

## SCHEDULE

### PROPOSED STANDARD DRAFT BY-LAW ON MUNICIPAL LAND USE PLANNING

*Note: The Provincial Minister of Local Government, Environmental Affairs and Development Planning on request of the South African Local Government Organisation proposes in terms of section 14(2) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), the Standard Draft By-law on Municipal Land Use Planning set out in this Schedule.*

*The Standard Draft By-law is prepared as an aid to municipalities. If the By-law is adopted, the provisions of section 14 of Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) should be complied with and the By-law should be adapted by each Municipality to suit local circumstances.*

*If there are any by-laws in existence that should be repealed on adoption of this Standard Draft By-law, the Schedule referred to in section 94 must be completed, otherwise section 95 of the Standard Draft By-law must be deleted.*

**To regulate and control municipal land use planning**

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**CHAPTER I**  
**INTERPRETATION**

**Definitions**

1. In this By-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Western Cape Land Use Planning Act, 2014 (Act .. of 2014), has the meaning assigned to it in that Act and—

**“adopt”** in relation to a spatial development framework, zoning scheme, policy or strategy means the approval by a competent authority of the relevant policy, spatial development framework, policy or strategy;

**“Appeal Authority”** means the Appeal Authority contemplated in section 79;

**“applicant”** means a person referred to in section 16(2) who makes an application to the Municipality as contemplated in that section;

**“application”** means an application to the Municipality referred to in section 16(2);

**“authorised employee”** means a municipal employee who is authorised by the Council to exercise a power or perform a duty in terms of this By-law or to inspect land and buildings in order to enforce compliance with this By-law or the zoning scheme By-law.

**“consolidation”** in relation to land, means the merging of two or more adjacent land units into a single land unit and includes the physical preparation of land for consolidation;

**“Council”** means the municipal council of the Municipality;

**“date of notification”** means the date on which a notice is served as contemplated in section 48(4) or published in the media or *Provincial Gazette*;

**“deemed zoning”** means the zoning of a land unit which the Municipality deems it to have in circumstances where no formal zoning determination or rezoning was previously done as contemplated in section 12;

**“development charge”** means a development charge levied by the Municipality as contemplated in section 82;

**“emergency”** includes a situation which arises through extraordinary circumstances being flooding, strong winds, severe rainstorms, fires, earthquakes, disastrous industrial accidents which leads to people needing to be relocated to a different site, if it is not possible to rectify the damage on site or house the people on site or the disaster has left households homeless;

**“Land Use Planning Act”** means the Western Cape Land Use Planning Act,... (Act... of 2014);

**“local spatial development framework”** means a local spatial development framework contemplated in section 7;

**“municipal spatial development framework”** means a municipal spatial development framework adopted by the Municipality in terms of Chapter 5 of the Municipal Systems Act;

**“Municipality”** means the municipality of *(insert name)* established by Establishment Notice No. *(insert number)* of *(insert date)* issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and any employee of the Municipality acting in terms of delegated or sub-delegated authority thereof;

*Note: Municipality must insert its name and other requested details here.*

**“non-conforming use”** means an existing land use that was being utilised lawfully in terms of a previous zoning scheme for a purpose that does not comply with an existing zoning scheme;

**“occasional use”** means a temporary departure granted for a specific occasion or event”;

**“overlay zone”** means an area or precinct in a zoning scheme that is demarcated for the purpose of conserving natural resources or promoting certain types of development which is subject to conditions, requirements or restrictions in addition to those of the zoning;

**“Ordinance”** means the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985);

**“owners’ association”** means an owners’ association established in terms of section 31;

**“public facilities”** means amenities that are intended for the use of the general public, either offering a service or recreational use, ordinarily owned by the state or Municipality;

**“service”** means a service provided by the Municipality, any other organ of state or a service provider including the provision of water, sewerage, electricity, refuse removal, roads, storm water and any related infrastructure, systems and processes related to the services;

**“site development plan”** means a scaled and dimensioned plan that shows details of the proposed land development including the site layout, positioning of buildings and structures, property access, building designs and landscaping;

“**social infrastructure**” means community facilities, services and networks that meet social needs and enhance community wellbeing;

“**Spatial Planning and Land Use Management Act**” means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013);

“**Tribunal**” means the Municipal Planning Tribunal established by section 72.

## CHAPTER II

### APPLICATION OF BY-LAW

#### Application of By-law

2. This By-law applies to all land situated within the municipal area including land owned by the State, organs of state and state owned enterprises.

## CHAPTER III

### SPATIAL PLANNING

#### Intention to draft, review or amend municipal spatial development framework

3. When the Council drafts, reviews or amends its municipal spatial development framework in accordance with the Municipal Systems Act, the Council must—
  - (a) decide as contemplated in section 11 of the Land Use Planning Act whether to—
    - (i) appoint an intergovernmental steering committee to compile, review or amend its municipal spatial development framework; or
    - (ii) refer its draft municipal spatial development framework or draft amendment to its municipal spatial development framework to the Provincial Minister for comment;
  - (b) publish a notice in two of the official languages of the Province most spoken in the area of the intention to draft, review or amend the municipal spatial development framework and the process to be followed in accordance with section 28(3) of the Municipal Systems Act in the *Provincial Gazette* and in two newspapers circulating in the area concerned;
  - (c) in writing inform the Provincial Minister of—
    - (i) the intention to draft, review or amend the municipal spatial development framework;

- (ii) its decision contemplated in paragraph (a); and
- (iii) the process that will be followed in the drafting, review or amendment of the municipal spatial development framework including the process for public participation; and
- (d) register relevant stakeholders who must be invited to comment on the draft municipal spatial development framework or draft amendment of the municipal spatial development framework as part of the process to be followed.

#### **Appointment of intergovernmental steering committee**

4. (1) If the Council resolves to appoint an intergovernmental steering committee, the Municipality must in writing invite nominations for representatives to serve on the intergovernmental steering committee from—
- (a) the head of the provincial government department responsible for land use planning;
  - (b) the head of the provincial government department responsible for environmental affairs; and
  - (c) relevant organs of state.
- (2) The Municipality must establish a project committee for the purposes of drafting the municipal spatial development framework or amendment of the municipal spatial development framework.
- (3) The project committee must consist of municipal employees from at least the following municipal departments:
- (a) the integrated development planning office;
  - (b) the planning department;
  - (c) the engineering department;
  - (d) the local economic development department;
  - (e) the housing department; and
  - (f) the municipal manager.
- (4) The project committee must compile a draft status quo document setting out an assessment of existing levels of development and development challenges in the municipal area and must submit it to the intergovernmental steering committee for comment.

- (5) After consideration of the comments of the intergovernmental steering committee, the project committee must finalise the status quo document and submit it to the Council for adoption.
- (6) The project committee must prepare a first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and must submit it to the intergovernmental steering committee for comment.
- (7) After consideration of the comments of the intergovernmental steering committee, the project committee must finalise the first draft of the municipal spatial development framework or first draft amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment.
- (8) After consideration of the comments and representations, as a result of the publication contemplated in subsection (7), the project committee must compile a final municipal spatial development framework or final amendment of the municipal spatial development framework for adoption by the Council.
- (9) If the final municipal spatial development framework or final amendment of the municipal spatial development framework, as contemplated in subsection (8), is materially different to what was published in terms of subsection (7), the Municipality must follow a further consultation and public participation process before it is adopted by the Council.
- (10) The Council must adopt the final municipal spatial development framework or final amendment of the municipal spatial development framework, with or without amendments, and must within 14 days of its decision give notice of its decision in the media and the *Provincial Gazette*.

**Process of drafting a municipal spatial development framework if an intergovernmental steering committee is not established**

5. (1) If the Council resolves not to establish an intergovernmental steering committee to draft, review or amend its municipal spatial development framework, the Municipality must—
  - (a) follow the procedures as contemplated in subsection 4(2) to 4(7), read with the necessary changes;
  - (b) after approval of the final draft municipal spatial development framework or final draft amendment of the municipal spatial development framework for publication as contemplated in section 4(7) submit it to

the Provincial Minister for comment in terms of section 13 of the Land Use Planning Act;

- (c) after consideration of the comments received from the public and the Provincial Minister, the final municipal spatial development framework or final amendment of the municipal spatial development framework with any further amendments, must be submitted to the Council for adoption.
- (2) The Council must adopt the final municipal spatial development framework or amendment of the municipal spatial development framework, with or without amendments, and must within 14 days of its decision give notice of its decision in the media and the *Provincial Gazette*.

#### **Roles and responsibilities**

6. (1) The role and responsibility of members of the project committee is to, in accordance with the directions of (*the executive committee/ executive mayor/committee of councillors*)—
- (a) draft a municipal spatial development framework or amendment of the municipal spatial development framework for adoption by the Council;
  - (b) provide technical knowledge and expertise;
  - (c) monitor progress and ensure that the drafting municipal spatial development framework or amendment of the municipal spatial development framework is progressing according to the approved process plan;
  - (d) guide the public participation process, including ensuring that the registered key public sector stakeholders remain informed;
  - (e) oversee the drafting of a report setting out the response of the Municipality to the provincial comments issued in terms of sections 12 or 13 of Land Use Planning Act.
  - (f) ensure alignment of the municipal spatial development framework with the development plans and strategies of other affected municipalities and organs of state as contemplated in section 24(1) of the Municipal Systems Act, 2000;
  - (g) facilitate the integration of other sector plans into the municipal spatial development framework;
  - (h) oversee the incorporation of amendments to the draft municipal spatial development framework or draft amendment of the municipal spatial
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development framework to address comments obtained during the process of drafting thereof;

- (i) if the Municipality decides to establish an intergovernmental steering committee—
  - (i) assist the Municipality in ensuring that the intergovernmental steering committee is established and that timeframes are adhered to; and
  - (ii) ensure the flow of information between the project committee and the intergovernmental steering committee.
- (2) The role and responsibility of the members of the intergovernmental steering committee is to—
  - (a) provide technical knowledge and expertise;
  - (b) provide input on outstanding information that is required to draft the municipal spatial development framework or an amendment thereof;
  - (c) communicate any current or planned projects that have an impact on the municipal area;
  - (d) provide information on the locality of projects and budgetary allocations; and
  - (e) provide written comment at each of various phases of the process,to the intergovernmental steering committee and project committee.

#### **Local spatial development frameworks**

- 7. (1) The Municipality may adopt a local spatial development framework for a specific geographical area of a portion of the municipal area.
- (2) The purpose of a local spatial development framework is to—
  - (a) provide detailed spatial planning guidelines for a specific geographic area;
  - (b) implement in more detail, a proposal provided for in the municipal spatial development framework;
  - (c) address specific land use planning needs of a specified geographic area;
  - (d) provide detailed policy and development parameters for land use planning;

- (e) address in detail, priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues; or
- (f) guide decision making on land use applications.

#### **Compilation, amendment and review of local spatial development frameworks**

8. (1) If the Municipality compiles, amends or reviews a local spatial development framework, it must draft and approve a process plan, including public participation processes to be followed for the compilation and adoption of a local spatial development framework.
- (2) The municipality must, within 21 days of adopting a local spatial development framework or an amendment of local spatial development framework, publish a notice of the decision in the media and the *Provincial Gazette*.

