



CITY OF TSHWANE

IGNITING EXCELLENCE

WORD DOCUMENT CONTAINING THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW FORMS, 2016 (AMENDED 2024)

The City of Tshwane hereby makes available to the public/applicants the MS Word format of the Forms as contemplated in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) (the “LUM By-law”) in order to assist them with preparing and submitting land development applications.

The applicants have to comply with the provisions of the LUM By-law by including the Forms in terms of section 41 of the LUM By-law. Therefore, they must ensure that the Forms are not amended in so far as the requirements contained therein are concerned. The applicants may, however, add the information required from them on the Forms for the purposes of indicating information related to the submission of their land development applications. Should it be found that the Forms have been altered or amended in order to deviate from the requirements as set out in the LUM By-law, the application will not be accepted and in terms of section 30 of the LUM By-law it may constitute an offence to provide misleading or false information.

Applicants are required to familiarise themselves with the content of the legislation, the Land Use Scheme and/or any policies applicable within the City of Tshwane.

COMPILED BY:

ECONOMIC DEVELOPMENT AND SPATIAL PLANNING DEPARTMENT

09 May 2024

SCHEDULE 33

**DECLARATION FOR THE SUBMISSION OF A LAND DEVELOPMENT APPLICATION AS
CONTEMPLATED IN THIS BY-LAW READ WITH THE COT FORMS TO BE COMPLETED
TO BE ATTACHED TO COT: F/1**

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property).

Township / Agricultural Holding / Farm			
Erf/Plot/Farm No.		Portion (e.g. /R/1)	
Ward			
Street name			
Street number		Planning Region	

The declaration as set out hereunder shall be signed or signed electronically with the submission of a land development application, as contemplated in the various sections in terms of this By-law, by the Applicant.

1. I, the assigned, hereby being the applicant described herein, declare that all the information I provide is true and correct.
2. I, hereby acknowledge and understand that the documents that accompany my land development application are those compulsory documents that are required for the purposes of a complete application in terms of the provisions of section 16(1)(b) and (c), read with the relevant Schedules for the specific application to this By-law and Regulation 14(1)(i) of the Regulations of the Act, as amended from time to time, as well as the applicable forms thereof.
3. I, hereby acknowledge and confirm that in terms of section 26 of this By-law I have made payment of the application fee as per the Council's approved charges and tariffs, which fee has been paid into the account of the Municipality, as directed by the Department responsible for Planning and Development, including providing a reference number as directed, failing which if it is found that the payment has not been made or incorrectly made, or the referencing for proof of payment is incorrect the application shall be regarded as incomplete and be rejected;
4. I, hereby acknowledge and understand that in terms of Regulation 14(1)(i) of the Regulations of the Act, read with section 16(1)(b) and (c) of this By-law, the electronic submission and the compulsory documents submitted as referred to above and the allocation of the electronic item number, in terms of section 16(1)(b) of this By-law, shall be regarded as confirmation that all the compulsory documents have been submitted.
5. I, hereby acknowledge that, should all the required documentation have been submitted, but it is incorrect or has not been submitted to the satisfaction of the Municipality, or it does not comply with the requirements of the Municipality, the Municipality may elect not to consider the application as contemplated in section 16(1)(c) of this By-law and it may be rejected.
6. I, hereby acknowledge and understand that having successfully submitted the land development application in terms hereof, I shall be obliged to proceed with the public participation process within 28 days or such further period as the Municipality may allow in terms of the provisions of section 16(1)(f) of the By-law or any other relevant provision.
7. I, hereby acknowledge and understand that having undertaken public participation in terms of section 16(1)(f) of the By-law or any other relevant provision, I am obliged to provide proof of the public participation done, within 28 days, or such further period as the Municipality may allow, from the closing date of the period contemplated in section 16(1)(f) of the By-law.
8. I, hereby acknowledge and understand that the provisions of this By-law shall apply to all land development applications, including but not limited to the additional documentation or information that may be required by the Municipality for the purposes of considering the application and to take an informed decision on the application.
9. I, hereby acknowledge and understand that, should the application be found to be incomplete as a result of compulsory or additional documentation not having been submitted in a timely manner, the application may be rejected or deemed to be refused, whichever is applicable, without further consideration or refunding of the application fees as contemplated in section 26 of this By-law.

10. I, hereby acknowledge and understand that the provision of false or misleading information is an offence in terms of section 30 of this By-law.
11. I, acknowledge and understand that having submitted the application electronically or otherwise, I unconditionally give permission to the Municipality to communicate with me or give notices as may be required by the By-law, by means of e-mail correspondence to the e-mail address provided to the Municipality.
12. I, hereby confirm and agree that the e-mail address provided is my e-mail address for any communication that I will receive from the Municipality, and I confirm that I have control and management over this e-mail address.
13. Having confirmed that the e-mail address shall be used as the means of communication, I further acknowledge and confirm that the date on which e-mailed correspondence is sent by the Municipality is the date that will be used for the purposes of calculating any days in terms of the provision of the By-law or other legislation.
14. I, hereby acknowledge and understand that in corresponding with me, by means of an electronic system, electronic media or otherwise, any discussions, interpretation, support or advice given with regard to the policies of the Municipality, specifically including the Regionalized Spatial Development Frameworks and the By-law or related to a specific land development application, shall only be regarded as general remarks, *inter alia* due to the fact that there are interdependencies with other departments that must provide input and information on the application that may not be available. Therefore, such remarks shall not be binding on municipal officials, the Municipality or any decision-making body of the Municipality.
15. I, hereby acknowledge and understand that decisions on the interpretation of the policies, frameworks and legislation, and the consideration of land development applications remain within the sole preserve of the decision-making bodies of the Municipality and shall be dealt with, at the time, on the merits of the application before them.
16. I, hereby acknowledge and understand that by receiving the comments from engineering service departments, these comments may be subject to change and may result in conditions to be imposed as part of the consideration and/or approval of the land development application.
17. I, hereby acknowledge and understand that it is the duty of the applicant to attend to the comments from engineering service departments and to provide proof that he/she has done so, to the Municipality for purposes of considering the land development application.
18. I, hereby acknowledge and understand that the Municipality may contact the owner at any time regarding the land development application.
19. I, hereby acknowledge and understand that the Municipality will only be able to consider or evaluate the land development application when all information has been received, all comments have been submitted and all objections and responses have been exchanged, which will place the Municipality in a position to consider the application.
20. I, hereby acknowledge and understand that the time period for actions to be taken by the applicant with reference to Regulation 16(3) of the Regulations of the Act, shall not be calculated as part of the time period for the administrative phase of a land development application.
21. The person making the declaration shall provide a signature, capacity in which it is signed and date for purposes of completing the declaration or in the case of an electronic submission, confirm the content.

SIGNED ON THIS DAY OF 20.. , in my capacity as

FULL NAME: SIGNATURE

(For physical submission if not as part of the electronic submission)

THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW FORMS

COT: F/1

**APPLICATION FORM TO BE SUBMITTED FOR ANY APPLICATION AND/OR REQUEST WITH
THE APPLICANT AND OWNER DETAILS AS REQUIRED IN TERMS OF THE CITY OF
TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)**

APPLICANT DETAILS			
Please indicate the type of applicant:			
Individual	<input type="checkbox"/>	Legal Entity / Other	<input type="checkbox"/>
Applicant Details: Individual			
Title			
Initial			
First Name(s)			
Surname			
Preferred Name			
ID Number			
Marital status if the owner is the applicant	Single/not married <input type="checkbox"/>	In community of property <input type="checkbox"/>	
	Out of community of property <input type="checkbox"/>		
Applicant Details: Legal Entity / Other			
Name			
Registration number			
Representative name			
Physical Address of the Applicant			
Physical Address (Work)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Physical Address (Home)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township		Postal Code	
Specify City			
Postal Address of the Applicant			
Postal Type	PO Box <input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/>	
	Private Bag <input type="checkbox"/>	Physical Address (Work) <input type="checkbox"/>	
Postal Number			
Township		Postal Code	
Specify City			

Communication Details of the Applicant	
E-Mail Address	
Cell Phone	
Home Phone	
Work Phone	
Preferred method of communication – please indicate	

OWNER DETAILS	
Please indicate the type of applicant:	
Individual <input type="checkbox"/>	Legal Entity / Other <input type="checkbox"/>
Owner Details : Individual	
Title	
Initials	
First name	
Surname	
Preferred name	
ID Number	
Marital status	Single/not married <input type="checkbox"/> In community of property <input type="checkbox"/> Out of community of property <input type="checkbox"/>
Owner Details: Legal Entity/other	
Name	
Registration number	
Representative name	
Physical Address of the Owner	
Physical Address (Work)	
Address Line 1 (street no.)	
Address Line 2 (street name)	
Township	Postal Code
Specify City	
Physical Address (Home)	
Address Line 1 (street no.)	
Address Line 2 (street name)	
Township	Postal Code
Specify City	
Postal Address of the Owner	
Postal Type	PO Box <input type="checkbox"/> Physical Address (Home) <input type="checkbox"/> Private Bag <input type="checkbox"/> Physical Address (Work) <input type="checkbox"/>
Postal Number	
Township	Postal Code
City	

Communication Details of the Owner	
E-Mail Address	
Cell Phone	
Home Phone	
Work Phone	
Preferred method of communication – please indicate	
FOR OFFICIAL USE	
Receipt Amount	
Receipt Number	
Payment Date	
Application Form Date	

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

APPLICATION FORM FOR A REZONING APPLICATION IN TERMS OF SECTION 16(1) AND AS REQUIRED IN TERMS OF SCHEDULE 3 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property).

