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## TECHNICAL SERVICES DEPARTMENT

Dear Resident

### **MUNICIPAL AREA OF MKHAMBATHINI (KZ 226): BUILDING STANDARDS**

Your attention is drawn to the requirements of the National Building Regulations and Building Standards Act No. 103 of 1977, as amended. These Regulations govern and confine development to a universal standard applicable throughout the Republic of South Africa. As a registered owner of property within the promulgated boundaries of Mkhambathini Municipality, your options are restricted to the requirements of these Regulations which are utilitarian and pioneered with the sole purpose of your protection as well as the general public.

The above Regulations are read in concurrence with the SABS 0400 code of practice which ensures that all workmanship in the erection of any building shall be in accordance with sound building practice. This code also caters for the process of plan approvals where adherence to the fundamental issues pertaining to construction methods is corroborated.

Mkhambathini Municipality is the legal and recognized local authority for the area of Mkhambathini. As custodians of the National Building Regulations, it is the responsibility of Mkhambathini's Building Inspectorate to enforce the current Regulations and Legislation to the benefit of the respective communities, and to ensure that building standards are maintained and construction is undertaken in an orderly fashion.

This letter serves to inform you, as a registered property owner within Mkhambathini that the following standards and procedure will apply in respect of any new building work or proposed improvements to your vacant or occupied premises.

1. All building plans will be adjudicated in terms of the National Building Regulations and Standards Act No. 103 of 1977, as amended.
2. Any deviation from the National Building Regulations as well as reduced standards will require the authority of the Mkhambathini Municipality.
3. One dwelling and an outbuilding is permissible on all properties.
4. All plans and particulars prepared by your architect/draughtsman must be submitted at our local municipal office.

Should you have any queries or doubts as to which regulations will apply to your property, do not hesitate to contact the Building Inspector through the Mkhambathini Municipal Offices.

Yours faithfully

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**GS MKHIZE**  
**TECHNICAL SERVICES MANAGER**

# **MKHAMBATHINI MUNICIPALITY**

## **BUILDING PLANS: TOWN PLANNING AND PLAN SUBMISSION REQUIREMENTS**

This information sheet is a guide to the Town Planning and Building Inspectorate requirements regarding the submission of building plans.

Many plans are referred back to the applicant because of insufficient information. This leads to lengthy and costly delays in the approval of plans.

### **SOME GENERAL POINTS:**

- (a) DISCUSS YOUR PROPOSAL WITH THE TECHNICAL MANAGER AND BUILDING INSPECTOR BEFORE SUBMISSION, if you have any doubts or queries concerning town planning or building requirements.
  
- (b) ALL THE REQUIRED INFORMATION SHOULD BE CLEARLY AND NEATLY INDICATED ON THE PLANS, except where separate written submissions are required. It is common sense that a neat, well presented plan will create less confusion and delay than an incomplete illegible plan.

#### **• Submission Requirements**

- Five (5) paper copies, ALL in colour;
- All required information to be indicated as per attached check list;
- Professional Engineer's appointment may be required;
- Geotech information for septic tank systems.

#### **• Building Lines**

- Front side and rear building lines to be clearly indicated and dimensioned;
- Council is empowered in certain circumstances to relax a building line.
- If any building line is violated the plan will not be approved unless relaxation of the building line has been approved. If you have applied for a relaxation, please note this on the plan.

· **Parking and Loading Bays:**

- Parking bays to be provided in terms of the size and quantity requirements as per the respective Town Planning Schemes;
- Bays for all commercial vehicles in industrial and commercial zones to be indicated as well as for employees/customers;
- Turning space and loading areas on the site for commercial vehicles to be indicated.

· **Vehicular Circulation:**

- Indicate entry and exit points;
- Use arrows to show on-site traffic flow and circulation pattern on industrial, commercial and general/intermediate residential sites.

· **Site Plan**

- When applying for outbuilding/granny flat, elevations of existing dwellings must be shown so that harmonious finishes can be judged;
- Indicate boundaries of adjacent properties and respective Erf numbers;
- Indicate locality and extent of buildings on adjacent properties;
- All existing and proposed buildings on site to be indicated and designated;
- Indicate site dimensions, corner levels and contours;
- Indicate driveways, entrance and exit points;
- Proposed/existing sewer and storm water layout to be shown;
- Indicate road and verge widths;
- Indicate positioning of all Servitudes and Rights of Way;
- Show all building lines and dimensions.

· **Schedule of Area:**

- Indicate floor areas and coverage on the plan, preferably adjacent to the site plan.

Example:

Area of Site	.....m <sup>2</sup>	
Coverage permitted	.....m <sup>2</sup>	.....%
Existing	.....m <sup>2</sup>	.....%
Proposed	.....m <sup>2</sup>	
Total	.....m <sup>2</sup>	.....%

FAR	Permitted	.....m <sup>2</sup>	..... (ratio)
	Existing	.....m <sup>2</sup>	..... (ratio)
	Proposed	.....m <sup>2</sup>	..... (ratio)
	Total	.....m <sup>2</sup>	..... (ratio)

- Council's relevant Town Planning Schemes to be consulted to determine which structure types are excluded or included in the above coverages and FAR's (Floor Area Ratio).

