impacting on the Land Use Scheme in terms of its efficiency and effectiveness as well as place emphasis in streamlining the required procedures, avoiding publication, shortening approval periods, and delegating decision to the lowest possible level.

Tshani Consulting CC will also evaluate and design application forms that eliminate duplication, easy to complete, comprehensive in terms of the approval requirements and as shoer as possible and link with electronic municipal land use management tool which will be development by DALRRD. The set application forms relevant to the scheme are developed and translated into the appropriate language for public usage. Such documents may include application forms required for:

- Consent applications;
- Development applications;
- Subdivision applications;
- Appeals;
- Submission of building plans;
- Criteria for the submission of planning applications.

Tshani Consulting CC will facilitate the submission of the Final Draft Land Use Scheme with all appropriate documentation to Council for final adoption. The Municipal Manager certifies signs and dates the document adopted by council.

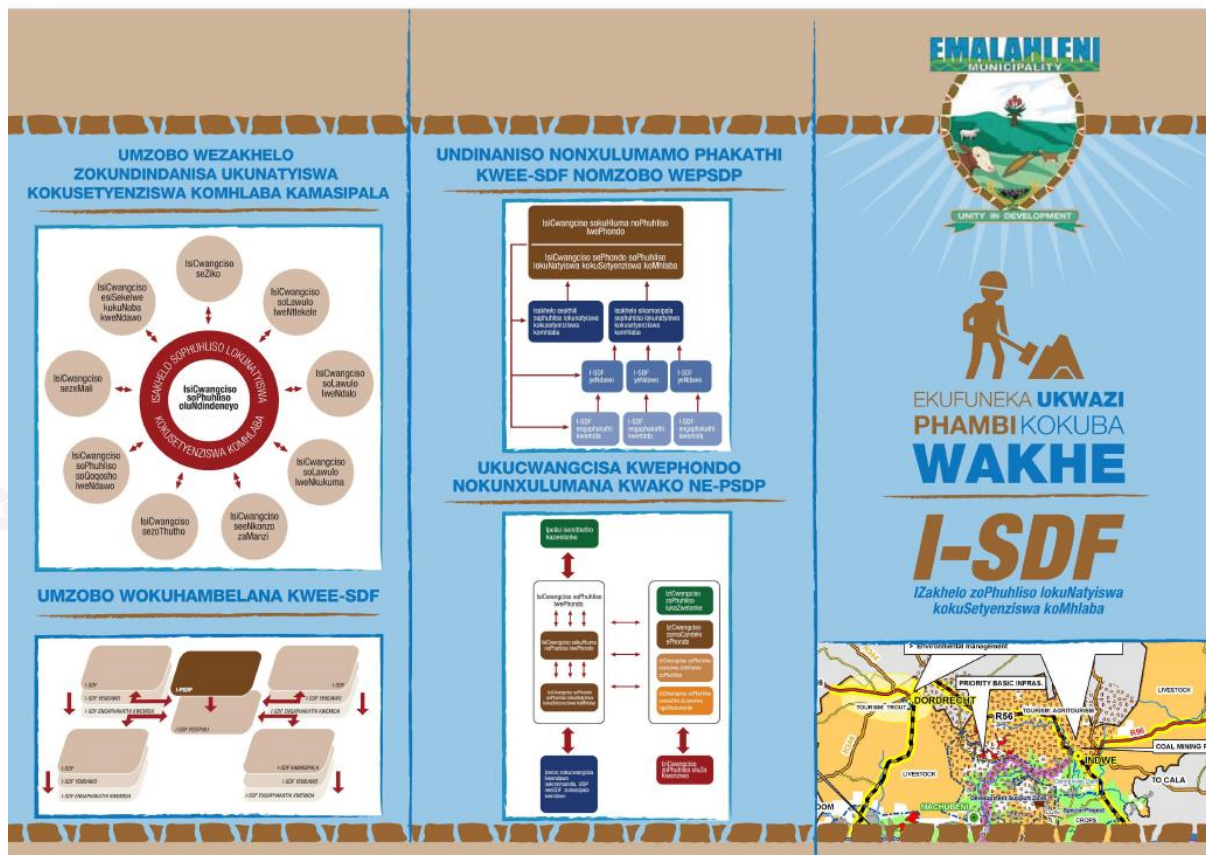
INGQUZA HILL LOCAL MUNICIPALITY DEVELOPMENT APPLICATION APPROVAL PROCESS



**Deliverables:-**

- Application processes and procedures report

**Timeframe:** Four (4) Weeks | One (1) Month



# PHASE 6: ZONING REGISTER, POLICIES AND ADDITIONAL CONTROLS

Determining which planning and environmental policies and additional controls will be required to make the Scheme clear and effective will be discussed with Dr Beyers Naude Local Municipality. These may include parking policies, various guidelines relating to urban agriculture, preservation of listed buildings, etc. A decision will be made as to which should be included in the Scheme and which should simply be referred to in the Scheme.

## *Procedures to be included in the Scheme.*

**In Phase 5**, Tshani Consulting CC would have assessed **the existing approval procedures** for all land use applications and identified the gaps that exist. Further to that, the relevant application forms would have also been assessed to determine whether the information that is requested is relevant and whether they aligned to SPLUMA.

**Based on the outcomes of the assessment of the approval procedures and the application forms, Tshani Consulting CC will in this phase make recommendations for changes in the approval procedures in terms of SPLUMA** to ensure efficiency and effectiveness. Such recommendations will be based on avoiding unnecessary publication, shortening of approval periods and delegating of decisions to the lowest possible level.

In doing so, diagrams will be formulated to outline application procedures. These diagrams will highlight the process that will be followed when assessing land use applications and will highlight the responsible people for decision making in the processes.

In line with the recommendations of changes in the approval procedures, **new application forms will be prepared to align with the SPLUMA and other relevant policies and legislations**. The intention will be to create application forms that request for pertinent information relating to the application on hand and to avoid duplication. It is possible that one application form could suffice for two or more land use applications. Such information could relate to applicants/owners' details, property details, applicable policy or legislation details, etc. All application forms will be developed electronically and linked with electronic municipal land use management tools.

