



## **CITY OF TSHWANE**

# **REQUIREMENTS FOR AN APPLICATION FOR THE AMENDMENT OF THE TSHWANE TOWN-PLANNING SCHEME, 2008 IN TERMS OF SECTION 56 OF THE TOWN PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**

COMPILED BY:

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

June 2008

# CONTENTS

## **MUNICIPALITY REQUIREMENTS: APPLICATION FOR THE AMENDMENT OF THE TSHWANE TOWN PLANNING SCHEME, 2008 IN TERMS OF SECTION 56 OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**

### **A. PROCEDURE**

1. Who may apply
2. How to apply (legal requirements)
3. What documents are required
4. Advertisement procedure
5. Specification of proposed land use rights in advertisement notices
6. How to provide proof of advertisement
7. Additional information/Documents

### **B. GENERAL**

### **C. LIST OF ANNEXURES**

1. Application form
2. Example of Power of Attorney *pro forma*
3. Example of locality plan
4. Example of zoning plan
5. Example of land use plan
6. Advertisement notice *pro forma* (Provincial Gazette and newspapers)
7. Example of Affidavit
8. Additional information regarding the advertisement procedure
9. Example of Placard Notice

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## A. PROCEDURE

### 1. Who may apply

The 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 56(1) of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), read with Regulation 11(1) of the Regulations made under the Ordinance.

### 2. How to apply (legal requirements)

- 2.1 The application form as set out in Schedule 7 to the Regulations under the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986) (hereinafter referred to as the Regulations and/or Ordinance), must be completed **in full** and signed.
- 2.2 All the documents stipulated in Schedule 7 to the Regulations and all additional documents required by the Municipality in terms of Regulation 11(1) of the Ordinance shall accompany the application (refer to Paragraphs 3 and 7 hereunder).
- 2.3 The prescribed application fees as the City of Tshwane may determine from time to time must be paid in terms of Section 56(1)(a) of the Ordinance and Regulation 11(1) of the Ordinance. 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. Details of application fees payable are available at City Planning, Development and Regional Services Enquiries or Help Desk.

### 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, during office hours 08:00 to 15:00, to

The Strategic Executive Director: City Planning, Development and Regional Services (at the relevant office)

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

or

Centurion Office: Room 8, Town Planning Office cnr Basden and Rabie Streets, Centurion,  
Enquiries: JD Zeeman (Functional Head) Tel: 012-358-5-3253

or

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

These documents must be submitted to the Council **before** (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 by the public and can serve as a legally acceptable application.

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 Regulation 46 and as stipulated in Schedule 7 to the Regulations. 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, as submitted, before the amendment scheme may be promulgated. If the new owner fails to submit a power of attorney/letter, the application will 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 Regulation 45 and as stipulated in Schedule 7 to the Regulations 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,
- CK 1 or 2 forms in the case of a close corporation,
- Letter of appointment of trustees in the case of a trust.

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

Proof must be provided as prescribed in Schedule 7 to the Regulations. If the owner is married in community of property, his or her spouse must co-sign the power of attorney/application form.

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

If the property is encumbered by a bond, the bondholder's consent must be submitted as stipulated in Schedule 7 to the Regulations.

3.8 ***Motivating memorandum (5 copies)***

As stipulated in Schedule 7 to the Regulations.

In addition to the above, the following information must be provided for in the motivational memorandum:

**OPEN SPACE / ENVIRONMENTAL SENSITIVITIES**

3.8.1 Is the development a "listed activity" in terms of the National Environmental Management Amended Act, 2004 (Act no 8 of 2004), with specific reference to the Regulations promulgated under Section 24(5)? The applicant must submit comment from the relevant provincial department (NWDACE or GDACE).

