



KwaDukuza Municipality

SPECIAL CONSENT APPLICATION INFORMATION PACK

**In terms of the KwaDukuza Municipality Spatial Planning and Land
Use Management By-Laws No.1630**

KwaDukuza Municipality

Municipal Offices

[NORTH] 34 Chief Albert Luthuli Street, KwaDukuza (OK Mall Building)

[SOUTH] 10 Leonora Drive, Ballito (Nokukhanya Luthuli House Building)

P. O. Box 72, KwaDukuza, 4450

Telephone: 032 437 5000

Fax: 032 437 5098

Email: municipalm@kwadukuza.gov.za

SPECIAL CONSENT APPLICATION

In terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630

APPLICATION PROCEDURE

1. All Special Consent applications submitted must be accompanied by:
 - 1.1) Form 1 – Pre-Consultation/Submission of the application.
 - 1.2) Form 2 – Formal Submission forms, signed by the owner and his/her authorized representative.
 - 1.3) Form 3a – Newspaper Advert (English)
 - 1.4) Form 3b – Newspaper Advert (IsiZulu)
 - 1.5) Form 4 – Site Notice
 - 1.6) Form 5a – Neighbours Notification Form 5a
 - 1.7) Form 6 – Affidavit
 - 1.8) Form 7 – Land Use Affidavit.
 - 1.9) Form 8 – Power of Attorney, signed by the owner, his/her authorized representative. This also applies to applications submitted by a company or an organization authorizing one person to sign the application.
 - (A company resolution letter giving authority to an individual is required. That assigned individual may sign the power of attorney in the event that they are further giving an agent powers to make the application on their behalf).
 - 1.10) Form 10A – Confirmation of Receipt.
 - 1.11) Form 10B – Summary of Comments.
 - 1.12) Certified Copy of Resolution by the Board of Directors, if the property is in the ownership of a Company/Trust, member's resolution if the applicant is a close corporation.
 - 1.13) Letter of Consent from Homeowners Association/Body Corporate (For properties within estates).
 - 1.14) Detailed Planning Motivation Report.
 - 1.15) Title Deeds.
 - 1.16) Registered SG Diagram / General Plan.
 - 1.17) Locality Map.
 - 1.18) Site Plan.
 - 1.19) Floor Plan, Section Plan and Elevation Plan (preferable when change of usage).
 - 1.20) Zoning Map.
 - 1.21) Setting out plan for all "As Built structures".
 - 1.22) Certificate of Posting.
 - 1.23) Newspaper tear sheet.

- 1.24) Proof of Postage (Registered Slips).
 - 1.25) 100m Radius Map showing cadastral information.
 - 1.26) List of property owners names, postal addresses and Erf descriptions.
 - 1.25) Three (3) x sets of completed application inclusive of the above. There must be one (1) original (colour) and the other two (2) can be copies of the original for **Formal (Final) Submission**.
2. Applicants are encouraged to have a pre-submission consultation with the town planning department prior to submission and should a pre-consultation be held Form 1 should be used.
 3. Comments should be obtained by the applicant from the various sector departments determined by the Town Planner, and **Form 10B** should be returned with departmental comments upon final submission. Please note that **Form 10B** and plans submitted to the sector department should be signed/stamped and a copy of the stamped plan should be submitted with the application.

Note:

- Please refer to the tariffs of charges for Special Consent Application submission fees.
- Please note that the final submission should include all comments from the respective service departments which are to be completed in **Form 10A and 10B** and should have the respective service department's official stamp/signature.
- A pre-submission application for Special Consent Applications is allowed, however, please note that there is a fee associated.
- In the case of a pre-submission, once the application has been certified to be complete the applicant should ensure that they submit a Formal Application, proof of payment for the formal application fee as outlined above. Such formal application fee is required to be paid prior or on the day of submission and no application will be accepted without proof of payment.
- The applicant must notify/consult the land/property owners within a **100m radius** of the property at the discretion of the municipality via **Registered Post of Form 5A – Neighbours Notification**.
- **Form 5A** should be sent via Registered Posts on the day of Formal (Final) Submission or a day before. Copies of the registered slips together with copies of Form 5A must be attached to the application pack upon Formal (Final) Submission.
- All **Site Notices** should be in **A3** and should be displayed/erected on site frontage for the duration of the public participation period.

