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**LAND USE APPLICATION FORM**

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In terms of the provisions of the Nelson Mandela Bay Municipality Spatial Planning and Land Use Management By-Law, 2022

**PART A: APPLICANT'S DETAILS**

First Name(s):	
Surname:	
South African Council of Planners (SACPLAN) Registration Number (if applicable):	
Company Name:	
Postal Address:	
Postal Code:	
Email Address:	
Telephone Number:	
Cell Phone Number:	

**PART B: REGISTERED OWNER'S DETAILS**

*Only complete if owner is not applicant*

Registered Owner(s):	
Registered Owner's Address:	
Postal Code:	
Email Address:	
Telephone Number:	
Cell Phone Number:	

**PART C: PROPERTY DETAILS**

Property Description: (Erf Number & Allotment Area)	
Physical Address:	
Town/Area:	
Current Zoning:	
Property Extent:	
Current Land Use:	

Are there existing buildings on the property?		YES	NO
Title Deed Number:		Date Registered:	
Title Deed Number:		Date Registered:	
Title Deed Number:		Date Registered:	
Title Deed Number:		Date Registered:	

Title Deed Number:		Date Registered:	
Title Deed Number:		Date Registered:	
Are there any restrictive conditions applicable?	YES	NO	
If yes, list the conditions:			
Are the restrictive conditions in favour of a third party (ies)?	YES	NO	
If yes, list the party (ies):			
Is the property encumbered by a bond?	YES	NO	
If yes, list the bondholder(s):			
Are there any existing unauthorised buildings and/or land use on the subject property(ies):	YES	NO	
If yes, is this application to legalise the building / land use?			
Are there any pending court case(s) and/or orders in relation to the subject property (ies)?	YES	NO	
Are there any land claim(s) registered on the subject property (ies)?	YES	NO	

**PART D: LAND USE PLANNING APPLICATION TYPE**

*In terms of Chapter 5 of the Nelson Mandela Bay Municipality By-Law*

Has there been any previous related application?  Y  N

- A rezoning of land including rezoning to subdivisional area
- A permanent departure from the development parameters of the Zoning Scheme
- A temporary use departure
- Subdivision of land
- Consolidation of land
- Amendment, suspension or deletion of a restrictive title condition
- A permission required in terms of the Zoning Scheme
- Amendment, deletion or imposition of conditions in respect of an existing approval
- An extension of the validity of an approval
- An approval of an overlay zone as contemplated in the Zoning Scheme
- Amendment or cancellation of an approved general plan
- A permission required in terms of a condition of approval
- A determination of zoning
- Closure of a public place or part thereof
- Disestablishment of a homeowner's association
- To rectify a failure by a home owner's association to meets its obligations
- Determination of an administrative penalty
- Permission required for reconstruction of an existing building that constitutes a non-conforming use

**PART E: DETAILS OF PROPOSAL**

Brief description of proposed development/ intent of application (please attach motivating memorandum)

**PART F: ATTACHMENTS AND SUPPORTING DOCUMENTS**

*Information and documentation required in terms of Chapter 5 of the Nelson Mandela Bay Municipality*

Power of attorney	Y	N	N/A
Company resolution or other proof that applicant is authorised to act on behalf of juristic person	Y	N	N/A
Written motivation and proposal statement	Y	N	N/A
Locality plan	Y	N	N/A
Proposed general plan	Y	N	N/A
Proof of payment of application fees	Y	N	N/A
Conveyancer's certificate	Y	N	N/A
Bondholder's consent	Y	N	N/A
Proof of registered ownership or any other relevant right held in the land concerned	Y	N	N/A
SG diagram and/or general plan	Y	N	N/A
Site development plan or conceptual layout plan	Y	N	N/A
Proof of agreement or permission for required servitude	Y	N	N/A
Full copy of the title deed	Y	N	N/A

*Supporting documentation and information:*

Consolidation Plan	Y	N	N/A
Street Name and numbering plan	Y	N	N/A
Landscaping and/or tree plan	Y	N	N/A
Abutting landowner's consent	Y	N	N/A
Environmental impact assessment (EIA)/ Heritage Impact (HIA)/ Traffic Impact (TIA) / Hazard Impact (HIA)	Y	N	N/A
Copy of original approval and conditions of approval	Y	N	N/A
Proof of lawful use right	Y	N	N/A
Land use plan and/or zoning plan	Y	N	N/A
Flood line determination and/or report	Y	N	N/A
Homeowner's Association consent	Y	N	N/A
Services report or indication of all municipal services and/or registered servitudes	Y	N	N/A
Proof of failure of Homeowner's Association	Y	N	N/A

**PART G: AUTHORISATION IN TERMS OF OTHER LEGISLATION**

National Heritage Resources Act, 1999 (25 of 1999)	Y	N	N/A
National Environmental Management Act, 1998 (107 of 1998)	Y	N	N/A
Sub-division of Agricultural Land Act, 1970 (70 of 1970)	Y	N	N/A
Spatial Planning and Land Use Management Act, 2013 (16 of 2013)	Y	N	N/A
Land Use Planning Act, 2014 (3 of 2014)	Y	N	N/A
Specific Environmental Management Act(s)	Y	N	N/A

**PART H: EXTENT OF DEPARTURE**

	Building line encroachment	From	To	From		To
	Street	From	To	From		To
	Street	From	To	From		To
	Lateral	From	To	From		To
	Lateral	From	To	From		To
	Rear	From	To	From		To
	Permissible site coverage	From	To	From		To
	Maximum permissible floor area	From	To	From		To
	Maximum permissible floor factor ratio	From	To	From		To
	Height restriction measured from natural ground level	From	To	From		To
	On-site parking/ loading bay requirements	from	To	From		To
	Other (please specify)					

**PART I: DECLARATION**

I hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I am aware that it is an offense in terms of section 107 of the by-law to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorised to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.
4. Where an agent is appointed to submit this application on the owners' behalf, it is accepted that correspondence from and notifications by the municipality in terms of this by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.
5. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
6. In confirm that the relevant title deed(s) have been read or attached conveyancer's certificate, and that there are no restrictive conditions which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
7. I am aware that by lodging an application, the information in the application and obtained during the process, may be made available to the public.
8. I am aware that development charges to the municipality in respect of the provision and installation of bulk services are payable by the applicant as a result of the proposed development.

Applicant's signature

Date

Applicant's name

Professional capacity

SACPLAN Registration  
No.:

**FOR OFFICIAL USE ONLY**

Date received:

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Received by:

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DRAFT - SUBJECT TO LEGAL PRIVILEGE