Based on the various requirements from the municipal departments, Department of Co-operative Governance and Traditional Affairs, external government departments, etc., **standard conditions of approval for different uses and circumstances will be formulated**. These conditions will form part of an approval of an application, and in certain circumstances additional conditions could be added to them depending on the nature of the application. These conditions could relate to building regulations,



infrastructure requirements, environmental requirements, land use restrictions, removal of restrictive conditions, etc. Change of procedure and application forms will be evaluated from a legal perspective to ensure legislation legality.

### *Delegation of Decision Making*

The delegation of decision making is vital when assessing land development applications as it has direct impact on the approval of the applications in terms of effectiveness and efficiency. Tshani Consulting CC will develop diagrams which will depict where and when delegations are necessary and for what types of application. Such diagrams will indicate the responsible person/s that will be involved in the decision-making process. The removal of title deed conditions will also form part of the decision-making process and a diagram will also be prepared for this process.

### *Development Incentives*

It is of importance that areas identified as Special Areas in terms of the SDF's, LSDF's, LED and other relevant strategies, are managed appropriately so as to ensure that these areas don't become slum areas. In managing these areas, certain incentives need to be introduced to entice.

the property owners to develop their properties in accordance to the development vision of the municipality. Such incentives could be in the form of tax reliefs, rates relief (water, sanitation, electricity, etc.), etc.

Another form of incentive could be in the form of relaxing the scheme regulations, whereby the identified area could be incorporated into the scheme with it having special regulations pertaining to development of the area. It could be in the form of relaxing building lines, reducing parking requirements, increasing floor area and coverage for buildings. This in turn could encourage developers to develop properties with more lettable space which in turn will promote more job opportunities.

The municipality could also reduce application costs in terms of land use management and building plan application fees.

All the above incentives are examples that could be implemented, however in order to do so, Tshani Consulting CC would have to assess the most feasible option/s that are acceptable to the municipality as these incentives, if not implemented correctly could be detrimental to the economy of the area.

Furthermore, these incentives need to be aligned to government policies in order to ensure legality of the implementation of the preferred incentives.



## PHASE 7: CONSULTATION AND REVIEW

The outcome of Phases 3, 4, 5 and 6 will produce a Draft Scheme Map and Clauses that would have been presented to the PSC and workshopped with the stakeholders.