Township / Agricultural Holding / Farm			
Erf/Plot/Farm No.		Portion (e.g. /R/1)	
Ward			
Street name			
Street number		Planning Region	

REZONING DETAILS

Land Use Scheme			
Adopted Zoning			
Property Size (m ²)			
Adopted Height (Scheme)			
Adopted Density (Scheme)			
Adopted Coverage (Scheme)			
Adopted Floor Area Ratio (FAR)			
Adopted Annexure No.			
Adopted Amendment Scheme No.			
Present Land Value			
Bond (Yes/No)			
If yes specify Bond Account No.			
Bondholder's Name(s)			
Existing Development			
Title Deed/ Notarial Deed No.			
Restrictive Title Deed Condition paragraph No.			
Proposed Use Zone			
Proposed Primary Right			
Proposed number of units			
Proposed density			
Proposed Density (m ² /units per ha)			
Proposed Height (m/storey)			
Proposed coverage (%)			
Proposed Floor Area Ratio (FAR)			
Estimate project value			
Applicant responsible to request comments from external departments/institutions?	Yes	No	N/a

REQUIRED DOCUMENTS

Proof of payment of application fees		Cover Letter		Application Form COT: F/1	
Power of Attorney		Company/Close Corporation/Trust resolution		Proof of Members of Company /Close Corporation/Trust	
Proof of Marital Status of the Owner		Bondholders Consent		Motivating Memorandum	
EIA executive Summary if relevant		Draft amendment scheme (annexure)		Draft amendment scheme map	
Locality Plan		Land use plan		Zoning Plan	
Site Plan		Registered Title Deed and/or notarial deed		Zoning certificate	
List of adjoining owners		Form COT: F/10		Proof of engagement with the service engineering departments	

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

APPLICATION FORM FOR A REMOVAL, AMENDMENT OR SUSPENSION OF TITLE CONDITIONS IN TERMS OF SECTION 16(2) OR CONSENT IN TERMS OF SECTION 16(2)(d) AND AS REQUIRED IN TERMS OF SCHEDULE 4 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property).

Township / Agricultural Holding / Farm		Portion (e.g. /R1)	
Erf/Plot/Farm No.			
Ward			
Street Name			
Street Number		Planning Region	
Land Use Scheme			
Adopted Annexure No.			
Adopted Zoning			
Property Size (m ²)			
Bond (Yes/No)			
If yes specify Bond Account No.			
Bondholder's Name(s)			
Existing Development			
Title Deed Number			
Indicate the conditions to be removed or suspended in the Title Deed			
Indicate the conditions to be amended in the Title Deed			
Indicate the conditions that Municipal Consent should be granted			
Indicate whether the property/ies is/are situated in a conservation area or has/have been included in a register of properties worthy of conservation		Yes	No

REQUIRED DOCUMENTS

Proof of payment of application fees		Cover Letter		Motivating Memorandum	
Power of Attorney		Company/Close Corporation/Trust resolution		Proof of Members of Company/ Close Corporation/Trust	
Proof of Marital Status of the Owner		Bondholders Consent		Locality Plan	
Registered Title Deed and/or notarial deed		Zoning certificate		List of adjoining owners	
Form COT: F/1		Form COT: F/10		Site Plan	

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

**APPLICATION FORM FOR A TOWNSHIP ESTABLISHMENT OR EXTENSION OF BOUNDARIES
APPLICATION IN TERMS OF SECTION 16(4) AND AS REQUIRED IN TERMS OF SCHEDULE 6 TO
THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)**

PART A: PROPERTY INFORMATION

Expand the form to include PART A AND PART B (copy for each property).

Agricultural Holding / Farm			
Plot / Farm No.		Portion (e.g. /R/1)	
Title Deed No/ Certificate of Registered Title No.			
Size of property			
Name of Bond Holder			
Mortgage Bond Account No.		Date of Bond	
Ward		Planning Region	

PART B: EXISTING LAND USE INFORMATION

Land Use Scheme			
Adopted Zoning			
Adopted Height (Scheme)			
Adopted Density (Scheme)			
Adopted Coverage (Scheme)			
Adopted Annexure T No.		Adopted Amendment Scheme No.	
Present Land Value		Adopted FAR	
Existing Development			

PART C: PROPOSED TOWNSHIP

Name and Extension of the proposed township							
Use zone no.	Proposed use zone	Erf no.	Average size m ²	Height (m/storey)	FAR	Coverage	Other development control measures (density)

PART D: GENERAL INFORMATION

Is the property situated in a demarcated noise zone in terms of the Gauteng Noise Control Regulations, 1999?		Yes	No
Is the property situated within 3 km of a sewerage disposal works?		Yes	No
Name the local authority(s) that is situated within 10 km of the boundaries of the property			
Name the local authorities or authorised bodies that provide the following services:			
Water			
Electricity			
Sewerage			
Roads and storm water			
Is the existing development (structures and land use) on the property described in the memorandum?		Yes	No
Is it required that the building(s) on the property be conserved in terms of the National Heritage Resource Act, Act 25 of 1999?		Yes	No
PAYMENT OF OPEN SPACES AND PARKS/DWELLING UNITS			
Does the layout plan provide for open spaces or parks according to sections 22 and 47 of this By-law?		Yes	No
Motivate if answer is "no" above			
Provide the total number of dwelling units on all erven in the proposed township			
ENVIRONMENTAL/BIOPHYSICAL SENSITIVITIES			
Is any part of the proposed development, forming the subject of this application, deemed to be a "listed activity" in terms of the National Environmental Management Act with specific reference to the regulations promulgated under Section 24(5) thereof?		Yes	No
If "Yes" please provide the reference number of the application submitted to the environmental authorities with regard to the requirement to procure environmental authorization to conduct the listed activity as aforesaid: Reference Number			
Indicate which process has been initiated		Basic	Yes No
		Scoping	Yes No
		None	Yes No
Appointed environmental consultant	Name		
	Contact details		
If the development is not a "listed activity" or if the above EIA process has not been initiated, have the on-site ecological issues been discussed in the memorandum?		Yes	No
The applicant acknowledge that he/she is responsible to forward a copy of the application to external bodies and to submit proof thereof to the Municipality.		Yes	No

REQUIRED DOCUMENTS

Proof of payment for application fees		Cover Letter		Power of Attorney	
Company/Close Corporation/Trust resolution		Proof of Members of Company /Close Corporation/Trust		Proof of Marital Status of the Owner	
Bondholders Consent		Motivating Memorandum		List of adjoining owners (with map)	
Draft amendment scheme (annexure)		Draft amendment scheme map		Statement of conditions	
Locality Plan		Land use plan		Township Layout Plan (CPD ABC x 11/1)	
Zoning certificate		Registered Title Deed and/or notarial deeds		Township Reservation Letter	
Conveyancer's Certificate		Land Surveyor Certificate		GDARD comments and/or declaration by appointed environmental specialist on the NEMA process/ EIA executive Summary if relevant	
Geotechnical report		Transport Impact Assessment		Report on Environmental Impact Assessment	
Architectural drawings/draft site development plans/ Landscape Framework Plans		Noise Impact Assessment		Report on Proof of submission of application or information to Dpt Minerals Resources	
Form COT: F/1		Form COT: F/5		Form COT: F/10	
Services availability report (roads and Stormwater)		Services availability report (water and sanitation)		Service availability report (electricity)	
For extension of boundaries – the General Plan of the original township		For extension of boundaries – comments from the Surveyor-General			

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

COT: F/5

CHECKLIST FOR LAYOUT PLANS FOR A TOWNSHIP ESTABLISHMENT OR EXTENSION OF BOUNDARIES IN A PROCLAIMED TOWNSHIP APPLICATION IN TERMS OF SECTION 16(4) OR SECTION 16(5) AND AS REQUIRED IN TERMS OF SCHEDULE 6 OR SCHEDULE 7 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

No	Requirements of information to be provided	Yes	No
1	Prints of the layout plan of the proposed township including showing Remainder that will be created should the township be on part of a farm portion.		
2	Plan number; CPD (Township name, extension/number of plan, e.g., CPD MVO x 55/1)		
3	* Contour lines and values		
4	A bar scale		
5	The true north		
6	The name of the Municipality within whose area of jurisdiction the land on which the applicant proposes to establish the township is situated		
7	The boundaries of the farm portion or agricultural holding on which the township is to be established marked ABC. If the township is to be established on two or more farm portions or agricultural holdings, the boundaries and description of such farm portions or holdings.		
8	The Property description as indicated in the "Township name reservation letter"		
9	Grid co-ordinates		
10	Existing buildings and structures in the proposed township		
11	Adjoining existing streets and roads with their names and widths		
12	Adjoining proposed public streets/roads with their names and widths		
13	Adjoining erven, farm portions/agricultural holdings in existing townships or proposed townships in respect of which applications have been submitted or notice has been given in terms of section 16(4) or 16(5)		
14	Streets, squares and Recreational/Natural Open spaces (Private and Public) in the proposed township		
15	Water courses, railways, pipe lines, power lines and all existing servitudes in or abutting the proposed township and, where an alteration in the route of such servitude is contemplated, the proposed route		
16	Public roads in the proposed township		
17	All proposed servitude in or abutting the proposed township		
18	Private 'access' erven (name and widths) in or abutting the proposed township		
19	A table indicting the total number of erven in the proposed township, the number of erven for specific purposes (proposed zoning) and their numbers, the minimum size of the erven, the ruling size of the erven, the minimum and maximum gradient of the streets, the total length of the streets within the township, the area of streets as a percentage of the total area of the township and the area of parks and open spaces, if any, as a percentage of the total area of the township		
20	The erven in the proposed township accurately drawn to a scale of 1:1 000, 1:1 250, 1:1 500, 1:2 000; 1:2 500 or 1: 5 000 and numbered consecutively in each block		
21	In an enclosure, the names of the persons responsible for the contour surveys and the design of the township and a reference to the datum plan on which the contour values are based		
22	The dolomite stability zones and descriptions must be superimposed on the township layout plan and the zones descriptions must be included. The township layout plan must be certified by the engineering geologist and the Council for Geoscience, with original and dated signatures (where applicable).		
23	In an enclosure, each registered servitude over the land in the proposed township with a reference to the purpose of the servitude, the notarial deed or approved diagram relating to such servitude		

No	Requirements of information to be provided	Yes	No
24	The boundaries and descriptions of the geological zones shall be depicted on the layout plan as well as the original certification thereof of the geologist and the Council for Geoscience (where applicable);		
25	The 1:50 year and 1:100 year flood line shall be certified on the layout plan *see wording below		
26	A locality plan, as an inset on the plan of the township, accurately drawn to a scale of not less than 1:50 000 or such other scale which the Municipality requires, as the case may be		
27	The situation of the proposed township on the farm or agricultural holding		
28	The routes giving access to the nearest main road and the road network in the vicinity of the township		
29	The boundaries of the farm portion or agricultural holding on which the township is to be established		
30	The boundaries of a demarcated noise zone		
31	A bar scale, in respect of the locality plan		
32	The true north		

* The Contour lines, the value of which shall be based on the datum plane of national geodetic benchmarks based on sea-level as datum plane, or, with the written approval of the authorised local authority concerned, on some other datum plane; and the minimum size of contour intervals shall be determined in accordance with the following:

Gradient of land	Contour interval
Less than 1 in 20 and 1 in 20	1 m
Greater than 1 in 20 but less than 1 in 5	2 m
1 in 5 and greater	5 m

It is hereby certified that, in terms of the provisions of Section 144 of the National Water Act, 1998 (Act 36 of 1998), the area taken up by the proposed township denoted on the plan enclosed herewith is affected/not affected by any 1:50 or 1:100 year flood line or are correctly indicated on the plan.

