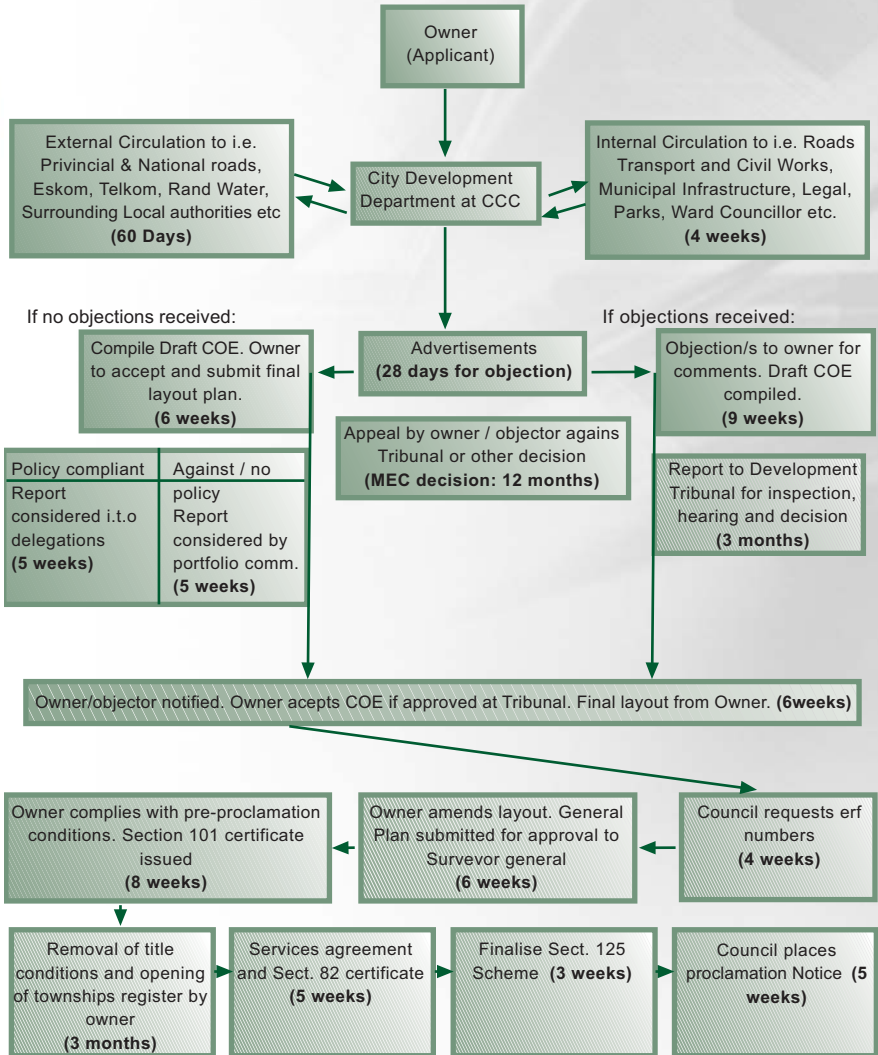


F1. TOWNSHIP ESTABLISHMENT

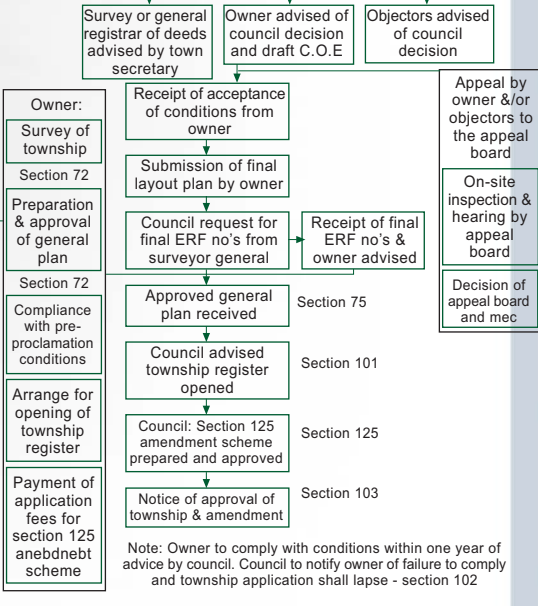
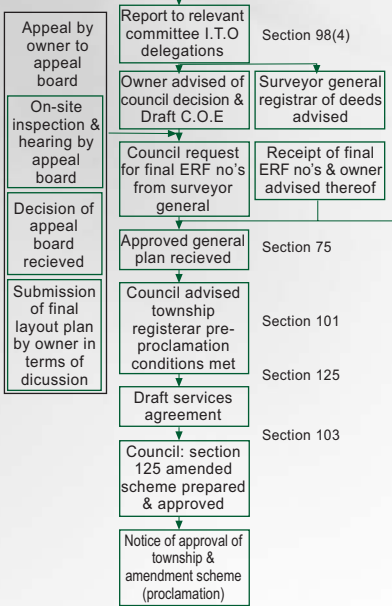
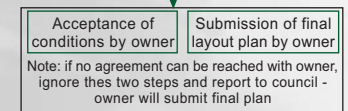
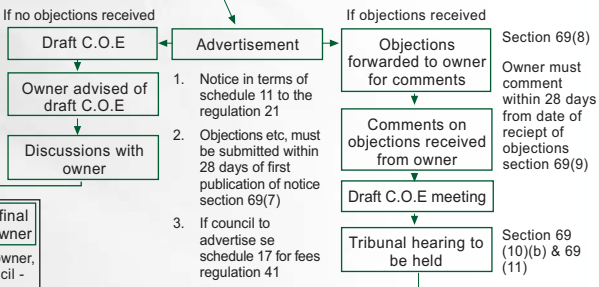
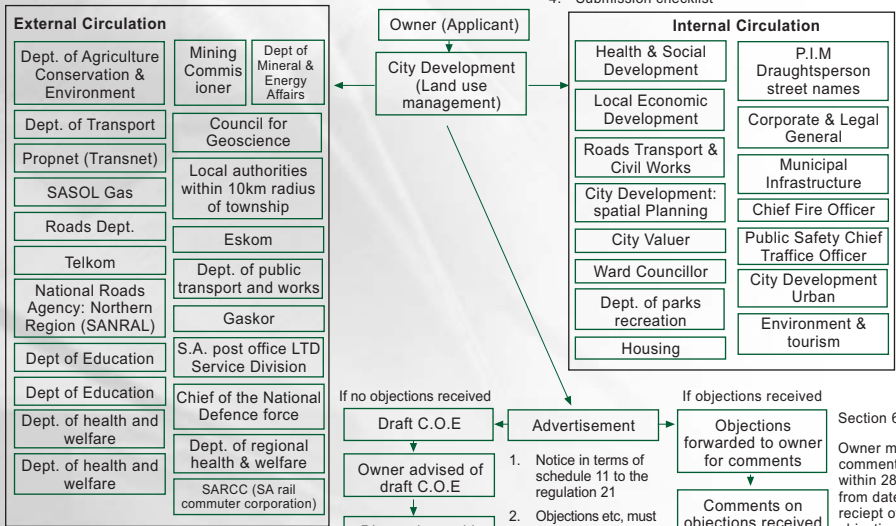
F1.1: Typical Process And Time Frames For Section 96 Township Establishment Applications To CCC's In Ekurhuleni

