

APPENDIX E			
ALTERATION or ADDITION BUILDING PLAN SUBMISSION FORM (2026)			
ERF no:		Fase: 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. Description of scope of proposed alteration/ Addition:			
3. Building Information			
Erf Area	m ²	Coverage area	m ²
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	m ²
Total building Area:	m ²		
4. Building Lines			
STREET building line		SIDE building line	
m	(checked)	m	(checked)
		REAR building line	
		m	(checked)
5. 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
6. Roofs			
	Type / Material	Finish / Colour	Pitch
Existing Rooof Covering			
Addition Roof Covering			
7. Walls			
	Type / Material	Finish / Colour	
External walls			

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Addition /Ammendment Plan Submission 2026 (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
1 Copy of plan	YES	NO
Scrutiy fee paid	YES	NO
NOTES:		
Konka Studio (PTY) Ltd Scrutiny Alteration Fee: * Smaller than 10sq/m : R 500.00 * Larger than 10sq/m : R 1 500.00 Konka Studio (PTY)Ltd First National Bank Mossel Bay Branch Code: 210314 Account Number: 625 062 15244 Reference: Erf Nr xxxx alteration plan fee	Outeniquasbosch HOA banking details For R 1 500,00 Alteration Outeniquasbosch Home Owners Association ABSA Stellenbosch Branch Code: 632005 Account Number: 409 772 6497 Reference: Erf Nr xxxx alteration plan fee	

Owner Signature

Date

SACAP Registered Professional

Date