**CHECKLIST FOR SPECIAL CONSENT APPLICATIONS IN TERMS OF THE KWADUKUZA
SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAWS NO. 1630**

	Application reference:			
	Date Accepted:			
NO.	DOCUMENT	COMPLETE (for KDM official use)		
		Yes	No	Comments
1.	Completed Form 1 – Pre-Consultation/Submission if a Pre-consultation was held.			
2.	Completed Application form (Form 2 Formal Submission)			
3.	Form 3a – Newspaper Advert (English)			
4.	Form 3b – Newspaper Advert (IsiZulu)			
5.	Form 4 – Site Notice			
6.	Form 5a – Neighbours Notification Form 5a The applicant must notify/consult the land/property owners within a 100m radius of the property at the discretion of the municipality.			
7.	Form 6 – Affidavit (Applies when applicant uses Form 5a)			
8.	Land Use Affidavit confirming land uses on site as well as on plans (Form 7).			
9.	Power of Attorney (Form 8)			
10.	Comments from the respective service departments (but not limited to) (Form 10A and Form10B) <ul style="list-style-type: none"> ▪ KDM. Building Control ▪ KDM. Civil Engineering ▪ KDM. Electrical Engineering ▪ KDM. Traffic ▪ Sembcorp Siza Water ▪ ILembe District Municipality (Technical Services) 			
11.	Certified Copy of Resolution by the Board of Directors , if the property is in the ownership of a Company/Trust, member's resolution if the applicant is a close corporation.			
12.	Letter of Consent from Homeowners Association/Body Corporate (<i>For properties within estates</i>).			
13.	Motivation Report in detail setting out full details of and reasons for the application inclusive of the following subheading details: <ul style="list-style-type: none"> ▪ Property Description ▪ Ownership details ▪ Street Address ▪ Area of the property ▪ The character of the locality ▪ Present land use of the site ▪ Details of proposal 			

	<ul style="list-style-type: none"> Reason for proposal Historical information Physical characteristics of the site (topography, natural features) Surrounding land uses Accessibility of the site (impact of proposal on traffic) Environmental features of the site (Environmental Impact Assessment or Basic Assessment) Existing services on site (water, sewage, electricity, disposal) (Bulk Services Report/Engineers Report) Merits of the application in terms of the KDM SPLUMA By-Laws, Local Area Plans, SDF and IDP. 			
14.	Copy of Title Deed			
15.	Registered SG Diagram / General Plan			
16.	Locality Map -showing the location of the property in relation to the surrounding properties and streets (existing property numbers and street names must be indicated). If in close proximity to national or provincial road or intersection, indicate the distance from road or intersection.			
17.	Site Plan: to scale plan (A2 or A3 or A4) showing: <ul style="list-style-type: none"> Existing buildings Location of new proposed buildings Access to the site Parking Common areas Building lines Property dimensions Splays (if any) Erven adjoining the proposed development Roads bordering the property Contours 1:100 year floodlines (if any) High-water mark of the sea and the admiralty reserve (if any) Existing and proposed servitudes Engineering services 			
18.	Floor plan , preferable when change of usage which will show: <ul style="list-style-type: none"> Existing buildings and land uses Location of new proposed buildings Bulk factors (Permitted, Existing and proposed FAR, Coverage and Height). Land use table illustrating areas and percentage of each proposed land use (especially in the case of proposed mixed-use). 			
19.	Area schedule on the proposed plans showing the following: <ul style="list-style-type: none"> The total area of the property. The total number of units The total floor area of buildings 			

	<ul style="list-style-type: none"> ▪ The total number of car parking spaces for occupants and visitors (Parking Schedule Breakdown). ▪ The extent of usable common land and areas of private open area and utility area. 			
20.	Section Plan (preferable when change of usage)			
21.	Elevation Plan (preferable when change of usage)			
22.	Zoning map showing the location of the property in relation to the surrounding properties and streets (existing property lot numbers and street names must be indicated).			
23.	Setting Out Plan clearly indicating all “As Built Structures” with distances in relation to the boundaries. The setting out drawing submitted should be endorsed by the registered surveyor.			
26.	Certificate of Posting			
27.	Newspaper tear sheet			
28.	Proof of Postage (Registered Slips).			
29.	100m Radius Map showing cadastral information.			
30.	List of property owners names, postal addresses and Erf descriptions.			
31.	Proof of Payment.			
32.	Three (3) x sets of completed application.			

