



APPLICATION PROCEDURES FOR LAND USE CHANGES IN THE DAWID KRUIPER MUNICIPAL AREA

The purpose of this document is to assist the Municipality (Municipality of Dawid Kruiper), officials, professional agents, as well as members of the general public, with submitting, processing and the finalisation of any application, in terms of land use management within the municipal area of Dawid Kruiper. It is the intention of this document to indicate the powers of decision-making, the procedures in processing an application and possible incentives for development in areas earmarked for development in accordance with the Spatial Development Framework (SDF) and Provincial SDF.

1. GENERAL BACKGROUND

This manual intends to support applications regarding the Municipality's land use control and management and should be read with the applicable Scheme Regulations. The following general notes on applications must be kept in mind at all times, namely:

- i. Applicants are advised to consult a Professional Town Planner and to consult the Planning Professional Act, Act 36 of 2002, where applicable and adhere to any regulations and promulgation legislation.
- ii. Applicants are advised to be personally involved with the application process and to determine the impact of all relevant legislation on the planned development before commencing with an application.
- iii. Applicants are advised to provide as much information as possible, as imprecise and vague information leads to delays in the processing of applications.
- iv. All correspondence with reference to any application will be conducted in the language used for completion of the application form, unless the applicant requests otherwise.
- v. When an application requires several approvals in terms of this and other legislation and two or more of the applications must be advertised, the applicant shall point this out to the Municipality, for him/her to be able to advertise all such applications and submit them for approval simultaneously.
- vi. Applications submitted to the Municipality will not be processed by the Registrar unless all outstanding items, in terms of the mentioned applicable legislation, have been attached and provided to the satisfaction of the mentioned authority. The applicant must adhere to all legislative requirements before submitting an application to the Municipality.
- vii. Any applicant's attention is drawn specifically to the following requirements and provisions that forms an important component of each application, namely:
 - a. Incorrect and incomplete applications shall be sent back immediately by the Registrar, due to the fact that such applications cause delays and impairs developers who compile thorough applications.
 - b. Developers must personally be involved with their applications and must see to it that their own staff or parties that act on their behalf, do not delay the process unnecessarily.
 - c. Applicants must note that, up until the time that an application has been approved in writing, any correspondence or deliberations held in terms of this application, cannot be regarded as an indication that approval will be given and the Municipality is not bound in any way.
 - d. No application may be prepared or submitted by an official of the Municipality on behalf of another person or party.
 - e. The Municipality reserves the right to annul any approval, based on incorrect information provided by an applicant. Applicants should therefore ensure that all information is provided in terms of restrictive aspects that may influence the application.
 - f. Where applicable, the applicant and/or person that acts on their behalf, must adhere to the regulations of the Planning Professional Act, Act 36 of 2002.
- viii. Applicants are advised to discuss their applications and procedures beforehand with the appropriate and responsible official of the Municipality, as part of the pre-application phase.
- ix. It is pointed out to applicants that the most appropriate and restrictive zoning that shall be applicable to the proposed use/development of the site, will be considered by the Municipality and that applications should be submitted as such.

Please Note: No official of the Municipality may assist an applicant with the preparation and/or submission of any application.

2. FORMAT AND STANDARD OF APPLICATIONS

The Municipality's approved application form must be used for all applications in terms of SPLUMA and/or the Land Use Management Scheme (LUMS) of Dawid Kruiper Municipality and form the core of any application. The accurate and complete filling in of these application forms is a prerequisite for any application submitted to the Municipality. Additional to this application form and supporting the application, the following shall form part of any application:

2.1. PLANS AND MAPS

The following plans and maps shall accompany the application, together with the information referred to below (See full Regulation for more information on the specifications for each type of map)

- 2.2.1 Orientating Locality Map
- 2.2.2 Basic Layout Map (for subdivision applications)
- 2.2.3 Zoning Map Extract

- 2.2.4 Land Use Map
- 2.2.5 Detail Layout Map (if applicable)
- 2.2.6 Site Development Plan (including all existing servitudes and services)

2.2. MOTIVATIONAL REPORT

A comprehensive motivation for all applications, regarding the desirability of the intended land use amendment, shall be attached to the application form. The extent of this report will differ from application to application, depending on the sensitivity of the environment and the scale or size of the intended development. The following guidelines apply regarding such motivation:

2.2.1. DESIRABILITY

The concept "desirability" in the context of land use planning, can be defined as the degree of acceptability of the proposed amendment for the particular land unit. The motivation of the proposed development's desirability must be done in relation to the following aspects:

- i. Physical characteristics of the property:
- ii. Existing planning of the area:
- iii. Character of the environment:
- iv. The potential of the property:
- v. The location and accessibility of the property:
- vi. Provision of services
- vii. The construction phase of the proposal (if applicable):

2.2.2. FORMAT OF THE LAYOUT

The format of the detail layout map shall also be motivated in view of the following aspects:

- i. Intrinsic characteristics of the site:
- ii. Provision of community facilities and open spaces
- iii. Road infrastructure:
- iv. Local businesses, high density housing and mixed land use areas:

2.3. COPY OF THE TITLE DEED

A copy of the title deed of each individual portion of land, applicable to the application, shall be attached to the application, as an annexure.

2.4. BONDHOLDER'S CONSENT

Any application, where such land or a portion thereof is subject to any existing bond, a letter of consent from the mentioned bondholder must be included as an annexure to the application.

2.5. POWER OF ATTORNEY FOR APPLICATION

If the application is prepared and/or submitted by any other person or party than the registered owner of the land, the application shall be accompanied by a power of attorney for the application and the power of attorney shall describe the nature and extent of the application. If the land owner is a Trust, Close Corporation or Company, a resolution by all directors, members and trustees must also be included. Please see note on Planning Professional Act.

2.6. APPLICABLE AND PRESCRIBED SURVEYS AND APPROVALS

Should any other legislation or authority require any other actions (such as the requirements in respect of the environmental impact assessments, heritage, SANRAL approval, etc.) proof of compliance to such prerequisites must be attached to the application.

2.7. ADDITIONAL INFORMATION

The Municipality has the power to require any additional information, supplementary to above-mentioned information, at any time during the application process, from the applicant if the mentioned authority is of the opinion that it might be necessary for the consideration of the application or for improving the information available during the public participation process.

Applications that do not comply with the provisions set out above, shall be deemed to be incomplete, and shall be handled as set out below.

3. PROCEDURES FOR HANDLING OF APPLICATIONS

The following detail steps must be followed and taken into consideration by the applicant when applying for any component as described in the LUMS and must also be read in conjunction with the Applicable Time Frames Table below.

3.1. PRE-APPLICATION CONSULTATION

The Municipality may require an owner of land who intends to submit an application or his or her agent to meet with the **administrator/ authorised employee** for a pre-application consultation before he or she submits an application to the Municipality, in order to determine the information to be submitted with the application.

The Municipality may set guidelines for determining 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 or other interested and affected parties that must attend the meeting and the procedures to be followed.

3.2. PRIOR LIAISON WITH ROLE PLAYERS AND OTHER PARTIES

It is advised that the applicant and or party acting on behalf of the land owner, contact the Municipality before commencing with any application, in order to obtain the correct procedures and application manual, as well as to discuss the provision of engineering services and the prescribed accompanying documentation. Where a developer can prove that a party is content with a plan or proposal, for example, by indicating an endorsement on a plan or letter of the party, such party will not necessarily be asked for comment again during the public participation process. Pre-application consultation with concerned parties is strongly encouraged as applications will be accelerated in this way.

3.3. SUBMITTING OF APPLICATION

An application in terms of these regulations shall be submitted, in duplicate (x2), to the Municipality, together with all the required annexures as stipulated above. A digital copy and/or a reasonable amount of additional copies of the application and all maps, documents and annexures can be requested by the Municipality and the cost thereof will be at the expense of the applicant. With the submission of any application, the relevant application fees for the relevant application(s) shall be paid to the Municipality and proof of payment (receipt of payment) must be provided before such an application is handled and administrated. All applications must be submitted in accordance with the applicable Language policy of the Municipality.

3.4. APPLICATION FEES

An applicant must pay the application fees determined by the Registrar of the Municipality when submitting an application in terms of these regulations. Application fees that are paid to the Municipality are non-refundable and proof of payment of the application fees must accompany an application. The date of the receipt of payment will be seen as the date of commencement of the applicable time frames of the Municipality. For each application or combination of applications, a tariff is payable to the Municipality, as fees are determined annually and are contained in the list of tariffs of the Municipality.

