

**APPLICATION RECEIVED BY KAROO HOOGLAND MUNICIPALITY ON :**

**SCHEDULE 2**  
**COMPREHENSIVE APPLICATION FORM**

Applications for land use amendments (give full details in the attached motivation report, if space provided is not enough)

**SECTION 1**  
**Details of Applicant**

|                       |                         |
|-----------------------|-------------------------|
| Name: _____           | Contact person: _____   |
| Postal address: _____ | Physical address: _____ |
| _____                 | _____                   |
| _____ Code: _____     | _____                   |
| Tel no: _____         | Cell no: _____          |
| Fax no: _____         | E-mail address: _____   |
| SACPLAN _____         | _____                   |
| Reg No: _____         | _____                   |

**SECTION 2**  
**Details of Land Owner (If different from Applicant)**

|                       |                         |
|-----------------------|-------------------------|
| Name: _____           | Contact person: _____   |
| Postal address: _____ | Physical address: _____ |
| _____                 | _____                   |
| _____ Code: _____     | _____                   |
| Tel no: _____         | Cell no: _____          |
| Fax no: _____         | E-mail address: _____   |

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application.

**SECTION 3**  
**Details of Property (In accordance with Title deed)**

|                                             |                                       |
|---------------------------------------------|---------------------------------------|
| Erf/ Farm No and portion description: _____ | Area (m <sup>2</sup> or ha): _____    |
| Physical address of erf/farm: _____         | Existing zoning: _____                |
| Location from nearest town: _____           | Existing land use: _____              |
| Town/suburb: _____                          | Area applicable to application: _____ |
| Registration Division: _____                | Title deed no: _____                  |

**SECTION 4**  
**Type of Application being Submitted** (Mark with an X and give detail)

**Application for:**  
**(Please mark applicable block with a cross)**

|                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Rezoning from one zone to another:                                                                                                                                                  |  |
| Consolidation of land:                                                                                                                                                              |  |
| Subdivision of land:                                                                                                                                                                |  |
| Township establishment (Human settlement planning and design)                                                                                                                       |  |
| Removal, suspension or amendment of Title Deed Restrictions:                                                                                                                        |  |
| Permanent departure from any stipulations as determined in these regulations, including relaxing of Development Control stipulations:                                               |  |
| Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations: |  |
| Secondary use as determined in these regulations:                                                                                                                                   |  |
| Consent use as determined in these regulations:                                                                                                                                     |  |
| The annulment, suspension or amendment of the original approval conditions as provided by the Responsible Authority:                                                                |  |
| General Plan Cancellation:                                                                                                                                                          |  |
| Closure of Park or Public Road:                                                                                                                                                     |  |
| The extension of the approval period:                                                                                                                                               |  |
| Any other application in terms of provincial legislation or municipal by-law:                                                                                                       |  |

**Please give a short description of the scope of the project:**

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**SECTION 5****Detail of application** (Mark with an X and give detail where applicable)

|                                                                                                                                                                                                              |                          |    |                                                                                                                                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Is the land unit currently developed (buildings etc.)?                                                                                                                                                       | YES                      | NO | If answered YES, what is the nature & condition of the developments/improvements?                                                                 |  |
| Is the current zoning of the land utilised?                                                                                                                                                                  | YES                      | NO | If answered NO, what is the application/ use of land?                                                                                             |  |
| Is the property burdened by a bond?                                                                                                                                                                          | YES                      | NO | If answered YES, attach the bondholder's consent to the application:                                                                              |  |
| Has an application for subdivision/ rezoning/ consent use/ departure on the property previously been considered?                                                                                             | YES                      | NO | If answered YES, when and provide particulars, including all authority reference numbers and decisions:                                           |  |
| Does the proposal apply to the entire land unit?                                                                                                                                                             | YES                      | NO | If answered NO, indicate the size of the portion of the land unit concerned, as well as what it will be used for, including the remaining extent: |  |
| Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land unit in terms of the deed of transfer that should be removed, as it might have an influence on this application? | YES                      | NO | If answered YES, please provide detail description:                                                                                               |  |
| Are there any physical restrictions (e.g. steep inclines, unstable land formations, marshes, etc.) that might influence the intended development                                                             | YES                      | NO | If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:                                    |  |
| Is any portion of the land unit in a flood plain of a river beneath the 1:50 annual flood-line, or subject to any flooding?                                                                                  | YES                      | NO | If answered YES, please provide detail description:                                                                                               |  |
| Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?                                                                                            | YES                      | NO | If answered YES, please provide detail description:                                                                                               |  |
| What arrangements will be made regarding the following services for the development? (Full Engineering Reports must be supplied, where applicable)                                                           | Water supply:            |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                              | Electricity supply:      |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                              | Sewerage and waste-water |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                              | Storm-Water:             |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                              | Road Network:            |    |                                                                                                                                                   |  |