- **Industrial Development:**

List the number and particulars of each business to occupy the premises - SHOULD BE SUBMITTED - and should include the following:-

- Nature of the proposed trade or business;
- Details of the raw materials to be used;
- Details of the processes to be carried on;
- Details of the product, by-products and waste materials;
- The number of persons to be employed.

- **Change of Use:**

- Any change of use of buildings from the purpose for which it was used or developed, requires the Council's written authority.

- **Demolishing of Buildings:**

- No owner of any site shall demolish any building without the prior written permission of the Council.
- All buildings older than 60 years are protected by the KwaZulu Natal Heritage Act of 1997.

**Trees and Landscaping:**

- Substantial/significant existing trees on the site or its frontage are to be indicated;
  - Trees to be retained are to be indicated;
- Landscaping proposal and protection of any areas of environment value may be required on any significant development.

## **REQUIREMENTS FOR THE SUBMISSION OF BUILDING PLANS**

The following documentation must be furnished with all building applications:

1. Copy of current Title Deed
2. 5 copies of the plans – ALL in colour
2. The TP1 application form is to be completed in full, duly signed by the owner or agent; all building plans are to be signed by the owner or letter authorizing the agent to sign
3. Form TP2 to be completed by applicant.
4. For a relaxation of building lines/side space a BC21 and BC22 form must be completed
5. Copy of Survey General Diagram
6. A BC16 is to be completed by a certified engineer (only if necessary)

On no account will plans be accepted by Council staff unless all the above documents have been attached and completed in all respects.

Your co-operation in this matter will be appreciated and will help expedite the process of the approval of building plans.

Yours faithfully

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**GS MKHIZE**  
**TECHNICAL SERVICES MANAGER**

## CHECKLIST

APPLICANT: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

### GENERAL:

1. Plan size to be metric
2. Copies: 4 paper
3. 2 copies to be in colour
4. Plans signed by owner
5. Plans signed by architect
6. Full name of owner
7. Full name of designer
8. Full title of project
9. Property description correct
10. Physical address of property
11. Copy of Title Deeds
12. Copy of SG diagram
13. All scales shown & correct
14. Schedule of area: site proposed & exist.
15. Application form completed
16. Fees paid
17. Approval of homeowner's association
18. Letter from designated responsible person
19. Engineer's form completed
20. Geotechnical report, if required
21. Power of Attorney completed

### SWIMMING POOL:

22. Plan section, site plan
23. Structural engineer appointed
24. Pump and filter location
25. Safety fence and gate

### SITE PLAN:

26. Proposed/existing building shown & designated
27. Boundary dimensions
28. Corner levels/contours
29. Adjoining Lot numbers
30. Building lines
31. Show dimensions servitudes or ROW
32. Adjoining roads shown & named
33. North point
34. Verge shown
35. Driveway & steps shown
36. Proposed & existing sewer layout
37. Evapo-transpiration area
38. Storm water disposal shown
39. Setting up dimensions shown
40. Banks shown
41. Sewer main connection

### FLOOR PLANS:

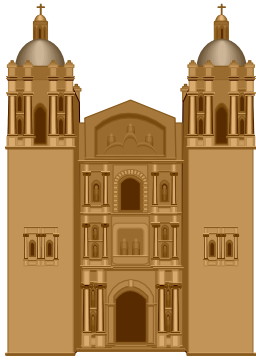
42. All floors designated
43. All rooms designated
44. All rooms dimensioned
45. Wall thickness shown
46. Stairs dimensioned
47. Passage widths dimensioned
48. Overall building dimensions
49. Proposed/existing work clear
50. Proposed/existing drainage, sewer, etc
51. Section lines
52. Window sizes & references
53. Room areas
54. Floor levels
55. Roof overhang
56. Fireplace dimensioned

### SECTIONS:

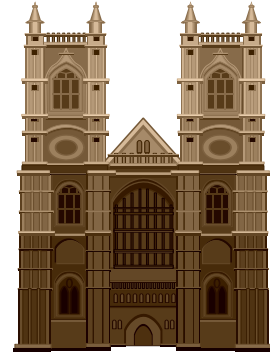
57. Section lines correct
58. Ceiling heights
59. All rooms designated
60. Foundations dimensioned
61. Floor construction shown
62. Damp proof course indicated
63. Ant guard/soil poisoning
64. Roof design & construction
65. Gang nailed trusses – professional engineer to certify
66. Roof pitch
67. All construction material indicated
68. Full driveway section
69. Full sewer section
70. Levels including N.G.L.

### ELEVATIONS:

71. Full elevations provided
72. Finishes to elevations
73. Roof covering
74. Doors & windows
75. Opening section to windows
76. Plumbing on all elevations
77. Full VP & septic tank system
78. Rainwater gutters & down pipes
79. Heights of screen walls/boundary walls
80. Natural ground level
81. Chimney 1 meter above roof level



ALL BUILDINGS



of 60 years and older are protected by the KwaZulu  
Natal Heritage Act of 1997.

No demolition, addition or alteration of any  
protected building may be undertaken without the  
consent of Amafa.

Application for a permit to alter or demolish a  
protected building is available from:

AMAFI AKWAZULU NATALI  
P O BOX 2685  
PIETERMARITZBURG  
3200  
(033) 394 6543