3.5. GROUNDS FOR REFUSING TO ACCEPT AN APPLICATION

The Registrar of the Municipality may refuse to accept an application for one or more of the following reasons:

- i. The application was not submitted using the official and applicable application forms required by the Municipality and/or the application does not contain the documents required for the submission of the application.
- ii. The Municipality has already decided on the application;
- iii. There is no proof of payment (receipt) of the applicable fees;

3.6. RECEIPT AND PROCESSING OF APPLICATION

The following detail steps will be taken by the Municipality to ensure that all applications are handled in accordance with the applicable procedures and time frames:

- i. The Municipality will notify the applicant in writing of any outstanding information, documentation, plans or fees that are required within **14 days** of receipt of any application.
- ii. The Municipality will acknowledge receiving an application, after the applicant provided a complete application and the receipt of payment of the application fees, and place a date stamp on the application with the same date as the mentioned receipt.
- iii. After the completion of (i) and (ii), the Municipality will refer the relevant application (additional to advertising and notification as described hereunder), for input and comment, to any party who, according to its opinion, has an interest or can make an input. This does not include State- and/or Para-statal Departments which should be dealt with before or during the commencement of the normal public participation process, where the responsibility lies with the applicant.
- iv. The Applicant must allow the said State- and Para-statal Departments a **60 day period** for comments and it is advised that this section be included as an Annexure in the application.
- v. The compilation of the notifications/advertisements for the public participation process will be done by the Municipality and provided to the applicant within a period of **14 days** after a complete application and/or all outstanding and requested documents have been received by the Municipality. The Applicant will then be responsible for the process and to provide a copy of the notice to the Ward Councillor as identified by the Municipality at the cost of the applicant.

3.7. PUBLIC PARTICIPATION PROCESS

As the implications and impact will vary from application to application, the extent and methods of advertising will necessarily also not always be identical and the Municipality may request additional methods of advertisement at any stage, irrespective of the minimum as set out in the regulations.

The following steps must be taken to ensure a thorough public participation process:

- i. The primary purpose of advertising and notification is to inform all interested and affected parties, who have any interest in the particular application or may be affected by the approval of the relevant application, of the proposed application. Advertising means to serve a notice of the intended action in terms of the LUMS to interested and affected parties, as may be identified by the Municipality.
- ii. The Applicant is advised to obtain the input and comments of all relevant state- and parastatals departments before submission of the application to the Municipality, as mentioned in section 4.6. A period of **60 days** will be allowed for the input of the said departments and any inputs or feedback must be included as an Annexure in the application submitted to the Municipality.
- iii. The proof of payment (receipt) of the prescribed application fees must be supplied by the applicant to the Municipality before the mentioned body will compile the necessary advertisement/notice, as well as a list of interested and affected parties, as to enable the applicant to personally complete the advertising and notification process at his/her own expense.
- iv. The placement of the notices, in accordance with the relevant procedures, is the responsibility of the applicant. Proof of the prescribed process, which include a letter stating that all prescribed process has been concluded, including photographs of the site notifications, the registered mail, signed notices, etc., must be provided to the Municipality before any further administrative steps can be followed.

- v. In the advertisement it shall be mentioned that any interested and affected parties objecting to the proposed amendment, shall lodge such objection in writing within **21 days** from the date of the advertisements at the Municipality, and it must furthermore state where the application and plans, if there are any, will be available for inspection.
- vi. The applicant will supply the Municipality with all proof of notices within **7 days** after the closure of the mentioned process, before any commencement of any further administrative procedures.
- vii. After all objections, inputs and comments have been received, the Municipality will provide the relevant correspondence to the applicant for his/her input and comment regarding the correspondence. Any liaison between the applicant and objectors that might result in the resolving of misunderstandings and subsequent withdrawal of objections is encouraged. If the applicant does not respond within the time frame (**90 days**) regarding the objections/inputs, the application will be regarded as having lapsed/withdrawn.
- viii. The Municipality will not consider any objection that, in their opinion, is lodged in an attempt to eliminate commercial competition.
- ix. The particular application, together with all inputs, objections and comments will then be tabled to the relevant body for consideration. In cases where the relevant application can only be considered by the relevant MEC, the Municipality will submit its recommendation/input, together with the application and all above-mentioned documents, to the MEC for consideration.

