

MUNISIPALITEIT VAN <b>PRINS ALBERT</b> Rig alle korrespondensie aan: DIE MUNISIPALE BESTUURDER Privaatsak X53, Prins Albert, 6930		MUNICIPALITY OF <b>PRINCE ALBERT</b> Address all correspondence to: THE MUNICIPAL MANAGER Private Bag X53, Prince Albert, 6930
E-Pos / E-Mail: <a href="mailto:adminiklerk@pamun.gov.za">adminiklerk@pamun.gov.za</a> <a href="mailto:mvele@pamun.gov.za">mvele@pamun.gov.za</a>		Tel: 023-541 1320, Fax: 023-541 1321

**LAND USE PLANNING PRE-APPLICATION CONSULTATION FORM**

PLEASE NOTE:

Pre-application consultation is an advisory session and is required prior to submission of an application for rezoning, consent use, temporary departure, and subdivision. It does not in any way pre-empt the outcome of any future application which may be submitted to the Municipality.

**PART A: PARTICULARS**

Reference number : \_\_\_\_\_  
Purpose of consultation: \_\_\_\_\_  
Brief proposal : \_\_\_\_\_  
Property(ies) description: \_\_\_\_\_  
Date: \_\_\_\_\_

**Type of meeting**

Virtual meeting	Physical meeting
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Attendees:

	Name & Surname	Organisation	Contact Number	E-mail
Pre-Applicant				

**Note:** attendance register will be made available on the date of meeting

Documentation provided for discussion:

(Include document reference, document/plan dates and plan numbers where possible and attach to this form)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has pre-application/Application been undertaken for a Land Development application with the other sector department? <i>(If yes submit proof)</i>	YES	NO
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Comprehensive overview of proposal:

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**QUESTIONNAIRES:**

**SECTION A:**

**DETERMINATION OF APPLICATION TYPES, PRESCRIBED NOTICE AND ADVERTISEMENT PROCEDURES**

Tick if relevant	What land use planning applications are required?	Application fees payable
<input type="checkbox"/>	2(a) a rezoning of land;	R
<input type="checkbox"/>	2(b) a permanent departure from the development parameters of the zoning scheme;	R
<input type="checkbox"/>	2(c) a departure granted on a temporary basis to utilise land for a purpose not permitted in terms of the primary rights of the zoning applicable to the land;	R
<input type="checkbox"/>	2(d) a subdivision of land that is not exempted in terms of section 24, including the registration of a servitude or lease agreement;	R
<input type="checkbox"/>	2(e) a consolidation of land that is not exempted in terms of section 24;	R
<input type="checkbox"/>	2(f) a removal, suspension, or amendment of restrictive conditions in respect of a land unit;	R
<input type="checkbox"/>	2(g) a permission required in terms of the zoning scheme;	R
<input type="checkbox"/>	2(h) an amendment, deletion, or imposition of conditions in respect of an existing approval;	R
<input type="checkbox"/>	2(i) an extension of the validity period of an approval;	R
<input type="checkbox"/>	2(j) an approval of an overlay zone as contemplated in the zoning scheme;	R
<input type="checkbox"/>	2(k) an amendment or cancellation of an approved subdivision plan or part thereof, including a general plan or diagram;	R
<input type="checkbox"/>	2(l) a permission required in terms of a condition of approval;	R
<input type="checkbox"/>	2(m) A determination of a zoning;	R
<input type="checkbox"/>	2(n) A closure of a public place or part thereof;	R
<input type="checkbox"/>	2(o) a consent use contemplated in the zoning scheme;	R
<input type="checkbox"/>	2(p) an occasional use of land;	R
<input type="checkbox"/>	2(q) to disestablish a home owner’s association;	R
<input type="checkbox"/>	2(r) to rectify a failure by a home owner’s association to meet its obligations in respect of the control over or maintenance of services;	R
<input type="checkbox"/>	2(s) a permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building	R
Tick if relevant	What prescribed notice and advertisement procedures will be required?	Advertising fees payable
<input type="checkbox"/>	Serving of notices (i.e. registered letters etc.)	R
<input type="checkbox"/>	Publication of notices (i.e. Provincial Gazette, Local Newspaper(s) etc.)	R
<input type="checkbox"/>	Additional publication of notices (i.e. Site notice, public meeting, local radio, website,	R
<input type="checkbox"/>	Placing of final notice (i.e. Provincial Gazette etc.)	R
<b>TOTAL APPLICATION FEE* (VAT included):</b>		<b>R</b>

**PLEASE NOTE:** \* Application fees are estimated on the information discussed and are subject to change with submission of the formal application and/or yearly application fee increase.

**SECTION B:**

**PROVISIONS IN TERMS OF THE RELEVANT PLANNING LEGISLATION / POLICIES / GUIDELINES**

QUESTIONS REGARDING PLANNING POLICY CONTEXT	YES	NO	TO BE DETERMINED	COMMENT
Is any Municipal Integrated Development Plan (IDP)/Spatial Development Framework (SDF) and/or any other Municipal policies/guidelines applicable? If yes, is the proposal in line with the aforementioned documentation/plans?				
Any applicable restrictive condition(s) prohibiting the proposal? If yes, is/are the condition(s) in favour of a third party(ies)? [List condition numbers and third party(ies)]				
Any other Municipal by-law that may be relevant to application? (If yes, specify)				
Zoning Scheme Regulation considerations: Which zoning scheme regulations apply to this site?  _____				
What is the current zoning of the property?  _____				
What is the proposed zoning of the property?  _____				
Does the proposal fall within the provisions/parameters of the zoning scheme?  _____				
Are additional applications required to deviate from the zoning scheme? (if yes, specify)  _____				

QUESTIONS REGARDING OTHER PLANNING CONSIDERATIONS	YES	NO	TO BE DETERMINED	COMMENT
Is the proposal in line with the Provincial Spatial Development Framework (PSDF) and/or any other Provincial bylaws/policies/guidelines/documents?				
Are any regional/district spatial plans relevant? If yes, is the proposal in line with the document/plans?				

