

CITY OF TSHWANE

REQUIREMENTS FOR AN APPLICATION FOR REMOVAL AND/OR AMENDMENT OF TITLE CONDITIONS IN TERMS OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 (ACT 3 OF 1996)

COMPILED BY:

LAND USE LEGISLATION AND APPLICATION MANAGEMENT SECTION CITY PLANNING AND DEVELOPMENT DIVISION CITY PLANNING, DEVELOPMENT AND REGIONAL SERVICES DEPARTMENT

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CONTENTS

MUNICIPALITY REQUIREMENTS: APPLICATION FOR REMOVAL AND/OR AMENDMENT OF TITLE CONDITIONS IN TERMS OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 (ACT 3 OF 1996)

A. PROCEDURE

- 1. Who may apply
- 2. How to apply (Legal Requirements)
- 3. What documents are required
- 4. Advertisement procedure

B. **GENERAL**

C. <u>LIST OF ANNEXURES</u>

- 1. Application form
- 2. Example of Power of Attorney pro forma
- 3. Example of locality plan
- 4. Advertisement notice pro forma (Provincial Gazette and the media)
- 5. Example of Affidavit pro/affirmation
- 6. Additional information regarding advertisements
- 7. Example of placard notice

REQUIREMENTS: APPLICATION FOR REMOVAL AND/OR AMENDMENT OF TITLE CONDITIONS IN TERMS OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 (ACT 3 OF 1996)

A. PROCEDURE

1. Who may apply

Any owner of land or the owner's authorised agent may apply to the Strategic Executive Director: City Planning, Development and Regional Services in terms of Section 5 of the Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996).

2. How to apply (Legal Requirements)

- 2.1 Only applications for amendment, suspension or removal of restrictions or obligations in respect of land may be made in terms of the Gauteng Removal of Restrictions Act, 1996.
- 2.2 The application form, which has been adapted for the Municipality is electronic application processing system, must be completed **in full** and signed by the applicant.
- 2.3 Documents stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997, and required by the Municipality in terms of Regulation 5(a) of the Regulations must be attached (see paragraph 3).

These documents must be submitted to the Municipality (preferably **at least one day before)** the advertisement notice appears in the newspapers/Gazette and on the site so that the documents are open for inspection to the public and can serve as a legally acceptable application.

- 2.4 The prescribed application fees must be paid in terms of Regulation 5(b) of the Gauteng Removal of Restriction Regulations, 1997.
- 2.5 If a cheque is used as the method of payment, the cheque must be made out to the City of Tshwane. Post-dated cheques will not be accepted.

3. What documents are required

Copies of the following documents, of which one should be the original, all stapled together in the upper left-hand corner, must be submitted to the Strategic Executive Director: City Planning, Development and Regional Services (the relevant office), during office hours 8:00 to 15:00;

Akasia Office: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, Enquiries: JM Loots (Functional Head) Tel: 012-358-9110 Or

Centurion Office: Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion, or Enquiries: JD Zeeman (Functional Head) Tel: 012-358-5-3253

Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Streets, Pretoria. Enquiries: Lucy Nkadimeng (Functional Head) Tel: 012-358-4689

3.1 Covering letter (5 copies)

This letter must be addressed to the Strategic Executive Director: City Planning, Development and Regional Services.

3.2 Application form (5 copies)

The attached application form must be completed in full and signed by the applicant (Annexure 1).

3.3 **Power of attorney (3 copies)**

If any person other than the registered owner of the erf submits the application, the applicant must submit a power of attorney from the registered owner of the erf in accordance with Annexure 2 to the Gauteng Removal of Restriction Regulations, 1997. The power of attorney must correspond with the **registered** title deed (Annexure 2).

If a property changes hands while an application is being considered, the new owner must submit a power of attorney/letter indicating that he or she concurs with the application. If the new owner fails to submit a power of attorney/letter, the application will as a matter of course expire and the amendment scheme will not be promulgated.

3.4 Company/close corporation/trust resolution (3 copies)

If the registered owner is a company, close corporation or trust, the applicant must submit a resolution of the company, close corporation or trust in accordance with Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997, stating the grounds on which the applicant is authorised to act on behalf of the company, close corporation or trust. Please note that this resolution is not the same as the power of attorney.

