

FAILURE TO FOLLOW THE PROCESS FOR THE APPROVAL OF BUILDING PLANS WILL BE IN CONTRAVENTION OF S4 OF THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT NO 103 OF 1977 WHICH STATE THE FOLLOWING:

- 1 No person shall without prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of the Act.
- 2 Any application for approval referred to in subsection (1) shall be in writing on a form made available for that purpose by the local authority in question.
- 3 Any application referred to in subsection (2) - shall
 - a) Contain the name and address of the applicant and, if the applicant is not the owner of the land on which the building in question is to be erected, of the owner of such land;
 - b) Be accompanied by such plans, specifications, documents and information as may be required by or under this Act, and such particulars and may be required by the local authority in question for carrying out of the objects and purposes of this Act.

Any person who erects any building in contravention of the Act shall be guilty of an offence and liable on conviction to a fine not exceeding a R100 for each day on which he was engaged in so erecting such a building.

Please contact
the Housing, Town Planning
and Land Use Management
office on 051 603 1400/1396

Senqu Municipality
19 Murray Street, Lady Grey, 9755
Private Bag X03, Lady Grey, 9755



SENQU MUNICIPALITY

**BUILDING PLAN
APPLICATIONS**



REQUIRED DOCUMENTS:

- 01 COPY OF OWNERS CERTIFIED ID
- 02 POWER OF ATTORNEY IF APPLICANT IS NOT OWNER
- 03 COPY OF CERTIFIED TITLE DEED
- 04 BUILDING APPLICATION FORM
- 05 3 COPY OF BUILDING PLANS (A3)
- 06 PROOF OF PAYMENT OF BUILDING PLAN APPLICATION FEES

by the communities as well as notified to Council for consideration were d

3 STEP APPLICATION PROCESS:



- Submit building plans and all required documents
- Building control will scrutinize the application
- Conduct site visits
- Circulate application to other internal departments
- Circulate application to the Joe Gqabi District Municipality and other external departments that are affected.
- Building plans approved
- Approval letter, building permits and endorsed plans are sent to the applicant