Time Frames are estimates only

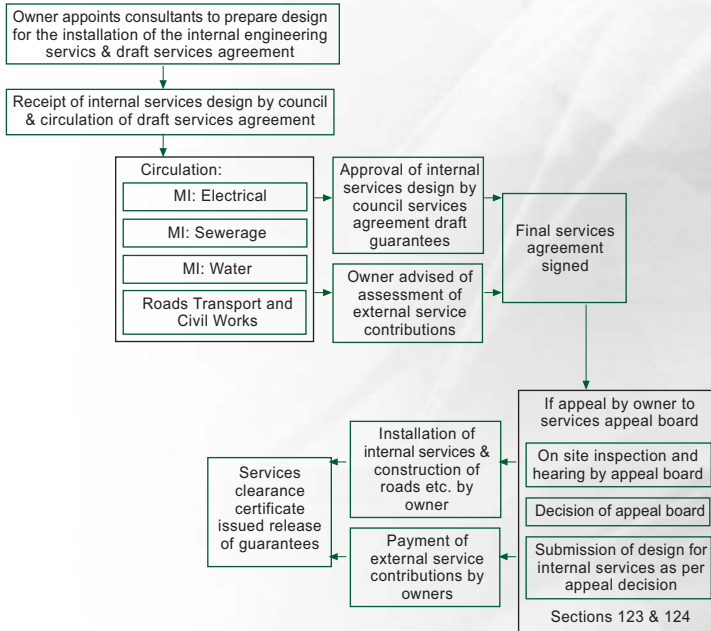


F1.2: Townships (Section 96 of the Town Planning and Townships Ordinance No 15 of 1986) as Amended

1. Documents to accompany, see regulation 18
2. Application fees in terms of council resolution
3. Bond holders consent, section 69(4)
4. Submission checklist

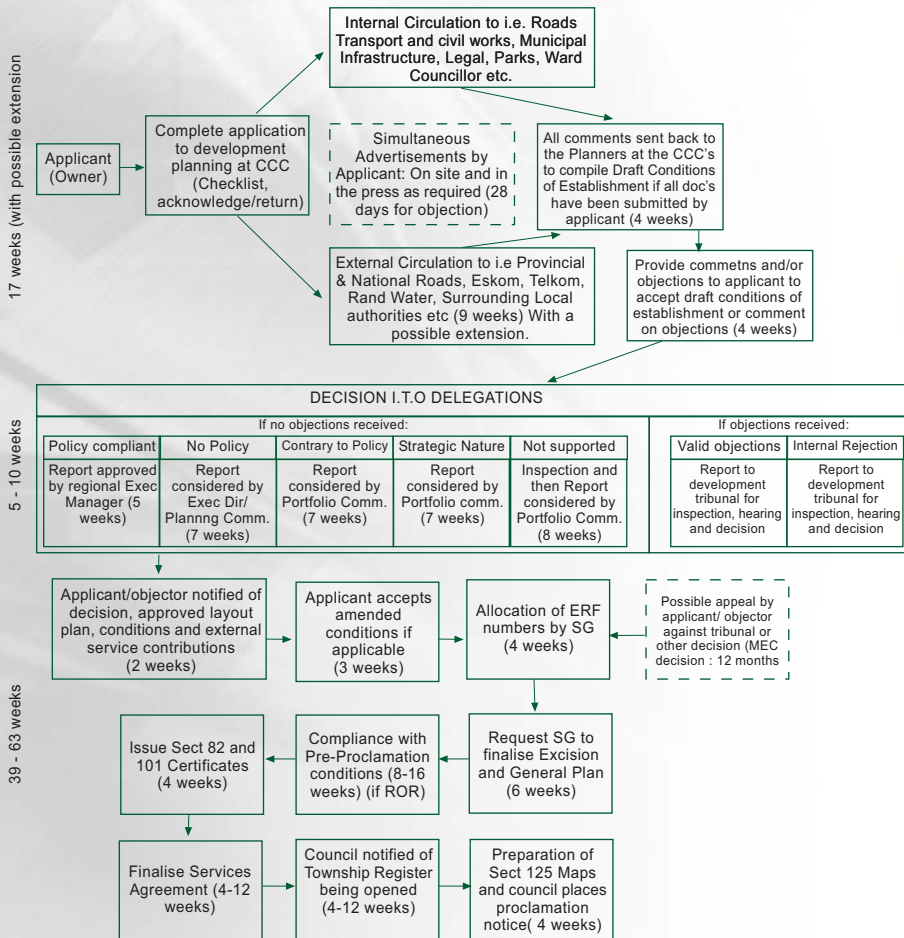


F1.3: Engineering Services (Chapter V Section 116 to 122)



For documents to services appeal board see regulation 31

F1.4: Typical Process and Proposed Delegations for Section 96 Township Establishment Applications to City Development