3.5 **Proof of members of company/close Corporation/trust (3 copies)**

A copy of the following must be attached as proof:

- CM 29 form in the case of a company (Companies Act 61 of 1973)
- CK 1 or 2 forms in the case of a close corporation (Close Corporations Act 69 of 1984)
- Letter of appointment of trustees in the case of a trust

3.6 **Proof of marital status of the owner (3 copies)**

Proof of the marital status of the owner must be provided. If the owner is married <u>in community of property</u>, his or her spouse must co-sign the power of attorney/application form.

3.7 **Bondholder's consent (3 copies)**

The bondholder's consent must be submitted in accordance with Section 5(2) of the Act and as stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997.

3.8 Motivating memorandum (5 copies)

The applicant must submit a motivating memorandum as stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997.

3.9 Locality plan (5 copies)Annexure 3

A locality plan must be submitted as stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997.

3.10 List of names and addresses of owners of neighbouring erven and plan showing location of said erven (5 copies)

This must be provided in compliance with Section 5(7) of the Act and as stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997.

3.11 Registered title deed (3 copies)

This must be submitted as stipulated in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997. The applicant shall submit a copy of the title deed, which is registered in the Deeds Office at the time when the application is submitted. **A draft title deed is not acceptable.**

3.12 **Zoning Certificate (5 copies)**

4. Advertisement procedure

In accordance with Section 5(5) of the Act

- 4.1 A notice in the Provincial Gazette in English and one other official language must be published once only.
- 4.2 Notices must be published once a week for two consecutive weeks in two local newspapers (in English and in another of the official languages).
- 4.3 A notice as set out in Annexure 3 of the Gauteng Removal of Restriction Regulations, 1997, and prescribed in Section 5(5)(c) of the Act must be sent by registered mail or delivered by hand to each owner of land that abuts the application site and directly opposite the application site not later than the date of the first publication. (see Annexure 6).
- 4.4 A notice as set out in Annexure 3 of the Gauteng Removal of Restriction Regulations, 1997, and prescribed in Regulation 5(d) and (e) must be placed on the erf boundary clearly visible to the general public and maintained for a period of at least 14 days from the date of first publication.
- 4.5 In terms of Section 5(7) of the Act, the applicant must submit proof to the satisfaction of the City of Tshwane that he or she has complied with all the provisions of the Act. This is done as follows:
 - (i) Newspaper advertisements The applicant must submit the full pages of the newspapers/gazette in which the notice appeared <u>or</u> certificates from the editors of the newspapers/gazette.
 - (ii) Placard notice

The applicant must submit an affidavit stating that the provisions of Section 5(5)(d) of the Act have been complied with (Annexure 5).

(iii) Photos

The applicant may also submit **two legible photos** of the placard notice, not smaller than half-postcard size:

- (a) One close-up of the notice to clearly show the wording.
- (b) One from a distance across the road to show the visibility of the notice.
- (iv) Notices to neighbouring erf owner(s)

The applicant must submit proof that a notice as prescribed by the Act has been sent by registered mail or delivered by hand to every owner of land directly adjacent to and opposite the application site.

- 4.6 In terms of Section 5(8) of the Act a copy of every objection that is received must be submitted to the Strategic Executive Director: City Planning, Development and Regional Services. The applicant will also receive a copy of each objection from the said Department.
- 4.7 Specification of proposed land use rights in advertisement notices

When an application for rezoning to Zone "Special" is made, the <u>newspaper advertisements</u> and <u>placard notices must clearly specify</u> what new land-use rights are envisaged with the proposed zoning "Special". When application is made for other rights, the land-use zones formulated in the Tshwane Town-Planning Scheme, 2008, must be mentioned in the notices.