To be certified by a Professional Civil Engineer
(Name, original signature, professional registration number and date of signature).

APPLICATION FORM FOR A DIVISION OF A TOWNSHIP APPLICATION IN TERMS OF SECTION 16(5) AND AS REQUIRED IN TERMS OF SCHEDULE 7 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

NOTE: PART D MUST BE SUBMITTED TOGETHER WITH COT: F/4.

1. Name and extension of the approved Township:
2. Date of approval of township to be divided:
3. Has extension of time in terms of section 16(6) been granted?
 Yes No Not applicable
4. Has the general plan of the township to be divided been approved by the Surveyor-General?
 Yes No
5. Division of township in separate townships, namely:

6. APPROVED ZONING

Details of approved zoning of the township to be divided as per plan.....

Use zone no.	Proposed use zone	Erf no.	Size m ²	Height (m/storey)	FAR	Coverage	Other development control measures (density)

7. PROPOSED TOWNSHIPS

(COMPLETE THE TWO TABLES BELOW PER DIVISION)

7.1 Township:

7.1.1 ZONING:

Use zone no.	Proposed use zone	Erf no.	Average size m ²	Height (m/storey)	FAR	Coverage	Other development control measures (density)

(Complete a separate table for each new township)

7.1.2 PROVISION FOR OPEN SPACES AND PARKS AND DWELLING-UNITS

Details of the provision of open spaces and parks and total number of dwelling-units for separate townships.

Township name	Is payment required for the provision of open spaces and parks?			Total number of dwelling-units
	Yes	No	If "No", why not?	

7.2 TOWNSHIP:

7.2.1 ZONING:

Use zone no.	Proposed use zone	Erf no.	Height (m/storey)	FAR	Coverage	Other development control measures (density)

(Complete a separate table for each new township.)

7.2.2 PROVISION FOR OPEN SPACES AND PARKS AND DWELLING UNITS

Details of the provision of open spaces and parks and total number of dwelling-units for separate townships.

Township name	Is payment required for the provision of open spaces and parks?			Total number of dwelling-units
	Yes	No	If "No", why not?	

REQUIRED DOCUMENTATION

Proof of payment of application fees		Cover Letter		Power of Attorney	
Company/Close Corporation/Trust resolution		Proof of Members of Company /Close Corporation/Trust		Proof of Marital Status of the Owner	
Bondholders Consent		Motivating Memorandum		List of adjoining owners (with map)	
Draft amendment scheme (annexure) (per division)		Draft amendment scheme (map) (per division)		Statement of conditions (per division)	
Phasing plan superimposed on original township		Township Layout Plan per division (CPD ABC x 11/1)		Registered Title Deed and/or notarial deeds	
Township Reservation Letter		Conveyancer's Certificate (per division)		Land Surveyor Certificate (per division)	
Approved conditions of establishment		Proof of compliance with Sec 16(5)(b)(iv) or Sec 16(6)		Geo-technical report	
Form COT: F/1		Form COT: F/5		Form COT: F/10	
Conveyancer's Certificate		Locality Plan		Proposed Statement of conditions	
Proposed Township Layout plan		EIA executive Summary if relevant		Registered Title Deed or notarial deeds	
Form COT: F/4		Form COT: F/10		Form COT: F/1	
Zoning certificate		Approved layout plan			

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

APPLICATION FORM FOR THE AMENDMENT OF AN APPROVED TOWNSHIP IN TERMS OF SECTION 16(4)(l)(j) or (k) AND AS REQUIRED IN TERMS OF SECHEDULE 12 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

NOTE: COT F/4 PART C TO D MUST BE SUBMITTED TOGETHER WITH COT: F/7

1. Name and extension of approved township:
2. Date of approval of township:
3. Have the documents contemplated in the above township been lodged at the Surveyor-General?
 Yes No
4. If "Yes", have the Surveyor-General's comments on the proposed amendment in terms of section 16(4)(j) been submitted?
 Yes No

5. APPROVED ZONING (USE ZONES)

Details of approved zoning (use zones)

Use zone no.	Approved use zone	Erf No.	Size m ²	Height (m/storey)	FAR	Coverage	Other development control measures (density)

6. PROPOSED ZONING (USE ZONES)

Details of proposed zoning (use zones)

Use zone no.	Proposed use zone	Erf no.	Size m ²	Height (m/storey)	FAR	Coverage	Other development control measures (density)

REQUIRED DOCUMENTS

Proof of payment of application fees		Cover Letter		Motivating Memorandum	
Approved conditions of Establishment		Amended Draft amendment scheme annexure		Amended draft amendment scheme map	
Amended Township layout plan		Amended Draft Statement of Conditions		Conveyancer's Certificate	
Land Surveyor Certificate		Architectural drawings/draft site development plans/ Landscape Framework Plans		Form COT: F/4	

I,
 being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

APPLICATION FORM FOR A SUBDIVISION AND/OR CONSOLIDATION APPLICATION IN TERMS OF SECTION 16(12) AND AS REQUIRED IN TERMS OF SCHEDULE 8 OR SCHEDULE 9 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

PROPERTY INFORMATION

Complete this section for each property (make a separate copy for each property)

Township / Agricultural Holding / Farm			
Erf/Plot/Farm No.		Portion (e.g. /R1)	
Ward]			
Street Name			
Street Number		Planning Region	

SUBDIVISION OR SIMULTANEOUS SUBDIVISION AND CONSOLIDATION				
Proposed Portion Description	Buildable Area (m ²)	Panhandle Area (m ²)	Panhandle Width (m)	Portion Area

CONSOLIDATION DETAILS	
Proposed Portion Description	Size (m ²)

Land Use Scheme			
Zoning (Scheme)			
Height (Scheme)			
Density (Scheme)			
Coverage (Scheme)		FAR (Scheme)	
Annexure No.		Amendment scheme No.	
Present Land Value			
Property Size (m ²)			
Existing Development			
Title Deed Number			
Restrictive Title Deed Condition paragraph No.			
Do all the erven to be consolidated belong to the same owner?			

REQUIRED DOCUMENTS

Proof of payment of application fees		Cover Letter		Power of Attorney	
Company/Close Corporation/Trust resolution		Proof of Members of Company /Close Corporation/Trust		Proof of Marital Status of the Owner	
Bondholder's Consent		Motivating Memorandum		EIA executive Summary if relevant	
Subdivision and/or consolidation plans		Locality Plan		Subdivision and/or consolidation Plans	
Registered Title Deed or notarial deeds		Zoning certificate		Report of an Environmental Impact Assessment	
Conveyancer's Certificate if relevant		Land Surveyor Certificate if relevant		Form COT: F/1	
From COT: F/10		Proof of engagement with engineering services			

I,
 being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

REQUEST FOR EXTENSION OF TIME IN TERMS OF THIS BY-LAW AND AS REQUIRED IN TERMS OF SCHEDULE 10 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

APPROVED LAND DEVELOPMENT APPLICATION INFORMATION

Complete this section for each property (make a separate copy for each property)

Type of land development application (section in terms of this By-law)			
Reference number			
Township/Agricultural Holding/Farm			
Erf/Plot/Farm No.		Portion (e.g. /R/1)	
Ward			
Street name			
Street number		Planning Region	
Date of approval of the land development application			
Date approval will lapse			
Date(s) of previously approved extension of time			

REQUIRED DOCUMENTS

Proof of Payment		Cover Letter		Power of Attorney	
Motivating Memorandum with reasons for extension		Proof of submission of documents to Surveyor-General if required		Summary of progress of the application	

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

LIST OF ATTACHMENTS AND SUPPORTING DOCUMENTS REQUIRED IN TERMS OF THE SCHEDULES TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) AS SUBMITTED BY THE APPLICANT AND CHECKLIST FOR MUNICIPAL USE

PROPERTY(IES) DESCRIPTION:

.....

APPLICATION TYPE:

.....

