

# LUMS C:

## Kgatelopele Local Municipality



### PROJECT DESCRIPTION:

The LUMS of Kgatelopele Local Municipality consists of the following segments:

- **The By-Law:** The document that only includes a summary of the various documents that forms part of the LUMS.
- **LUMS A** - The Manual and Application Procedure consisting of:
  - Assessment and Approval Procedures;
  - Legislation, land use policy and guidelines;
  - Conditions of approval;
  - Delegation of decision-making;
  - Development incentives;
  - Enabling legislation; and
  - Serves as a basic reference manual.
- **LUMS B** - The Scheme Regulations consisting of:
  - General information on land use development and control measures;
  - Definitions; and
  - Summary of zoning descriptions, development control, integrated zoning scheme and regulations for each land use.
- **LUMS C** - The Application Form consisting of:
  - A comprehensive application form pertaining to land use change procedures; and
  - An abridged application form pertaining to land use change procedures (abridged, shortened and cancellation).
- **LUMS D** - The Zoning Maps consisting of:
  - A3 Booklet of the zoning maps of the total KLM area.
- **LUMS E** - The Zoning Register consisting of:
  - A3 Booklet of all properties and the applicable zonings.



### PERTAINING TO:

SPATIAL PLANNING AND LAND USE MANAGEMENT ACT  
(ACT 16 OF 2013, SPLUMA)-  
THE APPLICATION FORMS FOR LAND USE CHANGE/  
AMENDMENT APPLICATIONS FOR THE KGATELOPELE  
LOCAL MUNICIPAL AREA



### APPROVED:

2019

### DOCUMENT COMPILED FOR:



### DOCUMENT COMPILED BY:

Macroplan 

# LUMS C: Comprehensive Application Form



# APPLICATION FOR LAND USE AMENDMENT/ LAND USE CHANGE APPLICATIONS (Comprehensive Form)

## In terms of the Land Use Management System of KGATELOPELE LOCAL MUNICIPALITY

(Full details must be provided in the attached motivation report, if the space provided is not ample enough)

### SECTION 1

#### Details of Applicant (See Planning Profession Act, Act 36 of 2002)

Name:	Contact person:
Postal address:	Physical address:
Code:	Cell no:
Tel no:	E-mail address:
Fax no:	
SACPLAN	
Reg No:	

### SECTION 2

#### Details of Land Owner (If different from Applicant)

Name:	Contact person:
Postal address:	Physical address:
Code:	Code:
Tel no:	Cell no:
Fax no:	E-mail address:

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:	Area (m <sup>2</sup> or ha):
Physical address of erf / farm (Street address):	Existing zoning (please attach Zoning Certificate):
Location from nearest town:	Existing land use:
Town/ suburb:	Area applicable to application:
Registration Division:	Title deed no:

**SECTION 4**  
**Type of Application being Submitted** (Mark with an X and give detail)

	Tick if applicable:			
Land Use Amendment/Land Use change application:				
Rezoning from one zone to another:				
Removal, suspension or amendment of Title Deed Restrictions:				
The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land where the restriction relates to use, subdivision or development rules:				
Permanent departure from any stipulations as determined in these regulations, including relaxing of Development Control stipulations:				
Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations:				
Secondary use as determined in these regulations:				
Consent use as determined in these regulations:				
The subdivision of land:				
The deletion, suspension or amendment of the original approval conditions as provided by the Responsible Authority in terms of this LUMS and/or the Act:				
The amendment or cancellation of a general plan of a township/ SG Diagram:				
The permanent closure of a municipal road (public road) or a public open place:				
Consolidation of one or more properties:				
Abridged applications (including exempted application for subdivision and/or other applications) :				
The extension of the approval period:				
Amendment of Approval Conditions:				
Extension of the approval period of an application before the lapsing thereof.				
The registration and/ or cancellation of a Servitude:				
Registration of a sectional title scheme in terms of the Sectional Title Act (Act 95 of 1986):				
Any other application as stipulated in the act and/or LUMS:				
<p><b>Please give a short description of the scope of the project:</b>            (give full details in the attached motivation report, if space provided is not enough)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<b>Capital Contribution Calculation (Development Charge):</b>				
Has the Capital contribution been calculated?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black;">YES:</td> <td style="width: 50%;">NO:</td> </tr> </table>	YES:	NO:	
YES:	NO:			
Amount to be paid to Kgatelopele Municipality:	R:			
Calculation done, signed and attached as Annexure:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black;">YES:</td> <td style="width: 33%; border-right: 1px solid black;">NO:</td> <td style="width: 34%;">Annexure:</td> </tr> </table>	YES:	NO:	Annexure:
YES:	NO:	Annexure:		