B. GENERAL

- 1. Applications will not be accepted for consideration if they are not prepared in accordance with paragraph 3 of this document. Incomplete applications are legally not acceptable and will unfortunately have to be returned to the applicant.
- 2. The motivating memorandum referred to in Annexure 2 of the Gauteng Removal of Restriction Regulations, 1997, shall assist the City of Tshwane to facilitate the processing of the application. This means that the motivating memorandum shall -
- 2.1 clearly indicate precisely which conditions are to be removed and/or amended.
- in the case of a rezoning clearly indicate precisely what the amendment of the Tshwane Town-Planning Scheme, involves, for example:
 - that the coverage be increased to 72%
 - that the height be increased from 19,00m to 23m;
 - that the floor space ratio be increased from 2,5 to 2,56
 - that the "Residential" rights be changed to "Special" for offices;
- 2.3 indicate the necessity (need) and desirability of the application with regard to
 - the Tshwane Town-Planning Scheme, 2008 and
 - the <u>future development of the area</u>.(it should provide for the present and the future needs of the city, or a part of it, rather than just benefit a specific business).
- 2.4 contain a thorough <u>motivation</u>, from a land use point of view, of the proposed amendment of the Tshwane Town-Planning Scheme, 2008; including, but not restricted to, the need and desirability of the application.
- 3. It is of the utmost importance that applicants <u>discuss</u> any <u>removal of title conditions with officials</u> of Regional Spatial Planning Section of the City Planning and Development Division before submitting an application. This will facilitate the processing of an application, and the applicant will benefit for the following reasons:
- 3.1 By consulting the officials of the Regional Spatial Planning Section an applicant will be informed of the policies the City of Tshwane has formulated for certain types of rezonings.
- 3.2 Lengthy correspondence owing to uncertainties applicants may have in preparing the required documents will be eliminated.
- 3.3 An applicant will save considerable time if officials know of an application in advance. This will ensure that all the necessary conditions that <u>need</u> to be included in the amendment scheme are reflected in the documents and that time is not wasted.
- 3.4 It may happen, and has happened in the past, that an applicant finds that his or her amendment scheme does not provide for certain land use rights/development controls after the amendment scheme has been promulgated. If he or she consults officials in advance, these elements can be included in amendment scheme. In this regard it should be noted that Section 61(1) of the Ordinance (subject to the provisions of Section 61(2) prohibits a further amendment within a period of two years.

APPLICATION FORM - REMOVAL/AMENDMENT OF TITLE DEED CONDITIONS

Please ensure that all the information is completed on the form. If any information is missing/incomplete this might result in a rejection of the application. This application can be hand delivered to The Strategic Executive Director: City Planning, Development and Regional Services (the relevant office) Akasia: 1ST Floor, Spectrum Building, Plein Street West, Karenpark, Akasia; or Centurion Office: Room F8, Town Planning Office, cnr Basden and Rabie Streets, Centurion; or Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Street, Pretoria

1.	The status of the applicant:	Reais	tered owne	ər			
			rised agen				
2.	Applicant details						
2.1	Individual/Company/Other (speci	fy)					
2.2	Surname						
2.3	First names						
2.4	Initials						
2.5	Email						
2.6	Telephone number						
2.7	Fax number						
2.8	Cellular Phone Number						
2.9	Physical Address						
		Po	stal Code				
2.10	Postal address		•				
		Po	stal Code				
3.	Application fees		•	•			
3.1	Receipt number (for official use)					
3.2	Receipt amount (for official use)					
3.3	3 Application date (as signed by applicant)						
3.4	Date received at City of Tshwane						

4. Required documents:

Application form	Zoning Plan	Covering letter	List of addresses
Memorandum	Locality Plan	Locality plan	of neighbours and
Covering letter	Proposed Annexure T		plan

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

5.	PROPERTY INFORI								
5.1	Township / Agricultur	ral holding / Fa	arm						
5.2	Erf / Plot / Farm No			Portior	n (e.g. /R/	/1)			
5.3	Ward								
5.4	Street name								
5.5	Street number			Plannii	ng Regio	n			
5.6	Registered Owner a	according to	Title Deed (only req	uired if diff	erent to ap	olicant's deta	ail)		
5.6.1	Company name	_							
5.6.2	Title			Mr	Mrs	Miss	Dr	Prof	Other
5.6.3	Surname								
5.6.4	First names								
5.6.5	Initials								
5.6.6	Email								
5.6.7	Tel								
5.6.8	Fax								
5.6.9	Cellular Phone								
5.6.1	O Physical Address								
	•								
5.6.1	1 Postal Address								=======================================
5.6.1	2 Marital Status			Not appl	icable	In commu	unity of	Out of	
						property		communi	ty of
<i>E</i> 7	Draggart Zoning							property	
5.7	Present Zoning			T:410 D	2 2 4 N/2				
5.8	Property size (m²)				eed No		N. / -		
5.9	Bond (Yes/No)	D / A	(A I -	Yes			No		
5.10	If Yes in 8.9 specify	Bona Account	t INO						
5.11									
5.13	Restrictive Litle Deed	d condition pai	ragraph no						
		_							
5 .14	5.14 Required documents:								