Please note:

- i. *The Municipality however reserves the right to request additional advertising methods of any application at any time, notwithstanding the identified processes.*
- ii. *When applications are combined, the most comprehensive Advertisement Procedure will have to be followed.*
- iii. *For the relaxation, variation or amendment of original approval conditions and or restrictions, the various role players and original decision-making authorities will also have to be consulted.*
- iv. *If any National or Provincial Departments are identified as interested and affected parties during the pre-consultation phase, the 60 days period that are allowed for inputs by such identified departments, may be launched before the actual submission of the application to the Municipality. The feedback of such department/s may be included in the actual application documentation as an Annexure.*
- v. *The Registrar reserves the right to request and/or require any additional steps, inputs and information in order for the process any application submitted to the Responsible Authority.*

3.8. LIABILITY FOR COST OF NOTICE

The applicant is liable for the costs incurred for serving notice(s) of an application, as well as any additional public participation processes that needs to be conducted, on request of the Municipality.

3.9. REQUIREMENTS FOR OBJECTIONS, COMMENTS OR REPRESENTATIONS

Any person or body may, in response to a notice received in terms of this LUMS, object, comment or make representations in accordance with this section. Any objection, comment or representation received as a result of a notice and public participation process, must be in writing and addressed to the person mentioned in the notice and must be submitted within the time period stated in the notice and in the manner set out in this section.

The objection, comment or representation must state the following components as part thereof:

- i. The name of the person or body concerned;
- ii. The address or contact details at which the person or body concerned will accept notice or service of documents;
- iii. The interest of the body or person in the application; and
- iv. The reason for the objection, comment or representation.

The reasons for any objection, comment or representation must be set out in sufficient detail in order to:

- i. Indicate the facts and circumstances that explain the objection, comment or representation;
- ii. Must demonstrate the undesirable effect which the application will have; or
- iii. Must demonstrate any aspect of the application which is not considered consistent with applicable policy.

Please Note: *The Municipality may not accept an objection, comment or representation received after the closing date.*

3.10. REQUIREMENTS FOR PETITIONS

All petitions must clearly state the following details:

- i. The contact details of the authorised representative of the signatories of the petition, including the proxy constituting the said representative to act on their behalf;
- ii. The full name, telephone number and physical address of each signatory; and
- iii. The detail objection, comment or representation and reasons therefore.

Any notice to the person contemplated in subsection (i) constitutes notice to all the signatories to the petition.

3.11. AMENDMENTS PRIOR TO APPROVAL

An applicant may amend his or her application at any time after notice of the application has been given in terms of these LUMS and prior to the approval thereof on the following circumstances, namely:

- i. At the applicant's own initiative;
- ii. As a result of an objection, comment or representation made during the notice process; or
- iii. At the request of the Municipality.

If the nature of the application has changed in any way, a new public participation process must be initiated.

4. APPLICABLE TIME FRAME

The following minimum and/or maximum time frames are applicable (Table 2) to the various actions during processing and consideration of any application, but may also be subject to National Regulations and time frames for specific applications. All time frames are determined by allowing **7 days** for postal delivery after date of postal slips, where-after the time frame becomes operational:

Process:	Municipality/ body:	Prescribed Time Frame:
Period of input from any other department or body (outside of municipal departments), which may be launched before submitting an application to the Municipality.	The Applicant.	60 days
The Municipality's request for additional information, after receiving the application and receipt as part of the proof of payment of the applicable administrative fees.	The Municipality.	14 days
After the Municipality has received all outstanding and requested information from the applicant, the compilation of notices for the launching of the public participation process can start.	The Municipality.	14 days
Launching of the prescribed public participation process.	The Applicant.	21 days minimum
Providing proof of public participation process to the Municipality after closure of the public participation process.	The Applicant.	7 days
Municipality provide applicant with all comments and/or objections received for his/her comment.	The Municipality	14 days
The applicant's response to inputs and objections received during the public participation process.	The Applicant	90 days
Presentation of the application to the decision-making authority.	The Municipality.	60 days
Notice of the decision to the applicant and any person and or body that gave inputs and objections during the public participation process.	The Municipality.	14 days
Submitting an appeal against a decision.	The applicant/ Objectors.	21 days
Knowledge regarding date and place of appeal hearing.	Appeal Authority	21 days
Hearing by the Appeal Authority.	Appeal Authority	60 days
Notice of Appeal Authority's decision.	The Responsible Appeal Authority	14 days
Expiring of approval if rights are not used.	The Applicant	2 years
Extension of approval after the lapsing of the initial 2 year period.	The Municipality	max. 3 years