#### **Effect of local spatial development frameworks**

9. (1) A local spatial development framework or an amendment thereof comes into operation on the date of publication of the notice contemplated in section 8(2).
- (2) A local spatial development framework does not confer or take away rights and guides and informs decisions made by the Municipality relating to land development.

#### **Structure plans**

10. (1) If the Municipality intends to convert a structure plan to a local spatial development framework it must comply with sections 7 to 9 and must—
- (a) review that structure plan to be consistent with the purpose of a local municipal spatial development framework;
  - (b) incorporate the provisions of the structure plan that are consistent with that purpose in a local municipal spatial development framework.
- (2) The Municipality must withdraw the relevant structure plan by notice in the *Provincial Gazette*, when it adopts a local spatial development framework contemplated in subsection (1).

## **CHAPTER IV**

### **DEVELOPMENT MANAGEMENT**

#### *Part 1: Determination of zoning, non-conforming uses and saving of rights*

#### **Determination of zoning**

11. (1) The owner of land or a person authorised by the owner may apply to the Municipality for the determination of a zoning for land referred to in section 8 of the Ordinance and which is not deemed to be zoned by virtue of a determination under subsection 14(1) of the Ordinance.
- (2) When the Municipality considers an application in terms of subsection (1) it must have regard to the following:
- (a) the lawful utilisation of the land, or the purpose for which it could be lawfully utilised immediately before the commencement of this By-law if it can be determined;
  - (b) the zoning, if any, that is most compatible with that utilisation or purpose and any applicable title deed condition;
  - (c) any departure or consent use that may be required in conjunction with that zoning;
  - (d) in the case of land that was vacant immediately before the commencement of this By-law, the utilisation that is permitted in terms of the title deed conditions or, where more than one land use is so permitted, one of such land uses determined by the municipality; and
  - (e) where the lawful utilisation of the land and the purpose for which it could be lawfully utilised immediately before the commencement of this By-law, cannot be determined, the zoning that is the most desirable and compatible with any applicable title deed condition, together with any departure or consent use that may be required.
- (3) If the lawful zoning of land contemplated in subsection (1) cannot be determined, the Municipality must determine a zoning and give notice of its intention in terms of section 46 or 47.
- (4) A land use that commenced unlawfully, whether before or after the commencement of this By-law, may not be considered to be the lawful land use.

*(Section 12 deleted)*

#### **Non-conforming uses**

13. (1) A non-confirming use does not constitute an offence in terms of this By-law.
- (2) A non-confirming use may continue as long as it remains otherwise lawful, subject to the following:
- (a) if the non-confirming use ceases for any reason for a period of more than twenty-four consecutive months, any subsequent use of the property must conform to the requirements of this By-law, with or without departures; and

- (b) a land use application must be made for the alteration or extension of buildings or structures in respect of the non-conforming use.
  - (c) the owner bears the onus of proving that the non-conforming use right exists;
  - (d) the use right is limited to the area of the building or land on which the proven use right is in existence and remains in force to the extent that it has been utilised.
- (3) If an existing building, which constitutes a non-conforming use, is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building, the Council may grant permission for the reconstruction of such building, subject to conditions.

*(Sections 14 and 15 deleted)*

### **Application for land development required**

#### *Part 1: Requirement to make application*

- 16.**
- (1) No person may commence with, carry on or cause the commencement with or carrying on of land development, except for land development referred to in section 26, without the approval of the Municipality in terms of subsection (2).
  - (2) The owner of land or a person authorised by the owner may apply in terms of Chapters IV and V to the Municipality for the following in relation to development of the land concerned:
    - (a) a rezoning of land;
    - (b) a permanent departure from the provisions of the zoning scheme;
    - (c) a departure to use land on a temporary basis for which no provision is made in the zoning scheme by-law;
    - (d) a subdivision of land;
    - (e) a consolidation of land;
    - (f) an amendment, suspension or deletion of restrictive conditions in respect of a land unit;
    - (g) a permission required in terms of the zoning scheme by-law;
    - (h) an amendment, deletion or additional conditions in respect of an existing approval;
    - (i) an extension of the period of validity of an approval;
    - (j) an approval of an overlay zone as provided in the zoning scheme by-law;

- (k) a phasing, amendment or cancellation of a plan of subdivision or a part thereof;
  - (l) *(deleted)*
  - (m) a permission required in terms of the conditions of approval;
  - (n) the registration of a new servitude or lease agreement that is not exempted in terms of section 26;
  - (o) a determination of a zoning as contemplated in section 11;
  - (p) a closure of a public place or part thereof;
  - (q) *(deleted)*
  - (r) a consent use provided for in the zoning scheme.
  - (s) an occasional use of land.
- (3) If section 53 of Land Use Planning Act is applicable to the land development, the owner must also make application in terms of Land Use Planning Act.
  - (4) If an application meets the requirements of section 52 of the Spatial Planning and Land Use Management Act, the owner must also make application in terms of the Spatial Planning and Land Use Management Act.
  - (5) When an applicant or owner exercises a use right granted in terms of an approval he or she must comply with the conditions of the approval and the applicable provisions of the zoning scheme.

#### **Continuation of application**

- 17. (1) If land that is the subject of an application is transferred to a new owner, the new owner may continue with the application as the successor in title to the previous owner and the new owner is regarded as the applicant for the purposes of this By-law.
- (2) The new owner must advise the Municipality in writing of the continuation of the application.

#### *Part 2: Special requirements in respect of land development*

#### **Rezoning of land**

- 18. (1) The Municipality may, on its own initiative, rezone land of which it is not the owner for—
  - (a) public purposes that serves the members of the public in the provision of a service or a recreational space;

- (b) the purpose of creating a new zoning for one or more land units; or
  - (c) substituting a zoning scheme or part thereof for one in terms of which land is not necessarily zoned in accordance with the utilisation thereof or existing use rights.
- (2) An applicant who wishes to rezone land, must submit an application to the Municipality as contemplated in section 16.
  - (3) The Municipality may, on its own initiative or on application, create an overlay zone for land.
  - (4) An overlay zone is adopted by following the rezoning procedures set out in this By-law
  - (5) Zoning may be made applicable to a land unit or part thereof and zoning need not follow cadastral boundaries.

#### **Lapsing of rezoning and extension of validity periods**

- 19.** (1) A rezoning approval lapses after a period of five years or a shorter period as the municipality may determine, from the date of approval or the date that the approval comes into operation—
- (a) in the case of a rezoning to a zoning for a purpose including subdivision, if an application for subdivision of the land is not submitted to the Municipality within that five-year period or shorter period and will lapse after five years; or provided that the zoning for a purpose including subdivision in respect of that portion of land that is not the subject of the subdivision application, will lapse.
  - (b) in the case of any other rezoning if, within that five year period or shorter period—
    - (i) the zoning is not utilised in accordance with the approval thereof; or
    - (ii) the following requirements are not met—
      - (aa) the approval by the Municipality of a building plan envisaged for the utilisation of the approved use right; and
      - (bb) commencement with the construction of the building contemplated in subparagraph (aa).

- (2) The Municipality may grant extensions to the period contemplated in subsection (1), which period together with any extensions that the Municipality grants, may not exceed 10 years.
- (3) If a rezoning approval lapses, the zone applicable to the land prior to the approval of the rezoning applies, or where no zoning exists, the Municipality must determine a zoning as contemplated in section 11(2).

## Departures

- 20.**
- (1) An applicant may apply as contemplated in section 16—
    - (a) for a departure from the development parameters of a zoning or an overlay zone; or
    - (b) to utilise land on a temporary basis for a purpose for which no provision is made in the zoning scheme in respect of a particular zone for a period not exceeding 5 years.
  - (2) A departure contemplated in subsection (1)(a) lapses after a period of five years or the shorter period as the municipality may determine from the date that the approval comes into operation if within that five year period or shorter period—
    - (a) the departure is not utilised in accordance with the approval thereof; or
    - (b) the following requirements are not met—
      - (i) the approval by the Municipality of a building plan envisaged for the utilisation of the approved use right; and
      - (ii) commencement with the construction of the building contemplated in subparagraph (i).
  - (3) The Municipality may grant extensions to the period contemplated in subsection (2), which period together with any extensions that the Municipality grants, may not exceed 10 years.
  - (4) The Municipality may approve a departure contemplated in subsection (1)(b) for a period shorter than 5 years, provided that together with any extension approved, in accordance with section 70, the period may not exceed five years;
  - (5) A temporary departure as contemplated in subsection (1)(b) may not be granted more than once in respect of a particular use on a specific land unit.
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- (6) A temporary departure as contemplated in subsection (1)(b) may not include the improvement of land that is not temporary in nature and which has the effect that the land cannot, without further construction or demolition, revert back to its previous lawful use upon the expiry of the period contemplated in subsection (1)(b).

### **Consent uses**

- 21.** (1) An applicant may apply to the Municipality for a consent use provided for in the zoning scheme as contemplated in section 16.
- (2) Where the development parameters for the consent use that is being applied for are not defined in an applicable zoning scheme, the Municipality must determine the development parameters that apply to the consent use as conditions of approval contemplated in section 69.
- (3) A consent use may be granted permanently or for a specified period of time in terms of conditions of approval contemplated in section 69.
- (4) A consent use granted for a specified period of time contemplated in subsection (3) must not have the effect of preventing the property from being utilised for the primary uses in future.
- (5) A consent use contemplated in subsection (1) lapses after a period of five years or a shorter period as the Municipality may determine from the date that the approval comes into operation if, within that five year period or shorter period—
- (a) the consent use is not utilised in accordance with the approval thereof; or
- (b) the following requirements are not met—
- (i) the approval by the Municipality of a building plan envisaged for the utilisation of the approved use right; and
- (ii) commencement with the construction of the building contemplated in subparagraph (i).
- (6) The Municipality may grant extensions to the period contemplated in subsection (5), which period together with any extensions that the Municipality grants, may not exceed 10 years.

### **Subdivision**

- 22.** (1) No land may be subdivided without the approval of the Municipality in terms of in section 16, unless the subdivision is exempted under section 26.

- (2) No application for subdivision involving a change of zoning may be considered by the Municipality, unless the land concerned is zoned for a purpose including subdivision.
- (3) The Municipality must impose appropriate conditions relating to engineering services for an approval of a subdivision
- (4) If a Municipality approves a subdivision, the applicant must submit a general plan or diagram to the Surveyor-General for approval, including proof to the satisfaction of the Surveyor-General of —
  - (a) the decision to approve the subdivision;
  - (b) the conditions of approval contemplated in subsection (3) and section 69; and
  - (c) the approved subdivision plan.
- (5) If the Municipality approves a subdivision, the applicant must within a period of five years or a shorter period as the Municipality may determine, from the date of approval of the subdivision or the date that the approval comes into operation, comply with the following requirements—
  - (a) the approval by the Surveyor-General of the general plan or diagram contemplated in subsection (4);
  - (b) completion of the installation of engineering services in accordance with the conditions contemplated in subsection (3) or other applicable legislation;
  - (c) proof to the satisfaction of the Municipality that all relevant conditions contemplated in section 69 for the approved subdivision in respect of the area shown on the general plan or diagram have been met; and
  - (d) registration of the transfer of ownership in terms of the Deeds Registries Act of the land unit shown on the diagram or of at least one new land unit shown on the general plan.
- (6) A confirmation from the Municipality in terms of subsection (5)(c) that all conditions of approval have been met, which is issued in error, does not absolve the applicant from complying with the obligations imposed in terms of the conditions or otherwise complying with the conditions after confirmation of the subdivision.