· · · ·	rioquirou accumentor		
	Title Deed	Company Resolution (cc)	Power of Attorney
	Bondholder's consent		

6. REMOVAL/AMENDMENT OF TITLE DEED RESTRICTION DETAILS:

6.1	Removal of conditions				
6.2	Amendment of conditions				
6.3	Reason for removal or				
	amendment of conditions				
6.4	6.4 Indicate whether the property/ies is/are situated in a conservation area or				No
	has/have been included in a re	rties worthy of conservation			
	Specify?				
6.5	Does the property have any en	dangered plan	t or animal species, which will be	Yes	No
	Specify?				·
Adve	rtisement / Notice (Official u	se)			
	•				

being the Registered Owner / Authorised Agent of the property/ties declare that the above information is correct and that the required documents are attached.

The following documentation will be submitted to the City Planning and Development Division within 28 days of the date that the publication of the advertisements.

Affidavit	Photos of Placard	Proof of Newspaper	
CIONATUDE			DATE
SIGNATURE			DATE

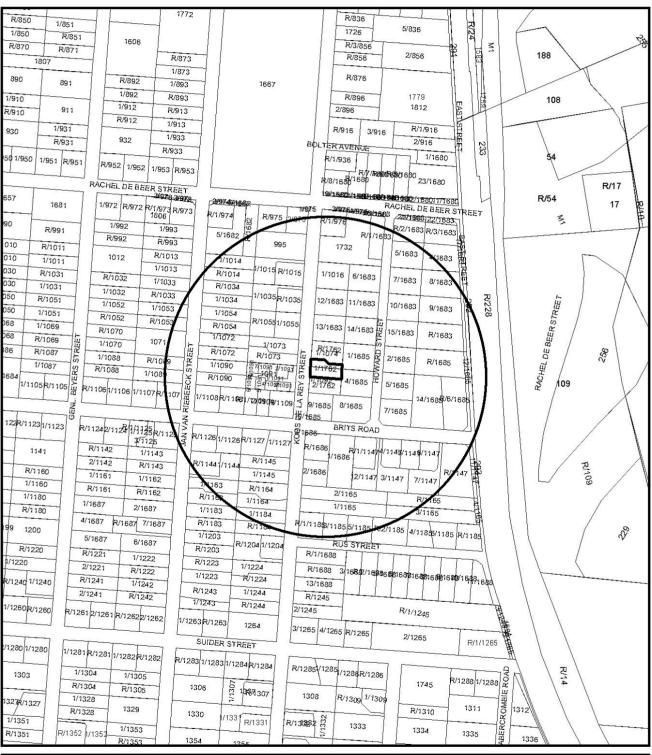
EXAMPLE OF POWER OF ATTORNEY

I/We, [John Citizen] , I	D No		,
the undersigned, hereby nominate, constitute a	and appoint	-	
, , II	D No.		
with the power of substitution to be my/our legastead to apply for -	al attorney(s	s) and agent(s) in my/o	ur name, place and
		(type of applicati	ion and property
description)			
at			(name of local
authority)			
and in general to do everything to effect the apwere present in person and acting in the matter promise and agree to ratify, allow and confirm agent(s) may do or may permit to be done legated.	er; and I/we leverything a	hereby ratify, allow and and anything my/our at	d confirm, and torney(s) and
Signed at	_ on this	day of	20
in the presence of the undersigned witnesses.			
AS WITNESSES:			
1			
2		[John Citizen]	
		Registered owner	