**The Draft Scheme will be revised and circulated** to the relevant authorities that have approval requirements and are concerned with social justice such as the Department of Agriculture, Economic Development, Tourism and Environmental Affairs, The Department of Rural Development and Land Reform, Department of Transport, Department of Water Affairs, The Department of Co-operative Governance and Traditional Affairs, the Department of Social Development and relevant NGO's.

**Participation and Consultation with all wards and ward councillors and and all Traditional Council Areas.**

It is to be noted that the above listed authorities will form part of the stakeholders and they will be invited to attend all relevant meetings in order to be keep abreast on the developments of the Scheme and to provide comments.

On receipt of **comments from the relevant authorities, the public comment process** will be initiated as per the Spatial Planning and Land Use Management Act No. 16 of 2013 (SPLUMA).

An advert will be placed in the local **newspaper calling** for the public to provide comments. The Draft Scheme will be **revised based on the public comments** and thereafter it will be submitted to Council for consideration.

### Communication Mediums

#### *Flyers/ Pamphlets/ Newspaper Advert*

A newspaper advert and A3 notices will be created in order to inform the general public that the Draft Scheme is out for Public Comments. This advert will be placed in the local newspaper.

The A3 notices will be placed in strategic areas within the urban and rural areas of the municipality, such as Community Halls, Police Stations, Post Offices, Churches, Schools, Clinics, etc.

The newspaper advert and the A3 notice will be in English and isiXhosa.

Once all comments have been addressed, Tshani Consulting CC will prepare a *DESKTOP Booklet* of the Scheme. Our in-house Graphic Designer will work with our planners to ensure that the document is reader friendly with graphics and annotations to make the scheme is easy to read.

The Tshani Consulting CC will also embark on developing a public participation report with the records of participation with interested ad affected parties. This report will cover the workshops, agenda, minutes and resolutions taken at meetings held.

**Deliverables:-**

- *Final Draft Land Use Scheme*
- *Desktop Booklet*

**Timeframe:** *Eight (8) Weeks/ Two (2) months*

## PHASE 8: CLOSE OUT PROCESS

The comments received from the consultation process undertaken in Phase 7 will be assessed and taken into consideration. The Draft Scheme Report and Maps will be amended where amendments are required in order to produce a Final Draft Land Use Scheme which can be taken to council for approval.

The Final Land Use Scheme Shall include but not be limited to the following:

- General
  - Short Title
  - Area of the Land Use Scheme
  - Status, commencement and validity of the Land Use Scheme
  - Powers of the Council
  - Purpose of the Scheme
  - Component of the Land Use Scheme
  - Transitional Arrangements.
- User Orientation
- Definitions
- Land Use Categories
- Land Use Zones
- Land use/zone matrix
- Management Zones
  - Environmental Management Zones
  - Act 70 of 1970 Management Zones
- Development criteria
- Scheme and Management maps
- Special mechanisms for special development zones including, but not limited to:
  - Rural areas and special settlement areas
  - Special site planning areas
  - Interim site planning areas
  - Environmental planning areas.
- Development Regulations
- General Regulations including by-laws and policies
- Planning Administration
- Application procedure
- Application content and format.

The reference manual will be finalised and will provide advise and reference on how the new Land Use Management Scheme will function. This will also allow the reader to better understand how to make use of the Land Use Scheme and provide insight on how to go about submitting Land Use Applications to the municipality and the associated timeframes.

A detailed close-out report will be prepared which will identify challenges, opportunities and lessons learnt so that the Dr Beyers Naude Local Municipality can relate to these highlights for future projects. In addition, the detailed Land Use Scheme (Map and Clauses), Geographical Information Systems (GIS) Data and relevant soft-copy information will also be submitted. A Meeting will be held Dr Beyers Naude Local Municipality to handover all information collected during the project.

**Deliverables:-**

- *Detailed Close-Out Report*
- *Project Close Out Meeting with Dr Beyers Naude Local Municipality*

**Timeframe:** Four (4) Weeks | One (1) Months

# C. OUTCOMES & DELIVERABLES

For the execution of this work, the project deliverables and outcomes are clearly defined below.

## 1. Final Documentation

The final documentation will be in both hard and electronic.

- Versions of the Reports and associated documentation.
- Mapping will be submitted in ArcView GIS capable format (shapefiles, layer files, .mxd files) for use in a GIS environment. In accordance with the collaborative processes undertaken throughout the project. Tshani Consulting CC will ensure that all GIS data and meta-data is fully compatible with that of the Dr Beyers Naude Local Municipality.
- Five hard copies and five electronic copies of the product must be submitted of which one set is for COGTA Spatial Planning.

Tshani Consulting CC will submit hardcopies of all Reports and Plans prepared. These reports and plans will also be made available in electronic copy. All reports will be prepared in A4 format, whereas maps will be prepared in A4, A3, A2, A1 and A0 page sizes. These plans will be produced in ArcView GIS format 10.1, 10.2 or 10.3, whichever format is used by the Municipality.

## 2. Reporting and Structure

Should Tshani Consulting CC be appointed, we will submit regular progress reports and attend meetings at intervals as determined by the Municipality.

All electronic and hard copy information captured will become the property of Municipality. All data will be handed over to the Municipality at the end of the project and it will not be used or shared, without written permission from Municipality. If we are selected as the preferred bidder, all communication will be between Tshani Consulting C.C. and the designated Programme Manager.

In terms of reporting, the Project Manager will be responsible for co-ordinating all meetings i.e. Project Working Groups, Steering Committee Meetings and Workshops, in terms of sending out invitations, confirmation of attendance, recording of minutes and distribution thereof.

Innovation and the use of isiXhosa where appropriate is required for stakeholder engagements;

**Meetings:** Tshani Consulting CC will take on the responsibility to setup and attend sufficient meetings with Council Staff as necessary ensure the successful completion of the project, as well as record, and summarise minutes and complete an attendance register for each meeting.



**Workshops:** Tshani Consulting CC will take on the responsibility to setup, attend and facilitate sufficient workshop sessions as necessary to ensure the successful completion of the project.

**Presentations:** Tshani Consulting CC will make milestone presentations to Municipal Departments (Project Steering Committee), relevant committees of Council and other stakeholders as and when required.

### 3. Quality Assurance

Tshani Consulting CC will assign a specific task and timeframe to each staff member assigned to the project. Instruction pertaining to the identified tasks will be given in writing to ensure no confusion takes place and the timeframes given is to ensure that the project timeframes are met.

The Project Manager will undertake routine and

- Consistent checks, to ensure data integrity,
- Correctness and completeness.

Check lists will be done to guide staff and be completed by the assigned staff, to ensure all information is gathered. All checklists will be signed by respective staff once completed and handed over to the Project Manager. This will ensure no duplication takes place and that no time is wasted. This will also assist in addressing any problems.

Documents pertaining to the project will be checked by the project manager before being delivered to the client. This is to ensure that all information is captured correctly, and formatting of the documents is consistent.

### 4. Skills Transfer

Tshani Consulting CC will liaise with the municipality to find out what human resources can be made available to participate in this project.

Once this has been finalized, Tshani Consulting C.C. will arrange a workshop with the identified officials from the municipality to introduce the project. A presentation will be done with them which will cover the following aspects:

- Purpose and Objective;
- Understanding and application of LUMS, SDF's' IDP's', SPLUMA, etc.;
- Requirements and outcomes of each Phase;
- Collection of Data;

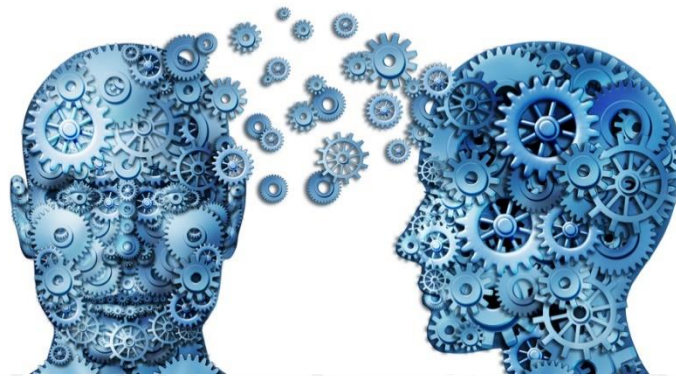
- Analysing of Data;
- Communication (written & verbal);
- Timeframes;

The purpose of the meeting will also allow Tshani Consulting CC to familiarize themselves with the identified officials and to understand what level of experience each official has in the Planning field. This will enable Tshani Consulting CC to identify the strengths of each official. In doing so, this will allow Tshani Consulting CC to work within the strengths of officials and to provide them with skills that they require.

