



a world class african city

CITY OF JOHANNESBURG

**DEPARTMENT OF DEVELOPMENT
PLANNING AND URBAN
MANAGEMENT**

CONSENT

CITY OF JOHANNESBURG

APPLICATION FORM

CONSENT

1. APPLICABLE TOWN PLANNING SCHEME:

.....

2. TYPE OF CONSENT USE:

.....
.....

3. SITE DESCRIPTION:

Erf/Erven (Stand) No(s):

Township (Suburb) Name:

Street Address: Code

4. REGISTERED OWNER:

Name:

Postal Address: Code

Tel No (w): Cell: Fax No:

5. AUTHORISED AGENT (IF APPLICABLE) *

Name:

Postal Address: Code

Tel No (w): Cell: Fax No:

6. REQUIRED DOCUMENTATION AND INFORMATION:

(a) 1 (one) copy of application form

- (b) 1 (one) copy of Title Deed
- (c) Fee of R499-00 (cheques payable to: City of Johannesburg)
- (d) Power of Attorney / Letter of Authorisation / Company Resolution (if required)
- (e) Proof of advertising (1) one copy (if required in terms of relevant Town Planning Schemes)
- (f) Affidavit regarding site notice (1) one copy (if required)
- (g) 14 copies of a Memorandum motivation the application, Locality Plan and Sketch Plan showing details of the proposal
- (h) Zoning in terms of the relevant Town Planning Scheme:
.....
- (i) Existing Development on the Land:
- (j) The proposal is:

SIGNED:

* Signature of Owner / Authorised Agent **

DATE:

- ** **IF AUTHORISED AGENT : Please submit:**
- 1 (one) copy of Special Power of Attorney
 - OR
 - 1 (one) letter of authorisation from the owner (see attached example)

NB If the property is company owned, a Company Resolution is required

This form and the required documents must be submitted to:

The Registration Section
 Development Planning
 Department of Development Planning, Transportation and Environment
 Room 8100, 8th Floor
 A-Block, Metropolitan Centre
 158 Loveday Street
 Braamfontein

Office Hours: Monday to Friday – 0 8:30 to 15:30

Notes:

1. In terms of the Town-Planning and Townships Ordinance (No 15 of 1986), an engineering services contribution may be payable to the Council where it is necessary to enhance or improve such services or where the granting of the consent will bring about a higher residential density.
2. Copy of Title Deed. This is obtainable from either the bondholder or the Registrar of Deeds.

Address:

PRETORIA: Corner Bosman and Vermeulen Streets
Private Bag X 65
Pretoria
Tel No (012) 338-7000 0001

JOHANNESBURG: 2 Rissik Street, cnr Albert Street
Johannesburg
Tel No (011) 378-2111 2001

* Delete which is not applicable

1. MOTIVATION IN SUPPORT OF APPLICATION

It will assist in the consideration of the application if the need and desirability of the proposal is provided in an accompanying motivating memorandum.

In most cases it will be advisable to submit sketch plans showing the proposed development of the site and premises. An incomplete application could lead to a delay in the processing and finalisation of the application.

Notes

1. Schools or Crèches
Applicants are advised to discuss their proposals first with the City of Johannesburg Council's Health Department, and/or any other relevant state or provincial department before making the application. Full particulars of the number of children to be accommodated, the age restriction, and the days and hours on which the school/crèche will be in operation, should be submitted.
2. Workshops, Dry-Cleaning Establishments, Bakeries, etc.
Applicants should discuss their proposals with the City of Johannesburg Council's Health Department and all relevant state and provincial departments. Full particulars of the number and sex of employees, and the power and type of machinery to be installed, should be submitted.
3. Places of Assembly, Cinemas, Churches, Hall, Public Garages and Parking Lots
A sketch plan showing the proposed building/s, the layout of parking areas and seating capacity, if any, shall be submitted.

2. SITE PLANS AND LOCALITY, ZONING AND LAND USE PLANS

The application shall be submitted together with the abovementioned plans.

Notes

1. The site plan shall indicate the existing buildings or structures on the property, the proposed new buildings or structures (if any) and the parking layout for the proposed use.
2. The locality plan shall indicate the location of the property within the border area.
3. The zoning plan can be obtained from the GIS Information Centre.
4. The land use plan shall indicate the surrounding uses within a radius of approximately 100 m from the application site.

*****WARNING**

Please note that compliance with the consent use procedure prior to the submission of an official application does not entitle the applicant to assume that the necessary consent will be granted. Any action the applicant may take, is under the full understanding that the application may possibly be refused.

KOERANT ADVERTENSIES VIR SANDTON, RANDBURG. ROODEPPORT EN HALFWAY HOUSE DORPSBEPLANNINGSKEMAS

Voorgestelde bou / daarstelling van

(meld uitdruklik waarvoor die gebour of grond gebruik gaan word).