ANNEXURE 3 EXAMPLE OF A LOCALITY PLAN

LOCALITY PLAN

PORTION 1 OF ERF 1762, PRETORIA NORTH





EXAMPLE OF ADVERTISEMENT NOTICE: ANNEXURE 4

NOTICE IN TERMS OF SECTION 5(5) OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 (ACT 3 OF 1996)

I/We	, , being the owner/authorised agent of the owner
hereby give notice in terms of	Section 5(5) of the Gauteng Removal of Restrictions Act, 1996 that I/we
have applied to the City of Ts	hwane for the amendment/suspension/ removal of certain conditions
contained in the Title Deed/Le	asehold Title of (property description), which
property is situated at	
All relevant documents relating	g to the application will be open for inspection during normal office
hours at the office of the said a	authorized local authority at the Strategic Executive Director: City
Planning, Development and R	egional Services, (at the relevant office) (*delete if not applicable)
*Akasia: 1 ^{s⊤} Floor, Spectrun Karenpark, 0118	n Building, Plein Street West, Karenpark, Akasia, PO Box 58393,
14013, Lyttelton, 0140; or	Planning Office, cnr Basden and Rabie Streets, Centurion; PO Box Floor, Munitoria, c/o Vermeulen and Van der Walt Street, Pretoria,
from	(the first date of the publication of the notice set out in
Section 5(5)(b) of the Act refer	red to above) until(not less than 28 days
after the date of first publicatio	n of the notice set out in Section 5(5)(b)).
Any person who wishes to obj	ect to the application or submit representations in respect thereof must
lodge the same in writing with	the said authorized local authority at the above address or at
PO Box 3242, Pretoria, 0001 o	on or before(not
less than 28 days after the dat	e of first publication of the notice set out in Section 5(5)(b)) .
Name and address of owner:	
Date of first publication	

KENNISGEWING INGEVOLGE ARTIKEL 5(5) VAN DIE GAUTENG WET OP OPHEFFING VAN BEPERKINGS, 1996 (WET 3 VAN 1996)

Ek/ons,	, synde die eienaar /gemagtigde agent van die					
eienaar gee hiermee, ingevolg	je Artikel 5(5) van die Gauteng Wet op Opheffing van Beperkings,					
1996, kennis dat ek/ons aanso	ek gedoen het by die Stad Tshwane om die wysging/opskorting/					
opheffing van sekere voorwaar	des in die titelakte/huurpagakte van					
	(eiendomsbeskrywing), welke eiendom geleë is te					
Alle verbandhoudende dokume vir besigtiging beskikbaar wees	ente wat met die aansoek verband hou sal tydens normale kantoorure s by die kantoor van die gemagtigde plaaslike bestuur by <i>Die</i> eur: Stadsbeplanning, Ontwikkeling en Streeksdienste (by die ien nie van toepassing)					
*Akasia: 1st Vloer, Spektrum-gebou, Pleinstraat, Karenpark, Akasia, Posbus 58393, Karenpark 0118 *Centurion: Kamer F8, Stedelike Beplanning Kantore, h/v Basden- en Rabiestraat, Centurion, Posbus 14013, Lyttelton 0140						
*Pretoria: Kamer 334, Derde V Posbus 3242, Pretoria, 0001,	*Pretoria: Kamer 334, Derde Vloer, Munitoria, , h/v Vermeulen- en Van der Waltstraat, Pretoria Posbus 3242, Pretoria, 0001,					
	(die datum waarop die kennisgewing wat in de Wet uiteengesit word, die eerste keer gepubliseer word), tot					
moet sodanige beswaar of voo bostaande adres en of by Post (nie minder nie as 28 dae na d	I aanteken of voorleggings wil maak met betrekking tot die aansoek, rlegging op skrif aan die betrokke gemagtigde plaaslike bestuur by die bus 3242, Pretoria, 0001 voorlê op of voor					
Naam en adres van eienaar:						
Datum van eerste publikasie						

EXAMPLE OF AN AFFIDAVIT/AFFIRMATION: ANNEXURE 5

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 5(5)(d) of the Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996) on Erf No
, Township, was displayed and maintained in a conspicuous and to the public accessible place, for a period of 14 days from the first day the advertisements were advertised in the Provincial Gazette and local newspapers, viz from
, both dates inclusive.
SIGNED: (SIGNATURE OF APPLICANT)
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.

