

Ngqushwa Local MunicipalityWebsite: www.ngqushwamun.gov.za

Physical Address: Erf 313 | Main Road |

Peddie | 5640

Postal Address: P.O Box 539 | Peddie | 564

**Spatial Planning & Land Use****Management Section :****Community Services**

Tel: +27 40 673 3097

Fax: +27 40 673 3771

NB – CHECKLIST BELOW TO BE COMPLETED BY APPLICANT / REGISTERED PROFESSIONAL – Revised 13.05.13

CHECKLIST FOR BUILDING PLAN SUBMISSION	YES	NO
*SACAP Number and SACAP Registered Name		
*SACAP compliance certificate to be attached		
*SANS 10400 FORMS		
*Plans to be signed and dated by Owner & Architectural Professional <i>(if a Candidate have drawn up the plans, it must also be signed by a Registered mentor)</i>		
*4 Copies for ALL plan submissions		
*3 copies are to be coloured in (Colours according to SABS 0400-1990)		
*Registered Professional's Drawing Checklist completed & signed		
*Submission Fee paid – copy of receipt to be attached with invoice		
Age of building ? Heritage Application required if building is older than 60yrs		
*Submission forms to be filled in correctly <i>providing all required information (including Owners contact details)</i> and to be signed by Owner and Architectural Professional		
Stormwater Management Plan is required when a floor plan (hardened footprint) of 100m ² or more is shown. Engineers Certificate required		
Appointed Engineers Certificate required where applicable.		
Fire Protection Plan is required for any commercial building, public building or facility, i.e. Schools, shops, institutions, factories, hospitals, etc.		
Departure forms / Consent forms where applicable, signed by owner and abutting owner <i>providing all required information</i>		
Departure fee paid		
Water Connections / Sewer Connections paid where applicable. Proof of payment required.		
No Book Plans allowed – plans as per ISO Standards – A0,A1,A2		
Only Recognized Drawings scales to be used –1:20,1:25,1:50,1:100,1:200, 1:500 etc.		

NB – Should any documentation be incomplete or omitted, where applicable, NO plan submissions will be accepted.**- FOR OFFICE USE ONLY -**

Comments / Attachments: <hr/> <hr/> <hr/> <hr/>
Checked By:
Date: