



Land Development Application Form

For Official Use:

Applicant Reference Number	Municipal Reference Number

Status of Application: (insert dates)

Received	Confirmed as complete	Circulation	Advertised	All comments received	Responded to comments	Assessment report	Decision

Applicant / Objectors notified	Appeal received	Appeal Hearing	Final Decision	Other			

SECTION 1

Details of Applicant

Name: _____ Postal address: _____ _____ _____ _____ Code: _____ Tel no: _____ Fax no: _____		Contact person: _____ Physical address: _____ _____ _____ _____ Cell no: _____ E-mail address: _____	
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SECTION 2
Details of Land Owner (If different from Applicant)

Details of Land Owner (if different from applicant) Name: _____ Postal address: _____ _____ _____ _____ Code: _____ Tel no: _____ Fax no: _____		Contact person: _____ Physical address: _____ _____ _____ _____ Cell no: _____ E-mail address: _____	
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Note: If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application. This also applies if the person applying is still busy obtaining the land unit and if the land unit is owned by a company or more than one person.

SECTION 3
Details of Property

(In accordance with Title deed)

Erf/ Farm No and portion description: _____ Physical address of erf/farm: _____ Town/suburb _____ If not in a town, location from nearest town: _____ Municipal area: _____	Area (m ² or ha): _____ Existing zoning: _____ Existing land use: _____ Area applicable to application: _____ Title deed no: _____
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(If not registerable in Deeds Office)

Registration Division: _____ Administrative Area: _____ Traditional Council: _____ Location or Settlement: _____ Plot / Lot / PTO of Quitrent Title no (if any): _____	Area (m ² or ha): _____ Existing zoning: _____ Existing land use: _____ Area applicable to application: _____
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Note: If the property is situated in a trust or communal land area under traditional council or communal property association, attach proof of land right allocation by the traditional council in terms of the applicable customary law or communal property association. Where applicable, also attach proof of community resolution in terms of Interim Protection of Informal Land Rights Act.

SECTION 4
Details of the Type of Application being Submitted

Application for:
(Please mark applicable block with a cross)
(If application consists of more than one action, mark all relevant actions)

Rezoning of land:	
Subdivision of land into less than 20 units:	
Subdivision of land into 20 or more units:	
Consolidation of land:	
Temporary departure from land use scheme provisions applicable to land:	
Permanent departure from land use scheme provisions applicable to land;	
Removal, suspension or amendment of Title Deed Restrictions:	
Consent use:	
Closure of Public Place or Public Road:	
Extension of validity of an existing approval:	
Phasing of an approved subdivision plan:	
Annulment, suspension or amendment of conditions of approval:	
Any other application in terms of national legislation, provincial legislation or municipal by-law:	

Please give a short description of the scope of the project:

SECTION 5

Detail of application (Mark with an X and give detail where applicable)

Is space insufficient, refer to section and page of the motivation report where the aspect is being addressed.

Is the land unit currently developed (buildings etc.)?	YES	NO	If answered YES, what is the nature & condition of the developments/improvements?	
Is the land currently being used in line with its zoning?	YES	NO	If answered NO, does what is the application/ use of land?	
Is the property burdened by a bond?	YES	NO	If answered YES, attach the bondholder's consent to the application:	
Has a similar application been submitted on the property in the past 5 years?	YES	NO	If answered YES, when and provide particulars of the authority reference numbers and decisions:	
Does the application and development proposal apply to the entire land unit?	YES	NO	If answered NO, indicate the size of the portion of the land to which the application / development applies, as well as what the remaining extent will be used for:	
Are there any restrictive conditions, servitudes, or other rights, applicable to the land unit in terms of the deed of transfer or S.G. diagram that should be removed, as it might have an influence on this application?	YES	NO	If answered YES, please provide detail description:	
Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development?	YES	NO	If answered YES, name full particulars and state how the restrictions will be solved (including sketches, designs and plans where applicable):	
Is any portion of the land unit in a flood plain of a river beneath the 1:50 or 1:100 year flood-line?	YES	NO	If answered YES, please provide detail description:	
Is any portion of the land unit within 100m or 1000m of the high-water mark of the sea or a tidal river?	YES	NO	If answered YES, please provide detail description:	
Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?	YES	NO	If answered YES, please provide detail description:	

What arrangements will be made regarding the following services for the development? (Full Engineering Reports must be supplied, where applicable)	Water supply:	
	Electricity supply:	
	Sewerage and waste-water	
	Storm-Water:	
	Road Network:	

SECTION 6				
Checklist (for the completion by the Applicant only)				
YES	NO	N/A	ANNEXURE OR PAGE REFERENCE	DOCUMENT ATTACHED
				Comprehensive Motivation Report
				Alignment with applicable Spatial Development Framework
				Public participation report (record and minutes of meetings, copies of advertisement and notices etc.)
				Proof of community approval granted as a result of a community participation process conducted in terms of Customary Law and the procedures in terms of the Interim Protection of Informal Land Rights Act;
				Power of Attorney (Board of Directors' / Trustees' resolution / Letters of Authority)
				Copy of Title Deed(s)
				Bond holder's consent
				Cadastral information – S.G. diagram/General Plan including servitudes, lease areas, etc.
				Status report from Surveyor General – street closure or closure of public place
				Topographic map/ aerial map
				Locality Map
				Site Plan
				Zoning Map
				Zoning Certificate
				Land Use Map
				Special endorsement/proxy
				Home Owners' Association consent
				Proposed subdivision plan
				Proposed consolidation plan
				Proposed site development plan

				Mineral rights certificate (together with mineral right holder's consent)
				Environmental Authorisation
				Heritage Authorisation
				Detail Engineering Services report (Bulk and internal)
				Traffic impact study / statement
				Geo-technical report
				Flood line assessment (1:50 and 1:100 years)
				Department of Agriculture consent (Subdivision of agricultural land)
				Four (4) sets of full colour documentation copies

SECTION 7
Declaration

Note:	<i>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</i>									
I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorised to make this application.										
Applicant's/ Owner's Signature:					Date:					
Full name (print):										
Professional capacity:										
Applicant's ref:										

SECTION 8

Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)

Checklist for required advertisement procedure			Checklist for required proof of advertisement		
YES	NO	DOCUMENTATION AND STEPS TO BE TAKEN	YES	NO	DOCUMENTATION TO BE PROVIDED AS PROOF
		Notice to be placed in the Local Newspaper			Proof of Notice in Local Newspaper Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)			Proof of Notice in the Provincial Gazette Note: The original newspaper advertisement or full colour copy, indicating page number and date.
		Notices to neighbours Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post.			Proof of Notice to neighbours Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority
		Notice to be placed on the site Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.			Proof of Notice in site Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.
		Public Meeting Note: The holding of a public meeting in order to inform the general public of the application.			Proof of Public Meeting The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.
		Any Additional components			Proof of additional components