3.8.2 If relevant, has an EIA process been initiated? - please specify:

- 3.8.2.1 date initiated,
- 3.8.2.2 name and details of environmental consultant,
- 3.8.2.3 what process has been initiated,
- 3.8.2.4 relevant Provincial Reference number assigned

Should an EIA Process be relevant, please forward 2 copies of such report to the Environmental Planning. To enable an informed decision by the Section on the merits of the application, the following specific information would be required in the report: (also indicate on a map of a similar scale than the sensitivity map and development layout)

- Fauna and Flora
- Ridges
- Watercourses (indicating 1:50 and 1:100 year floodlines as well as 32 metre from the centre line of the river)
- Red Data
- Culture Historical aspects
- High potential agricultural land
- An overlay of the above information to deliver a composite site sensitivity map, indicating high, high-medium, medium and low sensitivity areas
- A responding development layout on the composite site sensitivity map
- Well motivated arguments should development layout not respond to site sensitivities to ensure overall sustainability

3.8.3 Should the EIA process not be relevant:

3.8.3.1 Give a short, general overview / description of site situation highlighting identified site sensitivities.

3.8.3.2 Is the site situated next to an existing open space resource?

3.8.3.3 If relevant, how does the proposed development respond to the open space resource?  
Refer to levels, placing and functioning of building footprints, landscaping, and access?

**Should you require any clarification regarding the Open space/Environmental Sensitivities, please contact the Environmental Planning: Tel: (012) 358 8846, Fax: (012) 358 8934**

3.9 ***Locality, zoning and land-use plans (5 copies) Annexure3***

3.10 ***Annexure T (5 copies)***

3.11 ***Registered Title deed (3 copies)***

As stipulated in Schedule 7 to the Regulations. 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 ***The Municipality's consent in terms of section 61(2) of the Ordinance (where applicable) (3 copies)***

3.13 ***Zoning certificate (5 copies)***

3.14 ***The Municipality's application form, duly completed and signed, for consent in terms of Section 2(1) of the Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996) (where applicable) (5 copies)***

#### **4. Advertisement procedure**

In accordance with Section 56(1)(b) of the Ordinance and Regulation 11(2) and (3) of the Regulations under the Ordinance. Also refer to Annexures 6 and 7.

- 4.1 A notice must be published once a week for two consecutive weeks in both the *Provincial Gazette* (in English and in another of the official languages) and two local newspapers (in English and in another of the official languages). This notice must be in the format set out in Schedule 8 to the Regulations.
- 4.2 A notice as set out in Schedule 9 to the Regulations and prescribed in Regulation 11(3) must in terms of Section 56(1)(b)(ii) of the Ordinance be placed on the erf and maintained for a period of at least 14 days from the date of first publication. Placard notices can be obtained at City Planning, Development and Regional Services, (at the relevant office):

Akasia Office: 1<sup>ST</sup> 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,  
Enquiries: JD Zeeman (Functional Head) Tel: 012-358-5-3253

or

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

- 4.3 The City of Tshwane may, at its discretion, give further notice of the application in terms of Section 56(2) of the Ordinance -
- (i) by posting a notice in the form prescribed in a conspicuous place on its notice board and maintaining the notice on the notice board for a period of at least 14 days from the date of first publication; or
  - (ii) in any other manner.

## 5. Specification of proposed land use rights in advertisement notices

When an application for rezoning 'Special' is made, the newspaper advertisements and placard notices must clearly specify 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 must be mentioned in the notices.

## 6. How to provide proof of advertisement

In terms of the provisions of Section 56(3) of the Ordinance, 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 Ordinance. This is done as follows:

### 6.1 ***Newspaper advertisements***

The applicant must submit the full pages of the newspapers/gazette in which the notice appeared or certificates from the editors of the newspapers/gazette.

### 6.2 ***Placard notice***

The applicant must submit an affidavit stating that the provisions of Section 56(1)(b)(ii) of the Ordinance have been complied with. Refer to Annexure 7.

### 6.3 ***Photos***

The applicant must 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.

## 7. Additional information/documents

The City of Tshwane may require other documents, such as site plans and traffic impact studies, to be submitted in support of the application before the application is finalised.

Where you, as an applicant, refer the application to "outside organisations" on your own but with the consent of the City of Tshwane in terms of the provisions of Section 56(5) of the Ordinance, you must submit proof of the referral in the form of an acknowledgement of receipt that has a date on it to the office of the Strategic Executive Director: City Planning, Development and Regional Services, to the aforementioned address.