5. CONDITIONS, PROVISIONS AND RESTRICTIONS

The Municipality may approve an application subject to conditions for the proposed utilisation of land. Where the Municipality approves any application, specific conditions, provisions and/or restrictions for approval of the application may be included in the final approval, with the purpose of ensuring that the intention of the application as approved, is adhered to or to address any particular objection.

If the Municipality imposes a condition pertaining to engineering services contemplated in this LUMS, an engineering services agreement must be concluded between the Municipality and the owner of the land concerned before the construction of infrastructure commences on the land.

Except for land needed for public places or internal engineering services, any additional land required by the Municipality or other organs of state arising from an approved subdivision must be acquired subject to applicable laws that provide for the acquisition or expropriation of land.

No conditions may be imposed that rely on a third party for fulfilment.

If the Municipality approves a land use application subject to conditions, it must specify which conditions must be complied with before the sale, development or transfer of the land. If no specific mention is made, all conditions must be met before first transfer of property and/or any development may take place.

The Municipality may, on its own initiative or on application, amend, delete or impose additional conditions after having given due notice to the owner and any persons whose rights may be affected.

6. DEVELOPMENT CHARGES

The following components are applicable regarding development charges relating to developments within the borders of the Municipality as imposed by Council in accordance with sections 40(7b) of the Act, namely:

- i. The applicant must pay development charges to the Municipality in respect of the provision of an external engineering service by the municipality.
- ii. The external engineering service, for which development charges are payable, must be set out in a policy adopted by the Municipality and/or annual fixed tariff list and included in the approval letter.

- iii. The amount of the development charges payable by an applicant must be calculated in accordance with the policy and/or annual fixed tariff list adopted by the Municipality.
- iv. The date by which development charges must be paid and the means of payment must be specified in the conditions of approval.
- v. The development charges imposed are subject to escalation at the rate calculated in accordance with the policy and/or annual fixed tariff list on development charges and will be recalculated if these rates have changed before the payment is made.

7. WITHDRAWAL OF APPLICATION OR AUTHORISATION

An applicant may, at any time before the Municipality makes a decision, withdraw an application in writing to the Municipality. The owner of land must also, in writing, inform the Municipality if he or she has withdrawn the authorisation given to his or her former agent.

8. SIMULTANEOUS CONSIDERATION OF APPLICATIONS

When an application demands various approvals in terms of this or other legislation, and two or more of the applications must be advertised, the applicant has to indicate this to the Municipality to ensure the simultaneous advertising of all such applications.

9. DECISION

The LUMS of the Municipality provides a detail structure for the decision-making process by the Municipality, as adopted by the Council of the Municipality.

If inputs and or objections are received during the public participation process, it must be noted that the decision will be taken by the **Municipal Planning Tribunal**, irrespective of delegated powers.

The following steps are applicable in order for the Municipality to take a decision on any application received:

- i. The **administrator/ authorised employee** has a maximum of **60 days** after closing date of objections, or date on which feedback was received from the applicant on inputs on comments received during public participation process, to compile the items for presentation of the application to the decision-making body and within which timeframe a decision must also be taken.
- ii. All hearings (applications, objections, comments and appeals) will be written hearings. Neither the Municipal Planning Tribunal, Authorised Official nor the Appeal Body may accommodate any oral representations and/or hearings.
- iii. After the decision-making body has taken a final decision on the application, the **administrator/ authorised employee** has **14 days** to provide written feedback to the applicant and all parties which gave input during the public participation process. The Municipality will communicate in writing the final decision on the application to all parties involved (applicant, objector or person/party), notwithstanding the outcome of the decision.