Checklist: to be completed by the Applicant				Checklist: for Official Use only		
YES	NO	ANNEXURE OR PAGE REFERENCE	DOCUMENT ATTACHED	YES	NO	NA
			Proof of payment of the application fees			
			Cover letter			
			Completed Application form of the relevant application (for Division of Township – per Division)			
			Power of Attorney			
			Company/ Close corporation/Trust resolution			
			Proof of Members of Company/Close Corporation/ Trust			
			In the instance of the owner being a company: CM 29 form			
			In the instance of a close corporation: CK 1 or 2 forms			
			In the instance of a Trust: Letter of appointment of the Trustees			
			Proof of marital status			
			Bondholder’s consent			
			Motivational Memorandum			
			List of adjoining owners with their names and full contact details, as well as a map indicting the locality of the adjoining owners			
			Draft annexure			
			Draft amendment scheme map			
			Statement of conditions			
			Locality Plan			
			Land use plan			
			Zoning Plan			
			Site Plan			
			Township layout plan (for Division of Township – per Division)			
			Phasing plan superimposed on the original approved townships			
			Zoning certificate			
			Registered Title Deed and/or Notarial Deed			
			Township Name Reservation Letter			
			Conveyancer’s Certificate (for Division of Township – per Division)			
			Land Surveyor Certificate (for Division of Township – per Division)			
			Proposed design/layout plan			
			Proposed subdivision plan			

Checklist: to be completed by the Applicant				Checklist: for Official Use only		
YES	NO	ANNEXURE OR PAGE REFERENCE	DOCUMENT ATTACHED	YES	NO	NA
			Proposed consolidation plan			
			Proposed simultaneous Subdivision and consolidation Plan			
			GDARD comments and/or declaration by an appointed environmental specialist on the NEMA process and/or EIA executive summary			
			Geotechnical Report in colour			
			Transport Impact Report in colour			
			Services availability report(s) (roads and stormwater) in colour			
			Services availability report(s) (water and sanitation) in colour			
			Services availability report(s) (electricity) in colour			
			Retail Study in colour			
			Architectural drawings/draft site development plans and Landscape Framework Plans			
			Noise Impact assessment			
			List of conditions to be removed, amended or suspended in the Title Deed			
			Proof of submission of the application to the Department of Mineral Resources and Energy (DMRE) or compliance with section 54 of Act 28 of 2002			
			Approved conditions of Establishment			
			Proof of compliance with section 16(5)(b)(iv) of this By-law			
			Amended Township layout plan			
			Amended conditions of establishment			
			Amended draft amendment scheme annexure			
			Amended draft amendment scheme map			
			For extension of boundaries – the General Plan of the original township			
			For extension of boundaries – comments from the Surveyor-General on whether the new erf/erven can be inserted on the General Plan			
			Form COT: F/1			
			Application Form relevant to the application such as COT: F/2, COT: F/3, COT: F/4, COT: F/6, COT: F/7, COT: F/8 COT: F/9, COT: F/34, COT: F/36, COT: F/37, COT: F/38			
			Form COT: F/5 (for Division of Township – per Division)			
			Form COT: F/10			
			Proof of engagement with Municipal Engineering Services departments Form COT: F/33			

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

COT: F/11

DELETED

NEWSPAPERS AND PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR A REZONING APPLICATION IN TERMS OF SECTION 16(1) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF A REZONING APPLICATION IN TERMS OF SECTION 16(1) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

I/We, (*full name*), being the applicant of property(ies) erf/erven.....

(*complete description of property as set out in title deed*) hereby give notice in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016, (Amended 2024) that I/we have applied to the City of Tshwane Metropolitan Municipality for the amendment of the (*Applicable Land Use Scheme*) by the rezoning in terms of section 16(1) of the of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) of the property(ies) as described above. The property(ies) is/are situated at:

The rezoning is from to

The intension of the applicant in this matter is to: (*indicate the proposed development*)

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details and submitted in the prescribed form, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to: the (*indicate the name of the head of the department*) PO Box 3242, Pretoria, 0001 or to CityP_Registration@tshwane.gov.za from (*the first date of the publication of the notice set out in section 16(1)(f) of the By-law referred to above*), until (*not less than 28 days after the date of first notice*).

Full particulars and plans (if any) may be inspected during normal office hours at the (*indicate relevant offices*) Municipal offices as set out below, for the period indicated above.

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy of the application can be requested from the applicant, at the following contact details: (*indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from applicant*).

A copy of this notice and information as may be available, can be viewed at the following..... (Applicant's/Municipality's Website), (if any).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the Applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the Applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and/or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in terms of **Schedule 25 and Form COT: F/31** for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (*provide the applicants e-mail address and correct official e-mail address of the City of Tshwane*).

Address of relevant Municipal offices:

.....
.....
.....

Address of applicant:

E-mail address:

Physical address:

Postal address:

Website (if applicable):

Telephone No.:

Dates on which notice will be published:

Closing date for any objections and/or comments:

Reference: Item No.

NEWSPAPERS NOTICE IN TERMS OF SECTION 16(1)(f) FOR THE REMOVAL, AMENDMENT OR SUSPENSION OF A RESTRICTIVE CONDITION IN THE TITLE DEED IN TERMS OF SECTION 16(2) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF AN APPLICATION FOR THE REMOVAL / AMENDMENT / SUSPENSION OF A RESTRICTIVE CONDITION IN THE TITLE DEED IN TERMS OF SECTION 16(2) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

I/We.....(full name)
being the applicant of property(ies) and/or erf/erven

.....
(complete description of property as set out in title deed) hereby give notice in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) that I/we have applied to the City of Tshwane Metropolitan Municipality for the removal/amendment/suspension of certain conditions contained in the Title Deed in terms of section 16(2) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) of the above-mentioned property(ies). The property(ies) is situated at

The application is for the removal / amendment / suspension of the following conditions in Title Deed

The intension of the applicant in this matter is to: (indicate the proposed development).....
.....
.....

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details and submitted in the prescribed form, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to: the(indicate the name of the head of the department) PO Box 3242, Pretoria, 0001 or to CityP_Registration@tshwane.gov.za from (the first date of the publication of the notice set out in section 16(1)(f) of the By-law referred to above), until (not less than 28 days after the date of first notice).

Full particulars and plans (if any) may be inspected during normal office hours at the (indicate relevant offices) Municipal offices as set out below, for the period indicated above.

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy can be requested from the applicant, at the following contact details: (indicate the specific e-mail address that the interested/affected party can use to obtain the electronic copy of the application from applicant).

A copy of this notice and information as may be available, can be viewed at the following..... (Applicant's/Municipality's Website), (if any).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and/or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in terms of **Schedule 25 and Form COT: F/31** for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (provide the applicants e-mail address and correct official e-mail address of the City of Tshwane).

Address of Municipal Offices:
.....
.....

Address of applicant

E-mail address:

Physical address:

Postal address:

Website (if applicable) :

Telephone No.:

Dates on which notice will be published:

Closing date for any objections and/or comments:

Reference: Item No.

NEWSPAPERS AND PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR THE ESTABLISHMENT OF A TOWNSHIP /EXTENSION OF BOUNDARIES OF A PROCLAIMED TOWNSHIP IN TERMS OF SECTION 16(4) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF APPLICATION FOR THE ESTABLISHMENT OF TOWNSHIP/EXTENSION OF BOUNDARIES OF A PROCLAIMED TOWNSHIP IN TERMS OF SECTION 16(4) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

..... **EXTENSION**

I/We (full name) being the applicant hereby give notice in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that I/we have applied to the City of Tshwane Metropolitan Municipality for the establishment of the township/extension of boundaries in a proclaimed township in terms of section 16(4) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) referred to in the Annexure hereto.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details and submitted in the prescribed form that, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to:(indicate the name of the head of the department, PO Box 3242, Pretoria, 0001 or to CityP_Registration@tshwane.gov.za from (the first date of the publication of the notice set out in section 16(1)(f) of the By-law referred to above), until (not less than 28 days after the date of first publication of the notice).

Full particulars and plans (if any) may be inspected during normal office hours at the (indicate relevant offices) Municipal offices as set out below, for the period indicated above.

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy can be requested from the applicant, at the following contact details: (indicate the specific e-mail address that the interested/affected party can use to obtain the electronic copy of the application from applicant).

A copy of this notice and information as may be available, can be viewed at the following..... (Applicant's/Municipality's Website), (if any).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and/or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in terms of **Schedule 25 and Form COT: F/31** for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (provide the applicants e-mail address and correct official e-mail address of the City of Tshwane).

Address of Municipal offices:
.....
.....
.....

Address of applicant:
E-mail address:
Physical address:
Postal address:
Website (if applicable) :
Telephone No.:
Dates on which notice will be published:
Closing date for any objections and/or comments:

ANNEXURE

Name of township: Extension

Full name of applicant:

Number of erven, proposed zoning and development control measures:
.....

The intension of the applicant in this matter is to: *(indicate the proposed development)*
.....

Locality and description of property(ies) on which township is to be established:
.....

The proposed township is situated
.....

Reference: Item No.

COT: F/15

DELETED

PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR SUBDIVISION OF PROPERTY(IES) AS CONTEMPLATED IN TERMS OF SECTION 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

OR

PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTION 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016

NOTICE OF AN APPLICATION FOR A SUBDIVISION OF LAND IN TERMS OF SECTION 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

OR

CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016

NOTICE OF AN APPLICATION FOR A SUBDIVISION OF LAND IN TERMS OF SECTION 16(16) READ WITH SECTION 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

I/We, (*full name*), being the applicant of

hereby give notice, in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that I/we have applied to the City of Tshwane Metropolitan Municipality for the subdivision of the property(ies) described below.

The intension of the applicant in this matter is to: (*indicate the proposed development*)

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details and submitted in the prescribed form that, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to:the, (*indicate the name of the head of the department*), PO Box 3242, Pretoria, 0001 or to CityP_Registration@tshwane.gov.za from (*the first date of the publication of the notice set out in section 16(1)(f) of the By-law referred to above*), until (*not less than 28 days after the date of first publication of the notice*).

Full particulars and plans (if any) may be inspected during normal office hours at the (*indicate relevant offices*) Municipal offices as set out below, for the period indicated above.

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy can be requested from the applicant, at the following contact details: (*indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from applicant*).

A copy of this notice and information as may be available, can be viewed at the following..... (*Applicant's/Municipality's Website*), (if any).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and/or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in terms of **Schedule 25 and Form COT: F/31** for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (provide the applicants e-mail address and correct official e-mail address of the City of Tshwane).

