



www.kwadukuza.gov.za

## KwaDukuza Municipality

**BUSINESS UNIT:**  
**SECTION:**

**ECONOMIC DEVELOPMENT & PLANNING**  
**BUILDING CONTROL DIVISION**

### MUNICIPAL OFFICES:

P.O. Box 72, KwaDukuza/Stanger 4450  
Tel: 032 437 5068 Fax: 032 551 1221

P.O. Box 5, Ballito 4420  
Tel: 032 437 5594 Fax: 032 946 8067

Note: For your information, you are furthermore advised that in terms of the Act, this application may be submitted anew at no additional cost, within a period not exceeding one year from the date of this notice on the following conditions:

- If the plans, specifications and other documents have been amended in respect of aspect thereof which gave cause for this notice; (Note: All alterations to the drawings to be signed and dated)
- If the plans, specifications and other documents in their amended form do not substantially differ from the plan, specification and other documents which were originally submitted and;
- No correcting fluid will be accepted on drawings.

Failure to return the rectified plans within the period stated above would result in the application being cancelled and all fees paid will be forfeited. Please arrange to collect the plans from the counter at the relevant offices.

**Note that the above is issued without any prejudice and further items may be necessary.**

If the departmental requirements are unclear, or you wish to obtain a clearance directly, please call and discuss the matter with the relevant department or Section, Monday to Friday between 08:00am to 12:30pm to make necessary arrangements.

### BUILDING APPLICATION CHECKLIST-MINIMUM REQUIREMENT GUIDELINE

The following guidelines indicate the minimum requirement for an application to be submitted to KwaDukuza Municipality

• GENERAL (w/n indicates where necessary)		• SECTION	
Submission Forms Completed In Full In Back Ink		Section Fully Coloured-New Work Only	
SANS 10400 – A Form 1 Declaration by Arc. Prof.		Section Relating To Floor Plan/s	
SANS 10400 – A Form 2 Appointment Of Competent Person/s		NGL & FGL Shown	
Power Of Attorney Form Provided (w/n)		Foundation Details / Sizes Shown	
Approval From Relevant Body / Third Party Provided (w/n)		Surface Bed / Floor Construction Details Provided	
Title Deed & SG Diagram provided		DPC Shown At Surface Floor Level	
Correct No. of Plans Provided (4 Copies)		Floor Finished Levels Provided	
Fire Plans Submitted (w/n)		Ceiling Construction Details Provided	
All Proposed Work Coloured In Full		Roof Covering & Construction Detail Provided	
Adequate Clear Margin On RHS		Floor To Ceiling Height Shown	
All scales shown On Plans		Roof Pitch Provided & Width Of Roof Overhangs Shown	
Full Description Of Proposal Shown On Plan		Balustrade Provided Where Change In Level Exceed 1m (w/n)	
Address & Full Cadastral Description Provided On Plans		Height Of Retaining Walls (w/n)	
Applicant/s Name/s & Signature/s Provided On Plans		Vertical DPC Shown Against Retaining Wall	
Reg. Authors Details / Contact Information Reflected On Plans		Pool Depth & Pool Notes Provided (w/n)	
Professional Reg. Nr. & Reg. Category Provided i.e. SACAP		Driveway Section – Gradient (New Work Only)	
Schedule Of Areas And Site Area Provided		• ELEVATIONS	
Proposed Building Classification Shown		All Elevations Shown & Relating To North Point	
• DEVIATION PLANS (w/n)		All Elevations Coloured & Finishes Provided	
Prev. Approved Plan Nr. Provided		Elevations Correspond to Floor Plans	
All Deviations Listed & Cross-Referenced On Plans		NGL & FGL Shown	
Deviations Clearly Shown & Coloured		Chimney Height Above Roof Level Clarified (w/n)	
• SITE PLAN		Waterproofing / Flashing Notes Provided (w/n)	
Cadastral Description Correct & Street Name/s Provided		Full Elevation Of Retaining Walls Shown (w/n)	
North Point Provided & Correctly Orientated		Balustrade Provided Where Change In Level Exceed 1m (w/n)	
Boundary Dimensions Correct (As Per Approved SG Diagram)		• DRAINAGE	
Servitudes & Council Services Shown Correctly (w/n)		Drainage Section & Details Provided	
Corner Beacon Levels / Contour Levels Provided		Type & Size Of Waste Pipes Provided	
Setting Out Dims. Provided-Min. 2 Along Same linear Line		Vent Pipes & External Drainage Clarified	
Prop. & Existing Building/s Shown & Demarcated		Drainage Fully Coloured	

Prop. & Existing Services Shown & Coloured (w/n)		Sewer Gradient Provided	
Driveway Layout & Embankments Shown		Rodding Eye Intervals Shown-Max. 25m Apart	
Water Connection/Booster Facilities Shown (w/n)		Grease Trap Gully To Sinks Connected Into Septic Tanks (w/n)	
Site Plan & Proposal (Floor Plan) Correspond		Type Of Septic Tank (No. Of Compartments-Capacity) (w/n)	
Adjacent Property Description Shown		Anchor blocks provided where gradient exceed 1:5	
Ex. / New Boundary / Ret. Walls Shown & Coloured (w/n)		<b>• STACK &amp; DUCT DETAILS</b>	
TRE/Manhole Shown, Max. 1.5m Away From Boundary		Stack & Duct Details Provided	
<b>• FLOOR PLANS</b>		Access Panels & Connection Into Stack Shown	
All Areas/Rooms Designated		Connection Into Stack-Min. 200mm Apart	
Section Line Shown Correctly		Status Of Vent Pipes e.g. OVP, 2 way VV, sub-stack	
Proposed Work Fully Coloured & Dimensioned		Hydraulic Loads Not To Exceed 12 Points	
Stairs / Ramps Width & Appropriate Dims. & Sizes Shown		<b>• SWIMMING POOLS (w/n)</b>	
Proposed & Existing Sewer Shown		Pool Filter / Pump Position Clarified	
Proposed & Existing Stormwater Shown		Pool Safety & Gate Position Clarified	
Fire Door Labelled		Disposal Of Pool Waste Water Clarified	
Full Fire Wall Notes Provided		<b>• MISCELLANEOUS</b>	
Position Of Balustrades Shown (w/n)		Hot & Cold Water Reticulation Plan	
Garage Floor Level-Min 10mm Lower Than Dwelling		Windows & Doors Schedule Provided	
Sanware-All new drain pipes coloured (new work only)		Fenestration Calculations	
<b>Note: Compliance with the Above Does Not Pre-Suppose That The Plans Can Be Approved In Terms Of the NBR Or Any Applicable Law And Is Not Meant to Be Exhaustive List Of Requirements.</b>			