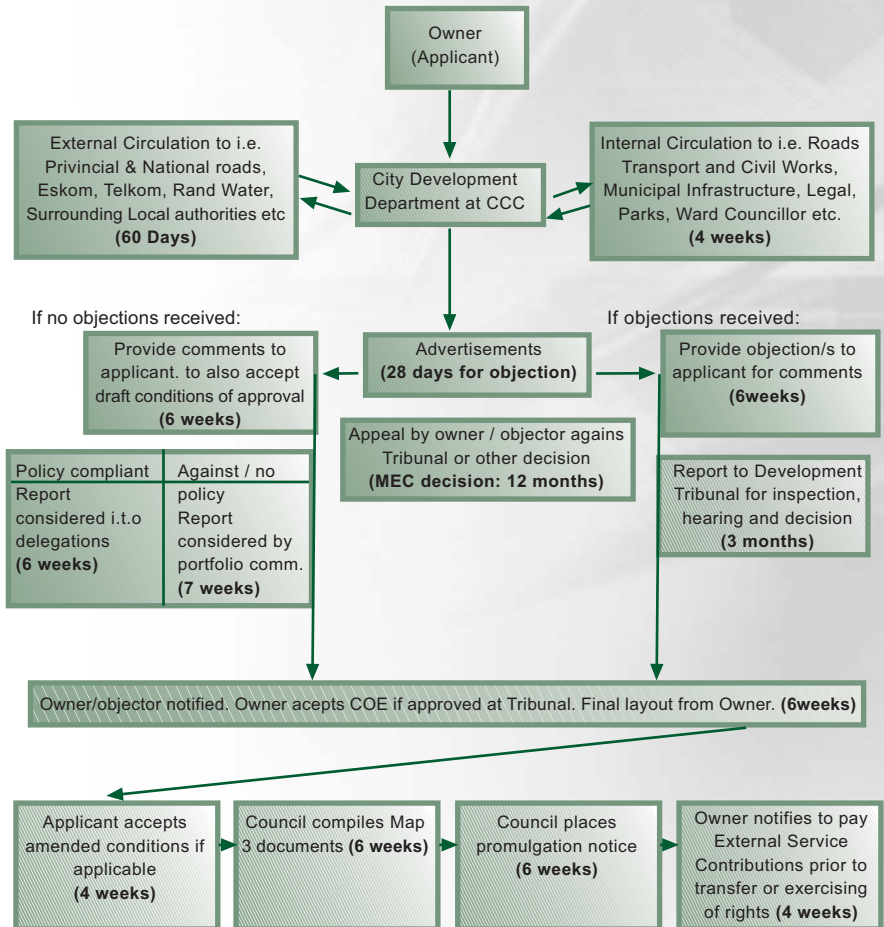


TOTAL: 61 - 90 weeks

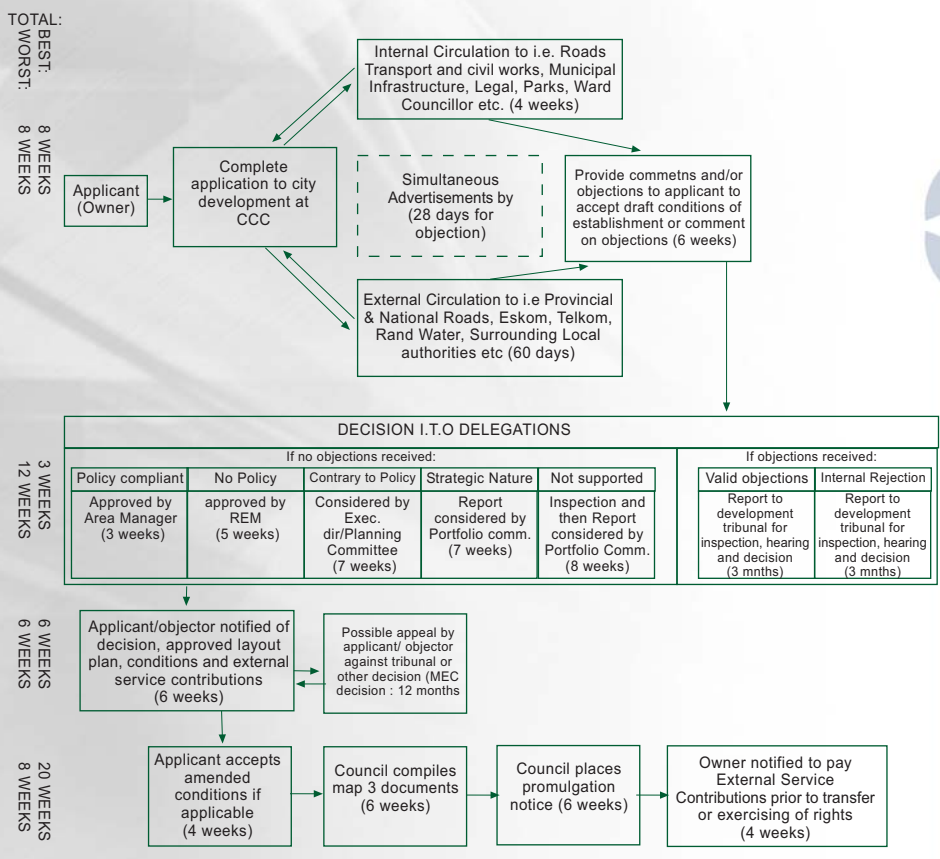
F2. REZONING

F2.1: Typical Process And Time Frames For Section 56 Rezoning Applications To CCC's In Ekurhuleni

Time Frames are estimates only



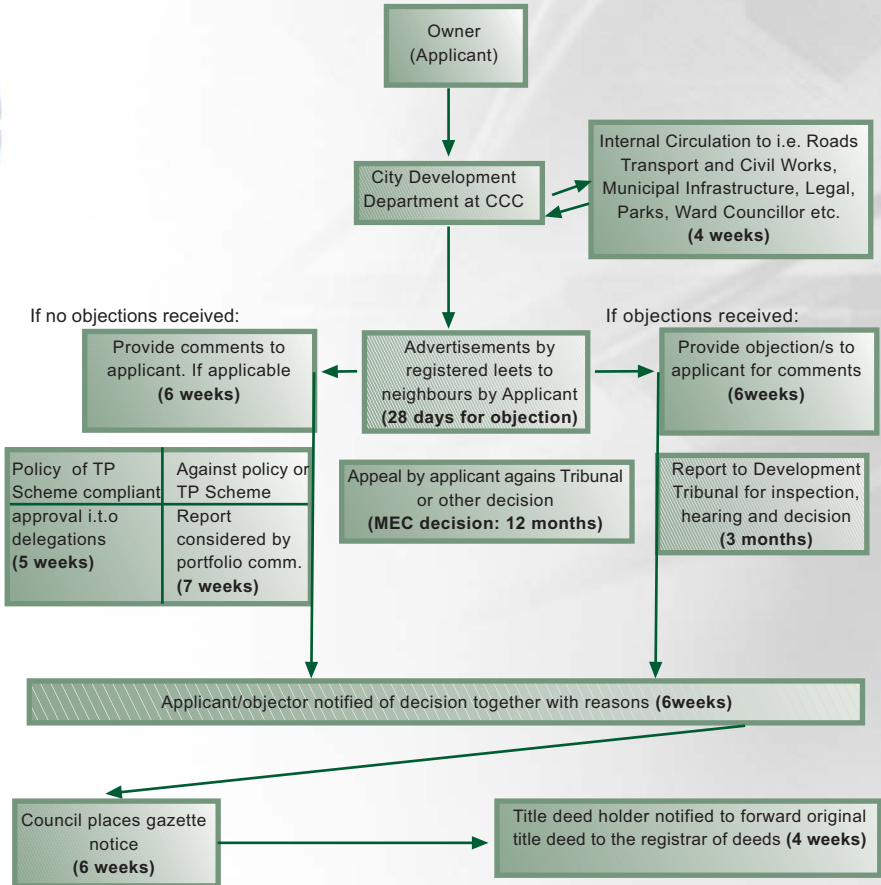
F2.2: Typical Process and Proposed Delegations for Section 56 Rezoning Applications to CCC's in Ekurhuleni