#### **Confirmation of subdivision**

- 23.** (1) Upon compliance with subsection 22(5), the subdivision or part thereof is confirmed and cannot lapse.

- (2) Upon confirmation of a subdivision or part thereof under subsection 22(5), the zonings indicated on the approved subdivision plan as confirmed cannot lapse.
- (3) A Municipality must in writing confirm to the applicant or at the request of any person, that a subdivision or a part of a subdivision is confirmed, if the applicant has to the satisfaction of the Municipality submitted proof of compliance with the requirements for the subdivision or part thereof.
- (4) No building or structure may be constructed on a land unit forming part of an approved subdivision unless the subdivision is confirmed as contemplated in subsection 22(5) or the Municipality approved the construction prior to the subdivision being confirmed.

#### **Lapsing of subdivision and extension of validity periods**

- 24.**
- (1) An approved subdivision or a portion thereof lapses if the applicant does not comply with subsection 22(5).
  - (2) An applicant may apply for an extension of the period to comply with subsection 22(5) or must comply with subsection (5).
  - (3) An extension contemplated in subsection (2) may be granted for a period not exceeding five years and if after the expiry of the extended period the requirements of subsection 22(5) has not been complied with, the subdivision lapses and subsection (6) applies.
  - (4) If the Municipality grants extensions to the period contemplated in subsection (2), such period together with any extensions may not exceed 10 years.
  - (5) If only a portion of the general plan, contemplated in subsection 22(5)(a) complies with subsection 22(5)(b) and (c), the general plan must be withdrawn and a new general plan must be submitted to the Surveyor-General.
  - (6) If an approval of a subdivision or part thereof lapses under subsection (1) —
    - (a) the Municipality must—
      - (i) amend the zoning scheme map and, where applicable, the zoning scheme register accordingly; and
      - (ii) notify the Surveyor-General accordingly; and
    - (b) the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the notification that the subdivision has lapsed.

### **Amendment or cancellation of subdivision plan**

- 25.** (1) The Municipality may approve the amendment or cancellation of a subdivision plan and the conditions of approval, in relation to proposed land units in an approved subdivision which have not been registered or on a general plan which has been registered but in respect of land units that have not been transferred by the Registrar of Deeds.
- (2) When the Municipality approves an application in terms of subsection (1), any public place that is affected by the approval must be closed.
- (3) The Municipality must notify the Surveyor-General of an approval in terms of subsection (1), and the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the amendment or cancellation of the subdivision.
- (4) When the Municipality approves an application in terms of subsection (1), the approval is valid for the remainder of the period from the date of approval in terms of section 24.

### **Exemption of subdivisions and consolidations**

- 26.** (1) The subdivision or consolidation of land in the following circumstances does not require the approval of the Municipality—
- (a) if the subdivision or consolidation arises from the implementation of a court ruling; or
- (b) if the subdivision or consolidation arises from an expropriation;
- (c) a minor amendment of the common boundary between two or more land units if the resulting change in area of any of the land units is not more than 10%;
- (d) the registration of a servitude or lease agreement for the provision or installation of—
- (i) water pipelines, electricity transmission lines, sewer pipelines, gas pipelines or oil and petroleum product pipelines by or on behalf of an organ of state or service provider;
- (ii) telecommunication lines by or on behalf of a licensed telecommunications operator;
- (iii) the imposition of height restrictions; or
- (e) the exclusive utilisation of land for agricultural purposes, if the utilisation—

- (i) requires approval in terms of legislation regulating the subdivision of agricultural land; and
  - (ii) does not lead to urban expansion.
- (f) the subdivision and consolidation of a closed public place with an abutting erf; and
- (g) the granting of a right of habitation or usufruct.
- (2) The Municipality must, in each case, certify in writing that the subdivision has been exempted from the provisions of this chapter.
- (3) The Municipality must indicate on the plan of subdivision that the subdivision has been exempted from the provisions of this chapter.

**Ownership of public places and land required for municipal engineering services and social facilities**

27. (1) The ownership of land that is earmarked for a public place as shown on an approved subdivision plan vest in the Municipality upon confirmation of the subdivision or a part thereof.
- (2) The Municipality may in terms of conditions imposed in terms of section 69 determine that land designated for the provision of engineering services, public facilities or social infrastructure on an approved subdivision plan, be transferred to the Municipality upon confirmation of the subdivision or a part thereof.

**Closure of public places**

28. (1) The Municipality may on own initiative or on application close a public place or any portion thereof in accordance with the procedures in section 37.
- (2) When authorising a closure of a public place, the Council may direct the municipal manager to pay compensation in an appropriate amount to any person who has suffered loss or damage due to the closure.
- (3) The ownership of the land comprised in any public place or portion thereof that is closed in terms of this section continues to vest in the Municipality unless the Municipality determines otherwise.
- (4) The municipal manager may, without complying with the provisions of section (1) temporarily close a public place—
- (a) for the purpose of or pending the construction, reconstruction, maintenance or repair of the public place;

- (b) for the purpose of or pending the construction, erection, laying, extension, maintenance, repair or demolition of any building, structure, works or service alongside, on, across, through, over or under the public place;
  - (c) if the street or place is, in the opinion of the municipal manager, in a state dangerous to the public;
  - (d) by reason of any emergency or public event which, in the opinion of the municipal manager, requires special measures for the control of traffic or special provision for the accommodation of crowds, or
  - (e) for any other reason which, in the opinion of the municipal manager, renders the temporary closing of the public place necessary or desirable.
- (5) The Municipality must notify the Surveyor-General of an approval in terms of subsection (1), and the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the closure of the public place.

#### **Services arising from subdivision**

- 29.** Subsequent to the granting of an application for subdivision in terms of section 16(2)(d) alternatively granting of a subdivision in terms of section 22, the owner of any land unit originating from the subdivision must—
- (a) allow without compensation that the following be conveyed across his or her land unit in respect of other land units:
    - (i) gas mains;
    - (ii) electricity cables;
    - (iii) telephone cables;
    - (iv) television cables;
    - (v) other electronic infrastructure;
    - (vi) main and other water pipes;
    - (vii) foul sewers;
    - (viii) storm water pipes; and
    - (ix) ditches and channels;
  - (b) allow the following on his or her land unit if considered necessary by the Municipality, in the manner and position as may be reasonably required:

- (i) surface installations such as mini-substations;
  - (ii) meter kiosks; and
  - (iii) service pillars;
- (c) allow access to the land unit at any reasonable time for the purpose of constructing, altering, removing or inspecting any works referred to in paragraphs (a) and (b); and
- (d) receive material or permit excavation on the land unit as may be required to allow use of the full width of an abutting street and provide a safe and proper slope to its bank necessitated by differences between the level of the street as finally constructed and the level of the land unit, unless he or she elects to build retaining walls to the satisfaction of and within a period to be determined by the Municipality.

#### **Certification by Municipality**

30. (1) A person may not apply to the Registrar of Deeds to register the transfer of a land unit, unless the Municipality has issued a certificate in terms of this section.
- (2) The Municipality may not issue a certificate to transfer a land unit in terms of any law, or in terms of this By-law, unless the owner furnishes the Municipality with—
- (a) a conveyancer's certificate confirming that funds due by the transferor to an owners' association referred to in section 31 in respect of land, have been paid, or that provision has been made to the satisfaction of the owners' association for the payment thereof;
  - (b) proof of payment of any contravention penalty or proof of compliance with a directive contemplated in Chapter X;
  - (c) proof that the land use and buildings constructed on the land unit comply with the requirements of the zoning scheme;
  - (d) proof that all common property including private roads and private places originating from the subdivision, has been transferred to the owners' association as contemplated in section 31; and
  - (e) proof that the conditions of approval that must be complied with before the transfer of erven have been complied with.
- (3) Except for the transfer of the first erf, the Municipality may not consent to the transfer of any other erf unless the consent of the owners' association has been obtained which consent may only be withheld for transgression of the constitution of the owners association as contemplated in subsection 31(3).

#### **Owners' associations**

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- 31.
- (1) The Municipality may, when approving an application for a subdivision of land impose conditions relating to the compulsory establishment of an owners' association by the applicant for an area determined in the conditions.
  - (2) An owners' association that comes into being by virtue of subsection (1) is a juristic person and must have a constitution.
  - (3) The constitution of an owners' association must be approved by the Municipality before the transfer of the first land unit and must provide for—
    - (a) the owners' association to formally represent the collective mutual interests of the area, suburb or neighbourhood set out in the constitution in accordance with the conditions of approval;
    - (b) control over and maintenance of buildings, services or amenities arising from the subdivision;
    - (c) the regulation of at least one yearly meeting with its members;
    - (d) control over the design guidelines of the buildings and erven arising from the subdivision;
    - (e) the ownership of private open space, private roads and other services arising out of the subdivision;
    - (f) enforcement of conditions of approval or management plans;
    - (g) procedures to obtain the consent of the members of the owners' association to transfer an erf in event that the owners' association ceases to function;
    - (h) the implementation and enforcement by the owners' association of the provisions of the constitution.
  - (5) The constitution of an owners' association may have other objects as set by the association but may not contain provisions that are in conflict with any law.
  - (6) The constitution of an owners' association may be amended when necessary provided that an amendment that affects the Municipality or a provision referred to in subsection (3) is approved by the Municipality.
  - (7) An owners' association which comes into being by virtue of subsection (1)—
    - (a) has as its members all the owners of land units originating from the subdivision and their successors in title, who are jointly liable for expenditure incurred in connection with the association; and
    - (b) is upon registration of the first land unit, automatically constituted.
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- (7) The design guidelines contemplated in subsection (3)(d) may introduce more restrictive development rules than the rules provided for in the zoning scheme.
- (8) If an owners' association fails to meet any of its obligations contemplated in subsection (3) and any person is, in the opinion of the Municipality, adversely affected by that failure, the Municipality may take appropriate action to rectify the failure and recover from the members referred to in subsection (6)(a), the amount of any expenditure incurred by it in respect of those actions.
- (9) The amount of any expenditure so recovered is, for the purposes of section (8), considered to be expenditure incurred by the owners' association.

#### **Owners' association ceases to function**

- 32.** (1) If an owners' association ceases to function or carry out its obligations, the Municipality may—
- (a) take steps to instruct the association to hold a meeting and to reconstitute itself; or
  - (b) subject to the amendment of the conditions of approval relating to an obligation to establish an owners' association, request the owners' association to dissolve itself.
- (2) In determining which option to follow, the Municipality must have regard to—
- (a) the purpose of the owners' association;
  - (b) who will take over the maintenance of infrastructure which the owners' association is responsible for, if at all;
  - (c) the impact of the dissolution of the owners' association on the members and the community concerned.