A copy of the inception report will be provided to the officials for them to be kept abreast of the phases to follow and the work that will be entailed. Attached to the inception report will be a Skills Transfer Plan that will inform them of the various levels of skills that will be transferred to them during the project duration.

During each Phase, Tshani Consulting CC will utilise the identified officials and will provide them with the necessary skills required to complete relevant tasks throughout the project.

At the end of the project, Tshani Consulting CC will provide a report to the municipality on the skills provided and the process and methods followed in terms of how these skills were passed on to the identified officials.



## 5. MUNICIPAL GIS REQUIREMENTS

In order to promote the efficient management of all GIS data within the Dr Beyers Naude Local Municipality, the following set of GIS data standards have been drawn up for GIS related works contracted by the Municipality. The details of these standards are outlined below: -

- The format of delivery of the spatial data shall be in ArcView Shapefile Format.

- All spatial data that is provided to the Dr Beyers Naude Local Municipality must be provided in the Projected WGS84 co-ordinates (meters) on the Hartbeeshoek 94 datum.
- The attribute data accompanying the spatial data should be delivered in DBASE IV (.dbf) file format.
- All the CAD drawings must be done in 3D or in co-ordinates space (WGS 84).
- X and Y co-ordinates must be provided in decimal degrees.
- A completed metadata record must be provided for each spatial dataset delivered.
- All the spatial and attribute data be provided on CD-ROM or DVD in the above-mentioned format.
- An. mxd with all the layer files must accompany the data (map package)

**All maps and overlays** generated in this project will be produced by the Service Provider and their information captured in ArcView GIS capable file format, for use in the GIS environments of the Municipality, the district and the Department. An appropriate "standard scale" (e.g. 1: 1250/ 2500/ 5000/ 7500/ 10000 etc) is to be used.

**All metadata, MXD files and data layers** used as well as shapefiles that are created by the Service Providers to produce the maps are to be provided to the Department and municipality on conclusion of the project (handover).

The mapping (informant maps/plans) and text need to be done in a logical progression (systematic step by step process) showing the build-up of arguments and information that is easily followed and culminates in a sound conclusion.

All maps and overlays generated in this project will be produced by the Service Provider and their information captured in ArcView GIS capable file format, for use in the GIS environments of the Municipality, the district and the Department. An appropriate "standard scale" (e.g. 1: 1250/ 2500/ 5000/ 7500/ 10000 etc) is to be used.

All metadata, MXD files and data layers used as well as shapefiles that are created by the Service Providers to produce the maps are to be provided to the Department and municipality on conclusion of the project (handover).

The mapping (informant maps/plans) and text need to be done in a logical progression (systematic step by step process) showing the build-up of arguments and information that is easily followed and culminates in a sound conclusion.

The final, prepared Single Land Use Scheme must meet the requirements of the **Spatial Planning and Land Use Management Act No. 16 of 2013 Chapter 5 Section 24 (2)** whereby a land use scheme must:

- Include appropriate categories of land use zoning and regulations for the entire municipal area, including areas not previously subject to a land use scheme;
- Take cognizance of any environmental management instrument adopted by the relevant environmental management authority, and must comply with environmental legislation;
- Include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, rural areas, informal settlements, slums and areas not previously subject to a land use scheme;
- Include provisions to promote the inclusion of affordable housing on residential land development;
- Include land and development incentives to promote the effective implementation of the spatial development framework and other development policies;
- Include land use and development provisions specifically to promote the effective implementation of national and provincial policies; and
- Give effect to municipal spatial development frameworks and integrated development plans.

Mapping should be submitted in Arc View GIS capable file format (shape-files, layer files, mxd files) for use in a GIS environment. All mapping notation should align with the standards already established in the Scheme Guidelines (CoGTA 2011) and in accordance with the collaborative processes undertaken throughout the project. The Service Provider should ensure that all GIS data and meta-data is fully compatible with that of the Provincial CoGTA GIS Unit and the District GIS Unit.

The document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Project Steering Committee. Innovation and the use of isiXhosa where appropriate will be encouraged during stakeholder engagements.