## 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 stipulated in Schedule 7 to the Regulations and required to be submitted in terms of Regulation 11 of the Ordinance (see Paragraph 3.8 of this guide) should assist the City of Tshwane in processing the application. This means that the motivating memorandum should -
  - 2.1 clearly indicate precisely what is required, for example -
    - that the coverage be increased to 72%;
    - that the height be increased from 19,00 m to 23,00 m;
    - that the floor space ratio be increased from 2,5 to 2,56;
    - that the " Residential" rights be changed to "Special" for offices;
  - 2.2 indicate the necessity (need) and desirability of the application with regard to -
    - the Tshwane Town-planning Scheme, 2008 and
    - the future development of the area (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).
  - 2.3 contain a thorough motivation, from a land-use point of view, of the proposed amendment (eg, if an application for additional business floor area is submitted, the applicant must report on the business and population density in support of his or her application).
3. It is of the utmost importance that applicants discuss any rezoning proposals with officials of the Regional Spatial Planning Section of City Planning and Development Division before submitting an amendment scheme. This will facilitate the processing of an application, and the applicant will benefit for the following reasons:
  - 3.1 By consulting the officials aforementioned an applicant will be informed of the policies which the City of Tshwane has formulated for certain types of rezonings.
  - 3.2 Lengthy correspondence owing to uncertainties which applicants may have when preparing the required scheme 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 need to be included in the amended 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 scheme does not provide for certain land use rights/development controls after the amended scheme has been promulgated. If he or she consults officials in advance, these elements can be included in the 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.
  - 3.5 **As an application for rezoning is a complex process, and as any deviation from the norms set by the Ordinance and Regulations may lead to a delay or even the rejection of the application, an applicant is advised, in his or her own interest, to appoint a town-planning consultant.**
4. The applicant is advised to determine whether if the title deed contains any restrictive conditions and, if applicable, make the necessary application to have such condition(s) removed/amended prior to or simultaneously with the rezoning application.
- 5.



## ANNEXURE 1

### APPLICATION FORM – REZONING

**In terms of the Town Planning and Township Ordinance, 1986 (Ordinance 15 of 1986)**

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 submitted to the Strategic Executive Director Planning (at the relevant office):

Akasia Office: 1<sup>ST</sup> Floor, Spectrum Building, Plein Street West, Karenpark, Akasia, or

Centurion Office: Room F8, Town Planning Office cnr Basden and Rabie Streets, Centurion, o

Pretoria Office: Room G10, Ground Floor, Munitoria, c/o Vermeulen and Van der Walt Streets, Pretoria.

1.	Type of application :	Section 56
1.1	<u>Rezoning:</u>	
2.	The status of the applicant	Registered owner
		Authorised agent
3.	<b>Applicant details</b>	
3.1	Individual/Company/Other (specify)	
3.2	Surname	
3.3	First names	
3.4	Initials	
3.5	Email	
3.6	Telephone number	
3.7	Fax number	
3.8	Cellular Phone Number	
3.9	Physical Address	
	Postal Code	
3.10	Postal address	
	Postal Code	
4.	<b>Application fees</b>	
4.1	Receipt number (for official use)	
4.2	Receipt amount (for official use)	
5.	Application date (as signed by applicant)	
6.	Date received at City of Tshwane	

**7. Required documents:**

	<i>Application form</i>		<i>Zoning plan</i>		<i>Land-use plan</i>
	<i>Memorandum</i>		<i>Locality plan</i>		<i>Site plan</i>
	<i>Covering letter</i>		<i>Proposed Annexure T</i>		