#### **Consolidation of land units**

- 33.** (1) The Surveyor-General may not approve a diagram for consolidation in terms of the Land Survey Act, 1997 (Act 8 of 1997), prior to the Municipality granting approval in terms of section 16 of this By-law.
- (2) A copy of this approval must accompany the diagram which is submitted to the Surveyor-General's office.
- (3) If a Municipality approves a consolidation, the applicant must submit a diagram to the Surveyor-General for approval, including proof to the satisfaction of the Surveyor-General of—
- (a) the decision to approve the subdivision;

- (b) the conditions of approval contemplated in section 69; and
  - (c) the approved consolidation plan.
- (4) If a Municipality approves a consolidation, the Municipality must—
- (a) amend the zoning scheme map and, where applicable, the zoning scheme register accordingly; and
  - (b) notify the Surveyor-General accordingly; and
  - (c) the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the consolidation.

#### **Lapsing of consolidation and extension of validity periods**

- 34.
- (1) If a consolidation of land units is approved but no consequent registration by the Registrar of Deeds takes place within five years of the approval, the consolidation approval lapses, unless the consolidation of land units form part of a land use application which has been approved for a longer period.
  - (2) An applicant may apply for an extension of the period to comply with subsection (1).
  - (3) An extension contemplated in subsection (2) may be granted for a period not exceeding five years and if after the expiry of the extended period the requirements of subsection (1) has not been complied with, the consolidation lapses and subsection (5) applies.
  - (4) If the Municipality grants extensions to the period contemplated in subsection (1), such period together with any extensions, may not exceed 10 years.
  - (5) If an approval of a consolidation lapses under subsection (1) the Municipality must—
    - (a) amend the zoning scheme map and, where applicable, the zoning scheme register accordingly; and
    - (b) notify the Surveyor-General accordingly; and
    - (c) the Surveyor-General must endorse the records of the Surveyor-General's office to reflect the notification that the subdivision has lapsed.

#### *Part 3: Conditions of title*

#### **Requirements for amendment, suspension or removal of restrictive conditions**

35. (1) The Municipality may, of its own accord or on application in terms of section 16, by notice in the *Provincial Gazette* amend, suspend or remove, either permanently or for a period specified in the notice and either unconditionally or subject to any condition so specified, any restrictive condition.
- (2) In addition to the procedures set out in Chapter V, the owner must—
- (a) submit the original title deed to the Municipality or a certified copy thereof; and
  - (b) submit the bondholder's consent to the application, where applicable.
- (3) The Municipality must cause a notice of its intention to consider an application under subsection (1) to be served on—
- (a) all organs of state that may have an interest in the title deed restriction;
  - (b) every holder of a bond encumbering the land;
  - (c) a person whose rights or legitimate expectations are materially and adversely affected by the application;
  - (d) all persons mentioned in the title deed for whose benefit the restrictive condition applies;
- (4) When the Municipality considers the removal, suspension or amendment of a restrictive condition, the Municipality must have regard to the following:
- (a) the financial or other value of the rights in terms of the restrictive condition enjoyed by a person or entity, irrespective of whether these rights are personal or vest in the person as the owner of a dominant tenement;
  - (b) the personal benefits which accrue to the holder of rights in terms of the restrictive condition;
  - (c) the personal benefits which will accrue to the person seeking the removal of the restrictive condition, if it is removed;
  - (d) the social benefit of the restrictive condition remaining in place in its existing form;
  - (e) the social benefit of the removal or amendment of the restrictive condition; and
  - (f) whether the removal, suspension or amendment of the restrictive condition will completely remove all rights enjoyed by the beneficiary or only some of those rights.

### **Endorsements in connection with amendment, suspension or deletion of restrictive conditions**

36. (1) The applicant must, after approval of an application for the amendment, suspension or removal of a restrictive condition by notice in the *Provincial Gazette* as contemplated in subsection 35(1), submit the following to the Registrar of Deeds:
- (a) the original title deed;
  - (b) the original letter of approval; and
  - (c) a copy of the notification of the approval.
- (2) The Registrar of Deeds and the Surveyor-General must, after the amendment, suspension or removal of a restrictive condition by notice in the *Provincial Gazette*, as contemplated in subsection 35(1), make the appropriate entries in and endorsements on any relevant register, title deed, diagram or plan in their respective offices or submitted to them, as may be necessary to reflect the effect of the amendment, suspension or removal of the restrictive condition.

## **CHAPTER V**

### **APPLICATION PROCEDURES**

#### **Procedures for making application**

37. An applicant must comply with the procedures in this Chapter and, where applicable, the specific procedures provided for in Chapter IV of this By-law.

#### **Pre-application consultation**

38. (1) The Municipality may require an applicant to meet with the authorised employee prior to submitting an application to the Municipality, in order to determine the information that must be submitted together with the application.
- (2) The Municipality may make guidelines to determine whether an application requires a pre-application consultation, the nature of the information that is required, the employees from the Municipality or other organs of state that must attend the meeting and the procedures to be followed.
- (3) The Municipality must keep minutes of the proceedings of a pre-application consultation.

#### **Information required**

39. (1) An application must be accompanied by the following documents—
- (a) an application form, as may be provided by the Municipality, completed and signed by the applicant;
  - (b) if the applicant is not the owner of the land, a power of attorney authorising the applicant to make the application on behalf of the owner;
  - (c) if the owner of the land is a company, closed corporation, trust, body corporate or a home owners' association, proof that the person is authorised to act on behalf of the company, closed corporation, trust, body corporate or a home owners' association;
  - (d) the relevant bondholder's consent, if required by the Municipality;
  - (e) a written motivation for the application based on the criteria for consideration of the application;
  - (f) a copy of the Surveyor-General's diagram of the subject property or if it does not exist, an extract from relevant general plan;
  - (g) a locality plan and site development plan, when required, or plan showing the proposal in its cadastral context;
  - (h) in the case of an application for the subdivision of land, copies of the subdivision plan showing the following—
    - (i) the location of the proposed land unit;
    - (ii) the proposed zonings in respect of the proposed land units;
    - (iii) all existing structures on the property and abutting properties;
    - (iv) the public places and the land needed for public purposes;
    - (v) the existing access points;
    - (vi) all servitudes;
    - (vii) contours with at least a one meter interval or such other interval as may be approved by the Municipality;
    - (viii) the street furniture;
    - (ix) the light, electrical and telephone poles;
    - (x) the electrical transformers and mini substations;
    - (xi) the storm water channels and catch pits;
    - (xii) the sewerage lines and connection points;
    - (xiii) any significant natural features; and
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- (xiv) the scale and all distances and areas.
  - (i) any other plans, diagrams, documents or information that the Municipality may require;
  - (j) the proof of payment of application fees;
  - (k) a full copy of the title deeds indicating all existing title conditions in current and historic title deeds;
  - (l) if required by the Municipality, a conveyancer's certificate indicating that no restrictive condition in respect of the application is contained in such title deeds; and
  - (m) the minutes of any pre-consultation meetings, where applicable.
- (2) The Municipality may add or remove any information requirements for a particular application as recorded in the pre-consultation contemplated in section 38.
- (3) The Municipality may make guidelines relating to the submission of additional information and procedural requirements.

#### **Application fees**

40. (1) An applicant must pay the application fee, as may be determined by the Municipality, in advance and proof of payment must accompany the application.
- (2) Application fees that are paid to the Municipality are non-refundable.

#### **Grounds for refusing to accept application**

41. The Municipality may refuse to accept an application if—
- (a) the municipality has already decided on the application;
  - (b) there is no proof of payment of fees;
  - (c) the application is not in the form required by the Municipality or does not contain the documents required for the submission of an application as set out in section 39.

#### **Receipt of application and request for further documents**

42. The Municipality must—
- (a) record the receipt of an application in writing or by affixing a stamp on the application on the day of receipt;

- (b) notify the applicant in writing of any outstanding or additional plans, documents, other information or additional fees that it may require within 30 days of receipt of the application or the further period as may be agreed upon, failing which it is regarded that there is no outstanding information or documents;
- (c) if the application is complete, notify the applicant in writing that the application is complete within 30 days of receipt of the application.

#### **Additional information**

- 43.**
- (1) The applicant must provide the Municipality with the information or documentation required for the completion of the application within 30 days of the request therefor or within the further period agreed to between the applicant and the Municipality.
  - (2) If the applicant disputes the information required, the applicant may appeal to the Appeal Authority against the decision to require further information.
  - (3) If the applicant does not provide the information within the timeframes contemplated in subsection (1), and does not submit an appeal the Municipality may refuse to consider the application and notify the applicant in writing and closes the application.
  - (4) When the Municipality closes the application, the application is deemed to be refused and no right of appeal exist.
  - (5) If an application is deemed to be refused under subsection (4), the applicant may make a new application and pay new application fees.

#### **Confirmation of complete application**

- 44.**
- (1) The Municipality must notify the applicant in writing that the application is complete within 21 days of receipt of the additional plans, documents or information required by it or if further information is required as a result of the furnishing of the additional information.
  - (2) If further information is required, section 42 applies to the further submission of information that may be required.

#### **Withdrawal of application**

- 45.**
- (1) An applicant may, at any time prior to a decision being taken, withdraw an application on written notice to the Municipality.
  - (2) The owner of land or an applicant must in writing inform the Municipality of the withdrawal of a power of attorney relating to an application given to an applicant.

### Notice of applications in terms of integrated procedures

46. (1) The Municipality may, on prior written request and motivation by an applicant, determine that—
- (a) a public notice procedure carried out in terms of another law in respect of the application constitutes public notice for the purpose of an application made in terms of this By-law; or
  - (b) notice of an application made in terms of this By-law may be published in accordance with the requirements for public notice applicable to a related application in terms of another law;
- (2) If a Municipality determines that an application may be published as contemplated in subsection (1)(b) an agreement must be entered into by the Municipality and relevant organs of state to facilitate the simultaneous publication of notices.

*Note: In this section municipalities may provide for specific procedures to integrate specific related applications for example environmental authorisations and land development applications.*

- (3) The Municipality must, within 30 days of having notified the applicant that the application is complete, simultaneously—
- (a) cause public notice of the application to be given in terms of subsection 47(1); and
  - (b) forward a copy of the notice together with the relevant application to every municipal department, service provider and organ of state that has an interest in the application,
- unless it has been determined by the Municipality that a procedure in terms of another law, as determined in subsection (1), is considered to be public notice in terms of this By-law.
- (4) The Municipality may require the applicant to give the required notice in the media of an application.
- (5) Where an applicant has published a notice in the media at the request of a Municipality, the applicant must provide proof that the notice has been published as required.

### Notification of application in media

47. (1) The Municipality must cause notice to be given in the media, in accordance with this By-law, of the following applications:
- (a) an application for a rezoning or a rezoning on the initiative of the Municipality;
  - (b) the subdivision of land larger than five hectares inside the outer limit of urban expansion as reflected in its municipal spatial development framework;
  - (c) the subdivision of land larger than one hectare outside the outer limit of urban expansion as reflected in its municipal spatial development framework;
  - (d) if the Municipality has no approved municipal spatial development framework, the subdivision of land larger than five hectares inside the physical edge, including existing urban land use approvals, of the existing urban area;
  - (e) if the Municipality has no approved municipal spatial development framework, the subdivision of land larger than one hectare outside the physical edge, including existing urban land use approvals, of the existing urban area;
  - (f) the closure of a public place;
  - (g) an application in respect of a restrictive condition;
  - (h) other applications that will materially affect the public interest or the interests of the community if approved.
- (2) Notice of the application in the media must be given by—
- (a) publishing a notice of the application, ~~on two occasions at least six days apart~~, in newspapers with a general circulation in the area concerned in at least two of the official languages of the Province most spoken in the area concerned; or
  - (b) if there is no newspaper with a general circulation in the area, posting a copy of the notice of application, for at least the duration of the notice period, on the land concerned and on any other notice board as may be determined by the Municipality.