Kennis geskied hiermee, ooreenkomstig Klousule 16 van bogemelde Skema, dat ek / ons van voornemens is om by die Stad van Johannesburg aansoek te doen om vergunning tot bogemelde gebruik op (Erf/Hoewe/Plaas-nommers)

..... (Dorpsgebied/Landbouhoewe/Plaas)
geleëte (straatnaam en nommer of
soortgelyke beskrywing).

Besonderhede van hierdie aansoek lêgedurende kantoorure te

..... ter insae (plek gekies deur applikant).

Enigiemand wat beswaar daarteen wil opper dat hierdie aansoek toegestaan word, moet sy beswaar en die rede daarvoor, nie later as
(meld datum – 14 dae na laaste verskyning van advertensies in nuusblaaie) skriftelik by die Uitvoerende Direkteur : Ontwikkelingsbeplanning, Vervoer en Omgewing, Kamer 8100, 8ste Verdieping, A- Blok, Metropolitaanse Sentrum, Loveday Straat 158, Braamfontein, en die ondergetekende(s) indien.

Naam en adres van applikant: _____

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NEWSPAPER ADVERTISEMENTS FOR SANDTON, RANDBURG, ROODEPPORT AND HALFWAY HOUSE TOWN PLANNING SCHEMES

Proposed erection / establishment of (state specific use of building or land).

Notice is hereby given, in terms of Clause 16 of the abovementioned Scheme, that I / we, the undersigned, intend to apply to the City of Johannesburg for consent for the abovementioned use on (Erf/Holding/Farm Portion-number)

.....
(Township/Agricultural Holdings/Farm) situated at
..... (street name and number or other similar description).

Particulars of this application may be inspected during normal office hours at: (place chosen by applicant).

Any person having any objection to the approval of this application shall lodge such objection, in writing, together with grounds thereof, to the Executive Director : Development Planning, Transportation and Environment, Johannesburg, Room 8100, 8th Floor, A-Block, Metropolitan Centre, 158 Loveday Street, Braamfontein, and the undersigned by not later than

Registered letters to adjoining owners for JOHANNESBURG and SANDTON TOWN PLANNING SCHEMES

Dear Sir / Madam

APPLICATION FOR CONSENT :

ERF / ERVEN _____

TOWNSHIP _____

STREET ADDRESS _____

The above application, made in terms of the Johannesburg Town Planning Scheme, 1979, will be open for inspection from 07h30 to 15h30 at the Registration Counter, Development Planning, Transportation and Environment, Room 8100, 8th Floor, A-Block, Metropolitan Centre, 158 Loveday Street, Braamfontein.

Any objection or representation with regard to the application must be submitted to the Registration Section within a period of 35 days from the date on which the application was submitted to the City of Johannesburg.

Details of the applicant:

Name: _____

Address: _____

Telephone No: _____ (w) _____ (cell)

Yours faithfully

The applicant

SANDTON TOWN PLANNING SCHEME, 1980

PRIOR TO SUBMISSION OF APPLICATION

1. Advertisements in English and Afrikaans Newspapers, at own expense for two (2) consecutive weeks.
2. On site notice - 28 consecutive days simultaneously with the first advertisement.
3. Notify by registered post, the registered owners of all adjoining properties.
4. Submit an application to the Council.
5. The name and address of the applicant shall be contained in (1) and (2) above and the notice shall state that objections or representations shall be submitted in writing 28 days from the first notice, to the applicant and the local authority.
6. The notice in (2) shall not be smaller than 594 mm by 420 mm and any letter thereon shall be at least 6 mm in height.
7. The applicant shall simultaneously, with submission of the application, submit an affidavit that notice in (2) was posted and maintained and that registered letters as set out in (3) were posted (registered postal slips).

HALFWAY HOUSE AND CLAYVILLE TOWN PLANNING SCHEME, 1976

Prior to submission of application:

1. Publish at own expense once a week for two (2) consecutive weeks in an English and Afrikaans newspaper, circulating in the area.
2. On site notice posted in a conspicuous place for 14 days and shall with lodging of application submit proof of publication in (1) above and posting of notice.
3. Notice shall state that objections must be submitted in writing together with grounds therefore with the Council and applicant within 14 days after the date of the last advertisement and shall state whether the plans, if any, may be inspected.
4. Provisions of the abovementioned clause shall not apply in the case of buildings or structures required for the distribution and reticulation of essential services, and for purposes of public administration.
5. The Council shall consider objections received within the said period of 14 days and shall notify the applicant and objectors, if any, of its decision. The applicant and any of the objectors if aggrieved by the decision, may appeal.
6. The decision of the Council shall not take effect until the expiration of twenty-eight (28) days from the date on which the applicant and the objectors, if any, are notified thereof, or, if an appeal has been made, until such appeal is disposed of.