ease complete this section for each property (make a separate copy for each property) <b>8. PROPERTY INFORMATION</b>				
8.1	Township			
8.2	Erf Number	Portion (e.g. /R/1)		
8.3	Ward			
8.4	Street name			
8.5	Street number			
<b>8.6 Registered Owner according to Title Deed</b> (only required if different to applicant's detail)				
8.6.1	Company name			
8.6.2	Title	Mr	Mrs	Miss
8.6.3	Surname	Dr	Prof	Other
8.6.4	First names			
8.6.5	Initials			
8.6.6	Email			
8.6.7	Tel			
8.6.8	Fax			
8.6.9	Cellular Phone			
8.6.10	Physical Address			
8.6.11	Postal Address			
8.6.12	Marital Status	Not applicable	In community of property	Out of community of property
8.7	Present Zoning (Scheme)			
8.8	Present Height (Scheme)			
8.9	Present Density (Scheme)			
8.10	Present Coverage (Scheme)	Present FAR		
8.11	Present Annexure T No. or Schedule No.	Present Amendment Scheme No		
8.12	Present Land value			
8.13	Property size (m²)	Title Deed No		
8.14	Bond (Yes/No)	Yes		No
8.14.1	If Yes in 1.14 specify Bond Account No.			
8.14.2	Bondholder's name			
8.15	Existing development			
8.16	Restrictive Title Deed condition paragraph No.			
<b>8.17 Required documents:</b>				
	Title Deed	Company Resolution (cc)		Power of Attorney
	Existing Annexure T	Bondholder's consent		
<b>9. REZONING DETAILS</b>				
9.1	Proposed zoning			
9.2	Proposed no. of dwelling units			
9.3	Proposed density			
9.4	Proposed Height			
9.5	Proposed coverage (%)			
9.6	Proposed FAR <b>(required)</b>			
9.7	Estimate project value (R)			
9.8	Advertisement / Notice <b>(Official use)</b>			

I \_\_\_\_\_, 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 shall be submitted to the City Planning and Development Division within 28 days of the date that the publication of the advertisement

Affidavit	Photo's of placard	Proof of newspaper advertisements
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**SIGNATURE**

**DATE**

## **ANNEXURE 2**

## EXAMPLE OF A POWER OF ATTORNEY

I/We, [John Citizen] \_\_\_\_\_, ID No. \_\_\_\_\_,  
the undersigned, hereby nominate, constitute and appoint -

\_\_\_\_\_, ID No. \_\_\_\_\_

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 \_\_\_\_\_ (name of local  
authority)

and in general to do everything to effect 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 of \_\_\_\_\_ 20\_\_\_\_\_

in the presence of the undersigned witnesses.

AS WITNESSES:

1. \_\_\_\_\_

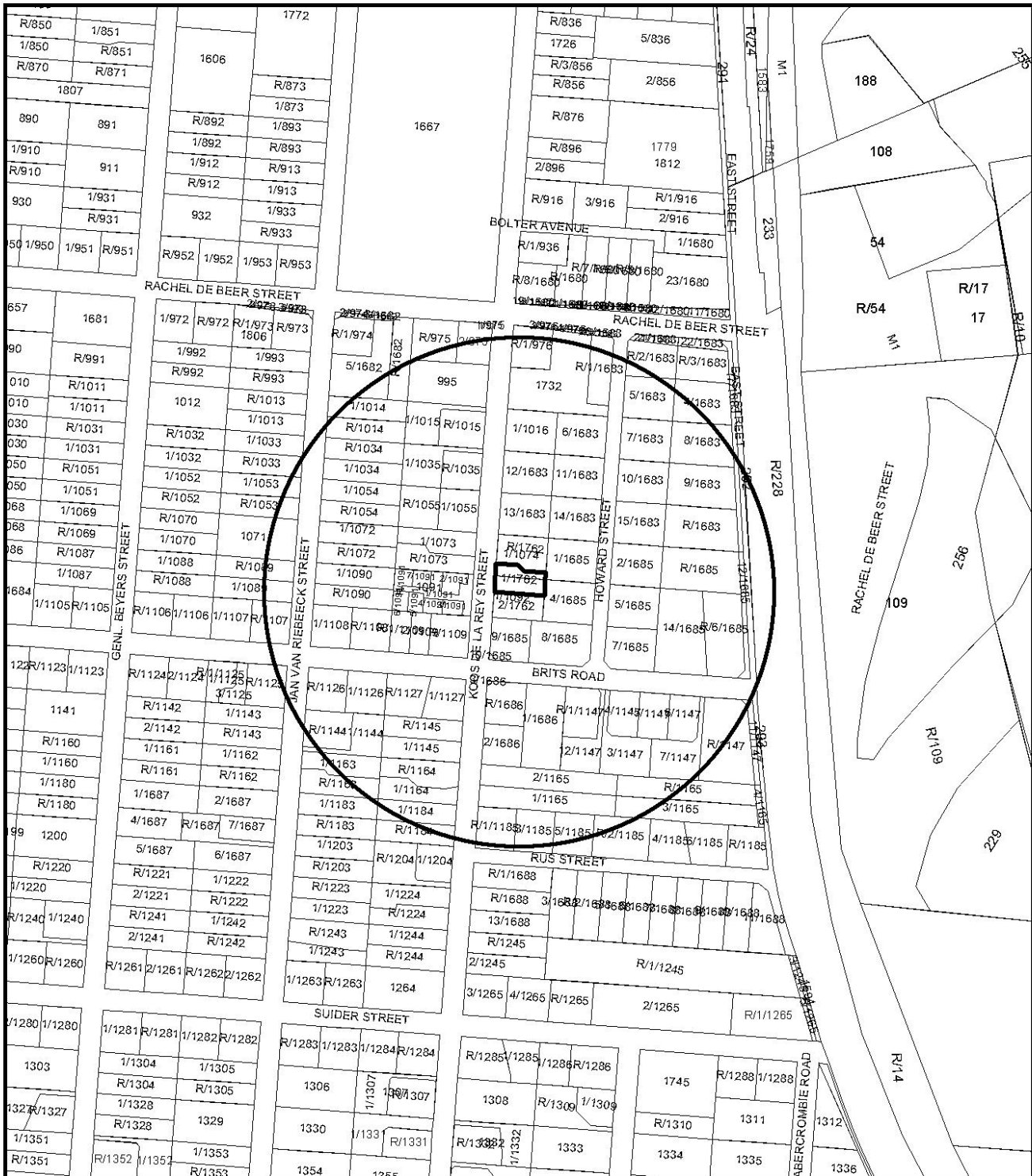
2. \_\_\_\_\_

[John Citizen]  
Registered owner \_\_\_\_\_

# EXAMPLE OF A LOCALITY PLAN: ANNEXURE 3

## LOCALITY PLAN

PORTION 1 OF ERF 1762, PRETORIA NORTH



### Reference

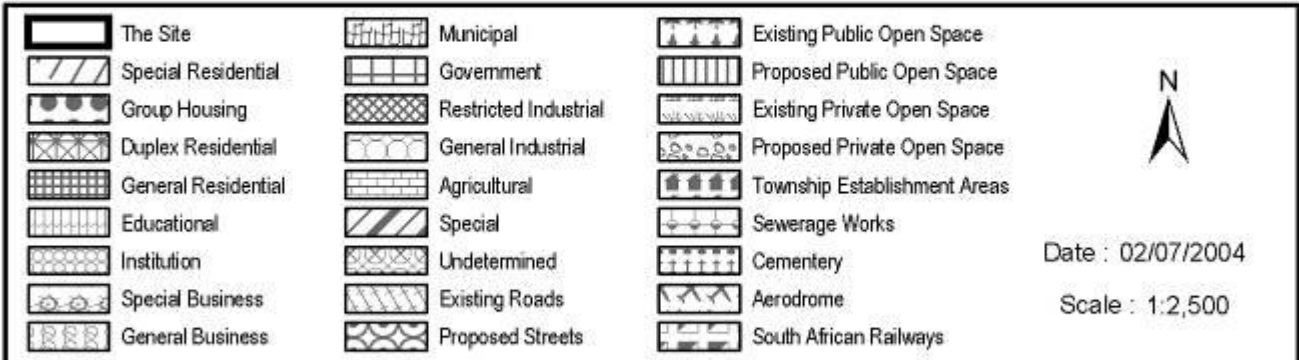
 The\_Site



Date : 02/07/2004

Scale : 1:5,000

## PORTION 1 OF ERF 1762, PRETORIA NORTH







# EXAMPLE OF THE ADVERTISEMENT NOTICE: ANNEXURE 6

## TSHWANE AMENDMENT SCHEME

I, ..... (full name), being  
the \*owner/authorised agent of the owner of \*erf/erven/portion(s) .....

