

Forms

<u>Description</u>	<u>Annexure</u>	<u>Definition</u>
1.0 Health & Safety Board	Annexure A	
2.0 Professional Board Application	Annexure B	
3.0 Builders Board Application	Annexure C	
4.0 Land Surveyors Certificates		
i. Building Form Certificate	Annexure D	Certifying that the building is set out according approved plan
ii. First Height Certificate	Annexure E	Certifying that the wall plate is at the prescribe height in terms of the Regulations.
iii. Second Height Certificate	Annexure F	Certifying that the top of ridge of primary and secondary roof forms is at the prescribe height in terms of the Regulations.
5.0 ARC Inspection Certificate		
i. Ground Works	Annexure G	Principal Agent to notify the ARC after the foundations have been excavated and prior to casting of concrete. <u>Annexure D</u> to be presented with <u>Annexure G</u>
ii. Wall plate	Annexure H	Principal Agent to notify the ARC when the building work has reached wall plate height. <u>Annexure E</u> to be presented with <u>Annexure H, L and M</u>
iii. Roof	Annexure I	Principal Agent to notify the ARC on completion of the roof covering of the primary building form has been completed. <u>Annexure F</u> to be presented with <u>Annexure I, N and O</u>
iv. Final	Annexure J	All Annexure/s D to O
v. Compliance Certificate	Annexure K	Prior to Municipal Occupation Certificate the Principal Agent must obtain a Compliance Certificate from the LMHOA.
6.0 Engineers Forms		
i. Foundations	Annexure L	
ii. Surface Bed	Annexure M	
iii. Concrete Slab, beams, staircase	Annexure N	
iv. Roof	Annexure O	

ANNEXURE D

LAND SURVEYORS CERTIFICATE

Building Form

I, of
(name of Professional Land Surveyor) (name of Practice)

hereby certify that I have inspected the property known as Erf Stellenbosch, known as Longlands Estate and that –

- a. I have set out the Building Form as per the approved plan;
- b. That the approved plan holds the Approval Stamp of (i) Longlands Home Owners Association, and (ii) Municipality.

.....
Signature of Professional Land Surveyor

.....
Date

.....
Professional Registration Number

Address
.....
..... code

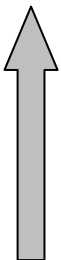
Tel
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Fax
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Diagram

Scale 1: 500

TN



ANNEXURE E

LAND SURVEYORS CERTIFICATE

First Height Certificate - Wall Plate

I, of
(name of Professional Land Surveyor) (name of Practice)

hereby certify that I have inspected the property known as Erf Stellenbosch, known as Longlands Estate and that –

- c. I have determined that the height of the wall plate of the Double Storey Building Form has not exceeded the maximum height of the wall plate from the finish floor level of 5500 mm;
- d. I have determined that the height of the wall plate of the Single Storey Building Form has not exceeded the maximum height of the wall plate from the finish floor level of 3000 mm;

.....
Signature of Professional Land Surveyor

.....
Date

.....
Professional Registration Number

Address

.....

..... code

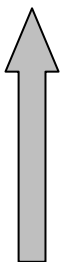
Tel

Fax

Diagram

Scale 1: 500

TN



ANNEXURE F

LAND SURVEYORS CERTIFICATE
Second Height Certificate - Roof Height

I, of
(name of Professional Land Surveyor) *(name of Practice)*

hereby certify that I have inspected the property known as Erf Stellenbosch, known as Longlands Estate and that –

- e. I have determined that the height of the roof of the Double Storey Building Form has not exceeded the maximum height of the roof from the finish floor level of 8500 mm;
- f. I have determined that the height of the roof of the Single Storey Building Form has not exceeded the maximum height of the roof from the finish floor level of 6000 mm;

.....
Signature of Professional Land Surveyor

.....
Date

.....
Professional Registration Number

Address

.....

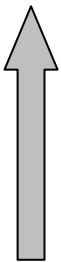
..... code

Tel

Fax

Diagram
Scale 1: 500

TN



REGISTERED OWNER

ERF No

ARCHITECT/ PRINCIPAL

CONTACT DETAILS Tel/Cell/E-mail

INSEPTION CHECK LIST

HEADING	DESCRIPTION	STATUS	COMMENT
Site	Office, Store Room		
	Concealed Dump Site		
	Sand covered		
	Road Clean/Kerb		
	Fence		
Foundation	Annexure D		
	Surveyor Pegs		
	Datum level		
	Approved Plans		
Services	Water Connection		
	Sewerage Connection		
	Electrical Connection		
Signage	Contractors Board		
	Professional Board		
	Health & Safety		
Architect	Present		
General			

Form to be faxed to (021) 914 – 5962 or e-mailed to info@bpas.co.za 7 (seven) days in advance. The ARC will confirm an appointment between 8:00 am and 10:00 am on site to inspect. The original form to be on site for completion by the ARC representative. This document to be submitted with Form 5, Annexure K for the issue of the Completion Certificate.

.....
**SIGNATURE BY
ARC REPRESENTATIVE**

...../...../.....
INSPECTION DATE

Proceed works	<input type="checkbox"/>
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<input type="checkbox"/>	Rectify works
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<input type="checkbox"/>	Stop work
--------------------------	-----------

REGISTERED OWNER

ERF No

ARCHITECT/ PRINCIPAL

CONTACT DETAILS Tel/Cell/E-mail

INSEPTION CHECK LIST

HEADING	DESCRIPTION	STATUS	COMMENT
Previous Inspection	1.		
	2.		
	3.		
Administration	Annexure E, L & M		
Attendance	Architect		
	Contractor		
Construction	Wall plate height A		
	Wall plate Height B		
	Wall plate Height C		
	Window Openings		
Building Form	Building Lines		
	Fill (highest point)		
Building Elements	Chimney		
	Boundary Walls		
	Pergolas		
Site	Office, Store Room		
	Concealed Dump Site		
	Sand covered		
	Road Clean/Kerb		
	Fence		
General			

Form to be faxed to (021) 914 – 5962 or e-mailed to info@bpas.co.za 7 (seven) days in advance. The ARC will confirm an appointment between 8:00 am and 10:00 am on site to inspect. The original form to be on site for completion by the ARC representative. This document to be submitted with Form 5, Annexure K for the issue of the Completion Certificate.

.....

**SIGNATURE BY
ARC REPRESENTATIVE**

...../...../.....

INSPECTION DATE

Proceed works

Rectify works

Stop work

REGISTERED OWNER

ERF No

ARCHITECT/ PRINCIPAL

CONTACT DETAILS Tel/Cell/E-mail


INSEPTION CHECK LIST


HEADING	DESCRIPTION	STATUS	COMMENT
Previous Inspection	1.		
	2.		
	3.		
Administration	Annexure F, N & O		
Attendance	Architect		
	Contractor		
Roof	Roof height		
Building Elements	Roof material		
	Plaster		
	Cladding		
Site	Office, Store Room		
	Concealed Dump Site		
	Sand covered		
	Road Clean/Kerb		
	Fence		
General			


Form to be faxed to (021) 914 – 5962 or e-mailed to info@bpas.co.za 7 (seven) days in advance. The ARC will confirm an appointment between 8:00 am and 10:00 am on site to inspect. The original form to be on site for completion by the ARC representative. This document to be submitted with Form 5, Annexure K for the issue of the Completion Certificate.

.....
**SIGNATURE BY
ARC REPRESENTATIVE**

...../...../.....
INSPECTION DATE

Proceed works 

 Rectify works

 Stop work

REGISTERED OWNER

ERF No

ARCHITECT/ PRINCIPAL

CONTACT DETAILS Tel/Cell/E-mail


INSEPTION CHECK LIST


HEADING	DESCRIPTION		HEADING	DESCRIPTION	
Administration	Annexure D to O				
Attendance	Architect				
	Contractor				
Building Plans	As-Build				
Building Elements	Roof, gutters, DP				
	Pergolas				
	Wall Lights				
	Window				
	Doors			Air conditioner	
	Balustrades			Road/ Kerb	
	Primary Colour			Dish/Antenna	
	Secondary Colour			Driveway	
	Cladding			Service yard	
	Chimney/s			Landscaping	
	Yard Gates			Building material	
			Connections	Water meter	
				Sewer Cover	
				Gas meter	
				Communication	
				Rainwater	
General					


Form to be faxed to (021) 914 – 5962 or e-mailed to info@bpas.co.za 7 (seven) days in advance. The ARC will confirm an appointment between 8:00 am and 10:00 am on site to inspect. The original form to be on site for completion by the ARC representative. This document to be submitted with Form 5, Annexure K for the issue of the Completion Certificate.