## 6. COPYRIGHT OF DOCUMENTATION

All outputs prepared by the consultant in connection with the services to be rendered shall become the property of the Dr Beyers Naude Local Municipality upon submission to and payment by the Municipality, who shall have full copyright herein. In the event of termination of this appointment the Municipality reserves the right to use all or any of the documentation for the completion of the project.

# D. PROJECT CONSULTATION

The success of the project is dependent on ensuring all stakeholders (primary and secondary) are part of the **Formulation of the Single Scheme**, to deal with specific development challenges. We propose the following participatory structures: -

## Stakeholder Engagement

Tshani Consulting CC will co-ordinate one on one stakeholder engagement with the relevant sector departments within the municipality. Stakeholders will also be from the area and will be involved in the development process. Such Stakeholders may include property owners, estate agents, traditional leaders and the community. There will be regular follow ups and consultation with the stakeholders in order to deal with the sustainability of the project.

## Project Steering Committee

We recommend that the following be part of the PSC: -

- *Project Manager*
- *Municipal Town Planner (Team Leader)*
- *Municipal Sector Departments*
- *Department of Co-operative Governance and Traditional Affairs*
- *Department of Water Affairs*
- *Department of Public Works*
- *Department of Economic Development, Tourism and Environmental Affairs.*
- *Department of Human Settlements*
- *Department of Agriculture, Forestry and Fisheries*
- *Department of Transport*

## Workshops

Workshops will be held during the different phases of the project process and we recommend the following institutions / individuals are present: -

- *Ward Councillors*



- *NGO's*
- *Ratepayers Representatives*
- *Farmers Association*
- *Chamber of Business*
- *Professional Institution Representatives*
- *Conservancies*
- *Interested & Affected Parties*

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- *Professional Institution Representatives*
- *Conservancies*
- *Interested & Affected Parties*

# E. PROJECT DURATION

Tshani Consulting CC aims to complete the project with a period of 12 Months, effective from the date of appointment. The table below depicts the stages and the timeframe for completion: -

PHASE	TIMEFRAME
Phase 1: Detailed Inception Report and Communication Plan	One (1) Month / Four (4) Weeks
Phase 2: Data collection and Status Quo on Land Use Rights/Land Audit	Three (3) Months / Twelve (12) Weeks
Phase 3: Land Use Scheme Regulations Preparation and Customization	One (1) Month / Four (4) Weeks
Phase 4: Zoning Maps Report	Two (2) Months / Eight (8) Weeks
Phase 5: Assessment and approval procedures and application forms / conditions for approvals	One (1) Month / Four (4) Weeks
Phase 6: Zoning register / delegation of decision making / development incentives	One (1) Month / Four (4) Weeks
Phase 7: Consultation	Two (2) Months / Eight (8) Weeks
Phase 8: Final Draft Land Use Scheme and Reference Manual	One Month (1) Month/ Four (4) Weeks
	Twelve (12) Months

\*\*\* Detailed Project Work Plan attached to Inception Report

# F. PROJECT BUDGET

Tshani Consulting CC aims to complete the Land Use Scheme for the **total amount of R 419 750,00** incl. VAT @ 15%. The budget breakdown is as follows: -

Activity	Resource	Professional Fee (Hourly Rate)	No. of Hours	Total
<b>PHASE 1: PROJECT INITIATION</b>				
Project Management	Tshani Consulting CC	R 500,00	4	R 2 000,00
Inception Meeting	Tshani Consulting CC	R 850,00	4	R 3 400,00
	Tshani Consulting CC	R 600,00	2	R 1 200,00
Inception Report	Tshani Consulting CC	R 850,00	4	R 3 400,00
	Tshani Consulting CC	R 600,00	4	R 2 400,00
PSC Meeting	Tshani Consulting CC	R 850,00	3	R 2 550,00
	Tshani Consulting CC	R 600,00	3	R 1 800,00
Subtotal				R 16 750,00
<b>Disbursements</b>				<b>R 5 000,00</b>
Subtotal				R 21 750,00
Vat @ 15%				R 3 262,50
<b>Sub-Total A</b>				<b>R 25 012,50</b>
<b>PHASE 2: STATUS QUO ANALYSIS</b>				
Project Management	Tshani Consulting CC	R 500,00	20	R 10 000,00
Town Planning	Tshani Consulting CC	R 850,00	40	R 34 000,00
Environmental Input	CES	R 850,00	20	R 17 000,00
GIS	Tshani Consulting CC	R 500,00	15	R 7 500,00
Subtotal				R 68 500,00
<b>Disbursements</b>				<b>R 10 000,00</b>
Subtotal				R 78 500,00
Vat @ 15%				R 11 775,00
<b>Sub-Total B</b>				<b>R 90 275,00</b>
<b>PHASE 3: LAND USE SCHEME REGULATIONS</b>				
Project Management	Tshani Consulting CC	R 500,00	15	R 7 500,00
Town Planning	Tshani Consulting CC	R 850,00	40	R 34 000,00
Environmental Input	CES	R 850,00	15	R 12 750,00
Subtotal				R 54 250,00
<b>Disbursements</b>				<b>R 5 000,00</b>
Subtotal				R 59 250,00
Vat @ 15%				R 8 887,50
<b>Sub-Total C</b>				<b>R 68 137,50</b>