Address of Municipal offices:

Closing date for any objections:

Address of applicant:

E-mail address:

Physical address:

Postal address:

Website (if applicable):

Telephone No.:

Dates on which notice will be published:

Closing date for any objections :

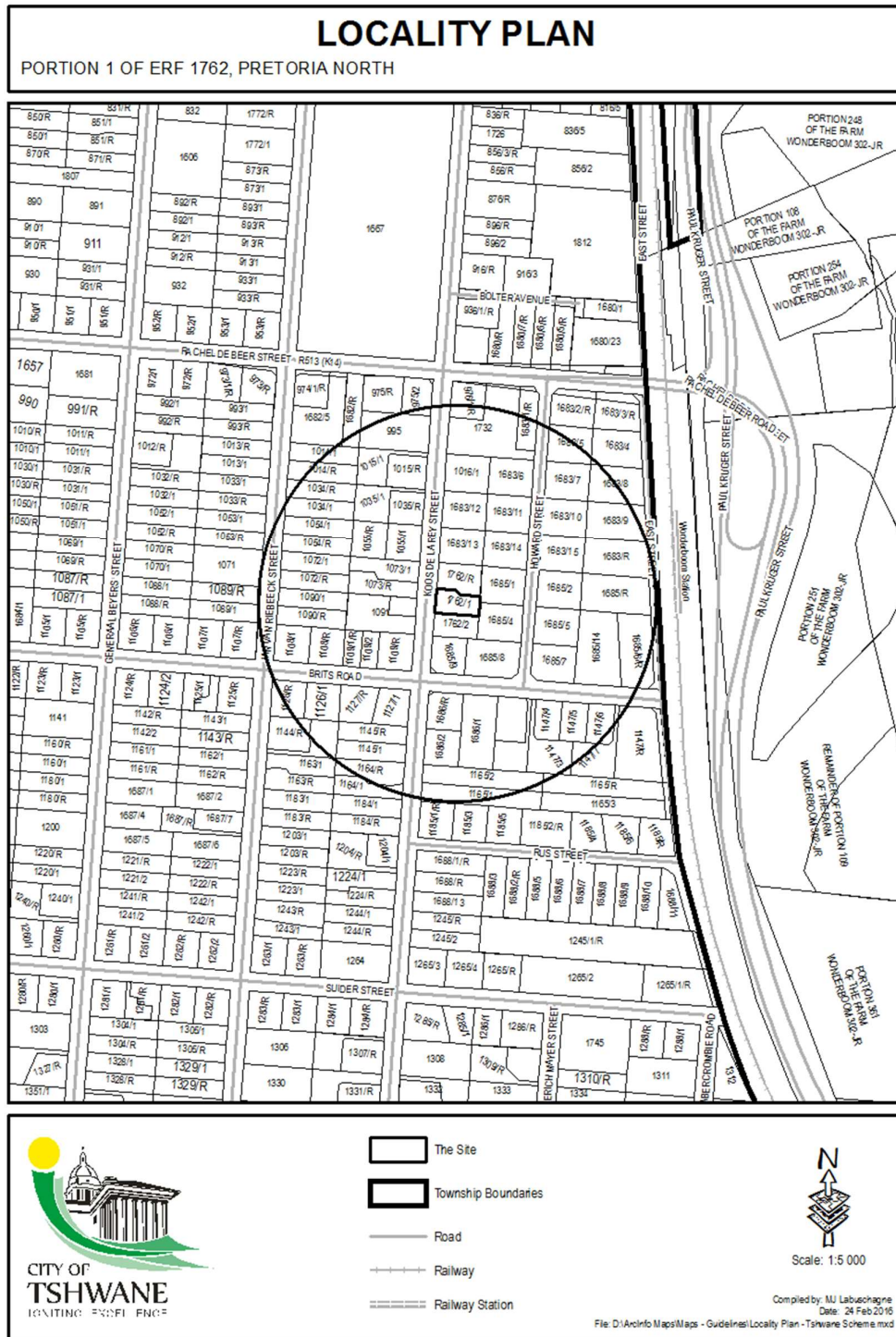
Description of property(ies)

Number and area of proposed portions:

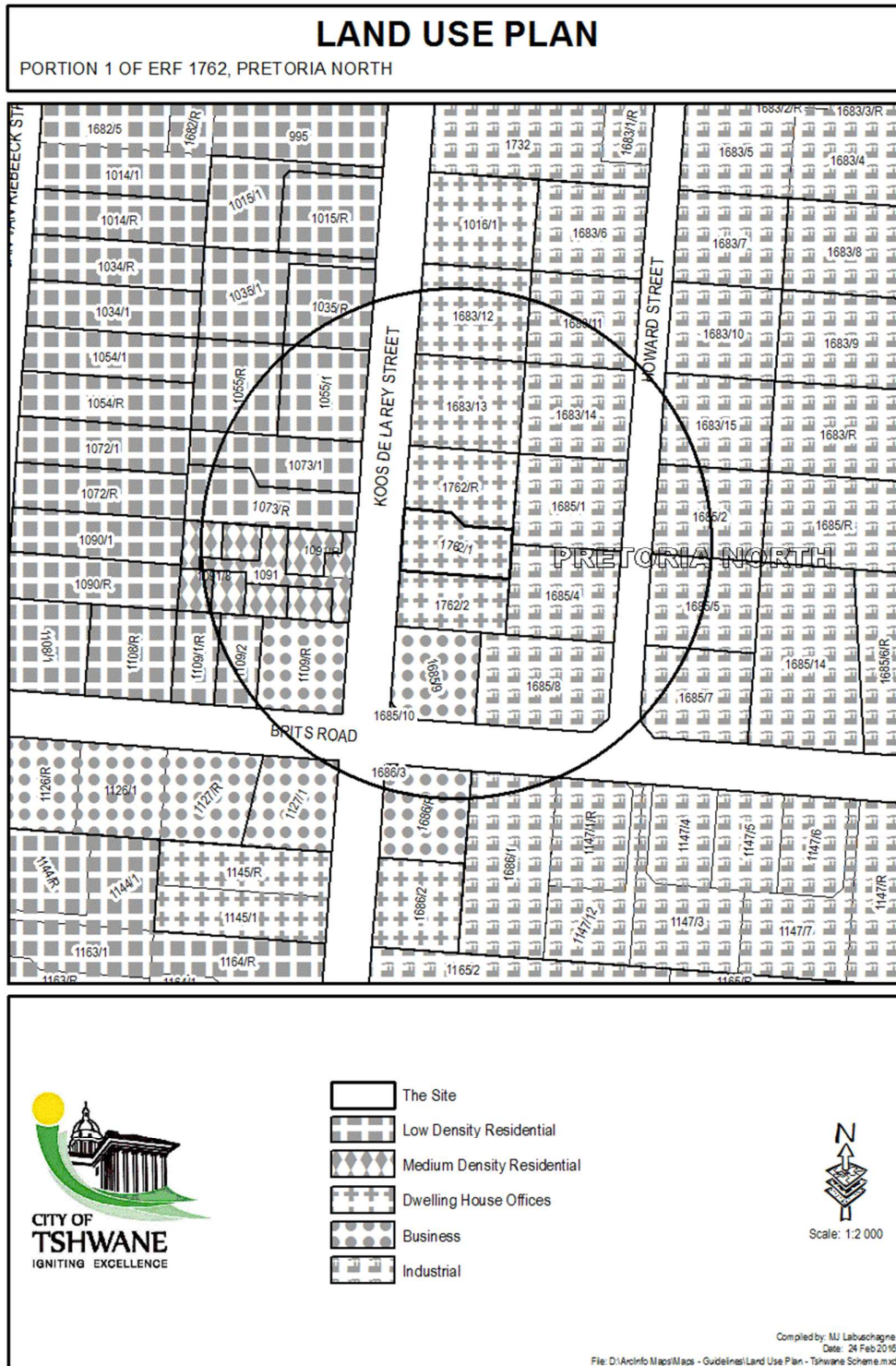
Proposed Portion	in extent approximatelym ²
Proposed Remainder	in extent approximately m ²
TOTAL	m ²

Reference: Item No.