F3. REMOVAL OF RESTRICTIONS

Typical Process And Time Frames For Removal of Restrictions To CCC's In Ekurhuleni

Time Frames are estimates only

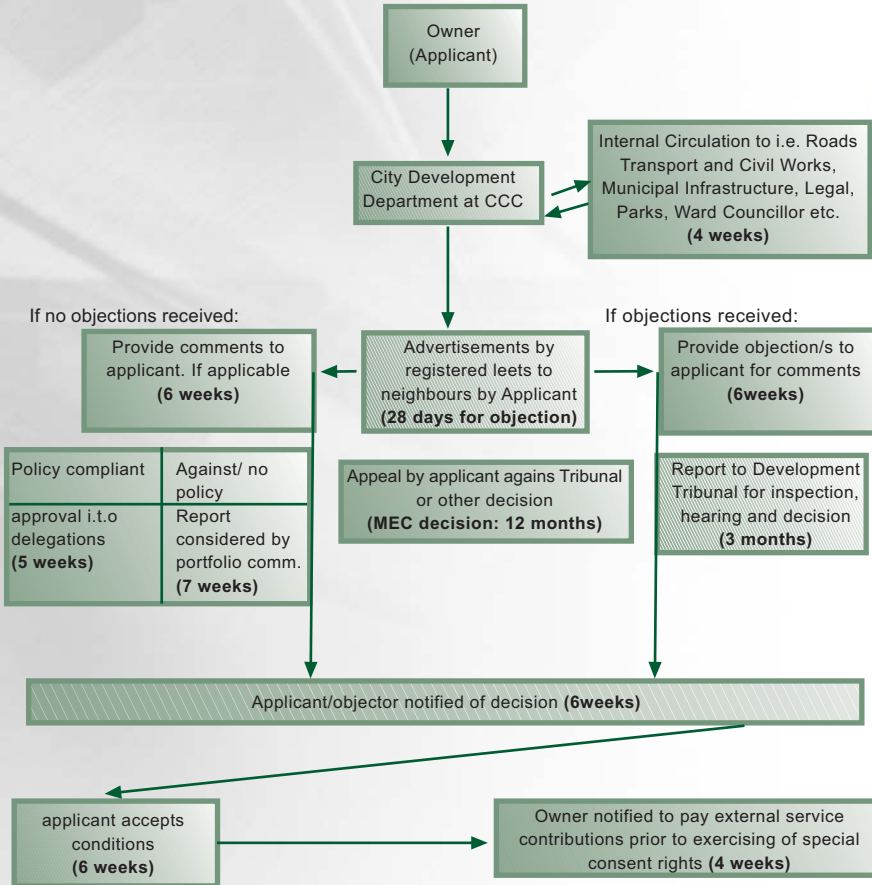


Notes: Simultaneous removal of restrictions and rezoning applications are similar to rezoning process.

F4. CONSENT USE

Typical Process And Time Frames For Special Consent Use Applications To CCC's In Ekurhuleni

Time Frames are estimates only



F5. DEVELOPMENT APPLICATIONS CHECKLIST

REFERENCE NO.: _____

CUSTOMER CARE CENTRE: _____

APPLICANT'S NAME:
_____POSTAL ADDRESS:

TEL NO.: _____

FAX NO.: _____

CELL NO.: _____

PROPERTY DESCRIPTION:

_____AMENDMENT SCHEME NO.
(IF APPLICABLE):
_____PROPOSED TOWNSHIP NAME
(IF APPLICABLE):
_____OBJECTION/S EXPIRY DATE
(IF APPLICABLE):
_____APPLICABLE LEGISLATION:

_____ADDITIONAL NOTES:

TYPE OF APPLICATION			
TOWNSHIP ESTABLISHMENT		REZONING	REMOVAL OF RESTRICTIONS
SUBDIVISION		CONSOLIDATION	DIVISION OF LAND
SPECIAL CONSENT		WRITTEN CONSENT	OTHER

Documents to be submitted to the Municipality for various development applications. PLEASE MARK (WHERE APPLICABLE)

DOCUMENTS	TOWNSHIP ESTABLISHMENT	REZONING	REMOVAL OF RESTRICTIONS	SUBDIVISION	CONSOLIDATION	DIVISION OF LAND	SPECIAL CONSENT	WRITTEN CONSENT	OTHER	OFFICIAL COMMITMENTS
Application Fee	X	X	X	X	X	X	X	X		
Title Deed / Leasehold Title	X	X	X	X	X	X	X	X		
Bond Holder's Consent (if registered against the property)	X	X	X	X	X	X	X	X		
Power of Attorney (if property is not registered in applicant's name)	X	X	X	X	X	X	X	X		
Company Resolution (if property is registered in name of company)	X	X	X	X	X	X	X	X		
*Mineral Rights Holder's Consent (if applicable)	X					X				

DOCUMENTS	TOWNSHIP ESTABLISHMENT	REZONING	REMOVAL OF RESTRICTIONS	SUBDIVISION	CONSOLIDATION	DIVISION OF LAND	SPECIAL CONSENT	WRITTEN CONSENT	OTHER	OFFICIAL COMMENTNS
Application Form (if applicable or provided by the relevant CCC)	X	X	X	X	X	X	X	X		
Motivation Memorandum	X	X	X	X	X	X	X	X		
Locality Plan	X	X	X	X	X	X	X	X		
Zoning Plan	X	X	X							
Land-use Plan	X	X	X							
Site Plan (including Parking Layout)	X	X				X	X			
Layout Plan	X									
Subdivision / Consolidation Plan				X	X	X				
Map 2's and Scheme Clauses		X								
*Provincial Gazette Advertisements	X	X	X							
*Newspaper Advertisements	X	X	X				X			
*Proof of Registered Letters / Notices to adjacent Property Owners	X	X	X			X	X	X		
*Site Notice/s Affidavit (on expiry date of the advertisements)	X	X	X	X	X	X	X			

DOCUMENTS	TOWNSHIP ESTABLISHMENT	REZONING	REMOVAL OF RESTRICTIONS	SUBDIVISION	CONSOLIDATION	DIVISION OF LAND	SPECIAL CONSENT	WRITTEN CONSENT	OTHER	OFFICIAL COMMENTNS
E I A Approval / Exemption (if a listed activity)	X	X								
Traffic Impact Study (if required by the relevant Department)	X	X								
Geotechnical Report / Letter signed by a qualified Engineer	X									

*** May be submitted after the advertisement period but must be WITHIN 60 DAYS of initial submission of the application.**

Please note that applications will also be withdrawn at a later stage, on the basis of incorrect documentation submitted and/or procedures followed.