.....
**SIGNATURE BY
ARC REPRESENTATIVE**

...../...../.....
INSPECTION DATE

Completed	
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	Rectify works
---	---------------

	Completed
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ANNEXURE L

**NATIONAL BUILDING REGULATIONS
AND BUILDING STANDARDS ACT , 103 (1977)**

COMPLETION CERTIFICATE

in terms of section 14(2A) of the Act

by

APPOINTED PROFESSIONAL ENGINEER

TO ARCHITECTURAL REVIEW COMMITTEE OF LONGLANDS MASTER HOME OWNERS ASSOCIATION
AND BUILDING CONTROL OFFICER

Stellenbosch Municipality

Building Plan No.

DESCRIPTION	New Dwelling
ERF No.	ERF
TOWNSHIP	Stellenbosch
STREET ADDRESS	Polkadraai Drive

I, of
(*name of Professional Engineer*) (*name of Engineering Practice*)

Hereby certify as required by section 14(2A) of the National Building Regulations and Building Standards Act, 1977 (act No 103 of 1977) that as far as our inspections revealed the structural system (**Foundations**) for the above project had been completed in accordance with applications in respect of which approval was granted in terms of Section 7 of the Act.

.....
Signature of Professional Engineer

.....
Date

.....
Professional Registration Number

Address

.....

..... code

Tel

Fax

ANNEXURE M

**NATIONAL BUILDING REGULATIONS
AND BUILDING STANDARDS ACT , 103 (1977)**

COMPLETION CERTIFICATE

in terms of section 14(2A) of the Act

by

APPOINTED PROFESSIONAL ENGINEER

TO ARCHITECTURAL REVIEW COMMITTEE OF LONGLANDS MASTER HOME OWNERS ASSOCIATION
AND BUILDING CONTROL OFFICER

Stellenbosch Municipality

Building Plan No.

DESCRIPTION	New Dwelling
ERF No.	ERF
TOWNSHIP	Stellenbosch
STREET ADDRESS	Polkadraai Drive

I, of
(*name of Professional Engineer*) (*name of Engineering Practice*)

Hereby certify as required by section 14(2A) of the National Building Regulations and Building Standards Act, 1977 (act No 103 of 1977) that as far as our inspections revealed the structural system (**Surface Bed**) for the above project had been completed in accordance with applications in respect of which approval was granted in terms of Section 7 of the Act.

.....
Signature of Professional Engineer

.....
Date

.....
Professional Registration Number

Address
.....
..... code

Tel
.....

Fax
.....

ANNEXURE N

**NATIONAL BUILDING REGULATIONS
AND BUILDING STANDARDS ACT , 103 (1977)**

COMPLETION CERTIFICATE

in terms of section 14(2A) of the Act

by

APPOINTED PROFESSIONAL ENGINEER

TO ARCHITECTURAL REVIEW COMMITTEE OF LONGLANDS MASTER HOME OWNERS ASSOCIATION
AND BUILDING CONTROL OFFICER

Stellenbosch Municipality

Building Plan No.

DESCRIPTION	New Dwelling
ERF No.	ERF
TOWNSHIP	Stellenbosch
STREET ADDRESS	Polkadraai Drive

I, of
(*name of Professional Engineer*) (*name of Engineering Practice*)

Hereby certify as required by section 14(2A) of the National Building Regulations and Building Standards Act, 1977 (act No 103 of 1977) that as far as our inspections revealed the structural system (**Concrete Slab, Staircase, beams, columns etc**) for the above project had been completed in accordance with applications in respect of which approval was granted in terms of Section 7 of the Act.

.....
Signature of Professional Engineer

.....
Date

.....
Professional Registration Number

Address
.....
..... code

Tel
.....

Fax
.....

ANNEXURE O

**NATIONAL BUILDING REGULATIONS
AND BUILDING STANDARDS ACT , 103 (1977)**

COMPLETION CERTIFICATE

in terms of section 14(2A) of the Act

by

APPOINTED PROFESSIONAL ENGINEER

TO ARCHITECTURAL REVIEW COMMITTEE OF LONGLANDS MASTER HOME OWNERS ASSOCIATION
AND BUILDING CONTROL OFFICER

Stellenbosch Municipality

Building Plan No.

DESCRIPTION	New Dwelling
ERF No.	ERF
TOWNSHIP	Stellenbosch
STREET ADDRESS	Polkadraai Drive

I, of
(*name of Professional Engineer*) (*name of Engineering Practice*)

Hereby certify as required by section 14(2A) of the National Building Regulations and Building Standards Act, 1977 (act No 103 of 1977) that as far as our inspections revealed the structural system (**Roof**) for the above project had been completed in accordance with applications in respect of which approval was granted in terms of Section 7 of the Act.

.....
Signature of Professional Engineer

.....
Date

.....
Professional Registration Number

Address

.....

..... code

Tel

Fax