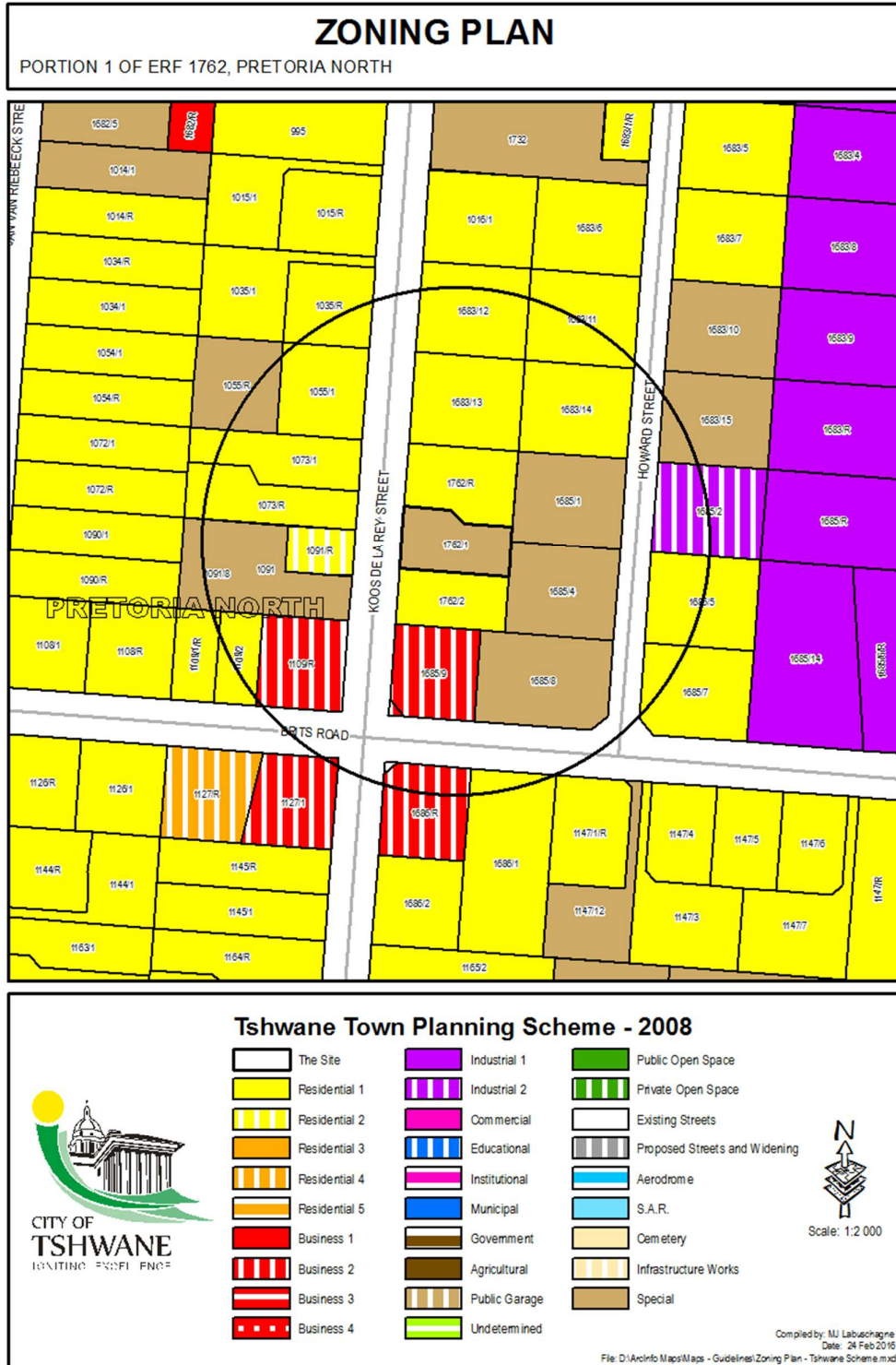
EXAMPLE OF A LOCALITY PLAN



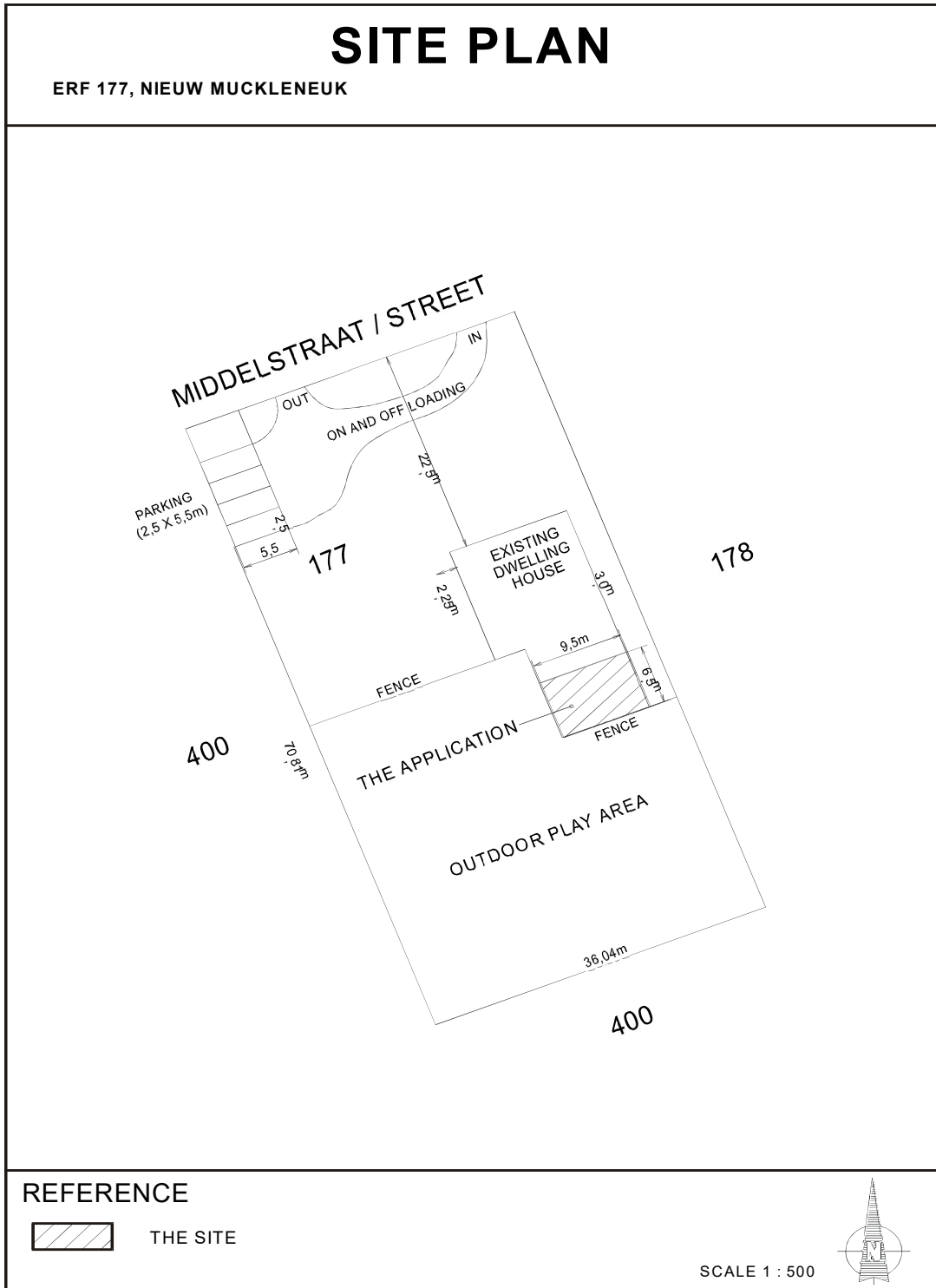
EXAMPLE OF A LAND USE PLAN



EXAMPLE OF A ZONING PLAN



EXAMPLE OF A SITE PLAN



COT: F/21

DELETED

EXAMPLE OF A POWER OF ATTORNEY

I/We,
ID No: the undersigned, hereby nominate, constitute and
appoint –
(Include the company name and registration number of the company) and
..... ID No:
(name and ID no of person from the company who in turn is granted authority by the said company)
with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place and
stead to apply for -

..... (type of application and property description)

at The City of Tshwane
Metropolitan Municipality and in general to do everything to affect the application and to do whatever
I/we would do if I/we were present in person and acting in the matter; and I/we hereby ratify, allow and
confirm, and promise and agree to ratify, allow and confirm everything and anything my/our attorney(s)
and agent(s) may do or may permit to be done legally in terms of this power of attorney.

Signed at on this day of20.....

in the presence of the undersigned witnesses.

AS WITNESSES:

1.....

2.....

.....
Registered Owner

EXAMPLE OF AN AFFIDAVIT / AFFIRMATION

TO WHOM IT MAY CONCERN:

I, the undersigned, (*full name and surname*), hereby *make oath/affirm that the placard notice(s) as prescribed in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) on Erf No, Township, was displayed and maintained in a conspicuous and to the public accessible place, for a period of 28 days from the first day the advertisements were advertised in local newspapers, viz from to, both dates inclusive.

SIGNED (SIGNATURE OF APPLICANT)
on at

I hereby certify that the deponent acknowledges that *he/she was conversant with the contents of this statement and understood it, and that the deponent uttered the following words: "I swear that the contents of this statement are the truth and nothing but the truth, so help me God".

COMMISSIONER OF OATHS:

DATE:

*Delete whichever is not applicable.

NOTICE OF APPEAL

Appellant Details			
Title			
Initial			
First Name(s)			
Surname			
ID Number			
Physical Address of the Appellant			
Physical Address (Work)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township			
Postal Code			
Specify City			
Physical Address (Home)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township			
Postal Code			
Specify City			
Postal Address of the Appellant			
Postal Type	PO Box	<input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/>
	Private Bag	<input type="checkbox"/>	Physical Address (Work) <input type="checkbox"/>
Postal Number			
Township			
Postal Code			
Specify City			
APPEAL DETAILS			
Type of application			
Relevant legislation applicable			
Reference number			
Indicate the decision maker	CP&DC - (City Planning and Development Committee)	MPT (Municipal Planning Tribunal)	AO (Authorised Official)
Date of decision			
PROPERTY DESCRIPTION			
Township/Agricultural			

Holding/Farm	
Erf/Lot /Plot/Farm no.	
CONCISE AND SUCCINCT GROUNDS OF APPEAL	
LIST OF ATTACHED DOCUMENTS	
RELIEF SOUGHT BY THE APPELLANT FROM THE APPEAL AUTHORITY	

If the appellant wishes to raise any *points in limine* with regard to the appeal, it must form part of the documents submitted.

Any expert reports must be submitted, and copies thereof must be made available to all respondents on lodging of the appeal.

REQUIRED DOCUMENTS

Proof of Payment	
Proof that all the parties on record to the land development application including the Department responsible for Development Planning has been notified of the appeal	
All information on the land development application to which the appeal relates	
Every objection lodged and all comments made in respect of the land development application	
Every reply to an objection or comment	

Declaration:

I/We (*full names*) hereby submit an appeal to the Appeals Authority in terms of section 20 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024). I declare that I shall be bound by all the provisions of this By-law. I solemnly declare that, to the best of my knowledge and belief, all the information contained herein is true and correct.

I acknowledge that the appeal as contemplated in section 20 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) can be a written or oral hearing.

Signed: Date:

NOTICE OF AN APPROVED LAND USE SCHEME IN TERMS OF SECTION 11(9)(b) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

LOCAL AUTHORITY NOTICE

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF THE LAND USE SCHEME

It is hereby notified in terms of the provisions of section 11(9)(b) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) that the City of Tshwane has approved and adopted the Land Use Scheme,

This (*name of the Scheme*) Land Use Scheme is the Land Use Scheme applicable to all land and buildings within the jurisdiction of the City of Tshwane Area.

The Land Use Scheme, the Scheme Clauses and Annexures are filed with the Municipality and are open to inspection during normal office hours.

This scheme shall be known as the Land Use Scheme, and shall come into operation on

(.....Reference number)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(*date of publication*)

(Notice)

NOTICE OF THE ADOPTION OF THE AMENDMENT SCHEME IN TERMS OF SECTION 16(1)(Y) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

LOCAL AUTHORITY NOTICE

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

..... AMENDMENT SCHEME (NO)

It is hereby notified in terms of the provisions of section 16(1)(y) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that the City of Tshwane has approved and hereby adopted the land development application known as Amendment Scheme for the amendment of the Land Use Scheme, being the rezoning of (*property description*), from..... (*current zoning*) to (*approved zoning*), subject to certain further conditions.

TheLand Use Scheme, and the adopted scheme clauses and adopted annexure of this amendment scheme are filed with the Municipality, and are open to inspection during normal office hours.

This amendment is known as Amendment Schemeand shall come into operation on the date of publication of this notice.