FOR OFFICIAL USE

Date Received: _____

Officials Name: _____

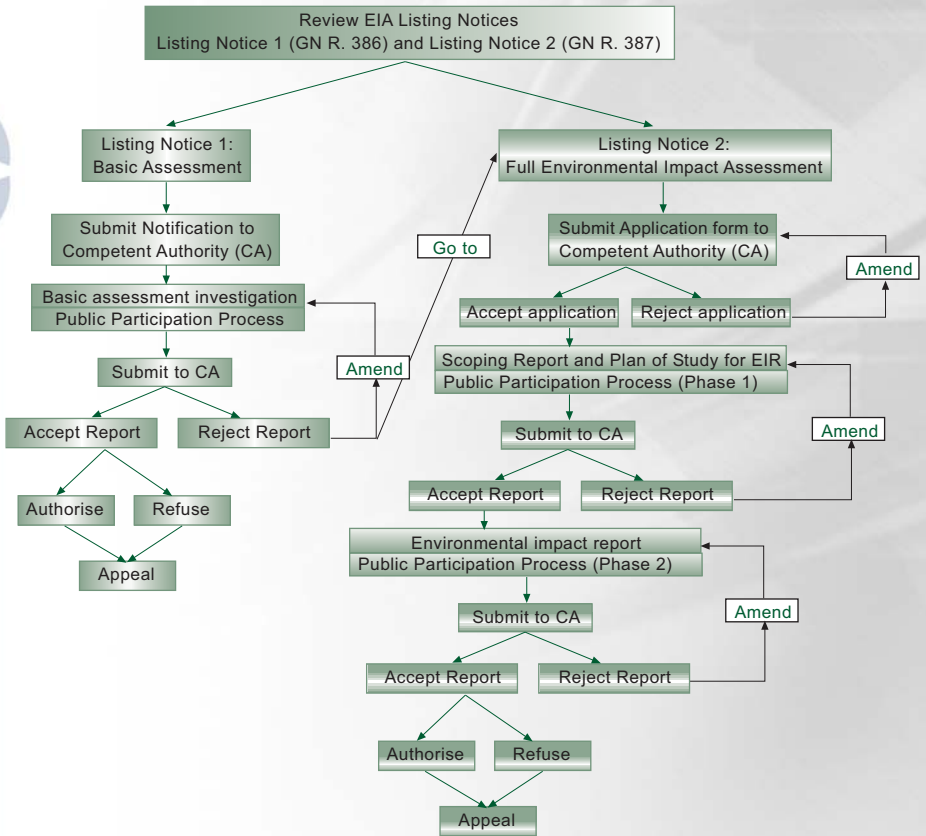
Signature: _____

A copy of the completed, checked and signed application checklist also serves as the acknowledgement of receipt.

