



## UMKHANDLU uMshwathi Municipality

**DEPARTMENT OF TECHNICAL SERVICES**  
Human Settlements and Compliance Unit

### **CIRCULAR TO APPLICANT/ARCHITECTS**

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

The following documentation must be furnished with all building applications:

1. 4 x copies of the plans, of which 2 must be coloured in terms of the NBR requirements.
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. Copy of Survey General Diagram
4. Copy of current Title Deed
5. For Relaxations of Building Lines, form BC21 & BC22 to be completed. (if applicable)
6. SACAP Architectural Compliance Form
7. SANS 10400 – A:Forms 1-4, Edition 3 Declaration in terms of the South African National Standards.
8. Charge out advice, plan fee to be paid in full and provide Proof of Payment.

On no account will plans be accepted by Municipal 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.

#### **VISION**

*“uMshwathi Owethu - Lets Build Together”.*