(Reference number.....)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(*date of publication*)

(Notice

NOTICE OF A REMOVAL, AMENDMENT OR SUSPENSION OF A RESTRICTIVE CONDITION IN TITLE IN TERMS OF SECTION 16(2)(i) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

NOTICE OF 20.....

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE IN TERMS OF SECTION 16(2)(i) OF CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) FOR THE REMOVAL, AMENDMENT OR SUSPENSION OF RESTRICTIVE CONDITIONS IN TITLE

It is hereby notified in terms of the provisions of section 16(2)(i) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that the City of Tshwane has approved and adopted the land development application for the removal/ amendment/suspension of certain conditions contained in Title Deed, with reference to the following property:

The following condition and/or phrases are hereby removed/amended/suspended:

This removal/amendment/suspension will come into effect on the date of publication of this notice.

(.....)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

..... 20.....
(Notice /20.....)

DECLARATION OF AN APPROVED TOWNSHIP AND NOTICE OF AN ADOPTION OF THE AMENDMENT SCHEME IN TERMS OF SECTION 16(9) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

LOCAL AUTHORITY NOTICE

**CITY OF TSHWANE METROPOLITAN MUNICIPALITY
DECLARATION OF AN APPROVED TOWNSHIP AND NOTICE OF ADOPTION OF AN AMENDMENT SCHEME IN TERMS OF SECTION 16(9) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) FOR AN APPROVED TOWNSHIP**

.....

It is hereby declared that in terms of the provisions of section 16(9) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that is an approved township, subject to the conditions as set out in the schedules hereto.

It is hereby notified in terms of the provisions of section 16(9) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) that the City of Tshwane has approved and hereby adopted the land development application for the amendment scheme with regard to the property(ies) in the township of, being an amendment of the Scheme

The Land Use Scheme, and the adopted scheme map and the adopted annexures of this amendment scheme are filed with the Municipality and are open to inspection during normal office hours.

This amendment is known as Amendment Schemeand shall come into operation on the date of publication of the notice.

(Reference number.....)

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

(date of promulgation)

PETITION FOR INTERVENOR STATUS

Petitioner Details			
Title			
Initial			
First Name(s)			
Surname			
Physical Address of the Petitioner			
Physical Address (Work)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township			
Postal Code			
Specify City			
Physical Address (Home)			
Address Line 1 (street no.)			
Address Line 2 (street name)			
Township			
Postal Code			
Specify City			
Postal Address of the Petitioner			
Postal Type	PO Box <input type="checkbox"/>	Private Bag <input type="checkbox"/>	Physical Address (Home) <input type="checkbox"/> Physical Address (Work) <input type="checkbox"/>
Postal Number			
Township			
Postal Code			
Specify City			
E-Mail address/ addresses			
LAND DEVELOPMENT APPLICATION RELEVANT FOR THE PETITION OF INTERVENOR STATUS			
Type of application			
Reference number			
Indicate the decision maker	AO (Authorised Official)	<input type="checkbox"/>	MPT (Municipal Planning Tribunal) <input type="checkbox"/>
			MAT (Municipal Appeals Tribunal) <input type="checkbox"/>
Date of decision (if applicable)			
PROPERTY DESCRIPTION			
Township/Agricultural Holding/Farm			
Erf/Lot/Plot/Farm no.			

CONCISE AND SUCCINCT GROUNDS FOR PETITION FOR INTERVENOR STATUS	

REQUIRED DOCUMENTS

Original receipt of proof of payment	
Cover letter	
Power of Attorney if the petitioner represents a person or group of people	
Memorandum	
Affidavit	
Proof that a copy of the petition for Intervenor was served on the applicant	
In the case of a new owner: Authority granted by the previous owner to act on the transferor or objector with a Power of Attorney granted by the objector	

Declaration:

I/We (*full names*) hereby submit a Petition for Intervenor status to the Authorised Official / Municipal Planning Tribunal / Municipal Appeals Tribunal in terms of section 45 read with Regulation 31 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

I declare that I shall be bound by all the provisions of this By-law. I solemnly declare that, to the best of my knowledge and belief, all the information contained herein is true and correct.

I, further confirm that I know and understand and agree that the information provided herein may be disclosed for purposes of a land development application process in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) to the applicant, interested and affected parties, by the Municipality.

SIGNATURE DATE:

SUBMISSION OF DOCUMENTATION FOR PENDING DECISIONS OR APPLICATIONS IN TERMS OF SCHEDULE 27 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

APPLICATION FOR PENDING DECISIONS OR APPLICATIONS	
Type of application	
Legislation applicable when the land development application was lodged	
Land Use Scheme applicable when the land development application was lodged	
Reference number used by the Municipality	
Date the land development application was lodged with the Municipality	
Date of promulgation of the land development application (if applicable)	
Title Deed number(s)	
Indicate the restrictive condition(s) in the Title Deed at the time of pending approval	
Indicate the current restrictive condition(s) in the Title Deed	
Indicate the decision maker	
Date the land development application was approved by the Municipality	
PROPERTY DESCRIPTION AT THE TIME OF APPROVAL BY THE ERSTWHILE MUNICIPALITY	
Township/Agricultural Holding/Farm	
Erf/lot/plot/Farm no.	
CURRENT PROPERTY DESCRIPTION	
Township/Agricultural Holding/Farm	
Erf/lot/plot/Farm no.	

REQUIRED DOCUMENTS	
Proof of payment	
Cover letter	
COT: F/1	
Power of Attorney (if applicable)	
Approval Letter and/or Resolution by the relevant Authority	
Any land development application documents that may be interpreted as Scheme documentation	
Copy of advertisement (if applicable)	
Proof of payment of bulk service contributions / Proof of compliance of pre-promulgation / adoption conditions	
Zoning certificate	
Title Deed	

I,
 being the applicant described herein, declare that the above information is correct.
 I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

NOTICE OF OBJECTION AND/OR COMMENTS IN TERMS OF SCHEDULE 25 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

Objector/Commenter Details	
Title	
Initial	
First Name(s)	
Surname	
Name of Home Owner Association	
Name of Business	
Other	
Physical Address of the Objector or Commenter	
Physical Address (Work)	
Address Line 1 (street no.)	
Address Line 2 (street name)	
Township	
Postal Code	
Specify City	
Physical Address (Home)	
Address Line 1 (street no.)	
Address Line 2 (street name)	
Township	
Postal Code	
Specify City	
Postal Address of the Objector or Commenter	
Postal Type	PO Box <input type="checkbox"/> Physical Address (Home) <input type="checkbox"/> Private Bag <input type="checkbox"/> Physical Address (Work) <input type="checkbox"/>
Postal Number	
Township	
Postal Code	
Specify City	
E-mail address	
E-mail address of Objector or Commenter (note this will be form of notification for purposes of a Municipal Planning Tribunal Hearing)	
OBJECTION/COMMENT DETAILS	
Type of application	
Reference number	
PROPERTY DESCRIPTION ON WHICH COMMENTS AND/OR OBJECTION ARE LODGED	
Township/Agricultural Holding/Farm	

Erf/lot/plot/Farm no.	
CONCISE AND SUCCINCT GROUNDS OF OBJECTION AND/ OR COMMENT	
LIST OF ATTACHED DOCUMENTS	
RELIEF SOUGHT BY THE OBJECTOR OR COMMENTER	

REQUIRED DOCUMENTS

If, acting on behalf of an Owner:	Power of Attorney	
	Instructions	
	Minutes	
	Any other documentation of proof of representation	
Home Owner Association:	Proof of paid-up membership of the association	
	Proof of an Annual General Meeting having been held	
	Resolution allowing the Chairperson to act on behalf (including the power to delegate any other member) of the association	
	A declaration in terms of COT: F/32 that a person is acting on behalf of the association and its members.	

Declaration:

I/We (*full names*) hereby submit an objection and/or comments to the Municipality in terms of section 16 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024). I declare that I shall be bound by all the provisions of this By-law. I solemnly declare that, to the best of my knowledge and belief, all the information contained herein is true and correct.

I acknowledge that the hearing as contemplated in section 18(9) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) can be a written or oral hearing. I, further confirm that I know and understand and agree that the information provided herein may be disclosed for purposes of a land development application process in terms of this By-law, to the applicant, interested and affected parties, by the Municipality.

SIGNATURE DATE:

**DECLARATION OF A PERSON ACTING ON BEHALF OF AN ASSOCIATION AND ITS MEMBERS
IN TERMS OF SCHEDULE 25 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW,
2016 (AMENDED 2024)**

I (full names) hereby declare that I act on behalf of
(Association name) in the matter of I accept responsibility for all
submissions made on behalf of the (Association name) and acknowledge that
submissions made are made on behalf of its members. I solemnly declare that, to the best of my
knowledge and belief, all the information contained herein is true and correct.