..... (complete description of property as set out in title  
deed) hereby give notice in terms of Section 56(1)(b)(i) of the Town Planning and Townships  
Ordinance, 1986 (Ordinance 15 of 1986), that I have applied to the CITY OF TSHWANE for the  
amendment of the Tshwane Town-planning Scheme, 2008 in operation by the rezoning of the  
property(ies) described above, situated at

from.....

to .....

Particulars of the application will lie for inspection during normal office hours at the relevant office of:

**The Strategic Executive Director: City Planning, Development and Regional Services;**

\* Akasia Office: 1<sup>ST</sup> 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 334, Third Floor, Munitoria, c/o Vermeulen and Van der Walt Streets,

Pretoria., for a period of 28 days from ..... (the date  
of first publication of this notice).

Objections to or representations in respect of the application must be lodged with or made in writing to  
above or be addressed to: (at the relevant office)

\*Akasia Office: The Strategic Executive Director: City Planning, Development and Regional Services,  
PO Box 58393, Karenpark, 0118, or

Centurion Office: The Strategic Executive Director: City Planning, Development and Regional  
Services, PO Box 14013, Lyttelton, 0140, or

Pretoria Office: The Strategic Executive Director, City Planning, Development and Regional Services,  
PO Box 3242, Pretoria, within a period of 28 days from ..... (the date of first  
publication of this notice).

Address of \*owner/authorized agent:

(Physical as well as postal address)

Telephone No .....

Dates on which notice will be published: .....

\*Delete whichever does not apply.

## TSHWANE WYSIGINGSKEMA

Ek, ..... (volle naam), synde  
die \*eienaar/gemagtigde agent van die eienaar van \*erf/erwe/gedeelte(s) .....

.....(volledige eiendomsbeskrywing soos in titelakte uiteengesit) gee hiermee ingevolge artikel  
56(1)(b)(i) van die Ordonnansie op Dorpsbeplanning en Dorpe, 1986 (Ordonnansie 15 van 1986),  
kennis dat ek by die STAD TSHWANE aansoek gedoen het om die wysiging van die Tshwane  
Dorpsbeplanningskema, 2008 in werking deur die hersonering van die eiendom(me) hierbo beskryf,  
geleë te .....

van .....

tot .....

Besonderhede van die aansoek lê ter insae gedurende gewone kantoorure by die spesifieke kantoor  
van: Die Strategiese Uitvoerende Direkteur: Stadsbeplanning, Ontwikkeling en Streeksdienste:  
\*Akasia Kantoor: 1ste Vloer, Spectrum Gebou, Pleinstraat Wes, Karenpark, Akasia, of Centurion  
Kantoor: Kamer F8, Stadsbeplanningskantoor h/v Basden en Rabie Strate, Centurion of, Pretoria  
Kantoor: Kamer 334, Derde Vloer, Munitoria, h/v Vermeulen en Van der Waltstrate, Pretoria. vir 'n  
tydperk van 28 dae vanaf ..... (die datum van die  
eerste publikasie van hierdie kennisgewing).

Besware teen of verhoë ten opsigte van die aansoek moet binne 'n tydperk van 28 dae vanaf  
..... (die datum van die eerste publikasie van hierdie  
kennisgewing) skriftelik by of tot die\*Akasia Kantoor: Die Strategiese Uitvoerende Direkteur:  
Stadsbeplanning, Ontwikkeling en Streeksdienste, Posbus 58393, Karenpark, 0118, of Centurion  
Kantoor: Die Strategiese Uitvoerende Direkteur: Stadsbeplanning, Ontwikkeling en Streeksdienste,  
Posbus 14013, Lyttelton, 0140 of die Pretoria Kantoor: Die Strategiese Uitvoerende Direkteur:  
Stadsbeplanning, Ontwikkeling en Streeksdienste, Posbus 3242, Pretoria, 0001, ingedien of gerig  
word.