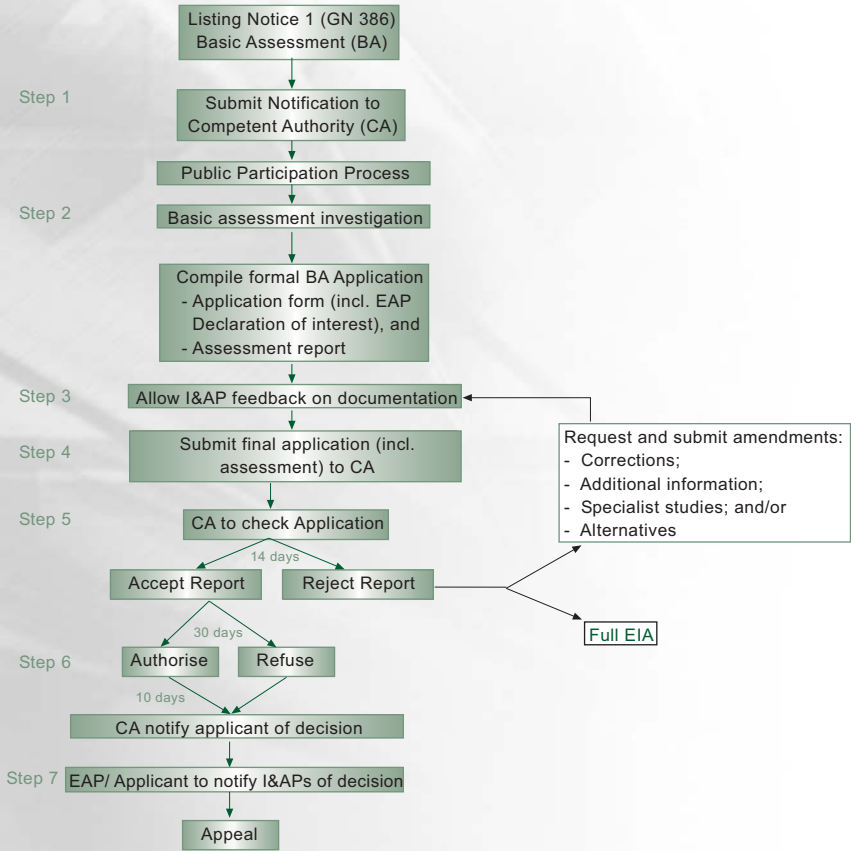


F6. ENVIRONMENTAL APPLICATIONS

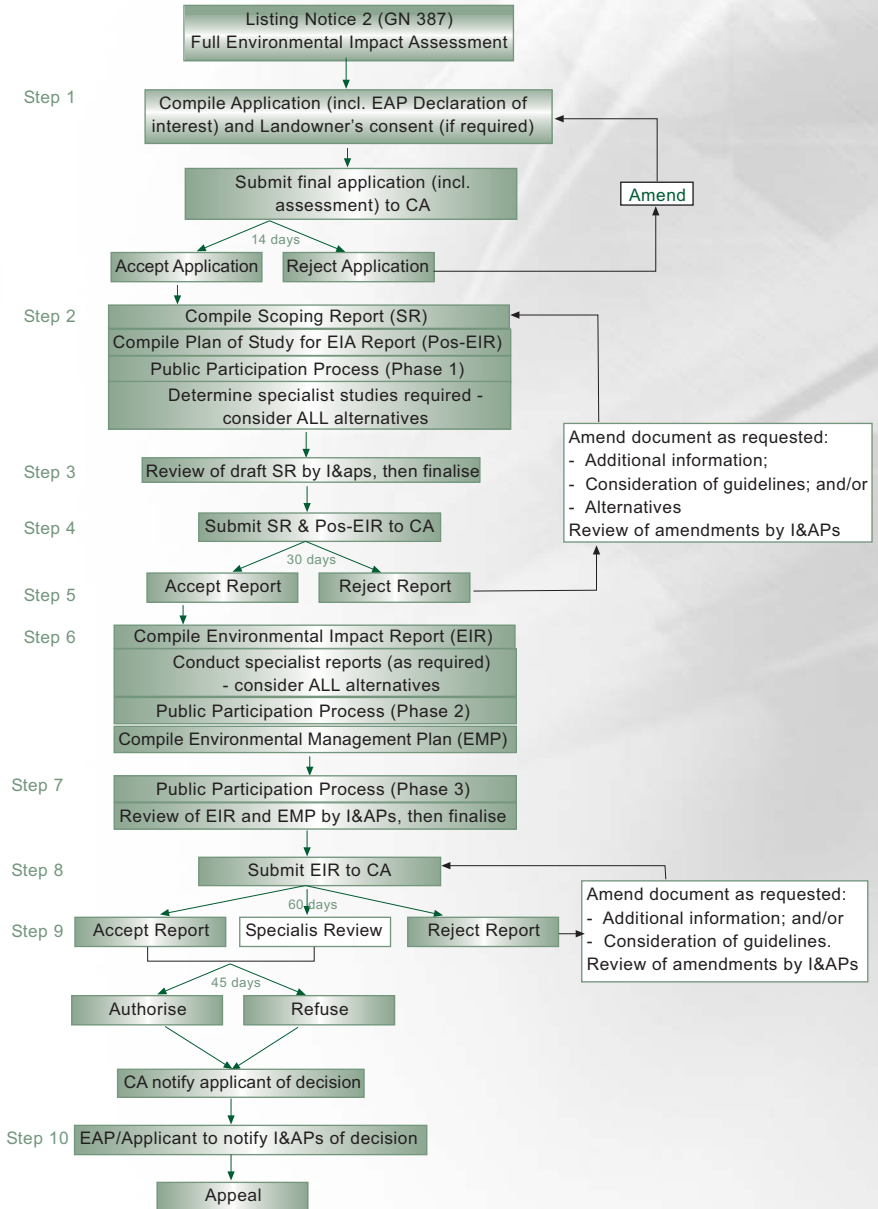
F6.1. Overall Process



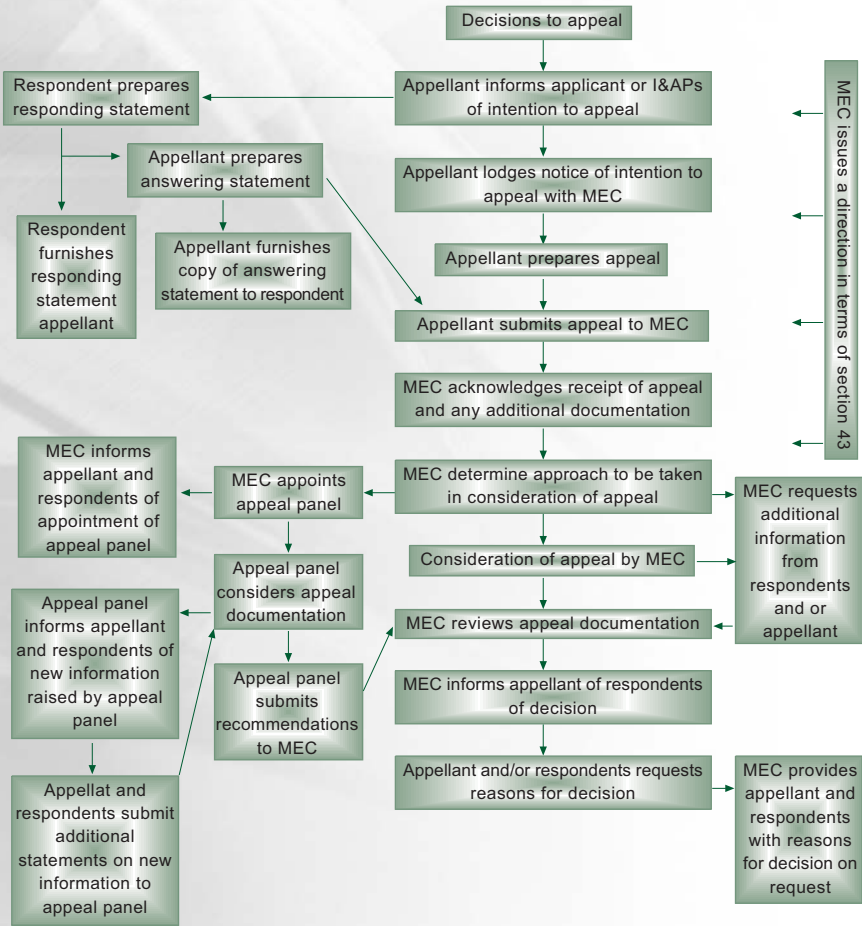
F6.2: Basic Assessment



F6.3: Full EIA Process



F6.4: Mandatory Steps Triggered By The Discretionary Steps



F7. BUILDING PLANS

Building Plan Submission Process

Building plans for all building work as contemplated in the National Building Regulations and Building Standards Act No 103 of 1977 must be submitted to the EMM at the relevant SDC 's for consideration.

Building work may only commence once the relevant building plans have been approved by the Building Control Officer or his delegate or alternatively if written permission is granted in terms of the abovementioned legislation (Section 7(6)).

Documentation required/submission process

- * Original architectural compliance certificate to be submitted with the plans.
- Two (2) paper copies of relevant building plans. (If approval of the Department Public Safety (Fire Prevention) is needed, an extra set of plans would be required.
- Where possible - approval of the Department Public Safety to be obtained by applicant prior to the plan being submitted at Building Control due to financial implications.
- All non - Res 1 and thatch roof constructions to be approved by the Department Public Safety.
- New work (additions) to be indicated clearly on building plan by means of hatching - colouring of building plan not a pre-requisite.
- Existing work - only portion of existing building needs to be shown on new plan. All adjacent rooms to new addition to be shown in full, with cut-off line at next room. Same apply to all affected elevations.
- All plans to be signed by owner/applicant.
- Application form to be completed by owner/applicant.
- Building plan fees calculated at the applicable tariff structure to be paid in full prior to the building plan being accepted. Receipt number to be captured on application form.
- Original Engineer's appointment certificate, where necessary, to be submitted simultaneously with building plan. Engineers drawings (one set) for record purposes are required - may follow after submission of building plan, but to be received prior to approval of the final building inspection.
- Plan number to be allocated immediately after acceptance of building plan.
- Building Inspector to scrutinize submitted building plan technically and do site inspection with relevant comments.