TAKE NOTE:

This declaration must be handed in <u>only after</u> the required period for the display and maintenance of the placard notice has expired. In the event of this declaration being incorrectly completed/signed and/or handed in too early, the Municipality will view such a declaration as a false declaration.

In the aforementioned case it shall be required from the applicant to comply with the prescript advertisement/procedure anew. Legal prosecution of the applicant shall possibly also be considered.

ANNEXURE 6

SEQUENCE OF EVENTS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Deadline for submission of application	Day 1 1. Notice appears in Provincial Gazette and local press 2. Site notice must be placed on application property for the next 14 days 3. Objectors have 28 days from this day to 4. Registered letters must already have been posted to adjoining property owners	Day 2	Day 3
<u>Day 6</u>	<u>Day 7</u>	Day 8 Second appearance of notice in local press	<u>Day 9</u>	<u>Day 10</u>
<u>Day 13</u>	<u>Day 14</u>	<u>Day 15</u>	Day 16 1. The site notice may be removed from the application property 2. Affidavit may be signed and proof of advertisement may now be submitted to the local authority	<u>Day 17</u>
Day 20	<u>Day 21</u>	<u>Day 22</u>	Day 23	Day 24
<u>Day 27</u>	Day 28	Day 29 1. Last day for objections		

Note: The Provincial Gazette is published only on a Wednesday and needs two weeks' advance notice before publishing. Consequently, the dates of the other notices must fall in with the Provincial Gazette. It would be wise to instruct the Provincial Gazette and the two newspapers to publish two weeks after starting to prepare all documents, maps etc. for submission. In most cases this should give ample time for preparation.

2. DETAILS OF RELEVANT NEWSPAPERS

(a) Provincial Gazette TEL: (012) 334-4523 Mr Awie van Zyl Private Bag X85 TEL: (012) 334-4591 Mrs H. Wolmarans

Pretoria FAX: (012) 323-8805

0001

Government Printing Works 149 Bosman Street, Pretoria

(b) Beeld TEL: (011) 713 9000

TEL: (011) 713 9446 (Regskennisgewings)

(c) Pretoria News TEL: (012) 325-4622-9 (Legal Notices)
(d) Citizen TEL: (011) 248 6124 (Legal Notices)

FAX: (011) 474 7199

EXAMPLE OF PLACARD NOTICE: ANNEXURE 7

STAD TSHWANE KENNISGEWING INGEVOLGE ARTIKEL 5(5) VAN DIE GAUTENG WET OP OPHEFFING VAN BEPERKINGS,1996 (WET 3 VAN 1996) EK/ONS (VOLLE NAAM),	CITY OF TSHWANE NOTICE IN TERMS OF SECTION 5(5) OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 (ACT 3 OF 1996) I/WE (FULL NAME) BEING THE OWNER/AUTHORISED AGENT OF THE OWNER HEREBY GIVE NOTICE INTERMS OF SECTION 5(5) OF THE GAUTENG REMOVAL OF RESTRICTIONS ACT, 1996 THAT I/WE HAVE APPLIED TO THE CITY OF TSHWANE FOR THE AMENDMENT/SUSPENSION/REMOVAL OF CERTAIN CONDITIONS CONTAINED IN THE TITLE DEED.
(Eiendomsbeskrywing) WELKE EIENDOM GELEË IS TE	(Property description), WHICH PROPERTY IS SITUATE AT
eerste keer gepubliseer word). ENIGE PERSOON WAT BESWAAR WIL AANTEKEN OF VOORLEGGINGS WIL MAAK MET BETREKKING TOT DIE AANSOEK, MOET SODANIGE BESWAAR OF VOORLEGGING OP SKRIF AAN DIE MUNISIPALITEIT BY DIE BETROKKE ADRES EN KANTOOR OF POSBUS 3242, PRETORIA, 0001 VOORLÊ OP OF VOOR	REPRESENTATION IN RESPECT THEREOF MUST LODGE THE SAME IN WRITING WITH THE MUNICIPALITY AT ITS ADDRESS AND ROOM NUMBER SPECIFIED OR AT PO BOX 3242, PRETORIA, 0001 ON OR BEFORE