#### **Serving of notices**

48. (1) Notice of an application contemplated in section 47(1) and subsection (2) must be served—
- (a) in accordance with section 115 of the Municipal Systems Act;

- (b) in at least two of the official languages of the Province most spoken in the area concerned; and
- (c) on each person whose rights or legitimate expectations will be affected by the approval of the application.

*Note: Municipalities may add to the list of applications in respect of which personal service is required.*

- (2) When the Municipality intends to consider any of the following, it must at least cause a notice to be served as contemplated in section XX and 49 of its intention:
  - (a) a determination of a zoning or provision for a deemed zoning contemplated in section 16(2)(o);
  - (b) a land use application for rezoning or rezoning on its own initiative contemplated in section 16(2)(a);
  - (c) a land use application for subdivision or the amendment or cancellation of a subdivision contemplated in sections 16(2)(d) and (e), respectively;
  - (d) the closure of a public place contemplated in section 16(2)(p);
  - (e) a land use application for consolidation contemplated in section 16(2)(e);
  - (f) a land use application for the removal, suspension or amendment of a restrictive condition contemplated in section 16(2)(f); or
  - (g) the imposition, amendment or waiver of a condition contemplated in section 16(2)(h).
  - (h) the Municipality may determine that the serving of notices as contemplated in this subsection, be used for any other application made in terms of this by-law.
- (3) The Municipality may permit notice of its intention to consider all applications not listed in subsection (2) to be given in terms of section 50.
- (4) The Municipality may require the applicant to attend to the serving of a notice of an application contemplated in subsection (1).
- (5) Where an applicant has served a notice at the request of a Municipality, the applicant must provide proof that the notice has been served as required.
- (6) The date of notification in respect of a notice served in terms of this section—
  - (a) when it has been served by certified or registered post is the date of registration of the notice; and
  - (b) when it has been delivered to that person personally is the date of delivery to that person;
  - (c) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of sixteen years is the date on which it has been left with that person; or

- (d) when it has been posted in a conspicuous place on the property or premises to which it relates is the date that it is posted in that place.

#### Content of notice

49. When notice of an application must be given in terms of section 47 or served in terms of section 48, the notice must contain the following information:
- (a) the details of the applicant;
  - (b) identify the land or land unit to which the application relates by giving the property description and the physical address;
  - (c) state the intent and purpose of the application;
  - (d) state that a copy of the application and supporting documentation will be available for viewing during the hours and at the place mentioned in the notice;
  - (e) state the contact details of the relevant municipal employee;
  - (f) invite members of the public to submit written comments objections or representations with reasons in respect of the application;
  - (g) state that comments, objections or representations may be submitted in the manner referred to in section 52;
  - (h) state the date by when the comments objections or representations must be submitted which may not be less than 30 days from the date on which the notice was given;
  - (i) state that any person who cannot write may during office hours attend at an address stated in the notice where a named staff member of the Municipality will assist that person to transcribe that person's objections, comments or representations.

#### Additional methods of public notice

50. (1) If the Municipality considers notice in accordance with section 47(2)(a) to be ineffective, the Municipality may on own initiative or on request require an applicant to follow one or more of the following methods to give additional public notice of an application:
- (a) to display a notice contemplated in section 49, of a size of at least 60 cm by 42 cm on the frontage of the erf concerned or at any other conspicuous and easily accessible place on the erf, provided that—

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- (i) the notice must be displayed for a minimum of 30 days during the period that the public may comment on the application;
  - (ii) the applicant must, within 21 days from the last day of display of the notice, submit to the Municipality—
    - (aa) a sworn affidavit confirming the maintenance of the notice for the prescribed period; and
    - (bb) at least two photos of the notice, one from nearby and one from across the street.
  - (b) to convene a meeting for the purpose of informing the affected members of the public of the application;
  - (c) to broadcast information regarding the application on a local radio station in a specified language;
  - (d) to hold an open day or public meeting to notify and inform the affected members of the public of the application;
  - (e) to publish the application on the Municipality's website for the duration of the period that the public may comment on the application; or
  - (f) to obtain letters of consent or objection to the application.
- (2) Where an applicant has given additional public notice of an application on behalf of a Municipality, the applicant must provide proof that the additional public notice has been given as required.

#### Requirements for petitions

51. (1) All petitions must clearly state—
- (a) the contact details of the authorised representative of the signatories of the petition;
  - (b) the full name and physical address of each signatory; and
  - (c) the objection and reasons for the objection.
- (2) Notice to the person contemplated in subsection (1)(a), constitutes notice to all the signatories to the petition.

#### Requirements for objections, comments or representations

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52. (1) A person may in response to a notice received in terms of sections 47, 48 or 50, object, comment or make representations in accordance with this section.
- (2) Any objection, comment or representation received as a result of a public notice process must be in writing and addressed to the person mentioned in the notice within the time period stated in the notice and in the manner set out in this section.
- (3) The objection must state the following—
- (a) the name of the person or body concerned;
  - (b) the address or contact details at which the person or body concerned will accept notice or service of documents;
  - (c) the interest of the body or person in the application;
  - (d) the reason for the objection, comment or representation.
- (4) The reasons for any objection, comment or representation must be set out in sufficient detail in order to—
- (a) indicate the facts and circumstances which explains the objection, comment or representation;
  - (b) demonstrate the undesirable effect which the application will have on the area;
  - (c) demonstrate any aspect of the application which is not considered consistent with applicable policy.

**Amendments prior to approval**

53. (1) An applicant may amend his or her application at any time after notice of the application has been given in terms of this by-laws and prior to the approval thereof—
- (a) at the applicant's own initiative;
  - (b) as a result of objections and comments made during the public notification process; or
  - (c) at the request of the Municipality.
- (2) If an amendment to an application is material, the Municipality may require that further notice of the application be given in terms of this By-law and may

require that the notice and the application be resent to municipal departments, organs of state and service providers.

#### **Further public notice**

- 54.** (1) The Municipality may require that fresh notice of an application be given if more than 18 months has elapsed since the first public notice of the application and if the application has not been considered by the Municipality.
- (2) The Municipality may, at any stage during the processing of the application—
- (a) require notice of an application to be republished or to be served again; and
  - (b) an application to be resent to municipal departments for comment, if new information comes to its attention which is material to the consideration of the application.

#### **Cost of notice**

- 55.** The applicant is liable for the costs of giving notice of an application.

#### **Applicant's right to reply**

- 56.** (1) Copies of all objections, comments or representations lodged with a Municipality of the Municipality must be provided to the applicant within 14 days after the closing date for public comment together with a notice informing the applicant of its rights in terms of this section.
- (2) The applicant may, within a period of 30 days from the date of the provision of the objections, comments or representations, lodge a written reply thereto with the Municipality and must serve a copy thereof on all the parties that have submitted objections, comments or representations.
- (3) The applicant may before the expiry of the 30 day period referred to in subsection (2), apply to the Municipality for an extension of the period with a further period of 14 days to lodge a written reply.
- (4) If the applicant does not submit comments within the period of 30 days or within an additional period 14 of days if applied for, the applicant is considered to have no comment.
- (5) If as a result of the objections, comments or representations lodged with a Municipality, additional information regarding the application is required by the Municipality, the information must be supplied within the further period as may be agreed upon between the applicant and the Municipality.

- (6) If the applicant does not provide the information within the timeframes contemplated in subsection (5), section 43(2) to (5) applies.

#### **Written assessment of application**

57. (1) An employee authorised by the Municipality must in writing assess an application and recommend to the decision-maker whether the application must be approved or refused.
- (2) An assessment of an application must include a motivation for the recommendation and, where applicable, the conditions.

#### **Decision-making period**

58. (1) Where the power to take a decision is delegated to an authorised employee and no integrated process in terms of another law is being followed, the authorised employee must decide on the application within 60 days of the closing date for the submission of comments, objections or representations.
- (2) Where the power to take a decision is not delegated to an authorised employee and no integrated process in terms of another law is being followed, the Municipal Planning Tribunal must decide on the application within 120 days of the closing date for the submission of comments, objections or representations.

#### **Failure to act within time period**

59. (1) An applicant may lodge an appeal to the Appeal Authority if the Municipal Planning Tribunal or authorised employee fails to decide on an application within the period referred to in section 58(1) or (2).
- (2) Subject to section 43(2), an applicant may not appeal to the Appeal Authority if the Municipal Planning Tribunal or authorised employee fails to decide on an application due to the fact that all required information to decide on the matter is not available.
- (3) An appeal must be referred for comment to all interested and affected parties as contemplated in section 79 and 80.

#### **Powers to conduct routine inspections**

60. (1) An employee authorised by the Municipality may, in accordance with the requirements of this section, enter land or a building for the purpose of assessing an application in terms of this By-law and to prepare a report contemplated in section 57.

- (2) When conducting an inspection, the authorised employee may—
  - (a) request that any record, document or item be produced to assist in the inspection;
  - (b) make copies of, or take extracts from any document produced by virtue of paragraph (a) that is related to the inspection;
  - (c) on providing a receipt, remove a record, document or other item that is related to the inspection; or
  - (d) inspect any building or structure and make enquiries regarding that building or structure.
- (3) No person may interfere with an authorised employee who is conducting an inspection as contemplated in subsection (1).
- (4) The authorised employee must, upon request, produce identification showing that he or she is authorised by the Municipality to conduct the inspection.
- (5) An inspection under subsection (1) must take place at a reasonable time and after reasonable notice has been given to the owner or occupier of the land or building.

#### **Determination of application**

- 61.** (1) The Municipality may in respect of any application contemplated in subsection 16(2)—
- (a) approve, in whole or in part, or refuse any application referred to it in accordance with this By-law;
  - (b) in the approval of any application, impose any reasonable conditions, including conditions related to the provision of engineering services and the payment of any development charges;
  - (c) make an appropriate determination regarding all matters necessary or incidental to the performance of its functions in terms of this By-law and provincial legislation;
  - (d) conduct any necessary investigation;
  - (e) give directions relevant to its functions to any person in the service of a Municipality or municipal entity;
  - (f) decide any question concerning its own jurisdiction;
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- (g) appoint a technical adviser to advise or assist in the performance of the Municipal Planning Tribunal's functions in terms of this By-law;
- (h) approved use rights that vest in land and not in a person.

#### **Notification of decision**

- 62.** (1) The Municipality must, within 21 days of its decision, in writing notify the applicant and parties who objected, commented or made representations on the application of the decision and their right to appeal if applicable.

*Note; The notice contemplated in section (1) must also indicate items as contemplated in sections 23 to 25 of the Regulations on Fair Administrative Procedures, 2002.*

- (2) Where the owner has appointed an agent, the owner must take steps to ensure that the agent notifies him or her of the decision of the Municipality.

#### **Duties of agent of applicant**

- 63.** (1) An applicant who is not the owner of the land concerned must ensure that he or she has the contact details of the owner of the property.
- (2) The agent must ensure that all information furnished to the Municipality is accurate
  - (3) The agent must ensure that no misrepresentations are made.
  - (4) The provision of inaccurate, false or misleading information is an offence as contemplated in subsection 83(1)(f).