## SECTION 6

### List of Attachments and supporting information required/ submitted with checklist for Municipal use (Mark with an X/ number annexure)

| Checklist (for the completion by the Applicant only) |    |                            |                                                                                                                                                                                                                     | Checklist (for the use of Responsible Authority only) |    |     |
|------------------------------------------------------|----|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----|-----|
| YES                                                  | NO | ANNEXURE OR PAGE REFERENCE | DOCUMENT ATTACHED                                                                                                                                                                                                   | YES                                                   | NO | N/A |
|                                                      |    |                            | Completed Comprehensive Application form                                                                                                                                                                            |                                                       |    |     |
|                                                      |    |                            | Complete Motivation Report                                                                                                                                                                                          |                                                       |    |     |
|                                                      |    |                            | Public participation report (minutes of meetings, copies of advertisement, etc.)                                                                                                                                    |                                                       |    |     |
|                                                      |    |                            | Power of Attorney (Board of Directors' / Trustees' resolution / consent)                                                                                                                                            |                                                       |    |     |
|                                                      |    |                            | Copy of Title Deed(s)                                                                                                                                                                                               |                                                       |    |     |
|                                                      |    |                            | Mortgage holder's consent                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Cadastral information – diagram/General Plan including servitudes, lease areas, etc.                                                                                                                                |                                                       |    |     |
|                                                      |    |                            | Status report from Surveyor General – street closure or state owned land                                                                                                                                            |                                                       |    |     |
|                                                      |    |                            | Topographic map/ aerial map                                                                                                                                                                                         |                                                       |    |     |
|                                                      |    |                            | Locality Map                                                                                                                                                                                                        |                                                       |    |     |
|                                                      |    |                            | Site Plan                                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Zoning Map                                                                                                                                                                                                          |                                                       |    |     |
|                                                      |    |                            | Zoning Certificate                                                                                                                                                                                                  |                                                       |    |     |
|                                                      |    |                            | Land Use Map                                                                                                                                                                                                        |                                                       |    |     |
|                                                      |    |                            | Conveyancer's certificate                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Special endorsement/proxy                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Home Owners' Association consent                                                                                                                                                                                    |                                                       |    |     |
|                                                      |    |                            | Proposed design/layout plan                                                                                                                                                                                         |                                                       |    |     |
|                                                      |    |                            | Proposed subdivision plan                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Proposed consolidation plan                                                                                                                                                                                         |                                                       |    |     |
|                                                      |    |                            | Proposed development plan                                                                                                                                                                                           |                                                       |    |     |
|                                                      |    |                            | Mineral rights certificate (together with mineral holder's consent) and/or prospecting contract                                                                                                                     |                                                       |    |     |
|                                                      |    |                            | Mineral impact assessment (MIA)                                                                                                                                                                                     |                                                       |    |     |
|                                                      |    |                            | Environmental Impact Assessment (EIA – EA) including Heritage Impact Assessment (approval from Dept Sport, Arts and Culture) and Archaeological Impact Assessment (AIA) (approval from relevant Department - SAHRA) |                                                       |    |     |
|                                                      |    |                            | Detail Engineering Services report (Bulk and internal)                                                                                                                                                              |                                                       |    |     |
|                                                      |    |                            | Traffic impact study                                                                                                                                                                                                |                                                       |    |     |
|                                                      |    |                            | Geo-technical report (including geology) report (NHRB Standards)                                                                                                                                                    |                                                       |    |     |
|                                                      |    |                            | Social impact assessment                                                                                                                                                                                            |                                                       |    |     |
|                                                      |    |                            | Flood line assessment (1:50 and 1:100 years)                                                                                                                                                                        |                                                       |    |     |
|                                                      |    |                            | Coastal setback report (consent from Dept of Environmental Affairs)                                                                                                                                                 |                                                       |    |     |
|                                                      |    |                            | Subdivision of agricultural land (consent of the Dept of Agriculture)                                                                                                                                               |                                                       |    |     |
|                                                      |    |                            | List of sections in Title Deed conditions to be removed /amended                                                                                                                                                    |                                                       |    |     |
|                                                      |    |                            | Adherence to planning legislation including the Planning Profession Act 36 of 2002                                                                                                                                  |                                                       |    |     |
|                                                      |    |                            | <b>At least three (3) sets of full colour documentation copies</b>                                                                                                                                                  |                                                       |    |     |