FORM 1: PRE – CONSULTATION/SUBMISSION

FOR OFFICIAL USE ONLY	
Application Reference No.	
Date Received	
Checked By	
Notes:	
1. INSTRUCTION 1.1 This form must be completed in block capitals or typewritten. 1.2 This form is issued without prejudice and does not constitute acceptance of the application. 1.3 The application shall be lodged within 12 months from date of issuing this pre-registration form, failing in which will result in the lapsing of this submission.	
2. ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION FORM I hereby acknowledge receipt of application Form 1 which sets out the minimum requirements to be met when submitting a complete application as well as the application pack containing the respective supporting documentation.	
3. PROPERTY DETAILS	
Title Deed No.	
Registered property description	
Physical address of the property concerned	
Municipal and (District) of the area of jurisdiction	
4. APPLICANT DETAILS AND DOCUMENTS	
I, the undersigned (state full name) _____	
Telephone Number	
Cell phone Number	
Postal Address:	
Fax No:	
Email address:	
In my capacity as owner of land/ a person acting with the written consent of the owner of the land which is described, Erf Number : _____ situated at _____	
Hereby give notice to the KwaDukuza Municipality that an application will be submitted in due course for: _____	
_____ (Give a short description of the application).	
Furthermore, I have gone through the Checklist which sets out the application requirements and I fully understand what is required upon final submission.	
Signature :	Date:
_____	_____

FORM 2: FORMAL SUBMISSION

FOR OFFICIAL USE ONLY			
Date Received:		Received By:	
Receipt No.		File Ref:	

SECTION A: APPLICANT DETAILS	
First names	
Surname	
Company/Trust Name	
VAT no	
Business Address	
Postal Address	
Email	
Telephone Number	
Cell phone Number	
SECTION B: PROPERTY DETAILS	
Erf/Erven/Farm N	
Street address	
Suburb	
Current Zoning	
Title deed no	
Title Deed date	
Approximate age of existing buildings	
Property extent	
Any restrictive title deed conditions affecting development on the property?	
Is the property encumbered by a bond?	
Any unauthorized land use/building work/structures on the property? If so, has the owner been served with a notice to rectify?	
Is the purpose of this application to rectify a contravention in terms of the KwaDukuza Municipality Spatial Planning and Land Use Management Act By-Laws?	
SECTION C: OWNER DETAILS	
First names	
Surname	

Company/Trust Name	
VAT no	
Email	
Tel	
Cell	
SECTION D: APPLICATION TYPE	
Special Consent Application in terms of Section 46(c) of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No. 1630 March 2016.	
Has there been any previous related application? If Yes, ref/application no	
Was a pre-application consultation undertaken with a municipal official regarding the subject application?	
Is the pre-application consultation record attached?	

SECTION E: ATTACHMENTS AND SUPPORTING INFORMATION			
Please note that the following documents/plans are required			
	Form 1 – Pre-Consultation/Submission		Site Plan
	Form 3a – Newspaper Advert (English)		Floor Plan (preferable when change of usage)
	Form 3b – Newspaper Advert (IsiZulu)		Section Plan (preferable when change of usage)
	Form 4 – Site Notice		Elevation Plan (preferable when change of usage)
	Form 5a – Neighbours Notification Form		Zoning Map.
	Form 6 – Affidavit		Setting out plan for all “As Built structures”
	Form 7 – Land Use Affidavit.		Certificate of Posting.
	Form 8 – Power of Attorney		Newspaper tear sheet.
	Form 10b – Summary of Comments		Proof of Postage (Registered Slips).
	Certified Copy of Resolution by the Board of Directors , if the property is in the ownership of a Company/Trust, member’s resolution if the applicant is a close corporation.		100m Radius Map showing cadastral information.
	Letter of Consent from Homeowners Association/Body Corporate (For properties within estates)		List of property owners names, postal addresses and Erf descriptions
	Detailed Planning Motivation Report		All plans to be submitted preferably on A2 or A3 or A4 (i.e. to scale)
	Copy of Title Deed		Other supporting documents
	Registered SG Diagram / General Plan		Three (3) copies of the application for Formal (Final) Submission .
	Locality Map		Proof of Payment