Circulation of Building Plans

- All building plans to be circulated to all relevant departments for their comments/approval.
- Building Control Officer or his delegate to determine which departments to comment on specific plans.
- Building plans to be considered/approved within 30 days after receipt in respect any application where the architectural area of the building to which the application relates is less than 500m² and where the architectural area of such building is 500m² or larger, within a period of 60 days after receipt of the application. Exceptions to be communicated in writing to the applicant with reasons.

Approval of Building Plans

- Final approval of building plan by the Building Control Officer or his delegate can only be granted after all the relevant department's comments were received and plan recommended for approval.
- Letter of approval to be forwarded to applicant attached to one set of the approved building plan.
- A list of all relevant inspections and procedure thereof to be forwarded to the applicant with the letter of approval.
- Approval of building plan is valid for 12 months after date of approval or any extension of time granted in writing in terms of the National Building Regulations.
- Approval in respect of any application for minor building work is granted for 6 months after date of approval or any extension of time granted in writing in terms of the National Building Regulations.

F8. APPLICATIONS FOR COUNCIL LAND

This policy is in the process of being reviewed. On approval of the new policy, the processes to be followed will be formalized.

Enquiries can be directed to the Legal and Administration Department:

Eastern Region

Regional Manager: Properties & Estates
John Hall : 011 360-2571

Southern Region

Regional Manager: Properties & Estates
Cobus Hendrikse: 011 861-2168

Northern Region

Regional Manager: Properties & Estates
Wilhelm Etsebeth: 011 921-2327

Corporate Office

Executive Manager: Properties & Estates
Themba Nthuli: 011 820 4224

F9. INFORMAL TRADE

Applications for informal trade is co-ordinated through the Economic Development Department. Enquiries can be directed to:

Project Manger

Neville Govender:

Tel: 011 741 2011

Fax 011 741 2049

E-mail:govendern@ekurhuleni.com



F10. OUTDOOR ADVERTISING

F10.1: MAY I ADVERTISE? HOW AND WHERE?

The question always arises, before any advertising sign is erected, what may and may not be done by you as resident or business operating in the Ekurhuleni Metropolitan area? The Metro has rules, regulations and guidelines on how any advertisement, which is visible to the public, should look and where it may be located.

What is advertising?

Outdoor advertising is defined as the act or process of notifying, warning, informing, making known or any other act of transferring information in a visible manner and which takes place out of doors.

An advertisement is defined as any visible representation of a word, logo, name, letter, figure, object, mark, symbol, abbreviation, light or any combination thereof with the object of transferring information which is visible from any street or public place. This is stated in the EMM's approved "Policy on Outdoor Advertising Control".

In short this implies that any sign erected in any way, even the signs against a wall of a business building, or on the boundary wall of a home office, even a temporary sign such as an estate agent sign, is classified as an advertisement. If the sign is visible from any street or public place, approval should be obtained from Ekurhuleni Metropolitan Municipality (EMM) prior to erecting such a sign.

The "Policy on Outdoor Advertising Control" of EMM contains detail on the requirements and criteria for several different types of advertisements. These signs are categorized in the following main classes, and all these signs are seen as outdoor advertising, including:

1. Billboards and other high impact signs:

- Any size of billboard or free standing sign larger than 4.5m .

2. General signs:

- Advertisements on street furniture, suburban name signs, street name advertisements;
- Banners, flags, and temporary signs, such as posters, estate agent boards; project and development boards;
- Security signs and other similar schemes;
- Product replica or three-dimensional signs.

3. Signs on buildings, structures or on a business premises:
 - Sky signs, roof signs, flat signs, projecting signs, painted signs on walls, roofs or murals;
 - Signs on the premises, forecourt or sidewalk of a business or home undertaking;
 - Advertisements on pylons;
 - Construction advertisements.
4. Signs for the tourist and traveller; and
5. Mobile signs such as aerial balloons, vehicular or trailer advertisements.

Any of the above mentioned signs are classified as outdoor advertisements, and require EMM's approval before being erected.

Where can I erect what type of sign?

Specific signs can only be allowed in specific areas. The land use of the relevant site and the surrounding land use of the area will determine if a sign can be erected on that site or not. This will then also determine the size, height and information that may be displayed on the sign.

How will this impact on me?

For any advertising sign erected or to be erected, approval must be obtained from EMM. If you have erected or want to erect any advertising sign in the EMM area, an application should be submitted to Council.

What must I do now?

If you have already erected an advertising sign without formal approval from EMM, or if you want to erect a sign, you should obtain application forms and pay fees at the relevant Service Delivery Regional offices. Advice, as well as the policy, criteria and requirements on the specific sign that you want to erect, can be obtained from these offices. If any illegal signs are observed by the Outdoor Advertising Regional office, the sign may be removed and you as the owner of the sign will be fined due to the offence.

The Municipal offices are at the following addresses and telephone numbers:

Northern Service Delivery Region:

Kempton Park Civic Centre
 Cnr CR Swart Drive and Pretoria Road
 Kempton Park
 Tel No. 921-2297/2289



Eastern Service Delivery Region: Springs Civic Centre

Cnr South Main Reef Road and Plantation Road

New Era

Springs

Tel No. 360-2481/2418/2494

Southern Service Delivery Region: SAAME Building

Cnr Queen and Spilsbury Streets

Germiston

Tel No. 874-6525/6657/6534/6976

F10.2: MAY I, AS AN ESTATE AGENT, ADVERTISE?

HOW AND WHERE?

For estate agents, one of the most important ways of advertising a property available “For sale” or “To let” is through outdoor advertising, thus advertising boards that are visible to the public. Often, however there is uncertainty from the estate agent's side, from the client or even from the general public on how and where these boards may be erected. The Metro has rules, regulations and guidelines on how any advertisement, which is visible to the public, should look and where it may be located.

What is an Estate Agent advertising sign?

Estate agent board means an advertisement that is temporarily displayed to advertise the fact that land, premises, development or other forms of fixed property are for sale, to let, on show or sold. This is stated in the “Policy on Outdoor Advertising Control”, approved by Council in July 2004. If the sign is visible from any street or public place, it is seen as an outdoor advertising sign and approval should be obtained from Ekurhuleni Metropolitan Municipality (EMM) prior to erecting such a sign.