**SECTION 7**  
**Declaration**

|                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |  |  |             |  |       |       |       |       |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-------------|--|-------|-------|-------|-------|-------|
| <b>Note:</b>                                                                                                                                              | <i><b>If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory</b></i> |  |  |             |  |       |       |       |       |       |
| I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorised to make this application. |                                                                                                                                                                                                                                                                                                                                                                 |  |  |             |  |       |       |       |       |       |
| Applicant's/ Owner's Signature: _____                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                 |  |  | Date: _____ |  | _____ | _____ | _____ | _____ | _____ |
| Full name (print): _____                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                 |  |  | _____       |  |       |       |       |       |       |
| Professional capacity: _____                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                 |  |  | _____       |  |       |       |       |       |       |
| Applicant's ref: _____                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                 |  |  | _____       |  |       |       |       |       |       |

**SECTION 8**  
**Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)**

| Checklist for required advertisement procedure |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Checklist for required proof of advertisement |    |                                                                                                                                                                                                                                                                        |
|------------------------------------------------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| YES                                            | NO | DOCUMENTATION AND STEPS TO BE TAKEN                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YES                                           | NO | DOCUMENTATION TO BE PROVIDED AS PROOF                                                                                                                                                                                                                                  |
|                                                |    | <b>Notice to be placed in the Local Newspaper</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |    | <b>Proof of Notice in Local Newspaper</b><br>Note: The original newspaper advertisement or full colour copy, indicating page number and date.                                                                                                                          |
|                                                |    | <b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |    | <b>Proof of Notice in the Provincial Gazette</b><br>Note: The original newspaper advertisement or full colour copy, indicating page number and date.                                                                                                                   |
|                                                |    | <b>Notices to neighbours</b><br>Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post. |                                               |    | <b>Proof of Notice to neighbours</b><br>Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority |
|                                                |    | <b>Notice to be placed on the site</b><br>Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.                                                                                                                                                                                                                                                                                              |                                               |    | <b>Proof of Notice in site</b><br>Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.                                                         |
|                                                |    | <b>Public Meeting</b><br>Note: The holding of a public meeting in order to inform the general public of the application.                                                                                                                                                                                                                                                                                                                                                                        |                                               |    | <b>Proof of Public Meeting</b><br>The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.                                                                                                     |
|                                                |    | <b>Any Additional components</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |    | <b>Proof of additional components</b>                                                                                                                                                                                                                                  |

# SCHEDULE 3

## APPLICATION FORM

Applications for land use amendments (give full details in the attached motivation report, if space provided is not enough)

### **SECTION 1** **Details of Applicant**

|                                                                                                                                                                  |                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Name: _____<br>Postal address: _____<br>_____<br><div style="text-align: right;">Code: _____</div><br>Tel no: _____<br>Fax no: _____<br>SACPLAN<br>Reg No: _____ | Contact person: _____<br>Physical address: _____<br>_____<br><br>Cell no: _____<br>E-mail address: _____<br>_____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

### **SECTION 2** **Details of Land Owner** (If different from Applicant)

|                                                                                                                                      |                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Name: _____<br>Postal address: _____<br>_____<br><div style="text-align: right;">Code: _____</div><br>Tel no: _____<br>Fax no: _____ | Contact person: _____<br>Physical address: _____<br>_____<br><br>Cell no: _____<br>E-mail address: _____<br>_____ |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

If the applicant is not the registered owner(s), attach a power of attorney from the registered owner(s) to the application.