RANDBURG TOWN PLANNING SCHEME, 1976

(Reg. 36)

Prior to submission of application:

1. Advertisement in English and Afrikaans newspapers, at own expense, once a week, for two (2) consecutive weeks.
2. Proof of publication shall be lodged with the Council when application is made.
3. If an application is not submitted within a period of three (3) months after closing date for objections, the intention must again be advertised.
4. Notice shall state that any persons having objections may lodge objections with the Council and the applicant in writing within fourteen (14) days after the date of the last day of posting and shall state where the plans, if any, may be inspected.
5. Provided that the provisions of this clause shall not apply in the case of buildings or structures required for the distribution and reticulation of essential services.
6. The Council shall take into consideration any objections received within the fourteen (14) days and shall notify the applicant and persons of objections received of its decision and the applicant and any persons aforesaid if aggrieved by the decision, may appeal.
7. The decision of the Council shall not take effect until the expiration of twenty-eight (28) days from the date on which the applicant and objectors, if any, are notified thereof, or if an appeal has been made under the provisions of this Clause, until such appeal is disposed of.

ROODEPOORT TOWN PLANNING SCHEME, 1987

Prior to submission of application:

1. Publish at his own expense, once a week for two consecutive weeks in English and Afrikaans Newspapers containing full particulars of the consent.
2. On site notice for 14 days from date of first notice in Newspaper.
3. Notice on site shall contain the name and address of the Applicant – objections or representations must be submitted in writing simultaneously to the Council and Applicant within 28 days from date of the first notice in the Newspaper.
4. The notice (in 2 and 3) above shall not be smaller than 594 mm by 420 mm and any letter thereon shall be at least 6 mm in height.
5. The Applicant shall notify the Council beforehand that he/she will post and maintain the notice mentioned in (2) above.
6. The Applicant shall simultaneously with submission of the application to the Council, submit an affidavit to the Council that the notice was posted and maintained.
7. The Council shall notify the Applicant of objections or representations received.

JOHANNESBURG TOWN PLANNING SCHEME, 1979

1. Within 14 days from the date of submission of application display on-site notice for 21 days.
2. Notify adjoining owners by Registered Post if zoned Residential 1 - 4.
3. Objections and representations must be submitted simultaneously to the Council and applicant within 28 days from the date of the notice.
4. Affidavit and Registered Postal Slips to be submitted to the Council.

ANNEXURE F – B LACK COMMUNITIES DEVELOPMENT ACT, 1984

Prior to submission of application:

1. Display notice on site for fourteen (14) days.
2. Give fourteen (14) days written notice to adjoining owners.
3. Objections to be lodged in writing to the Council and applicant within fourteen (14) days from date after the last day on which the notice was displayed.
4. Proof of displaying of notice and a list of adjoining owners and their addresses to accompany the application to the Council.
5. The Council shall, within 60 days after expiry of notice, notify the applicant and objectors of any decision.
6. No decision may be taken until the letters of notification to the applicant and objectors have been received or if an appeal has been lodged.

JOHANNESBURG, RANDBURG, ROODEPOORT, SANDTON,
HALFWAY HOUSE

DISPLAY OF NOTICE ON THE SITE

AFFIDAVIT

I, (name)
of (address)
make oath and say that:

1. On (date of erection of notice) I posted
in a conspicuous position at:
(township) so as to be visible to the passing public, the notice of my intention to apply
to the Council for its consent for
(state specific use of building or land) on the abovementioned property.

2. I inspected such notice on various date after the
.....
..... (date of erection of notice) and on
the (date of removal of notice at
least four weeks later) and found the notice at the time of all such including the latter
date, intact and poster as aforesaid.

.....
Applicant's Signature

Signed and sworn to, before met at
(name of town/city) this day of 200

I certify that the Deponent has acknowledged that he/she knows and understands the
contents of this affidavit.

.....
Commissioner of Oaths

TOWN PLANNING SCHEME, _____

CONSENT : _____
ON ERF / ERVEN NO(S) _____ STREET _____
_____ TOWNSHIP _____

In terms of the abovementioned scheme, notice is hereby given that I / we, the undersigned have applied to the City of Johannesburg for permission to erect / establish a _____ on site.

Date application was lodge : _____

Plans may be inspected or particulars of this application may be obtained between 07h30 and 14h00 at the Information Counter, Room 8100, 8th Floor, A-Block, Metro Centre, 158 Loveday Street, Braamfontein, Johannesburg.

Any person having any objection to the approval of this application, must lodge such objection together with grounds thereof, with the Executive Director : Development Planning and Urban Management at the above address or P O Box 307733 Braamfontein, 2017 and the undersigned in writing not later than _____

NAME AND ADDRESS OF APPLICANT(S) _____

TELEPHONE NUMBER _____

FAX NUMBER _____