The “Policy on Outdoor Advertising Control” of EMM contains detail on the requirements and criteria for estate agent boards, which includes:

- Allowed in all areas of control:
- Size and height of signs:
 - o maximum size : non-residential vacant erf: 6m2
 - o size : All other boards: 0.6m x 0.45m
 - o height : Less than 3m high
- May only be placed parallel to a boundary fence; or within boundary of erf, with a maximum of one sign per agent and a maximum of three signs per erf; or fixed to the building concerned; or attached to the boundary fence of the premises concerned; or displayed on the sidewalks to a maximum of 1 metre away from the boundaries of such premises;
- Signs shall be allowed to be displayed within the road reserve in the event of the sign being a residential sign, but shall not be displayed on road islands or medians;
- 'On Show' boards may be displayed from the nearest Class C road with no less than 60m intervals between the boards, and no more than 5 boards being displayed at any one time;
- Signs shall contain only the words 'For Sale', 'To Let', 'Sold' or 'On Show' and the name, logo, address and telephone number of the selling agent or letting agent;

- 'On Show' estate agents' boards on street reserves shall be permitted after 12:00 on Fridays on condition that they be removed before 12:00 on the following Monday;
- Any estate agent's board exceeding 2,8m² shall require the submission of a special application.

What should Estate Agents do? What should Estate Agents do?

The preferred procedure, as prescribed by the Policy, to be followed by estate agents before erecting any advertising board, is as follows:

- An estate agent is to determine and define the area in which he/she intends advertising.
- An application form can be collected from the relevant regional office.
- The application form is to be completed and accompanied by the relevant licensing fees payable in terms of the tariff schedule on an annual basis.
- Once the application is submitted and the fees paid, the estate agent will be registered on the estate agent database, thus permitting the agent to advertise in the area in which approval was granted.

If you have already transgressed the Policy in any way, or if you want to register as an estate agent at EMM and erect advertising signs, you can obtain application forms and pay fees at your nearest Service Delivery Regional offices. Advice, as well as full detail on the Policy, criteria and requirements on the specific sign that you want to erect, can be obtained from these offices. If the Outdoor Advertising Regional Office observes any illegal signs, the sign may be removed and you as the owner of the sign will be fined for the offence.

The Municipal offices are at the following addresses and telephone numbers:

Northern Service Delivery Region:

Kempton Park Civic Centre
Cnr CR Swart Drive and Pretoria Road
Kempton Park
Tel No. 921-2297/2289

Eastern Service Delivery Region:

Springs Civic Centre
Cnr South Main Reef Road and Plantation Road
New Era
Springs
Tel No. 360-2481/2418/2494

Southern Service Delivery Region:
SAAME Building
Cnr Queen and Spilsbury Streets
Germiston
Tel No. 874-6525/6657/6534/6976



F10.3. DO I, AS AN OWNER OF A BUSINESS, HAVE THE RIGHT TO ERECT MY OWN ADVERTISEMENT ON MY OWN SITE?

Yes, you have! If you operate a business from a specific property, which is zoned to accommodate that kind of business, you do have the full right to erect an “On-Premises Advertising sign”, on your building, or a loose standing sign. Some business owners think that they may erect a sign of any size anywhere on their site, or sometimes even outside their erf inside the road reserve. This is not correct. In many cases there are uncertainties on what and where these boards may be erected. The Metro has rules, regulations and guidelines on how any advertisement, which is visible to the public, should look and where it may be located.

What is an On-Premises Business advertisement?

An On-Premises Business advertisement means an advertisement aimed at identifying and locating business enterprises and industries. This is stated in the “Policy on Outdoor Advertising Control”, approved by Council in July 2004. If the sign is visible from any street or public place, it is seen as an outdoor advertising sign and approval should be obtained by Ekurhuleni Metropolitan Municipality (EMM) prior to erecting such a sign.

The “Policy on Outdoor Advertising Control” of EMM contains detail on the requirements and criteria for On-Premises Business advertisements, some of the main criteria include:

- Allowed in all areas of control.
- Only the following information may be displayed on the sign, with specific letter sizes:
 - o the name and nature of business/enterprise,
 - o brand name of items for sale,
 - o nature of service provided,
 - o name of owner, proprietor, partner or practitioner,
- The size and height of signs allowed in this class, are as follows:
 - a) Size: Maximum control: Maximum area: 6m²
 Partial / Minimum control: Maximum area: 12m²
 - b) Height: Maximum control: Maximum height: 7m
 Partial / Minimum control: Maximum height: 7.5m
 (may be increased to 10m if allowed in town planning scheme)
 - c) Sponsor name/logo: Maximum of 1/3 of total sign area,

- The position and spacing requirements for this class of sign are as follows:
 - a) Only locality bound ads, this implies that no third party sign will be allowed;
 - b) A sign may only be free-standing for specific conditions;
 - c) One sign / one panel per enterprise, or one per entrance (max two);
 - d) Road side enterprises: > 5m from road reserve;
 - e) Placed close to enterprise or if not close or visible from road, then at entrance road;
 - f) Preference will be given to combination signs.

- The position and spacing requirements for this class of sign are as follows:
 - a) Only locality bound ads, this implies that no third party sign will be allowed;
 - b) A sign may only be free-standing for specific conditions;
 - c) One sign / one panel per enterprise, or one per entrance (max two);
 - d) Road side enterprises: > 5m from road reserve;
 - e) Placed close to enterprise or if not close or visible from road, then at entrance road;
 - f) Preference will be given to combination signs.
- These signs may be illuminated but not animated.
- Free-standing structures will only be allowed:
 - a) Where the building housing an enterprise is situated relatively far back from the road or street onto which it faces and passing motorists or pedestrians may have difficulty in noticing any signs affixed to such a building;
 - b) In cases where it is not structurally possible or visually feasible to affix appropriate signs;
 - c) Where such a sign is needed to locate the entrance to business premises or the private access road to a business;
 - d) Where a free-standing combination sign may prevent the proliferation of signs.
- In rural and natural areas the need for On-Premises Business signs may be reduced by making use of brown tourism signs.
- Signs shall not have in their design any letters, figure, symbols or similar features over 0,75m in height in areas of partial and minimum control, and over 0,35m in areas of maximum control.
- A sign permitted by this class shall not serve as an advance sign and shall be displayed only on the premises where the business is conducted.

What should you as owner of the business do?

If you have already transgressed the Policy in any way or if you want to erect advertisement advertising your business on the site where you are operating from, you can obtain application forms and pay the relevant fees at your nearest Service Delivery Regional offices. Advice, as well as full detail on the Policy, criteria and requirements on the specific sign that you want to erect, can be obtained from these offices. If any illegal signs are observed by the Outdoor Advertising Regional Office, the sign may be removed and you as the owner of the sign will be fined due to the offence.

The Municipal offices are at the following addresses and telephone numbers:

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