#### **Errors and omissions**

- 64.** (1) The Municipality may at any time correct an error in the wording of its decision provided that the correction does not change its decision or results in an alteration, suspension or deletion of a condition of its approval.
- (2) The Municipality may, of its own accord or on application by an applicant or interested party, upon good cause being shown, condone an error in the procedure provided that such condonation does not have material adverse impact on or unreasonably prejudice any party.

#### **Withdrawal of approval**

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65. (1) The Municipality may withdraw an approval granted for a consent use or temporary departure if the applicant or owner fails to comply with a condition of approval.
- (2) Prior to doing so, the Municipality must serve a notice on the owner—
- (a) informing the owner of the alleged breach of the condition;
  - (b) instructing the owner to rectify the breach within a specified time period;
  - (c) allowing the owner to make representations on the notice within a specified time period.

**Procedure to withdraw an approval**

66. (1) The Municipality may withdraw an approval granted—
- (a) after consideration of the representations made in terms of section 65(2)(c); and
  - (b) if the Municipality is of the opinion that the condition is still being breached and not being complied with at the end of the period specified in terms of section 65(2)(b).
- (2) If the Municipality withdraws the approval, the Municipality must notify the owner of the withdrawal of the approval and instruct the owner to cease the activity immediately.
- (3) The approval is withdrawn from date of notification of the owner.

**Exemptions to facilitate expedited procedures**

67. The Municipality may—
- (a) exempt a development from compliance with the provisions of this By-law to reduce the financial or administrative burden of—
    - (i) integrated application processes as contemplated in section 46;
    - (ii) the provision of housing with the assistance of a state subsidy;  
or
    - (iii) incremental upgrading of existing settlements;
  - (b)
  - (c) authorise that a development may deviate from a provision of this By-law if an emergency so requires,

in accordance with an exemption or authorisation by the Provincial Minister under section 60 of the Land Use Planning Act, where required.

## CHAPTER VI

### CRITERIA FOR DECISION MAKING

#### General criteria for consideration of applications

68. (1) When a municipality considers an application it must have regard to the following—
- (a) the application submitted in terms of this By-law;
  - (b) the procedure followed in processing the application;
  - (c) the desirability of the proposed utilisation of land and any guidelines issued by the Provincial Minister regarding desirability;
  - (d) the comments in response to the notification process and the comments received from organs of state and internal departments;
  - (e) the response by the applicant to the comments referred to in paragraph (d);
  - (f) investigations carried out in terms of other laws which are relevant to the consideration of the application;
  - (g) a registered planner's written assessment of the application for:-
    - (i) the adoption or amendment of a municipal spatial development framework;
    - (ii) the approval or amendment of a zoning scheme;
    - (iii) a rezoning;
    - (iv) a subdivision of more than 20 cadastral units;
    - (v) a removal, suspension or amendment of a restrictive condition, if a change of use is involved.
    - (vi) a subdivision of land;
    - (vii) a consolidation of land;
    - (viii) an amendment, deletion or additional conditions in respect of an existing approval, listed in this paragraph;
    - (ix) an approval of an overlay zone as provided in the zoning scheme by-law;
    - (x) a phasing, amendment or cancellation of a plan of subdivision or a part thereof;
    - (xi) a determination of a zoning as contemplated in section 11;
    - (xii) a closure of a public place or part thereof;
    - (xiii) a consent use provided for in the zoning scheme.
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- (h) the integrated development plan and municipal spatial development framework;
  - (i) the applicable local spatial development frameworks adopted by the Municipality;
  - (j) the applicable structure plans;
  - (k) the applicable policies of the Municipality that guide decision-making;
  - (l) the provincial spatial development framework;
  - (m) where applicable, the regional spatial development framework;
  - (n) the policies, principles, planning and development norms and criteria set by national and provincial government;
  - (o) the matters referred to in section 42 of the Spatial Planning and Land Use Management Act;
  - (p) the principles referred to in Chapter VI of the Land Use Planning Act; and
  - (q) the relevant provisions of the zoning scheme by-law.
- (2) When a municipality considers an application for approval of a site development plan, it may not be refused if it is consistent with the development rules of the zoning, overlay zone, condition of approval and this By-law.
- (3) When a site a site development plan is required—
- (a) the municipality may not approve a building plan if the site development has not been approved; and
  - (b) the municipality may not approve a building plan that is inconsistent with the approved site development plan.

#### **Conditions of approval**

*Note: In this section the Municipality must take cognisance of section 40 of the Land Use Planning Act and may in addition thereto provide for conditions relating to matters set out in section 69*

- 69.** (1) When the Municipality approves an application subject to conditions, the conditions must be reasonable conditions and must arise from the approval of the proposed utilisation of land.

- (2) Conditions imposed in accordance with subsection (1) may include conditions relating to—
- (a) the extent of land to be ceded to the Municipality for the purpose of a public open space or road as determined in accordance with a policy adopted by the Municipality;
  - (b) the submission of a construction management plan to manage the impact of a new building on the surrounding properties or on the environment;
  - (c) agreements to be entered into in respect of certain conditions;
  - (d) the phasing of a development, including lapsing clauses relating to such phasing;
  - (e) the delimitation of development parameters or land uses that are set for a particular zoning;
  - (f) the setting of validity periods, in cases where the Municipality determined a shorted period as provided for in this By-law;
  - (g) the setting of dates by which particular conditions must be met;
  - (h) requirements relating to engineering services as contemplated in section 81;
  - (i) requirements for an occasional use that must specifically include –
    - (i) parking and the number of ablution facilities required;
    - (ii) maximum duration or occurrence of the occasional use; and
    - (iii) requirements relating to a consent use in terms of the zoning scheme by-law;
  - (j) additional conditions for a subdivisional area that may include the following—
    - (i) the requirements of an applicable structure plan or spatial development framework;
    - (ii) impact assessments for environment, heritage resources, transport or hazardous installations;
    - (iii) physical development constraints or opportunities;
    - (iv) provision of essential services;
    - (v) development density;
    - (vi) floor space limitations;

- (vii) open space requirements;
  - (viii) the requirements of government institutions.
  - (ix) major land uses and the extent thereof; and
  - (x) in the case of a phased subdivision, a detailed phasing plan and a framework including—
    - (aa) major transport routes;
    - (bb) major land uses;
    - (cc) bulk infrastructure;
    - (dd) requirements of organs of state;
    - (ee) public open space requirements; and
    - (ff) physical development constraints.
- (3) Conditions which require a standard to be met, must specifically refer to an approved or published standard.
- (4) No conditions may be imposed which affect a third party or which are reliant on a third party for fulfilment.
- (5) The municipality may, on its own initiative, amend, delete or impose additional conditions after due notice to the owner and any persons whose rights may be affected.

## **CHAPTER VII**

### **EXTENSION OF THE VALIDITY PERIOD OF APPROVALS**

#### **Applications for extension of validity periods**

- 70.**
- (1) The Municipality may approve an application for the extension of a validity period, imposed in terms of this by-law, on a date before or after the expiry of the validity period of an approval, if the application for the extension of the period was submitted prior to the expiry of the validity period.
  - (2) When the Municipality considers an application in terms of subsection (1) it must have regard to the following:
    - (a) if the circumstances prevailing at the time of the original approval have materially changed; or

- (b) if the legislative or policy requirements applicable to the approval which prevailed at the time of the original approval, have materially changed; and
- (3) The Municipality may not approve an application for the extension of a validity period, imposed in terms of this by-law if new conditions of approval are required.
- (4) The extended validity period takes effect on and is calculated from the expiry date of the validity period applicable to the original approval.

## CHAPTER VIII

### MUNICIPAL PLANNING DECISION-MAKING STRUCTURES

#### Municipal planning decision-making structures

71. Applications are decided by—
- (a) an employee who has been authorised by the municipality to consider and determine the application as contemplated in subsection 72(1).
  - (b) the Tribunal, where the powers and duties to consider and determine an application has not been delegated to an authorised municipal employee as contemplated in subsection 72(2).
  - (c) the Appeal Authority where an appeal has been lodged against a decision of the authorised municipal employee or the Municipal Planning Tribunal.

*Note: All aspects of decision-making referred in this By-law are applicable to all three of the above-mentioned decision making structures, specific reference is made to the criteria for decision-making (section 68), conditions (section 69) and extension to validity periods.*

#### Consideration of applications

72. (1) The Council must authorise an employee to consider and determine the category of applications contemplated in subsection (2).
- (2) The municipality must categorise applications for consideration and determination by the authorised employee.
- (3) In deciding the which categories of application may be considered and determined by the authorised employee the municipality must consider whether the application—

- (a) is minor in impact;
- (b) is in accordance with municipal policy for a particular area or land use;
- (c) has elicited any concerns or negative comments from internal departments and municipal service providers' and
- (d) has elicited any objections from the public.

*Note: When an authorised employee considers and determines an application the timeframes as set out in section 58 and 59 as well as all other procedures as set out in these by-laws, for instance section 62 concerning the notification of the decision, apply.*

- (4) The Tribunal considers and determines all applications not considered and determined by the authorised employee contemplated by subsections (1) to (3).
- (5) The Tribunal, contemplated in subsection (4) is established by a decision of the Council to—
  - (a) establish a Tribunal for its municipal area only as contemplated by section 73(1);
  - (b) by agreement establish a joint Tribunal with one or more municipalities as contemplated by section 73(7); or
  - (c) by agreement establish a district Tribunal with the District Municipality as contemplated by section 73(7).

#### **Establishment and composition of Municipal Planning Tribunal**

- 73.** (1) The Municipal Planning Tribunal established under section 72(5)(a) consist of the following members:
- (a) three employees in the full-time service of the municipality appointed by the Municipality; and
  - (b) two persons who are not municipal employees or councillors and who have knowledge and experience of spatial planning, land use management and land development or the law related thereto, appointed by the Municipality.

*Note: Section 31 of SPLUMA provides that the tribunal may not have less than 5 members but may have more members.*

- (2) The members of the Tribunal referred to in subsection (1)(b) may be appointed only after the Council, by notice in the *Provincial Gazette* and in other media that the Council may consider appropriate, has invited interested

parties to submit within the period mentioned in the notice, names of persons who are fit and proper persons to be so appointed.

- (3) The Council must designate from the members contemplated in subsection (1)(a)—
- (a) a chairperson; and
  - (b) another member as deputy chairperson, to act as chairperson of the Tribunal when the chairperson is absent or is unable to perform his or her duties.
- (4) The Municipal Manager must within 30 days of the first appointment of members to a Tribunal—
- (a) obtain written confirmation from the Council that it is satisfied that the Tribunal is in a position to commence its operations; and
  - (b) after receipt of the confirmation referred to in paragraph (a) publish a notice in the *Provincial Gazette* of the date that the Tribunal will commence with its operation.
- (5) The Tribunal may only commence its operations after publication of the notice contemplated in subsection (4).
- (6) The joint or district Tribunal established under sections 72(5)(b) or (c) respectively is subject to—
- (a) the composition of the Tribunal;
  - (b) the terms and conditions of appointment of members of the Tribunal; and
  - (c) the rules and proceedings of the Tribunal;
- as set out in the agreement with the other municipality(s) or District Municipality, as the case may be, published in the *Provincial Gazette*, provided that sections 74 to 78 does not apply.