Adres van \*eienaar/gemagtigde agent:  
(Straatadres en posadres)

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

Telefoonnr: .....

Datums waarop kennisgewing gepubliseer moet word: .....

\*Skrap wat nie van toepassing is nie.

**EXAMPLE OF 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 56(1)(b)(ii) of the  
 Ordinance, (Ordinance 15 of 1986) 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 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.

**TAKE NOTE:**

**This declaration must be handed in only after 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 8

### 1. SEQUENCE OF EVENTS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1. Deadline for submission of application</b>	<ol style="list-style-type: none"> <li>1. First notice appears in Provincial Gazette/newspapers</li> <li>2. Site notice must be placed on application property for the next 14 days</li> <li>3. Objectors has 28 days from this day to submit objections</li> </ol>	<u>Day 1</u>	<u>Day 2</u>
<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u> <ol style="list-style-type: none"> <li>1. Second appearance of notice in Provincial Gazette/newspapers</li> </ol>	<u>Day 8</u>	<u>Day 9</u>
<u>Day 12</u>	<u>Day 13</u>	<u>Day 14</u>	<u>Day 15</u> <ol style="list-style-type: none"> <li>1. The site notice may be removed from the application property</li> <li>2. Affidavit may be signed and proof of advertisement may now be submitted to the local authority</li> </ol>	<u>Day 16</u>
<u>Day 19</u>	<u>Day 20</u>	<u>Day 21</u>	<u>Day 22</u>	<u>Day 23</u>
<u>Day 26</u>	<u>Day 27</u>	<u>Day 28</u> <ol style="list-style-type: none"> <li>1. Last day for objections</li> </ol>		

Note: The Provincial Gazette is published only on a Wednesday and requires 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

# TSHWANE TOWN PLANNING SCHEME 2008

# Annexure 9

## STAD TSHWANE

TSHWANE WYSIGINGSKEMA NR.....  
 KENNISGEWING VAN AANSOEK OM WYSIGING VAN DORPSBEPLANNINGSKEMA  
 INGEVOLGE ARTIKEL 56(1)(B)(ii) VAN DIE ORDONANSIE OP DORPSBEPLANNING EN  
 DORPE, 1986,(ORDONANSIE 15 VAN 1986)  
 EK,(VOLLE NAAM).....  
 SYNDE DIE \*EIENAAR/GEMAGTIGDE AGENT VAN DIE EIENAAR VAN  
 \*ERF/ERWE/GEDEELTE(S)/HOEWE(S).....  
 .....  
 .....  
 GEE HIERMEE INGEVOLGE ARTIKEL 56(1)(B)(ii) VAN DIE ORDONANSIE OP  
 DORPSBEPLANNING EN DORPE, 1986, KENNIS DAT EK BY DIE TSHWANE  
 METROPOLITAANSE MUNISIPALITEIT AANSOEK GEDOEN HET OM DIE WYSIGING  
 VAN DIE DORPSBEPLANNINGSKEMA BEKEND AS:DIE TSHWANE-  
 DORPSBEPLANNINGSKEMA, 2008. HIERDIE AANSOEK BEVAT OOK DIE VOLGENDE  
 VOORSTELLE:.....  
 .....  
 .....  
 BESONDERHEDE VAN DIE AANSOEK LÊ TER INSAE GEDURENDE GEWONE  
 KANTOORURE BY DIE KANTOOR VAN:DIE STRATEGIESE UITVOERENDE  
 DIREKTEUR: STADSBEPLANNING, ONTWIKKELING EN STREEKSDIENSTE,  
 PRETORIA: KAMER 334, DERDE VLOER, MUNITORIA, h/v VAN DER WALT EN  
 VERMEULEN STRAAT.  
 AKASIA: 1ST FLOOR, SPECTRUM-GEBOU, PLEINSTRAAT, KARENPARK, AKASIA.  
 CENTURION: KAMER 8, STEDELIKE BEPLANNING KANTORE, H/V VERMEULEN EN  
 VAN DER WALT STRAAT, PRETORIA.  
 EN KAN BESIGTIG WORD, VIR ,n PERIODE VAN 28 DAE VANAF (DIE DATUM VAN  
 EERSTE PUBLIKASIE VAN HIERDIE KENNISGEWING).....,  
 BESWARE TEEN OF VERTOË TEN OPSIGTE VAN DIE AANSOEK MOET BINNE 'n  
 TYDPERK VAN 28 DAE VANAF ..... SKRIFTELIK BY OF TOT  
 DIE STRATEGIESE UITVOERENDE DIREKTEUR: BY BOVERMELDE ADRES OF BY  
 POSBUS 3242, PRETORIA, 0001, INGEDIEN OF GERIG WORD.