SECTION F: DECLARATION

I/we hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we are properly authorized to make this application on behalf of the owner and (where applicable) that copies of such full relevant powers of attorney are attached hereto.
3. That where an agent is indeed appointed to submit this application on the owner's behalf, it is accepted that correspondence and formal notification as required in terms of Planning law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.
4. That this submission includes all necessary planning applications (including any departures) required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed (s) and that there are no restrictive conditions which impact on this application, or alternatively where there are, removal/amendment/suspension of these form part of the submission.
5. That where the proposal involves existing building work erected and /or used in contravention of the development management scheme, that I/we have consulted with the planning department with reference to the applicable area to ensure the correct application in terms of planning law is made. Notwithstanding submission of the departure application, in the case of unauthorized work, I/we acknowledge the municipality's right to exercise any option in terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws, 2016.
6. That, as owner/applicant/developer, I am/we are aware of the state of existing bulk services provision and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable). If the application is made by a person other than the registered owner (e.g. an agent/consultant) the requirements in terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws, 2016 must be adhered to.

Registered owner's name			
Registered owner's signature		Date	
Agents /Consultant's name			
Agents /Consultant's signature		Date	
Professional capacity		Applicants Ref	

FORM 3A: NEWSPAPER ADVERT (English)

To: _____ (Name of relevant newspaper(s) to be inserted)

Notice is hereby given that an application has been made to the KwaDukuza Municipality, In terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630, in respect of the Erf _____ Town Planning Scheme.

Will you please publish the following on Wednesday _____
(PLEASE COMPLETE IN BLOCK LETTERS)

Notice is hereby given that application has been made in terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630 for the:

Nature of application:

On Erf: _____ Situated at: _____

To utilize the above mentioned site for the purposes of:

_____ (Proposal)

A copy of the application and its accompanying documents will be open for inspection by interested members of the public between the hours of 08h00 to 12h30 Mondays to Fridays (excluding Public Holidays) at the offices of the Development Planning Section.

Members of the public are invited to lodge written comments by hand with Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito, or by registered post to P. O. Box 72, KwaDukuza Municipality, 4450, or by fax to 032 437 5098, or by e-mail to municipalm@kwadukuza.gov.za on or before the

* _____.

Should you fail to lodge or forward comments by the said date, you will be disqualified from further participating in the process. *IMPORTANT: Instructions in brackets are not for publication:*

Name and address of applicant:

Date of advertisement

Name of newspaper

Tel: _____

Email: _____

FORM 3B: NEWSPAPER ADVERT (IsiZulu)

TO: _____ (*Igama lephephandaba elifanele ukuba ifakwe*)

Maqondana nesicelo esithunyelwe kuMasipala KwaDukuza ngokoMthetho we
Town Planning Scheme, sicela ushicilele lokhu okwandayo
mhlazingu
_____ (ngolwesithathu).

(sicela ugcwalise ngosonhlamvukazi)

Kukhishwa isaziso sokuthi kufakwe isicelo ukuba ngokoMthetho kuMasipala waKwaDukuza Spatial Planning and Land Use Management ngu - Imithetho No.1630 mayelana:

(uhlobo lwesicelo): _____ On Erf: _____

Ese No: _____ (heli lesitaladi)

Ku: _____
_____ (isiphakamiso)

Igama nekheli lalowo ofaka isicelo:

Ikhophi yesicelo kanye nezincwadi ehambisana nazo zivuleleke ekutheni zihlonzwe amalungu omphakathi phakathi namahora 08h00 12h30 ngeMisombuluko kuya koLwesihlanu (kungabalwa Public Holidays) emahhovisi akwaPlanning Development kuMasipala waKwaDukuza. Amalungu omphakathi ayamenywa ukuba bafake imibono ebhalwe ngesandla kunobhala kaDirector Development Planning, Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito, noma ngeposi elibhalisiwe ku P. O. Box 72, KwaDukuza Municipality, 4450, or by fax to 032 437 5098, noma nge-e - mail ku municipalm@kwadukuza.gov.za ngaphambi noma ngomhlaka * _____

Uma uhluleka ukufaka imibono phambili ngalolu sukhu olubhekiwe, uzohoxiswa ekuqhubekeni ekubeni neqhaza kule nqubo.

Okubalulekile: Imiyalelo kubakaki akuyona yokuba ishicilelwe

Name and address of applicant:

Date of advertisement

Name of newspaper

Tel: _____

Email: _____



KwaDukuza Municipality

FORM 4 – SITE NOTICE

Notice is hereby given that an application has been made to the KwaDukuza Municipality, In terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630, in respect of the Erf _____ Town Planning Scheme.