### **SECTION 3** **Details of Property** (In accordance with Title deed)

|                                                                                                                                                                               |                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Erf/ Farm No and portion description: _____<br>Physical address of erf/farm: _____<br>Location from nearest town: _____<br>Town/suburb: _____<br>Registration Division: _____ | Area (m <sup>2</sup> or ha): _____<br>Existing zoning: _____<br>Existing land use: _____<br>Area applicable to application: _____<br>Title deed no: _____ |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|

### **SECTION 4** **Type of Application being Submitted** (Mark with an X and give detail)

**Application for:**  
**(Please mark applicable block with a cross)**

|                                                                                                                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land which is necessary in order to allow for an application for rezoning and subdivision by the Responsible Authority. |  |
| Temporary departure to allow the use of a building or land for a period of at most five years, for a purpose for which no specific zone has been provided for in these regulations                                                                |  |
| Application for Secondary Use, excluding Funeral Parlour, and Scrap Yard.                                                                                                                                                                         |  |
| Application for Consent Use, including Occupational Practice, excluding Temporary Housing.                                                                                                                                                        |  |
| Application for Subdivision in accordance with the guidelines of the SDF.                                                                                                                                                                         |  |
| Application for subdivision requiring abridged processes.                                                                                                                                                                                         |  |
| The amendment or cancellation of a general plan of a township.                                                                                                                                                                                    |  |
| The permanent closure of a municipal road (public road) or a public open place.                                                                                                                                                                   |  |
| The consolidation of any land portion.                                                                                                                                                                                                            |  |
| Application for the extension of the approval period of an application before the lapsing thereof.                                                                                                                                                |  |

**Please give a short description of the scope of the project:**

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## **SECTION 5**

### **Detail of application** (Mark with an X and give detail where applicable)

|                                                                                                                                                                                                             |                           |    |                                                                                                                                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Is the property burdened by a bond?                                                                                                                                                                         | YES                       | NO | If answered YES, attach the bondholder's consent to the application:                                                                              |  |
| Has an application for subdivision / rezoning / consent use / departure on the property previously been considered?                                                                                         | YES                       | NO | If answered YES, when and provide particulars, including all authority reference numbers and decisions:                                           |  |
| Does the proposal apply to the entire land unit?                                                                                                                                                            | YES                       | NO | If answered NO, indicate the size of the portion of the land unit concerned, as well as what it will be used for, including the remaining extend: |  |
| Are there any restrictions, such as servitudes, rights, bonds, etc. with regard to the land unit in terms of the deed of transfer that should be lifted, as it might have an influence on this application? | YES                       | NO | If answered YES, please provide detail description:                                                                                               |  |
| Are there any physical restrictions (e.g. steep inclines, unstable land formations marshes, etc.) that might influence the intended development?                                                            | YES                       | NO | If answered YES, name full particulars and state how the problem will be solved and submit detail layout plan:                                    |  |
| Is any portion of the land unit in a flood plain of a river beneath the 1:50 annual flood-line, or subject to any flooding?                                                                                 | YES                       | NO | If answered YES, please provide detail description:                                                                                               |  |
| Is any other approval that falls outside of this Act, necessary for the implementing of the intended development?                                                                                           | YES                       | NO | If answered YES, please provide detail description:                                                                                               |  |
| What arrangements will be made regarding the following services for the development? (where applicable)                                                                                                     | Water supply:             |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                             | Electricity supply:       |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                             | Sewerage and waste-water: |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                             | Storm-Water               |    |                                                                                                                                                   |  |
|                                                                                                                                                                                                             | Road Network              |    |                                                                                                                                                   |  |

**SECTION 6**

**List of Attachments and supporting information required/ submitted with checklist for Municipal use** (Mark with an X/ number annexure)

| Checklist (for the completion by the Applicant only) |    |          |                                                                                    | Checklist (for the use of Responsible Authority only) |    |     |
|------------------------------------------------------|----|----------|------------------------------------------------------------------------------------|-------------------------------------------------------|----|-----|
| YES                                                  | NO | ANNEXURE | DOCUMENT ATTACHED                                                                  | YES                                                   | NO | N/A |
|                                                      |    |          | Completed Abridged Application form                                                |                                                       |    |     |
|                                                      |    |          | Board of Directors' / Trustees' resolution / consent                               |                                                       |    |     |
|                                                      |    |          | Power of Attorney                                                                  |                                                       |    |     |
|                                                      |    |          | Copy of Title Deed(s)                                                              |                                                       |    |     |
|                                                      |    |          | Orientating Locality Map                                                           |                                                       |    |     |
|                                                      |    |          | Basic Layout Map                                                                   |                                                       |    |     |
|                                                      |    |          | Bondholder's consent                                                               |                                                       |    |     |
|                                                      |    |          | Home Owners' Association consent / stamp of approval                               |                                                       |    |     |
|                                                      |    |          | Special endorsement/proxy                                                          |                                                       |    |     |
|                                                      |    |          | Registered servitudes (deed and map/plan)                                          |                                                       |    |     |
|                                                      |    |          | Surveyor general diagrams (cadastral information)                                  |                                                       |    |     |
|                                                      |    |          | Status report from Surveyor General – street closure or state owned land           |                                                       |    |     |
|                                                      |    |          | Flood line certificate / coastal setback report - certificate from relevant Dept   |                                                       |    |     |
|                                                      |    |          | Subdivision of Agricultural land - permission from relevant Department Agriculture |                                                       |    |     |
|                                                      |    |          | List of sections in Title Deed conditions to be removed /amended                   |                                                       |    |     |
|                                                      |    |          | Other (specify):                                                                   |                                                       |    |     |
|                                                      |    |          | <b>Two (2)</b> sets of full colour documentation copies                            |                                                       |    |     |