**SECTION C:**

**CONSENT / COMMENT REQUIRED FROM OTHER ORGANS OF STATE**

QUESTIONS REGARDING CONSENT / COMMENT REQUIRED	YES	NO	TO BE DETERMINED	OBTAIN APPROVAL / COMMENT FROM:
Is/was the property(ies) utilised for agricultural purposes?				Western Cape Provincial Department of Agriculture
Will the proposal require approval in terms of Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)?				National Department of Agriculture
Will the proposal trigger a listed activity in terms of National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA)?				Western Cape Provincial

				Department of Environmental Affairs & Development Planning (DEA&DP)
Will the proposal require authorisation in terms of Specific Environmental Management Act(s) (SEMA)? (National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003) (NEM: PAA) / National Environmental Management: Biodiversity Act, 2004 (Act 10 of 2004) (NEM:BA) / National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004) (NEM: AQA) / National Environmental Management: Integrated Coastal Management Act, 2008 (Act 24 of 2008) (NEM:ICM) / National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM:WA) ( <del>Strikethrough irrelevant</del> )				National Department of Environmental Affairs (DEA) & DEA&DP
Will the proposal require authorisation in terms of the National Water Act, 1998 (Act 36 of 1998)?				National Department of Water & Sanitation (DWS)
Will the proposal trigger a listed activity in terms of the National Heritage Resources Act, 1999 (Act 25 of 1999)?				South African Heritage Resources Agency (SAHRA) & Heritage Western Cape (HWC)
Will the proposal have an impact on any National or Provincial roads?				National Department of Transport / South Africa National Roads Agency Ltd. (SANRAL) & Western Cape Provincial Department of Transport and Public Works (DTPW)
Will the proposal trigger a listed activity in terms of the Occupational Health and Safety Act, 1993 (Act 85 of 1993): Major Hazard Installations Regulations				National Department of Labour (DL)
Will the proposal affect any Eskom owned land and/or servitudes?				Eskom

Will the proposal affect any Telkom owned land and/or servitudes?				Telkom
Will the proposal affect any Transnet owned land and/or servitudes?				Transnet
Is the property subject to a land / restitution claims?				National Department of Rural Development & Land Reform
Will the proposal require comments from SANParks and/or CapeNature?				SANParks / CapeNature
Will the proposal require comments from DEFF?				Department of Environment, Forestry and Fishery
Is the property subject to any existing mineral rights?				National Department of Mineral Resources
Does the proposal lead to densification to such an extent that the number of schools, healthcare facilities, libraries, safety services, etc. In the area may be impacted on? (strikethrough irrelevant)				Western Cape Provincial Departments of Cultural Affairs & Sport (DCAS), Education, Social Development, Health and Community Safety

**SECTION D:  
SERVICE REQUIREMENTS**

<b>DOES THE PROPOSAL REQUIRE THE FOLLOWING ADDITIONAL INFRASTRUCTURE / SERVICES?</b>	<b>YES</b>	<b>NO</b>	<b>TO BE DETERMINED</b>	<b>OBTAIN COMMENT FROM: (list internal department)</b>
Electricity supply:				Dept: Technical
Water supply:				Dept: Technical
Sewerage and waste water:				Dept: Technical
Stormwater:				Dept: Technical
Road network:				Dept: Technical
Telecommunication services:				
Other services required? Please specify.				
Development charges:				Dept : Finance

**PART D: COPIES OF PLANS / DOCUMENTS TO BE SUBMITTED AS PART OF THE APPLICATION**

**COMPULSORY INFORMATION REQUIRED:**

Y	N	Power of Attorney / Owner's consent if applicant is not owner (if applicable)	Y	N	S.G. noting sheet extract / Erf diagram / General Plan
Y	N	Motivation report / letter	Y	N	Full copy of the Title Deed
Y	N	Locality Plan	Y	N	Site Layout Plan
Y	N	Proof of payment of fees	Y	N	Bondholder's consent

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

Y	N	Site Development Plan	Y	N	Conveyancer's Certificate
Y	N	Land Use Plan	Y	N	Proposed Zoning plan
Y	N	Phasing Plan	Y	N	Consolidation Plan
Y	N	Abutting owner's consent	Y	N	Landscaping / Tree Plan
Y	N	Proposed Subdivision Plan (including street names and numbers)	Y	N	Copy of original approval letter
Y	N	Services Report or indication of all municipal services / registered servitudes Y N Copy of Environmental Impact Assessment (EIA) / Heritage Impact Assessment (HIA) / Traffic Impact Assessment (TIA) / Traffic Impact Statement (TIS) / Major Hazard Impact Assessment (MHIA) / Environmental Authorisation (EA) / Record of Decision (ROD) (strikethrough irrelevant)	Y	N	Home Owners' Association consent
			Y	Y	1 : 50 / 1:100 Flood line determination (plan / report)
Y	N	Other (specify)	Y	N	Required number of documentation copies
Y	N		Y	N	

**PART E: DISCUSSION**

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**PART F: SUMMARY / WAY FORWARD**

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OFFICIAL: \_\_\_\_\_  
(FULL NAME)

PRE-APPLICANT: \_\_\_\_\_  
(FULL NAME)

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_