Nature of application:

On Erf: _____ Situated at: _____

To utilize the above mentioned site for the purposes of: _____

_(Proposal)

A copy of the application and its accompanying documents will be open for inspection by interested members of the public between the hours of 08h00 to 12h30 Mondays to Fridays (excluding Public Holidays) at the offices of the Development Planning Section.

Members of the public are invited to lodge written comments by hand with Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito, or by registered post to P. O. Box 72, KwaDukuza Municipality, 4450, or by fax to 032 437 5098, or by e-mail to municipalm@kwadukuza.gov.za on or before the * _____ (date).

Should you fail to lodge or forward comments by the said date, you will be disqualified from further participating in the process. *IMPORTANT: Instructions in brackets are not for publication:*

Name and address of applicant:

Date of advertisement

Name of newspaper

Tel: _____

Email: _____

Maqondana nesicelo esithunyelwe kuMasipala KwaDukuza ngokoMthetho we
_____ Town Planning Scheme, sicela ushicilele lokhu
okwandayo mhlazingu _____
(ngolwesithathu).

(sicela ugqwalise ngosonhlamvukazi)

Kukhishwa isaziso sokuthi kufakwe isicelo ukuba ngokoMthetho kuMasipala waKwaDukuza Spatial Planning and Land Use Management ngu - Imithetho No.1630 mayelana:

(uhlobo lwesicelo): _____ On Erf: _____

Ese No: _____ (heli lesitaladi)

Ku: _____

_____ (isiphakamiso)

Igama nekheli lalowo ofaka isicelo:

Ikhophi yesicelo kanye nezincwadi ehambisana nazo zivuleleke ekutheni zihlonzwe amalungu omphakathi phakathi namahora 08h00 12h30 ngeMisombuluko kuya koLwesihlanu (kungabalwa Public Holidays) emahhovisi akwaPlanning Development kuMasipala waKwaDukuza. Amalungu omphakathi ayamenywa ukuba bafake imibono ebhalwe ngesandla kunobhala kaDirector Development Planning, Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito, noma ngeposi elibhalisiwe ku P. O. Box 72, KwaDukuza Municipality, 4450, or by fax to 032 437 5098, noma nge-e - mail ku municipalm@kwadukuza.gov.za ngaphambi noma ngomhlaka * _____

Uma uhluleka ukufaka imibono phambili ngalolu sukhu olubhekiwe, uzohoxiswa ekuqhubekeni ekubeni neqhaza kule nqubo.

Okubalulekile: Imiyalelo kubakaki akuyona yokuba ishicilelwe

Name and address of applicant:

Date of advertisement

Name of newspaper

Tel: _____

Email: _____

Note: All Site Notices should be in A3 and should be on site for the duration of the public participation period.

FORM 5A - NEIGHBOURS NOTIFICATION
(Per registered post)

TO: REGISTERED OWNERS:

ERF/LOT DESCRIPTION OF REGISTERED OWNERS:

Notice is hereby given that an application has been made to the KwaDukuza Municipality

In terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630.

For the _____ (Type of application) on
 _____ (Property description) situated at
 _____ (Street address) has been submitted for

 _____ (Proposal)

A copy of the application and its accompanying documents will be open for inspection by interested members of the public between the hours of 08h00 to 12h30 Mondays to Fridays (excluding Public Holidays) at the offices of the Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito.

Members of the public are invited to lodge written comments by hand with Development Control Section, 34 Chief Albert Luthuli Street KwaDukuza / 10 Leonora Drive Ballito, or by registered post to P. O. Box 72, KwaDukuza, 4450, or by email to municipalm@kwadukuza.gov.za on or before the* _____ (Date).

Should you fail to lodge or forward comments by the said date, it will be considered that you have no objections or comments to the above proposal. You will be disqualified from further participating in the process.

NAME AND ADDRESS OF APPLICANT:

Tel: _____

Email: _____

Note: The date to be inserted where marked* above shall be thirty **(30) days** (excluding Public Holidays) and should in any event be calculated by excluding the first day as well as every public holiday, and by including the last day, unless the last day happens to fall on a Saturday, Sunday or public holiday, in which case the days must be calculated by including the first work day immediately following that Saturday or Sunday or public holiday. Should you choose to use e-mail/telefax as your elected method of correspondence, you must confirm in writing that it is your formally elected email address / telefax number to receive all future correspondence pertaining to this application.