**SECTION 5****Detail of application** (Mark with an X and give detail where applicable)

Is the land unit currently developed (buildings etc.)?	<b>YES:</b>	<b>NO:</b>	If answered YES, what is the nature & condition of the developments / improvements?	
Is the current zoning of the land utilised?	<b>YES:</b>	<b>NO:</b>	If answered NO, what is the application / use of the land?	
Is the property burdened by a bond?	<b>YES:</b>	<b>NO:</b>	If answered YES, attach the bondholder's consent to the application:	
Has an application for subdivision / rezoning / consent use / departure on the property previously been considered in the past?	<b>YES:</b>	<b>NO:</b>	If answered YES, state when and provide particulars, including all authority reference numbers and decisions:	
Does the proposal apply to the entire land unit?	<b>YES:</b>	<b>NO:</b>	If answered NO, indicate the size of the portion of the land unit concerned, as well as what it will be used for and the same for the remaining extent:	
Are there any restrictions, such as servitudes, rights, etc. with regard to the land unit in terms of the deed of transfer that should be lifted, as it might have an influence on this application?	<b>YES:</b>	<b>NO:</b>	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?	<b>YES:</b>	<b>NO:</b>	If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:	
Is any portion of the land unit in a flood plain of a river beneath the 1:50 annual flood-line, or subject to any flooding?	<b>YES:</b>	<b>NO:</b>	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?	<b>YES:</b>	<b>NO:</b>	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). If services will be provided by the Municipality, proof of input from departments must be included as Annexure to the application.	Water supply:			
	Electricity supply:			
	Sewerage and waste-water:			
	Storm-Water:			
	Road Network:			

**SECTION 6**

List of Attachments and supporting information required / submitted with checklist for Municipal use (Mark with an X / number annexure)

<u>Checklist (for the completion by the Applicant only)</u>				<u>Checklist (for the use of Responsible Authority only)</u>		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Comprehensive Application form			
			Complete Motivation Report			
			Board of Directors' / Trustees' resolution / consent			
			Power of Attorney			
			Copy of Title Deed(s)			
			Orientating Locality Map			
			Map showing all existing services and servitudes			
			Zoning Map Extract			
			Zoning Certificate issued by the Local Authority			
			Land Use Map			
			Detail Layout Map			
			Ortophoto / Aerial survey map			
			Site Development Plan			
			Surveyor general diagrams (cadastral information)			
			Conveyance's certificate			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Special endorsement/proxy			
			Mineral rights certificate (together with mineral holder's consent)			
			Prospecting contract			
			Registered servitudes (deed and map/plan)			
			Status report from Surveyor General – street closure or state owned land			
			Detail Engineering Services plan (Bulk and internal)			
			Environmental Impact Assessment (EIA)			
			Environmental Authorisation (EA)			
			No-Objection from Department of Agriculture, Forestry and Fisheries (DAFF)			
			No-Objection from South African National Roads Agency Limited (SANRAL)			
			No-Objection from Department Roads and Public Works (DRPW)			
			Archaeological Impact Assessment (AIA) - approval from relevant Department			
			Heritage Impact Assessment - approval from relevant Department			
			Traffic impact study			
			Geological (soil) report (NHRB Standards)			
			Flood line certificate / engineering report - certificate from relevant Dept			
			Approval from the Subdivision of Agricultural land (SALA, Act 70 of 1970)			
			List of sections in Title Deed conditions to be removed /amended			
			Public participation report and minutes of meetings			
			Adherence to NSDF, PSDF, SDF and use of relevant Toolkit			
			Other (specify):			
			<b>Two (2)</b> sets of full color documentation copies:			

**SECTION 7**  
**Declaration**

**Note:** 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 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
		<b>Notice to be placed in the Local Newspaper</b>			<b>Proof of Notice in Local Newspaper:</b> <i>Note: The original newspaper advertisement or full colour copy, indicating page number and date.</i>
		<b>Notice to be placed in the Provincial Gazette</b>			<b>Proof of Notice in the Provincial Gazette</b> <i>Note: The original newspaper advertisement or full colour copy, indicating page number and date.</i>
		<b>Notices to neighbours</b> <i>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 by the applicant. Alternatively (Option 2), the notices can be sent via registered post.</i>			<b>Proof of Notice to neighbours:</b> <i>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</i>
		<b>Notice to be placed on the site</b> <i>Note: The notice provided must be placed on the site in a laminated A3 format (Afrikaans and English separate on A3) on or before the date of the notice.</i>			<b>Proof of Notice on site:</b> <i>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.</i>
		<b>Public Meeting</b> <i>Note: The holding of a public meeting in order to inform the general public of the application.</i>			<b>Proof of Public Meeting:</b> <i>The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.</i>
		<b>Any Additional components:</b>			<b>Proof of additional components:</b>

**SECTION 9**  
**Power of Attorney/ Proxy**

I/We, the undersigned

\_\_\_\_\_  
*(FULL NAMES AND ID NO)*

Nominate, constitute and hereby appoint

\_\_\_\_\_  
*(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)*

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_  
*(FULL DETAILS OF THE APPLICATION LODGED)*

with regards to

\_\_\_\_\_  
*(DESCRIPTION OF PROPERTY)*

and in general to realise the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
*(TOWN) (DAY) (MONTH) (YEAR)*