10. RIGHT TO APPEAL

Any applicant, objector or person/party that made an input during the above-mentioned process, has the right to appeal against the Municipality's decision if he/she feels that he/she is wronged by the decision. Such an appeal shall be submitted within **21 days** after notification of the decision (notification date taken as **7 days** after date of letter of decision) is received and a copy of the appeal shall simultaneously be sent to the Municipality as notice of the appeal. If no notice of such an appeal is received by the Municipality within the prescribed time frame, the mentioned authority will proceed accordingly.

The following time frames may be subject to the regulations of the Appeal Authority and thus may change accordingly:

- i. Any person or body may, after receiving the final decision of the decision-making authority, launch an appeal against such a decision within **21 days** from the date of notification (municipal date stamp required).
- ii. After receiving the written appeal from the mentioned person or body, the Appeal Authority has **21 days** to give notice to the various role-players regarding the date and place where the appeal will take place.
- iii. The hearing of the Appeal Authority must take place within **60 days** after giving notice of the said place and date.
- iv. The **administrator/ authorised employee** of the Appeal Authority has **14 days** to give notice of the decision of the mentioned body to all role players.

11. APPLICATIONS THAT NEED TO BE REFERRED TO THE MEC FOR APPROVAL

The following applications may not be considered by the Municipality, and the Municipality will, when such applications are received, process and consider the application and make a recommendation to the MEC:

- i. Any application that will have an effect on the powers of any provincial or national government level.
- ii. Any application that might have a financial influence on any provincial or national department.
- iii. Any application that might be conflicting with any provincial or national development plans.

12. POWERS TO CONDUCT ROUTINE INSPECTIONS

An employee authorised by the Municipality may, in accordance with the requirements of these LUMS enter land or a building for the purpose of assessing an application and/or determining whether conditions of approval are adhered to.

When conducting an inspection, the authorised employee may:

- i. Request that any record, document or item be produced to assist in the inspection;
- ii. Make copies of, or take extracts from any document produced by virtue of paragraph (i) that is related to the inspection;
- iii. On providing a receipt, remove a record, document or other item that is related to the inspection; or
- iv. Inspect any building or structure and make enquiries regarding that building or structure.
- v. Such an authorised employee may also take photos of the site for documentation reasons.

No person may interfere with an authorised employee who is conducting an inspection as contemplated in this section. The authorised employee must, upon request, produce identification showing that he or she is authorised by the Municipality to conduct the inspection.

13. RE-APPLICATIONS

If any application is denied by the Municipality and/or the Appeal process, such applicant or any successive owner of the particular land, may not submit an application for the same or similar use within a period of **5 years**, unless it can be proved the circumstances or nature of the application and or objections received on the application have changed.

14. LAPSE OF LAND USE RIGHTS (APPROVAL)

Any new land use rights, added to a portion of land, according to an approval by the Act or the LUMS, lapse after **2 years** (or any other period that may be determined by other legislation and replaces or exceeds this Act), unless the owner has demonstrated that he/she has developed or used the land according to the application (including the registration of at least one erf for subdivisions).

Any applicant may, before the lapsing of the mentioned approval period of **2 years**, lodge an application for the extension thereof to the Municipality before the date on which the approval lapses, and after evaluation, further extension(s) of 12 months may be approved to a maximum of **3 years** in total (**5 years** in total from date of first approval).

15. GENERAL PRINCIPLES AND POLICIES

15.1. GENERAL PRINCIPLES AND POLICY

The Municipality will use the following principles as basis for the consideration of any application:

- i. The national principles of sustainability, equality, efficiency, integration and sound management.
- ii. The Development Principles as set out in SPLUMA, Act 16 of 2013.
- iii. The reconcilability of the application with the definitions of the SDF and the IDP and any other approved planning document or plan of the Municipality.
- iv. The Municipality's prescribed procedure and advertising requirements shall strictly be adhered to.
- v. Reconcilability of the application with the Municipality's Spatial Guidelines as included in the LUMS, any policy document or previous resolutions of the Municipality.
- vi. Any policy of the Municipality, as included in the Municipality's Policy Register or minutes of meetings.