ADRES VAN \*EIENAAR/GEMAGTIGDEAGENT:  
 STRAATADRES EN POSADRES  
 .....  
 .....  
 TEL NR. ....  
 \*SKRAP WAT NIE VAN TOEPASSING IS NIE

## CITY OF TSHWANE

TSHWANE AMENDMENT SCHEME NO.....  
 NOTICE OF APPLICATION FOR AMENDMENT OF TOWN-PLANNING SCHEME IN  
 TERMS OF SECTION 56(1)(b)(ii) OF THE TOWN PLANNING AND TOWNSHIP  
 ORDINANCE, 1986,(ORDINANCE 15 VAN 1986)  
 I,(FULL NAME).....  
 BEING THE \*OWNER/AUTHORIZED AGENT OF THE OWNER OF  
 \*ERF/ERVEN/PORTION(S)/HOLDING(S).....  
 .....  
 .....  
 HEREBY GIVE NOTICE IN TERMS OF SECTION 56(1)(b)(ii) OF THE TOWN-PLANNING  
 AND TOWNSHIP ORDINANCE, 1986, THAT I HAVE APPLIED TO THE TSHWANE FOR  
 THE AMENDMENT OF THE TOWN-PLANNING SCHEME KNOWN AS: THE TSHWANE  
 TOWN-PLANNING SCHEME, 2008.  
 THIS APPLICATION CONTAINS THE FOLLOWING PROPOSALS:  
 .....  
 .....  
 PARTICULARS OF THE APPLICATION WILL LIE FOR INSPECTION DURING NORMAL  
 OFFICE HOURS AT THE OFFICE OF: THE SENIOR EXECUTIVE DIRECTOR: CITY  
 PLANNING, DEVELOPMENT AND REGIONAL SERVICES PRETORIA: ROOM 334,  
 THIRD FLOOR, MUNITORIA, CNR VAN DER WALT AND VERMEULEN STREETS,  
 PRETORIA  
 AKASIA: 1<sup>ST</sup> FLOOR, SPECTRUM BUILDING, PLEIN STREET WEST, KARENPARK,  
 AKASIA  
 CENTURION: ROOM F8, TOWN PLANNING OFFICE, cnr BASDEN AND RABIE  
 STREETS, CENTURION  
 FOR A PERIOD OF 28 DAYS FROM (THE DATE OF FIRST PUBLICATION OF THIS  
 NOTICE).....OBJECTIONS MUST BE LODGED  
 WITH OR MADE IN WRITING TO:THE SENIOR EXECUTIVE DIRECTOR, AT THE ABOVE  
 ADDRESS OR AT PO BOX 3242, PRETORIA, 0001, WITHIN A PERIOD OF 28 DAYS  
 FROM.....

ADDRESS OF \* OWNER/AUTHORIZED AGENT:  
 PHYSICAL ADDRESS AND POSTAL ADDRESS:  
 .....  
 .....  
 .....  
 TEL NO. ....  
 \*DELETE WHICHEVER DOES NOT APPLY.