

APPENDIX D			
FINAL BUILDING PLAN SUBMISSION FORM (2026)			
ERF no:		PLOT no:	
Date:		Erf Type:	
1. General Information			
Owner			
Name & Surname:		Contact tel no:	
E-mail address:			
SACAP Registered Professional			
Name & Surname:		Contact tel no:	
SACAP Reg No:		E-mail address:	
(SACAP Registration certificate to be included)			
2. Building Information			
Erf Area		m ²	Coverage area
Ground floor Area		m ²	Coverage percentage
First - / L-Ground Floor Area		m ²	Disturbed Footprint Area
Basement / Area		m ²	(Includes eg. Building, verandha's, pool, yards & paving)
Outbuildings Area		m ²	Yard Area
Total building Area:		m ²	
3. Building Lines			
STREET building line		SIDE building line	
m	(checked)	m	(checked)
		REAR building line	
		m	(checked)
4. Height Restrictions			
Ervens type 1-4		m	(max 8.5) Measured vertically from Natural ground level.
Ervens type 5		m	(max 6.0m) Measured vertically from Natural ground level.
Surveyor's diagram & Contour survey included? (Compulsory)		YES	NO
5. Doors and Windows			
	Type / Material	Finish / Colour	
Windows			
External doors			
Garage Doors			
Shutters (no false shutters)			
Roof lights			
6. Roofs			
	Type / Material	Finish / Colour	Pitch
Main roof (core structures)			
Roof (secondry structures)			
Gutters & downpipes			n/a

7. Walls		
	Type / Material	Finish / Colour
External walls	Plastered brick	
Feature Elements (if applicable) (Photo sample to be provided)	Natural Stone	
	Face brick	

8. External Works / General		
Paving	Type & Colour:	
Off Street visitor's parking	YES	NO
Swimming Pool	Type & Size:	
Washlines, refuse bins and gas bottles screen with 2 m wall	YES	NO
Stormwater management	YES	NO
Satelite dish position shown?	YES	NO
Sewer connection and drainage checked and shown	YES	NO
Sewer pipes concealed	YES	NO
Gutters & downpipes	YES	NO
Airconditioning	YES	NO
If "yes" to airconditioning, are condensor positions	YES	NO
Rainwater storage tank	YES	NO
Fire /irrigation points shown	YES	NO

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FINAL PLAN SUBMISSION (as for municipal submission)		
Site development plan /siteplan	YES	NO
Roof Plan	YES	NO
Groundfloor plan	YES	NO
First Floor plan	YES	NO
Sections through all major elements	YES	NO
Lower Ground Floor plan	YES	NO
Basement plan	YES	NO
4 Elevations showing NGL	YES	NO
Surveyor's plan (0.5m) contours	YES	NO
Stormwater & drainage layouts	YES	NO
Bulk earthworks	YES	NO
Locality plan showing adjacent erven	YES	NO
Chimney Details	YES	NO
Handrail Details	YES	NO
Column Details	YES	NO
4 Copies of plans	YES	NO

NOTES:

An electronic copy of final approved plans must be handed in to the HOA for electronic records.
The validity period of approved final plans is 12 months. If building work does not commence within this period, the approved plans will lapse.
Hand-in dates can be confirmed with the HOA office, but will be on the first and third Monday of every month.

Owner Signature

Date

SACAP Registered Professional

Date