#### **Term of office and conditions of service**

- 74.** (1) A member of the Tribunal is appointed for a term of three years, which is renewable once.
- (2) The office of a member becomes vacant if—
- (a) the member is absent from two consecutive meetings of the Tribunal without the leave of the chairperson of the Tribunal;
  - (b) the member tenders his or her resignation in writing to the chairperson of the Tribunal;

- (c) the member is removed from the Tribunal under subsection (3); or
  - (d) the member dies.
- (3) The Council may remove a member of the Tribunal if—
- (a) sufficient reasons exist for his or her removal;
  - (b) a member contravenes the code of conduct referred to in section 77;
  - (c) a member becomes subject to a disqualification as contemplated in section 38(1) of the Spatial Planning and Land Use Management Act, after giving the member an opportunity to be heard.
- (4) A vacancy on the Tribunal must be filled by the Council in terms of section 73(1)(a) and section 73(2), in the case of a member contemplated in section 73(1)(b).
- (5) A member who is appointed by virtue of subsection (4) holds office for the unexpired portion of the period for which the member he or she replaces was appointed.
- (6) Members of the Tribunal referred to in section 73(1)(b) must be appointed on the terms and conditions, and must be paid the remuneration and allowances and be reimbursed for expenses, as determined by the Council in accordance with applicable national and provincial norms and standards.

#### **Meetings of Committee**

75. (1) The Tribunal with the approval of the Council may make rules in respect of decision-making by the Tribunal and the holding of, and the procedures at, meetings of the Tribunal.

*Note: Procedures for decision-making by Tribunals may in the future be prescribed under SPLUMA. At the time of finalising this Standard Draft By-law the regulations under SPLUMA were not yet promulgated.*

- (2) Meetings of the Tribunal must be held at the times and places determined by the chairperson of the Tribunal in accordance with the rules of the Tribunal.

#### **Code of conduct for members of the Municipal Planning Tribunal**

76. The code of conduct in Schedule 2 applies to every member of the Tribunal.

#### **Administrator for Municipal Planning Tribunal**

77. (1) The Municipal Manager must appoint an employee as the Administrator and other staff for the Tribunal.
- (2) The Administrator must—
- (a) liaise with the relevant Tribunal members and the parties in relation to any application or other proceedings filed with the Tribunal;
  - (b) maintain a diary of hearings of the Tribunal;
  - (c) allocate meeting dates and application numbers to applications;
  - (d) arrange the attendance of meetings by members of the Tribunal;
  - (e) arrange venues for Tribunal meetings;
  - (f) administer the proceedings of the Tribunal;
  - (g) perform the administrative functions in connection with the proceedings of the Tribunal;
  - (h) ensure the efficient administration of the proceedings of the Tribunal, in accordance with the directions of the chairperson of the Tribunal;
  - (i) arrange the affairs of the Tribunal so as to ensure that time is available to liaise with other authorities regarding the alignment of integrated applications and authorisations;
  - (j) notify parties of orders and directives given by the Tribunal;
  - (k) keep a record of all applications submitted to the Tribunal and the outcome of each, including—
    - (i) decisions of the Tribunal;
    - (ii) on-site inspections and any matter recorded as a result thereof;
    - (iii) reasons for decisions; and
    - (iv) proceedings of the Tribunal; and
  - (l) keep records by any means as the Tribunal may deem expedient.

#### Functioning of Municipal Planning Tribunal

78. (1) The meetings of the Tribunal must be held at such times and places as the chairperson may determine, which meetings must at least be held once per month, if there are applications to consider.
- (2) If the chairperson and the deputy chairperson fail to attend a meeting of the Tribunal, the members who are present at the meeting must elect one of their number to preside at that meeting.

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- (3) Any person who wishes to make a verbal representation to the Tribunal, must request the Tribunal Administrator in writing 14 days prior to the meeting.
- (4) The Chairperson of the Tribunal must consider and decide on the request and where approved of, impose any reasonable conditions the or she may deem fit.
- (5) Meetings of the Tribunal are to be open for the public.

### **Appeals**

- 79.**
- (1) The Council is the Appeal Authority in respect of decisions contemplated in sections 42(b), 44(1) 66(4) and 71(a) or (b).
  - (2) A person whose rights are affected by a decision of the Tribunal or an authorised employee or by the failure of the Tribunal or an authorised employee to take a decision within the period contemplated in sections 44 and 58, may appeal in writing to the Appeal Authority within 21 days of the decision or failure to take the decision.

### **Procedure for appeal**

- 80.**
- (1) An appeal that is not lodged within the time period contemplated in section 79 or that does not comply with this section, is invalid.
  - (2) An appeal must set out the grounds on which the appellant believes the decision-maker erred in coming to the conclusion it did.
  - (3) An applicant who lodges an appeal must simultaneously serve notice of the appeal on any person who commented on or objected to the application.
  - (4) The notice must be served in accordance with section 115 of the Municipal Systems Act and in accordance with the additional requirements as may be determined by the Municipality.
  - (5) The notice must allow the objectors 21 days from date of notification to comment on the appeal.
  - (6) The appellant must submit proof of notification, contemplated in subsections (3) and (4) to the Municipality, within 14 days of the date of notification.
  - (7) If an objector lodges an appeal, the Municipality must give notice of the appeal to the applicant within 14 days of receipt thereof.
  - (8) A person or body who has received notice of the appeal may comment on the appeal within 21 days of being notified.

- (9) If comments on the appeal are not lodged within the time period contemplated in subsection (8), it is considered that the party has no comment and consideration and determination of the appeal will proceed.
- (10) The Municipality, after receipt of an appeal—
- (a) may request the Provincial Minister to comment in writing on the appeal; and
  - (b) must notify and request the Provincial Minister to comment on the appeal in respect of the following land use applications:
    - (i) a development outside the Municipality's planned outer limit of urban expansion as reflected in its municipal spatial development framework;
    - (ii) if the Municipality has no approved municipal spatial development framework, a development outside the physical edge, including existing urban land use approvals, of the existing urban area;
    - (iii) a rezoning of land zoned for agricultural or conservation purposes;
    - (iv) any development or category of land use applications as may be prescribed by the Provincial Minister.
- (11) The authorised employee must draft a report assessing the appeal and submit it to the Appeal Authority within 30 days of receipt of the comments contemplated in subsection (8) and (10), as the case may be.
- (12) The Appeal Authority must decide on the appeal within 60 days from the expiry of the periods contemplated in subsection (8) or (10), as the case may be.
- (13) The parties to the appeal must be notified in writing of the decision of the Appeal Authority within 21 days from the date of the decision as contemplated in subsection 12.
- (14) The Municipality must, on receipt of an appeal in terms of this section—
- (a) indicate in writing whether or not the operation of the approval of the application is suspended;
  - (b) if a decision on the appeal upholds an approval, the applicant must be notified in writing that he or she can act on the approval.

*Note: With regard to subsection 14, the Municipality and any applicant must take cognisance of section 51(1) and (3) of the Land Use Planning Act.*

## CHAPTER IX

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## PROVISION OF ENGINEERING SERVICES

### Responsibility for provision of engineering services

81. (1) An applicant is responsible for the provision and installation of internal engineering services required for a development at his or her cost when an application is approved.
- (2) The Municipality is responsible for the provision and installation of external engineering services.
- (3) Where the Municipality is not the provider of an engineering service, the applicant must satisfy the Municipality that adequate arrangements have been made with the relevant service provider for the provision of that service.
- (4) The Municipality may enter into a written agreement with an applicant to provide that—
- (a) the applicant will install the external engineering service instead of payment of the applicable development charges; or
  - (b) the fair and reasonable cost of the external services may be set off against the development charges payable.

### Development charges

82. (1) The applicant must pay development charges to the Municipality in respect of the provision of external engineering services.
- (2) The external engineering services for which development charges are payable must be set out in an approved policy by the Municipality.
- (3) The amount of the development charges payable is calculated in accordance with the policy approved by the Municipality.
- (4) The date and means of development charges payable must be specified in the conditions of approval and may be specified but is not limited to payments before transfer or approval of buildings plans, whichever occurs first.
- (5) The development charge imposed is subject to escalation at the rate calculated in accordance with the policy on development charges.
- (6) The Municipality must annually submit a report to the Council on the amounts of development charges paid to the Municipality together with a statement of the expenditure of the amounts and the purpose of the expenditure.

*Note: The calculation and policy on development charges, contemplated in subsection (3), must take cognisance of section 40(3) to (6) of the Land Use Planning Act, which provides criteria for the determination of development charges.*

### Land for parks, open space and other uses

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83. (1) When the Municipality approves a development application which provides for the use of land for residential purposes, the applicant may be required to provide land for parks or public open space.
- (2) The extent of land required for parks or public open space is determined in accordance with the policy approved by the Municipality.
- (3) The land required for parks or public open spaces must be provided within the land area of the development application or may, with the consent of the Municipality, be provided elsewhere within the municipal area.
- (4) Where a development application is approved without the required provision of land for parks or open space, the applicant may be required to pay money to the Municipality in lieu of the provision of land.

## CHAPTER X ENFORCEMENT

### Enforcement

84. (1) The Municipality must comply and enforce compliance with—
- (a) the provisions of this By-law;
  - (b) the provisions of a zoning scheme By-law;
  - (c) conditions imposed in terms of this By-law or previous planning legislation; and
  - (d) title deed conditions.
- (2) The Municipality may not do anything that is in conflict with subsection (1).

### Offences and penalties

85. (1) Any person who—
- (a) contravenes or fails to comply with section 16(1) or 97(6), (7), (8) or (11);
  - (b) fails to comply with a compliance notice issued in terms of section 86;
  - (c) utilises land in a manner other than that prescribed by a zoning scheme;
  - (d) upon registration of the first land unit arising from a subdivision, fails to transfer all common property, including private roads and private places originating from the subdivision, to the owners' association;

- (e) supplies particulars, information or answers in an application or in an appeal to a decision on a land development application, knowing it to be false, incorrect or misleading or not believing them to be correct; or
- (f) falsely professes to be an authorised official or the interpreter or assistant of an authorised employee
- (g) hinders or interferes an authorised employee in the exercise of any power or the performance of any duty of that employee,

is guilty of an offence and is liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment.

- (2) An owner who permits land to be used in a manner set out in subsection (1)(b) and who does not cease that use or take reasonable steps to ensure that the use ceases, or who permits a person to breach the provisions of a zoning scheme, is guilty of an offence and liable upon conviction to a fine or imprisonment for a period not exceeding 20 years or to both a fine and such imprisonment.
- (3) A person convicted of an offence under this By-law who, after conviction, continues with the action in respect of which he or she was so convicted, is guilty of a continuing offence and liable upon conviction to imprisonment for a period not exceeding three months or to an equivalent fine or to both such fine and imprisonment, in respect of each day on which he or she so continues or has continued with that act or omission.
- (4) A Municipality must, as part of its tariff structure, adopt fines and contravention penalties to be imposed in the enforcement of this By-law.