SIGNATURE DATE:

APPLICATION FORM FOR A CONSENT USE APPLICATION IN TERMS OF SECTION 16(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

Property information				
Township /Agricultural Holding/Farm				
Erf/lot/plot/Farm No.		Portion (eg/R1)		
Ward				
Street Name				
Street Number		Planning Region		
CONSENT USE DETAILS				
Adopted Zoning				
Adopted Height				
Adopted Density				
Adopted Coverage		Adopted FAR		
Adopted Annexure T No.		Adopted Amendment Scheme No		
Present Land Value				
Property Size (m ²)		Title Deed Number		
Existing Development				
Restrictive Title Deed Condition(s) Paragraph No				
Proposed Use				
Area of Proposed Use	Main building	Existing	m ²	
		New	m ²	
	Outbuilding	Existing	m ²	
		New	m ²	
	Total			m ²
Proposed Height (In Meters)				
Proposed Coverage (%)				
Proposed FAR				
Time and number of deliveries		Weekdays	Saturdays	Sunday or Public Holiday
	Morning			
	Afternoon			
	Night			
Business hours			Start	End
	Weekday			
	Saturday			
	Sunday			
	Public holiday			
NUISANCE				
Noise level	None	Low	Medium	High
Noise description				

Odour level	None	Low	Medium	High
Odour description				
Dust level	None	Low	Medium	High
Dust description				
Vibration level	None	Low	Medium	High
Vibration description				
ADDITIONAL INFORMATION				
Number of Parking Spaces on Property				
Does the approval of this application require obtaining a business licence?			Yes	No
If yes, has the application for a trade licence been handed in already?			Yes	No
Licence Number				
Number of loading zones required?				
Staff Composition: Management				
Staff Composition: Employees				
TOTAL OF STAFF COMPOSITION				
Describe activities indoors				
Describe activities outdoors				
Number of clients expected daily				

MACHINERY LIST	
Machinery name	
Machinery name	
Power consumption	
Machinery KW	
Location	

Proof of Payment		Site Plan		Body Corporate Resolutions	
Cover letter		Zoning Plan		Power of Attorney	
Application Form		Zoning certificate		Registered Title Deed	
Motivating Memorandum		Locality Plan		Bondholders Consent	
Land use plan		Proposed Development Controls		Proof of Advertisement once completed.	
List of adjoining owners		Any additional Reports or documentation submitted with the application, each report or document should be submitted separate with a clear description		Proof of engagement with engineering service departments	
Form COT: F/1		Form: COT: F/10			

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE: DATE:

APPLICATION FORM FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTIONS 16(1), 16(2), 16(3) OR 16(12) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) IN TERMS OF THE LAND USE SCHEME

1. An applicant who wishes to apply in terms of section 16(16) read with section 16(1) of this By-law shall apply to the Municipality in the form as set out in COT: F/2.
2. An applicant who wishes to apply in terms of section 16(16) read with section 16(2) of this By-law shall apply to the Municipality in the form as set out in COT: F/3.
3. An applicant who wishes to apply in terms of section 16(16) read with section 16(3) of this By-law shall apply to the Municipality in the form as set out in COT: F/34, COT: F/36 or COT: F/38 applicable to that land development application.
4. An applicant who wishes to apply in terms of section 16(16) read with section 16(12) of this By-law shall apply to the Municipality in the form as set out in COT: F/8.

APPLICATION FORM FOR A PERMISSION APPLICATION FOR AN ADDITIONAL DWELLING HOUSE IN TERMS OF SECTION 16(3) AND SCHEDULE 31 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

PROPERTY INFORMATION

Please complete this section for each property (make a separate copy for each property)

Township/Agricultural Holding/Farm		Portion (eg /R1)	
Erf/lot/plot/Farm No.			
Ward			
Street Name			
Street Number		Planning Region	

ADDITIONAL DWELLING HOUSE DETAILS

Use Zone	
Proposed Use	
Main Building Existing Area m ²	
Main Building New Area m ²	
Out Building Existing Area m ²	
Out Building New Area m ²	

Proposed Height	
Proposed Coverage (%)	
Proposed FAR	
Estimated Project Value	

REQUIRED DOCUMENTS

Proof of Payment of application fees	Cover Letter	Application Form
Power of Attorney	Bond holders Consent (if applicable)	Motivating Memorandum
Locality Plan	Land use plan (NB on A4 size)	Zoning certificate
Site Plan	List of adjoining owners	Title Deed
A Body Corporate Resolution for a Sectional Title Scheme	Proof of Members Company/Close Corporation/Trust (if required)	Company/Close Corporation/Trust Resolution (if required)
Proof of Marital Status of Owner (if required)	Proof of engagement with engineering service departments	
Form COT: F/1	Form COT: F/36	COT: F/10

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

ERROR AND/OR OMISSIONS IN TERMS OF SECTION 23 READ WITH SECTION 43(2) AND SCHEDULE 2 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

ERROR / OMISSIONS IN TERMS OF SECTION 23 READ WITH SCHEDULE 2 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)			
PROPERTY DESCRIPTION			
Township/Agricultural Holding/Farm			
Erf/lot/plot/ Farm No.			
SG diagrams number			
Region			
Ward			
PROPERTY DESCRIPTION AT THE TIME OF APPROVAL BY THE APPLICABLE AUTHORITY			
Township/Agricultural Holding/Farm			
Erf/lot/plot/ Farm No.			
SG diagrams number			
APPROVED LAND DEVELOPMENT APPLICATION			
Do you have a complete copy of the lawful scheme document(s) (amendment scheme documents or other approval, conditions of approval)	YES		NO
Type of application i.e. rezoning, consent use etc.			
Reference number used by the applicable Authority			
Date when the land development application was lodged with the applicable Authority			
Date of notifications for public participation			
Date of conditional approval, approval of the land development application			
Date of promulgation /adoption of land development application			
Have bulk service contributions been paid	YES		NO
Indicate the decision maker			
LEGISLATION APPLICABLE WHEN THE LAND DEVELOPMENT APPLICATION WAS LODGED			
Town-planning and Townships Ordinance, 1965			
Town-planning and Townships Ordinance, 1986			
City of Tshwane Land Use Management By-law, 2016			
Other – indicate the applicable legislation			

LAND USE SCHEME APPLICABLE WHEN THE LAND DEVELOPMENT APPLICATION WAS LODGED			
The Akasia-Soshanguve Town-planning Scheme, 1996			
The Centurion Town-planning Scheme, 1992			
The Pretoria Town-planning Scheme, 1974			
The Peri-Urban Town-planning Scheme, 1975			
The Pretoria Region Town-planning Scheme, 1960			
The Malelane Town-planning Scheme, 1972			
The Bronkhorstspuit Town-planning Scheme, 1980			
The Greater Cullinan Town-planning Scheme, 1999			
The Black Communities Development Act, 1984 (Act 4 of 1984)			
The Development Facilitation Act, 1995 (Act 67 of 1995)			
The Less Formal Township Establishment Act, 1991 (Act 113 of 1991)			
The Upgrading of Land Tenure Rights Act, 1991 (Act 112 of 1991)			
Conditions of Establishment			
Other legislation			
INFO ON ZONING CERTIFICATE NOT OLDER THAN THREE MONTHS			
USE ZONE			
Annexure T number			
Consent number			
SITE DEVELOPMENT PLANS AND/OR BUILDING PLANS			
Reference number of SDP			
Date of approval of SDP			
Reference number of Building Plan			
Date of approval of Building Plan			
TITLE DEED INFORMATION			
Title Deed number(s)			
Indicate the restrictive condition(s) in the Title Deed at the time of pending approval			
Indicate the current restrictive condition(s) in the Title Deed			
PENDING LAND DEVELOPMENT APPLICATIONS			
Are there any pending land development applications?	YES		NO
If yes, indicate reference number of pending land development application(s)			

REQUIRED DOCUMENTS	
Proof of payment	
Cover letter	
COT: F/1	
Power of Attorney (if applicable)	
Approval Letter by the applicable Authority	
Any lawful Scheme documents	
Proof of notification of public participation	
Proof of payment of Bulk service contributions / Proof of compliance of pre-promulgation/ adoption conditions	
Zoning certificate (not older than three (3) months)	
Title Deed(s)	
Approved site development plan (if applicable)	
Approved Building Plan(s) (if applicable)	
Approved SG diagram(s) (if applicable)	
Aerial photos	

I, being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

APPLICATION FORM FOR PERMISSION APPLICATION (CATEGORY C) IN TERMS OF SECTION 16(3) AND AS DETERMINED IN TERMS OF THE GUIDELINE DOCUMENT IN TERMS OF SECTION 12(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

PROPERTY INFORMATION

Please complete this section for each property (make a separate copy for each property)

Township/Agricultural Holding/ Farm		Portion (eg /R1)	
Erf/lot/plot/Farm No.			
Ward			
Street Name			
Street Number		Planning Region	

PERMISSION DETAILS

Land Use Scheme	
Use Zone	
Primary Rights	
Sub Clause	
Proposed Use	
Reason/ Motivation	
Proposed Height	
Height Units	
Proposed Coverage (%)	
Proposed FAR	
Number of Parking spaces on property	

REQUIRED DOCUMENTS

Proof of Payment	Cover Letter	Application Forms
Power of Attorney	Bond holders Consent (if applicable)	List of Adjoining owner
Motivating Memorandum	Proposed Development Controls	Site Plan
Title Deed	Zoning certificate	A Body Corporate Resolution for a Sectional Title Scheme
Proof of engagement with engineering service departments	Form COT: F/1	Form COT: F/38
Form COT: F/10		

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

SIGNATURE DATE:

PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR THE CONSENT USE / PERMISSION / RELAXATION LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

OR

PLACARD NOTICE IN TERMS OF SECTION 16(1)(f) FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTION 16(1) OR 16(2) OR 16(3) OR SECTION 16(12)(a)(iiii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF AN APPLICATION FOR A CONSENT USE / PERMISSION / RELAXATION APPLICATION IN TERMS OF SECTION 16(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

OR

NOTICE OF AN APPLICATION FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTION 16(1), 16(2), 16(3) OR 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

I/We, (full name),
being the owner/applicant of erf/erven/portions

.....
(complete property description of the property as set out in the title deed) hereby give notice in terms of section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) that I/we have applied to the City of Tshwane Metropolitan Municipality for a (type of application –, rezoning/consent use/permission/relaxation, subdivision) for

The property is situated at:

The current zoning of the property is

The intention of the applicant in this matter is to: (indicate the proposed development)

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details and submitted in the prescribed form, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to: the(indicate the name of the head of the department) PO Box 3242, Pretoria, 0001 or to CityP_Registration@tshwane.gov.za from (the first date of the publication of the notice set out in section 16(1)(f) of the By-law referred to above), until (not less than 28 days after the date of first notice).

Full particulars and plans (if any) may be inspected during normal office hours at the (indicate relevant offices) Municipal offices as set out below, for the period indicated above.

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy can be requested from the applicant, at the following contact details: (indicate the specific e-mail address that the interested/affected party can use to obtain the electronic copy of the application from applicant).

A copy of this notice and information as may be available, can be viewed at the following (Applicant's/Municipality's Website), (if any).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and/or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in terms of **Schedule 25 and Form COT: F/31** for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (provide the applicants e-mail address and correct official e-mail address of the City of Tshwane).

Address of Municipal offices:
.....
.....

Address of applicant:
E-mail address:
Physical address:
Postal address:
Website (if applicable) :
Telephone No.

Dates on which notice will be published:

Closing date for any objections and/or comments:

Reference: Item No.