

DOCUMENTATION CHECKLIST

for various LAND related APPLICATIONS

DOCUMENTS TO BE SUBMITTED TO THE MUNICIPALITY	REMOVAL OF TITLE DEED RESTRICTIONS	REZONING	SPECIAL CONSENT	SUBDIVISION	DEPARTURE	HOUSE SHOP	TAVERN	SDP
Application Covering Letter	X	X	X	X	X	X	X	X
Application Form (to be obtained from Properties Division, 2nd floor, Lillian Diedericks Building, Govan Mbeki Avenue)	X	X	X	X	X	X	X	X
Title Deed / Leasehold Title and Proof of Submission to Remove Restrictive Conditions (or approval)	X	X	X	X	X	X	X	X
Conveyancer Certificate (where Title Deed refers to conditions contained in another Title Deed not supplied)	X	X	X	X	X	X	X	X
Bondholder's Consent (if Property is bonded)	X	X	X	X	X	X	X	X
Power of Attorney (if Property is not registered in Owner's name)	X	X	X	X	X	X	X	X
Company/Trust Resolution (if Property is registered in name of Company/Trust)	X	X	X	X	X	X	X	X
Consent from Third Party (Title Deed conditions requiring consent from e.g. an Estate who is the Custodian of those conditions) OR (Confirmation of non-existence of Third Party)	X	X	X	X	X	X	X	X
Surveyor Diagram				X				
Motivation Memorandum	X	X	X	X	X	X	X	
Locality Plan	X	X	X	X	X	X	X	
Subdivision / Consolidation Plan (if applicable)				X				
Motivation Report addressing Desirability, Parking, Access, Operating Hours, Amount of Seating for Patrons, Number of Employees, etc. (if applicable)					X	X	X	X
Written confirmation that Owner resides on the premises						X	X	
Plans (Zoning/Locality) as well as copy of Building Plan indicating which areas of dwelling to be used for Tavern/House Shop/Business, etc. purposes						X	X	X

- **PLEASE NOTE THAT APPLICATIONS COULD ALSO BE WITHDRAWN AT A LATER STAGE ON THE BASIS OF INCORRECT DOCUMENTATION AND PROCEDURE.**
- **A COPY OF THE COMPLETED, CHECKED AND SIGNED APPLICATION CHECKLIST ALSO SERVES AS THE ACKNOWLEDGEMENT OF RECEIPT.**