FORM 6 - AFFIDAVIT

I, _____ the undersigned, in my capacity _____ as _____ do hereby declare under oath that

1. The proposal was **advertised** in the _____ on the paper dated _____ and,
2. The site notices (**Form 4**) were prominently displayed in a legible condition for a continuous period of Thirty (**30**) days from the date of the advertisement as indicated in (1) above in the following positions on the site _____ and,
3. A notice (**Form 5a**) was posted, **per registered post** or delivered by hand, to all property owners/occupants within a **100 meter radius** dated _____, copies of the registered slips are to be attached herewith with a list of the properties within 100 meter radius to which Form 5a has been posted if it was not submitted with the application.

This Affidavit Relates To My Application Submitted To The KwaDukuza Municipality For Authority To:

Proposal: _____

Cadastral Description / Erf no: _____

Street Address: _____

Name Of Applicant

: _____

Address of applicant: _____

Signature of applicant

Date: _____

<p>The Deponent acknowledges that he/she knows and understands the contents of this Affidavit.</p> <p>Signature: _____</p> <p>Declared before me _____ at _____ on this _____ day of _____</p>	<p>Commissioner of oath stamp</p>
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FORM 7: LAND USE AFFIDAVIT

I, _____ the _____ undersigned, in my capacity _____ do hereby declare under oath that that no portion of the existing building or the proposed additions / alterations, for which building plans/relaxations have been submitted for approval (Plan/Relaxation No: _____), will be used for any purposes other than what is shown on the plan and will not be used or converted for use as a separate dwelling unit unless application has been to council and approval granted in terms of the KwaDukuza Town Planning Scheme in course preparation.

Proposal: _____

On cadastral description / Erf No: _____
situated at street address: _____

Name of applicant: _____

Address of applicant: _____

(Signature of Applicant)

The Deponent acknowledges that he/she knows and understands the contents of this Affidavit.	Commissioner of oath stamp
<p>Signature: _____</p> <p>Declared before me _____ at _____ on this _____ day of _____</p>	

FORM 8: POWER OF ATTORNEY

The Director- Development Planning
KwaDukuza Municipality
P. O. Box 72
KwaDukuza
4450

Date: _____

Dear Sir / Madam

OWNER'S CONSENT

I/We _____, owner (s) of the property
described as _____ (Erf No.) _____ and _____ known
as _____ (Road / Street No.) do hereby confirm that permission has been
given to _____ (person or business) to apply and submit the for
the necessary _____

_____ (nature of application).

Yours faithfully

Signature of Registered Owner

<p>The Deponent acknowledges that he/she knows and understands the contents of this Affidavit.</p> <p>Signature: _____</p> <p>Declared before me _____ at _____</p> <p>_____ on _____</p> <p>this _____ day of _____</p>	<p>Commissioner of oath stamp</p>
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FORM 10A: CONFIRMATION OF RECEIPT

An application for _____ (Type of application)
on Erf _____ Situated at _____
_____ (Street Address) for the purposes of _____

_____ (Proposal) will be submitted to KwaDukuza Municipality in
terms of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630.

Accordingly, as required by the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630 the application needs to be circulated to the relevant service departments for comments. The above mentioned application for has been circulated to the _____ (Department) on the _____ (Date) to obtain comments.

As stipulated in Schedule 4, Section 3 (1) (2) of the KwaDukuza Municipality Spatial Planning and Land Use Management By-Laws No.1630, the Service Department should provide comments within 60 days from being served with a request for the information or decision or such further period as agreed upon with the applicant which will lapse on the _____ (Date) from the date of confirmation of receipt of application as confirmed herein.

CONFIRMATION OF RECIEPT

The _____ department hereby confirms receiving the above mentioned application on the _____ (date).

<p>Name of official: _____</p> <p>Designation: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Departmental Stamp</p>
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FORM 10B: SUMMARY OF COMMENTS

An application _____ (Type of application) on
Erf _____ Situated at
_____ (Street Address) for the purposes
of _____

_____ (Proposal) was submitted to
_____ (Department) on the _____ (Date).

Accordingly, the following comments are recorded for consideration:

In light of the above, _____ Department/ Organization.

**RECOMMENDED FOR
APPROVAL**

☐

REFER TO ATTACHED REPORT

☐

**RECOMMENDED FOR
DISAPPROVAL**

☐

(Please tick the appropriate)

<p>Name of official: _____</p> <p>Designation: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Departmental Stamp</p>
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