PHASE 4: ZONING MAPS REPORT					
Project Management	Tshani Consulting CC	R	500,00	20	R 10 000,00
Town Planning	Tshani Consulting CC	R	850,00	30	R 25 500,00
GIS	Tshani Consulting CC	R	500,00	35	R 17 500,00
Subtotal					R 53 000,00
<b>Disbursements</b>					<b>R 5 000,00</b>
Subtotal					R 58 000,00
Vat @ 15%					R 8 700,00
<b>Sub-Total D</b>					<b>R 66 700,00</b>
PHASE 5: ASSESSMENT AND APPROVAL PROCEDURES					
Project Management	Tshani Consulting CC	R	500,00	15	R 7 500,00
Town Planning	Tshani Consulting CC	R	850,00	30	R 25 500,00
Subtotal					R 33 000,00
<b>Disbursements</b>					<b>R 5 000,00</b>
Subtotal					R 38 000,00
Vat @ 15%					R 5 700,00
<b>Sub-Total E</b>					<b>R 43 700,00</b>
PHASE 6: ZONING REGISTER					
Project Management	Tshani Consulting CC	R	500,00	10	R 5 000,00
Town Planning	Tshani Consulting CC	R	850,00	20	R 17 000,00
Subtotal					R 22 000,00
<b>Disbursements</b>					<b>R 5 000,00</b>
Subtotal					R 27 000,00
Vat @ 15%					R 4 050,00
<b>Sub-Total F</b>					<b>R 31 050,00</b>
PHASE 7: CONSULTATION					
Project Management	Tshani Consulting CC	R	500,00	15	R 7 500,00
Town Planning	Tshani Consulting CC	R	850,00	35	R 29 750,00
Subtotal					R 37 250,00
<b>Disbursements</b>					<b>R 10 000,00</b>
Subtotal					R 47 250,00
Vat @ 15%					R 7 087,50
<b>Sub-Total G</b>					<b>R 54 337,50</b>
PHASE 8: FINAL DRAFT LUS					
Project Management	Tshani Consulting CC	R	500,00	10	R 5 000,00
Town Planning	Tshani Consulting CC	R	850,00	15	R 12 750,00
GIS	Tshani Consulting CC	R	500,00	15	R 7 500,00
Subtotal					R 25 250,00
<b>Disbursements</b>					<b>R 10 000,00</b>
Subtotal					R 35 250,00
Vat @ 15%					R 5 287,50
<b>Sub-Total H</b>					<b>R 40 537,50</b>

Professional Fees Sub Total	R 310 000,00
Disbursements	R 55 000,00
<b>Subtotal</b>	<b>R 365 000,00</b>
VAT @ 15%	R 54 750,00
<b>Grand Total (Sub-Total A + B + C + D + E + F + G + H + I)</b>	<b>R 419 750,00</b>

## G. CONCLUSION

Tshani Consulting CC is more than capable of developing a professional document that the Municipality is able to implement from DAY 1 after the completion of the Land Use Scheme.

Tshani Consulting CC has a hardworking and dedicated team of professionals, with numerous years of experience in Spatial Planning and policy development, and with the expertise of the team we have on board to conduct the study, as put forth in our Phase 1: Inception Report.