



**ETHEKWINI MUNICIPALITY**  
**Development Management Department**  
**Area Office: .....**

**APPLICATION FOR LOCAL AUTHORITY APPROVAL : TOWNSHIP PROPOSED  
 IN TERMS OF CHAPTER XVI OF ORDINANCE NO. 18 OF 1976**

1. Submitted herewith, for the approval of the Council, ten signed copies of the proposal to establish a township on the following property:

**CADASTRAL DESCRIPTION / ERF NO. :** .....

**STREET ADDRESS :** .....

**TITLE DEED NO.:** .....

2. (a) Name and address of **Land Owner** : .....

.....Telephone:.....

(b) Name and address of **Applicant** (if different from that of the land owner) : .....

.....Telephone:.....

(c) Name and address of **Land Surveyor** : .....

.....Telephone:.....

3. (a) Number of proposed Subdivisions **including remainder** : .....

(b) Restriction in the Title Deed(s) concerned which are at variance with any proposal in this application: .....

(c) Encumbrances on or near the property which could affect the land to be subdivided:

(i) Servitudes (existing or required).....

(ii) Other (specify).....

4. Proposed method of sewage and waste water disposal .....

5. Application fee : ..... **BASIC CHARGE :** R .....,00

**PLUS :** ..... (no of subdivisions, incl. rem) at R .....,00 each : R .....,00

**TOTAL FEE :** R ....., 00

6. Name & signature of registered owner or his / her representative :

**NAME** (in capital letters) : ..... **SIGNATURE :** .....

**CAPACITY** (if company owned) : .....

**POWER OF ATTORNEY / AUTHORISATION ATTACHED** (if not signed by registered owner) : **YES / NO**

**Note to applicant : application requirements are detailed overleaf**

1. Application for authority to subdivide land or to lay out or open any new street on any land shall be made to the Council on the prescribed form.
2. Every application to subdivide land or to lay out or open any new street on any land or to amend an approved subdivisional plan shall be dated and submitted by the registered land surveyor or registered town and regional planner, acting on behalf of the owner, and shall be accompanied by :
  - (a) Ten coloured copies of a plan properly drawn to one of the following scales:  
1:1250 1:1200 1:1000 : 1:500 1: 250
  - (b) The prescribed application form, completed in all respects.
  - (c) A fee, calculated in accordance with the tariff of charges authorised by Council.
  - (d) A copy of the Title Deed for the property.
  - (e) Power of attorney, where required.
  - (f) A short motivation and/or explanation for the subdivision including an indication of the intended land use.
  - (g) A comprehensive subsoil percolation test report prepared by a professional engineer using the guidelines as laid down by the Department of Wastewater Management (where waterborne sewage disposal is not available).
  - (h) A full geotechnical report, Environmental Impact Assessment and Environmental Management Plan ( in cases where the duly authorised officer so directs).
  - (i) A digital copy of the layout as either an ESRI polygon shapefile (preferred) or in DXF format.
3. The plans required in terms of point 2 above shall, unless the duly authorised officer otherwise directs, show :
  - (a) the whole of the land to which the application relates;
  - (b) the registered description and dimensions of such land;
  - (c) a locality sketch, the true north direction and the scale to which the plan is drawn;
  - (d) an area 100 mm X 100 mm left blank on the top right hand corner of the plan for endorsements to be made by the local authority;
  - (e) all adjoining and immediately adjacent cadastral properties and servitudes, with their descriptions; where applicable, the areas within road reserves which have been formed for use as carriageways, verges, banks (natural, or cut or fill), with their relative levels, street names and road reserve widths; indicated;
  - (f) contours at no greater than 2 metre vertical intervals, such contours being related to mean sea level or other indicted datum : NOTE : contours are to be accurate and up to date, e.g. accounting for earthworks;
  - (g) sufficient information in regard to levels to depict the true configuration of the ground, including information in regard to relative levels of any adjacent street, servitude, drain or sewer;
  - (h) the position of all existing buildings and/or structures on the land and of any buildings which are on adjoining subdivisions within 10 metres of the boundary of the property to be subdivided, accompanied by a certificate to the effect that such buildings are correctly depicted. Where the land is vacant, the plan shall be endorsed accordingly. Where an existing building is located closer to a new subdivisional boundary than what is permitted in terms of the town planning scheme such distances are to be indicated on the plan;
  - (i) all proposed streets;
  - (j) the written dimensions, areas and descriptions of all proposed subdivisions, and in the case of subdivisions which derive access by means of an access strip or which is subject to any existing or proposed road servitude, both the gross area and the nett area;
  - (k) the purpose and dimensions of all existing and proposed servitudes over the land, and in the case of proposed servitudes for drainage purposes, the direction of flow;
  - (l) the provision made or to be made for the drainage of each proposed subdivision or street, and for the connection of such drainage to any existing or proposed stormwater system. The position of any existing stormwater soakpits on the property are to be shown;
  - (m) cover and invert levels of sewer manholes within the land to be subdivided and on any abutting streets, servitudes or wayleaves, and levels of any sewers (domestic an/or mains) to which the proposed subdivisions are to be connected, such levels being related to mean sea level.
  - (n) any floodlines required to be depicted on plans relating to the establishment of townships in terms of the National Water Act, 1998 (Act 36 of 1998) at the time of the application and, in addition, the lines indicating the maximum level likely to be reached on an average every 50 years and 100 years by floodwaters on the land in question from any water course with a known and defined channel and with a catchment area exceeding one square kilometre;
  - (o) any areas set aside for environmental conservation purposes in terms of an approved Environmental Management / Assessment plan or otherwise.

**FOR OFFICIAL USE ONLY.**

Date Received.....  
 Fees Total.....  
 Receipt No.....

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