**SECTION 7**  
**Declaration**

**Note:** *If application is made by a person other than the owner, a Power of Attorney is compulsory. If the property is owned by more than one person, the signature of each owner is compulsory. Where the property is owned by a company, trust, or other juristic person, a certified copy of the Board of Directors/Trustees' resolution is compulsory*

I hereby certify the information supplied in this application form to be complete and correct and that I am properly authorised to make this application.

|                                 |       |       |  |  |  |  |  |  |  |
|---------------------------------|-------|-------|--|--|--|--|--|--|--|
| Applicant's/ Owner's Signature: | _____ | Date: |  |  |  |  |  |  |  |
| Full name (print):              | _____ |       |  |  |  |  |  |  |  |
| Professional capacity:          | _____ |       |  |  |  |  |  |  |  |
| Applicant's ref:                | _____ |       |  |  |  |  |  |  |  |

## **SECTION 8**

### **Prescribed Notice and advertisement procedures (for the completion and use of Responsible Authority only)**

| <b>Checklist for required advertisement procedure</b> |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Checklist for required proof of advertisement</b> |           |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>YES</b>                                            | <b>NO</b> | <b>DOCUMENTATION AND STEPS TO BE TAKEN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>YES</b>                                           | <b>NO</b> | <b>DOCUMENTATION TO BE PROVIDED AS PROOF</b>                                                                                                                                                                                                                           |
|                                                       |           | <b>Notice to be placed in the Local Newspaper</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                      |           | <b>Proof of Notice in Local Newspaper</b><br>Note: The original newspaper advertisement or full colour copy, indicating page number and date.                                                                                                                          |
|                                                       |           | <b>Notice to be placed in the Provincial Gazette (for 2 consecutive weeks)</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                      |           | <b>Proof of Notice in the Provincial Gazette</b><br>Note: The original newspaper advertisement or full colour copy, indicating page number and date.                                                                                                                   |
|                                                       |           | <b>Notices to neighbours</b><br>Note: The map indicating the neighbouring erven and list of neighbours will be provided. If the applicant chooses to deliver the notices per hand (Option 1), two copies of the notice must be provided on or before the date of the notice to each neighbour. One copy of the notice must be signed by the respective party (neighbour) to be handed back to the Responsible Authority. Alternatively (Option 2), the notices can be sent via registered post. |                                                      |           | <b>Proof of Notice to neighbours</b><br>Note: Option 1: The signed notices of all surrounding neighbours, as identified by the Responsible Authority, must be provided. Note: Option 2: The proof of the registered mail must be provided to the Responsible Authority |
|                                                       |           | <b>Notice to be placed on the site</b><br>Note: The notice provided must be placed on the site in a laminated A3 format (two language formats separate on A3) on or before the date of the notice.                                                                                                                                                                                                                                                                                              |                                                      |           | <b>Proof of Notice in site</b><br>Two colour photos of the notice on site must be provided of which one is close up and the other one is taken from a distance in order to see the placing on the site itself.                                                         |
|                                                       |           | <b>Public Meeting</b><br>Note: The holding of a public meeting in order to inform the general public of the application.                                                                                                                                                                                                                                                                                                                                                                        |                                                      |           | <b>Proof of Public Meeting</b><br>The applicant must provide proof of the agenda, the attendance register and minutes of the meeting to the Responsible Authority.                                                                                                     |
|                                                       |           | <b>Any Additional components</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                      |           | <b>Proof of additional components</b>                                                                                                                                                                                                                                  |