15.2. SPATIAL GUIDELINES

Additional to above-mentioned policy aspects and principles, the following spatial guidelines will also form the basis during the consideration of any application by the Municipality:

- i. The specific section in the LUMS applies to any development within flood plains.
- ii. No application which will provide for the establishment of any bottle store or any other sales point for alcohol (wholesale excluded), including secondary sales of alcohol inside shops or supermarkets, will be allowed within residential or industrial areas, or any other area not indicated in the SDF, indicated as a CBD or secondary nodes.

Nature of application:		Minimum Advertisement Procedure:					Decision Making Authority:			Who may apply:		
		Advertisement in Provincial Gazette	Advertisement in Local Paper	Advertisement on site	Notices to interested and affected parties	Holding of a Public Meeting	Municipal Planning Tribunal	Municipal Town Planner	Building Control Officer	Registered Town Planner	Other Professional	General Public
		X = Compulsory and O = Optional										
Rezoning	Application for Rezoning for the establishment of a township or the extension of a township (20 or more units).		X	X	X	O	X			O	O	O
	Application for Rezoning to and from any land use described in the Primary and Secondary Use of Zoning Codes A and B.	O	X	X	X	O	X			O	O	O
	Application for Rezoning to and from any land use described in the Primary and Secondary Use of Zoning Code C.		X	X	X		O	X		O	O	O
	Application for Rezoning in accordance with the guidelines of the SDF.		X	X	X		O	X		O	O	O
	Application for Rezoning that does not fit into the guidelines of the SDF and/or guiding documents (all other rezoning applications).		X	X	X	O	X			O	O	O
Removal of Title Deed restrictions	The removal, amendment or suspension of a restrictive condition, servitude or reservation registered against the title of land which is necessary in order to allow for an application for rezoning and/ or subdivision by the Municipality in accordance with LUMS.		O	X	X			X		O	O	O
	The removal, amendment or suspension of a restrictive condition, registered against the title of land which concerns building lines or other design restrictions.		O	X	X			X		O	O	O
Departures	Application for permanent Departure from any stipulations or regulations contained in the LUMS focussing on building control, including the relaxation, variation or amendment of building lines, heights of building, floor area, coverage, density and any of the matters prescribed in these regulations as part of planning control.	O	O	X	X			X		O	O	O
	Application for permanent Departure from any stipulations or regulations contained in the LUMS pertaining to land use rights and any aspects affecting the mentioned rights.	O	O	X	X			X		O	O	O
	Application for Temporary Departure from any stipulation of regulations contained in the LUMS		O	X	X			X		O	O	O
Secondary and Consent Uses	Application for Secondary Use, other than the below mentioned uses.		O	X	X			O	O	O	O	O
	Application for Secondary Uses: Funeral Parlour, Scrap Yard, Conference Facilities, Hotel, Temporary Housing and Place of Entertainment.		X	X	X		X			O	O	O
	Application for Consent Use for Occupational Practice, Day-Care centres, second dwellings.		O	X	X			X		O	O	O
	Application for Consent Use of Tuck Shops.	As per Tuck shop policy / By-law of Council (LED)										
	Application for Bird and Animal Cages.		O	O	X				X		O	O
Subdivisions	Application for Subdivision for the establishment of a township or the extension of a township (20 or more units).		X	X	X	O	X			O	O	O
	Application for Subdivision in accordance with the guidelines of the SDF and/or guiding documents.		O	X	X			X		O	O	O
	Application for Subdivision that does not fit into the guidelines of the SDF and/or guiding documents.		X	X	X		X			O	O	O
	Application subject to an abridged proses			O	O			X		O	O	O
Other	The relaxation, variation or amendment of original approval conditions and/or restrictive regulations and procedures.		X	O	O			Orig decis-making auth		O	O	O
	The amendment or cancellation of a general plan of a township.			O	O			O		O	O	O
	The permanent closure of a municipal road (public road) or a public open place.	O	X	X	X			O		O	O	O
	The consolidation of any land portion.		O	O	X			X		O	O	O
	Application for the extension of the approval period of an application before the lapsing thereof.		O	O	O			X		O	O	O
	Any application in terms of these regulations that is not supported in the policy documents and SDF of the Municipality.		X	X	X		X			O	O	O