In the presence of the undersigned witnesses

\_\_\_\_\_  
Signature of Delegated/ Land Owner

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2



# LUMS C: Abridged Application Form



# APPLICATION FOR LAND USE AMENDMENT/ LAND USE CHANGE APPLICATIONS (Abridged, Shortened and Cancellation Form)

## In terms of the Land Use Management System of KGATELOPELE LOCAL MUNICIPALITY

(Full details must be provided in the attached motivation report, if the space provided is not ample enough)

### SECTION 1

#### **Details of Applicant** (See Planning Profession Act, Act 36 of 2002)

Name:	Contact person:
Postal address:	Physical address:
Code:	Cell no:
Tel no:	E-mail address:
Fax no:	

### SECTION 2

#### **Details of Land Owner** (If different from Applicant)

Name:	Contact person:
Postal address:	Physical address:
Code:	Code:
Tel no:	Cell no:
Fax no:	E-mail address:

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:	Area (m <sup>2</sup> or ha):
Physical address of erf / farm (Street address):	Existing zoning (please verify with municipality):
Town/ suburb:	Existing land use:
Title deed no:	Area applicable to application:

**SECTION 4****Type of Application being Submitted** (Mark with an X and give detail)

Land Use Amendment/Land Use change application:	Tick if applicable:
Application for Tuck Shop (At most 30% of the total floor area of the residential unit, to a maximum of 45m <sup>2</sup> , may be used for this purpose).	
Application for Occupational Practise (At most 30% of the total floor area of the residential unit, to a maximum of 45m <sup>2</sup> , may be used for this purpose).	
Any abridged and/or shortened applications.	
Cancellation of any Consent Use approval granted previously.	
<b>Please give a short description of the scope of the project:</b> (give full details in the attached motivation report, if space provided is not enough)	
<hr/> <hr/> <hr/> <hr/>	

**SECTION 5****Detail of application** (Mark with an X and give detail where applicable)

Is the land unit currently developed (buildings etc.)?	<b>YES:</b>	<b>NO:</b>	If answered YES, what is the nature & condition of the developments / improvements?
Is the property burdened by a bond?	<b>YES:</b>	<b>NO:</b>	If answered YES, attach the bondholder's consent to the application:

**SECTION 6****List of Attachments and supporting information required / submitted with checklist for Municipal use** (Mark with an X / number annexure)

<b>Checklist (for the completion by the Applicant only)</b>				<b>Checklist (for the use of Responsible Authority only)</b>		
YES	NO	ANNEXURE	DOCUMENT ATTACHED	YES	NO	N/A
			Completed Abridged Application form			
			Power of Attorney			
			Copy of Title Deed(s)			
			Orientating Locality Map			
			Site Development Plan			
			Bondholder's consent			
			Home Owners' Association consent / stamp of approval			
			Other (specify):			
			<b>Two (2)</b> sets of full color documentation copies:			

**SECTION 7**  
**Declaration**

**Note:** 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 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): \_\_\_\_\_

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
		<b>Notices to neighbours</b> <i>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 by the applicant. Alternatively (Option 2), the notices can be sent via registered post.</i>			<b>Proof of Notice to neighbours:</b> <i>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</i>
		<b>Notice to be placed on the site</b> <i>Note: The notice provided must be placed on the site in a laminated A3 format (Afrikaans and English separate on A3) on or before the date of the notice.</i>			<b>Proof of Notice on site:</b> <i>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.</i>
		<b>Any Additional components:</b>			<b>Proof of additional components:</b>

**SECTION 9**  
**Power of Attorney/ Proxy**

\_\_\_\_\_

I/We, the undersigned

\_\_\_\_\_

\_\_\_\_\_  
*(FULL NAMES AND ID NO)*

Nominate, constitute and hereby appoint

\_\_\_\_\_

\_\_\_\_\_  
*(FULL NAMES AND ID NO, AS WELL AS NAME OF FIRM REPRESENTED)*

With the power of substitution to be my lawful agent in my name, place and to handle all aspects in my stead, pertaining to the application(s) for

\_\_\_\_\_

\_\_\_\_\_  
*(FULL DETAILS OF THE APPLICATION LODGED)*

with regards to

\_\_\_\_\_

\_\_\_\_\_  
*(DESCRIPTION OF PROPERTY)*

and in general to realise the proposed goals and whatever may be necessary, in a fashion as complete and efficient as I/we would have done if I/we were personally representing this matter. I/we ratify, allow and confirm herewith, and promise to ratify, allow and confirm whatever my/our agent does lawfully within this matter.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
*(TOWN) (DAY) (MONTH) (YEAR)*

In the presence of the undersigned witnesses

\_\_\_\_\_  
Signature of Delegated/ Land Owner

\_\_\_\_\_  
Witness 1

\_\_\_\_\_  
Witness 2