#### **Compliance notice served on persons suspected of certain offences**

- 86. (1) The Municipality must serve a compliance notice on a person if it has reasonable grounds to suspect that the person or owner is guilty of an offence contemplated in terms of section 85.
- (2) A compliance notice must direct the owner to cease the unlawful land use or construction activity or both, forthwith or within the time period determined by the Municipality and may include an instruction to—
  - (a) demolish unauthorised building work and rehabilitate the land or restore the building as the case may be to its original form within 30 days or such other time period determined by the Municipal Manager; or

- (b) submit an application in terms of this By-law within 30 days of the service of the compliance notice and pay the contravention penalty.
- (3) No person who has received a compliance notice with an instruction contemplated in subsection (2)(a) is permitted to submit an application in terms of subsection (2)(b).
- (4) An instruction to submit an application in terms of subsection (2)(b) must not be construed as an indication that the application will be approved.
- (5) In the event that the application submitted in terms of subsection (2)(b) is refused, the owner must demolish the unauthorised work.
- (6) Any person who receives a compliance notice in terms of section 86 may lodge representations to the Municipality within 30 days of receipt of the notice.

#### **Content of a compliance notice**

- 87.** (1) A compliance notice must—
- (a) identify the person to whom it is addressed;
  - (b) describe the activity concerned and the land on which it is being carried out;
  - (c) state that the activity is illegal and inform the person of the particular offence contemplated in section 85 which that person allegedly has committed or is committing through the carrying on of that activity;
  - (d) the steps that the person must take and the period within which those steps must be taken;
  - (e) anything which the person may not do, and the period during which the person may not do it;
  - (f) provide for an opportunity for a person to lodge representations contemplated in terms of section 86 with the contact person stated in the notice;
  - (g) issue a warning to the effect that—
    - (i) the person could be prosecuted for and convicted of an offence contemplated in section 85;

- (ii) on conviction of an offence, the person will be liable for the penalties as provided for;
  - (iii) the person could be required by an order of court to demolish, remove or alter any building, structure or work illegally erected or constructed or to rehabilitate the land concerned or to cease the activity;
  - (iv) in the case of a contravention relating to a consent use or temporary departure, the approval could be withdrawn;
  - (v) in the case of an application for authorisation of the activity or development parameter, that a contravention penalty including any costs incurred by the Municipality, will be imposed;
- (2) Any person who receives a compliance notice must comply with that notice within the time period stated in the notice unless the Municipality has agreed to suspend the operation of the compliance notice in terms of section 88.

#### **Objections to a compliance notice**

- 88.** (1) Any person or owner who receives a compliance notice in terms of section 86 may object to the notice by making representations, in writing, to the Municipal Manager within 30 days of receipt of the notice.
- (2) Subject to the consideration of any objections or representations made in terms of subsection (1) and any other relevant information, the Municipal Manager—
- (a) may suspend, confirm, modify or cancel a notice or any part of the notice; and
  - (b) must specify the period within which the person who received the notice must comply with any part of the notice that is confirmed or modified.

#### **Failure to comply with compliance notice**

- 89.** If a person fails to comply with a compliance notice the Municipality may—
- (a) lay a criminal charge against the person;
  - (b) apply to the High Court for an order restraining that person from continuing the illegal activity, to demolish, remove or alter any building, structure or work illegally erected or constructed without the payment of compensation or to rehabilitate the land concerned; or

- (c) in the case of a temporary departure or consent use, the Municipality may withdraw the approval granted and then act in terms of section 86.

#### **Urgent matters**

90. (1) In cases where an activity must be stopped urgently, the Municipality may dispense with the procedures set out above and issue a compliance notice calling upon the person or owner to cease immediately.
- (2) Should the person or owner fail to cease immediately, the Municipality may apply to the High Court for an urgent interdict or any other relief necessary.

#### **Subsequent application for authorisation of activity**

91. (1) When instructed to rectify or cease an unlawful land use or building activity, a person may make an application to the Municipality for any land development contemplated in section 16.
- (2) The applicant must, within 30 days after approval is granted, pay to the Municipality a contravention penalty in the amount determined by the Municipality in accordance with its by-law on tariffs.

#### **Power of entry for enforcement purposes**

92. (1) An authorised employee may, with the permission of the occupier or owner of land, at any reasonable time, and without a warrant, and without previous notice, enter upon land or enter a building or premises for the purpose of ensuring compliance with this By-law.
- (2) Access to the land, building or premises must be given within 24 hours of the request contemplated in subsection (1) being made.
- (3) An authorised employee must be in possession of proof that he or she has been designated as an authorised employee for the purposes of this By-law.
- (4) An authorised employee may be accompanied by an interpreter, a police official or any other person who may be able to assist with the inspection.

#### **Power and functions of an authorised employee**

93. (1) In ascertaining compliance with this By-law as contemplated in section 82, an authorised employee may—

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- (a) question any person on that land who, in the opinion of the authorised employee may be able to furnish information on a matter to which this By-law relates.
- (b) question any person about any act or omission in respect of which there is a reasonable suspicion that it might constitute—
  - (i) an offence in terms of this By-law;
  - (ii) a breach of such law; or
  - (iii) a breach of an approval or a term or condition of such approval.
- (c) take photographs for the purpose of his or her investigation;
- (d) question a person about any structure, object, document, book or record or inspect any written or electronic information or object which may be relevant for the purpose of subsection (1);
- (e) copy or make extracts from any document, book or record or any written or electronic information referred to in paragraph (d) remove such document, book, record or written or electronic information in order to make copies or extracts;
- (f) require a person to produce or deliver to a place specified by the authorised employee, any document, book or record or any written or electronic information referred to in paragraph (c) for inspection.
- (g) examine any such book, record or other document or make a copy thereof or an extract therefrom;
- (h) require from such a person an explanation of any entry in such book, record or other document;
- (i) inspect any article, substance, plant or machinery which is or was on the land, or any work performed on the land or any condition prevalent on the land or remove for examination or analysis any article, substance, plant or machinery or a part of sample thereof;
- (j) take photographs or make audio visual recordings of anything or any person that is relevant for the purposes of an investigation or for a routine inspection.
- (k) seize any such book, record or other document or any such article, substance, plant or machinery or a part or sample thereof which in his opinion may serve as evidence at the trial of any person charged with an offence under this By-law or the common law; provided that the user

of such article, substance, plant or machinery in the building or on the land concerned may make copies of such book, record or document before such seizure;

- (l) direct any person to appear before him or her at such time and place as may be determined by him or her and question such person on any matter to which relates to this By-law;
- (2) When an authorised employee removes or seizes any article, substance, plant or machinery, book, record or other document as contemplated above, he or she must issue a receipt to the owner or person in control thereof.
- (3) An authorised employee may not have a direct or indirect personal or private interest in the matter to be investigated.

#### **Warrant of entry for enforcement purposes**

- 94.** (1) A magistrate for the district in which the land is situated may, at the request of the Municipality, issue a warrant to enter upon the land or building or premises if the—
- (a) prior permission of the occupier or owner of land cannot be obtained after reasonable attempts; or
  - (b) purpose of the inspection would be frustrated by the prior knowledge thereof.
- (2) A warrant referred to in subsection (1) may be issued by a judge of a High Court or by a magistrate who has jurisdiction in the area where the land in question is situated, and may only be issued if it appears to the judge or magistrate from information on oath that there are reasonable grounds for believing that—
- (a) an authorised employee has been refused entry to land or a building that he or she is entitled to inspect;
  - (b) an authorised employee reasonably anticipates that entry to land or a building that he or she is entitled to inspect will be refused;
  - (c) there are reasonable grounds for suspecting that a contravention contemplated in section 85 has occurred and an inspection of the premises is likely to yield information pertaining to that contravention; or
  - (d) the inspection is reasonably necessary for the purposes of this By-law.
- (3) A warrant must specify which of the acts mentioned in section 93 may be performed under the warrant by the person to whom it is issued and
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authorises the Municipality to enter upon the land or to enter the building or premises and to perform any of the acts referred to in section 93 as specified in the warrant on one occasion only, and that entry must occur—

- (a) within one month of the date on which the warrant was issued; and
- (b) at a reasonable hour, except where the warrant was issued on grounds of urgency.

#### **Regard to decency and order**

**95.** The entry of land, a building or structure under this Chapter must be conducted with strict regard to decency and order, which must include regard to—

- (a) a person's right to respect for and protection of his or her dignity;
- (b) the right to freedom and security of the person; and
- (c) the right to a person's personal privacy.

#### **Enforcement litigation**

**96.** Whether or not a Municipality has instituted proceedings against a person for an offence contemplated in section 86, the Municipality may apply to the High Court for an order compelling that person to—

- (a) demolish, remove or alter any building, structure or work illegally erected or constructed;
- (b) rehabilitate the land concerned;
- (c) compelling that person to cease with the unlawful activity; or
- (d) any other appropriate order.

### **CHAPTER XI MISCELLANEOUS**

#### **Naming and numbering of streets**

**97.** (1) If as a result of the approval of a development application, streets or roads are created, whether public or private, the Municipality must approve the naming

of the street and must allocate a street number for each of the erven or land units located in such street or road.

- (2) The proposed names of the streets and numbers must be submitted as part of an application for subdivision.
- (3) In considering the naming of streets, the Municipality must take into account the relevant policies relating to street naming and numbering.
- (4) The Municipality must in writing inform the Surveyor-General of the of the approval of new street names as a result of the approval or amendment of subdivision plans, as contemplated in subsection (1) a street name which is indicated on an approved general plan within 30 days of the approval thereof.

**Repeal**

**98.** The by-laws listed in the Schedule are repealed.

**Short title and commencement**

- 99.**
- (1) This By-law is called the By-law on Municipal Land Use Planning.
  - (2) This By-law comes into operation on the date that the Land Use Planning Act comes into operation in the municipal area of the Municipality.

**SCHEDULE 1**

**Repeal of by-laws by section 95**

Each Municipality to insert relevant information here


## SCHEDULE 2

### Code of conduct for members of the Municipal Planning Tribunal

#### General conduct

1. A member of the Municipal Planning Tribunal must at all times—
  - (a) act in accordance with the principles of accountability and transparency;
  - (b) disclose his or her personal interests in any decision to be made in the planning process in which he or she serves, or has been requested to serve;
  - (c) abstain completely from direct or indirect participation as an advisor or decision-maker in any matter in which he or she has a personal interest, and leave any chamber in which such matter is under deliberation, unless the personal interest has been made a matter of public record and the Council has given written approval and has expressly authorised his or her participation.

#### Gifts

2. A member of the Municipal Planning Tribunal may not receive or seek gifts, favours or any other offer under circumstances in which it might reasonably be inferred that the gifts, favours or offers were intended or expected to influence a participant's objectivity as an advisor or decision-maker in the planning process.

#### Undue influence

3. A member of the Municipal Planning Tribunal may not—
  - (a) use the power of any office to seek or obtain special advantage that is not in the public interest;
  - (b) use confidential information acquired in the course of his or her duties to further a personal interest;
  - (c) disclose confidential information acquired in the course of his or her duties unless required by law to do so or by circumstances to prevent substantial injury to third persons; and
  - (d) commit a deliberately wrongful act which reflects adversely on the Tribunal, the Municipality, government at large, or the planning profession by seeking business by stating or implying that he or she is prepared, willing or able to influence decisions by improper means.

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