

LAND DEVELOPMENT APPLICATION GUIDELINES

NELSON MANDELA BAY METROPOLITAN MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2023

The Nelson Mandela Bay Metropolitan Municipality (NMBMM) has developed guidelines for the submission of land development application in terms of the Spatial Planning and Land Use Management Act, 2013 (SPLUMA) and Nelson Mandela Bay Metropolitan Spatial Planning and Land Use Management Bylaw, 2023 (SPLUM Bylaw). The guidelines are aimed at streamlining processes and to enable applications to be finalized within shortened timeframes. The guidelines must be read in conjunction with SPLUM Bylaw Chapter 6: General Application Procedures. The guidelines may be amended by the Municipality as and when necessary and the public will be advised.

A. PRE-APPLICATION CONSULTATION

1. GENERAL PROVISIONS FOR ALL LAND DEVELOPMENT APPLICATIONS

- 1.1. Applications for subdivision of land zoned agriculture falling under the Subdivision of Agricultural Land Act (Act 70 of 1970) must be accompanied by a consent letter from the Department of Rural Development and Land Reform.
 - 1.1.1. This is only applicable to land that was designated as agricultural land through the provision of Subdivision of Agricultural Land Act, Act 70 of 1970 before the re-demarcation of municipalities in terms of Local Government Transition Act, 1993 (Act No 209 of 1993) i.e. all land that fell under the Western District Council (WDC) as indicated in Annexure F.
- 1.2. Applications for subdivision, rezoning & building line departures for land units abutting National, or District Roads must be accompanied by a letter of consent from the South African National Roads Agency SOC Ltd (SANRAL) or Eastern Cape Department of Transport, respectively.
- 1.3. Applications for subdivision on land unit(s) that have environmental constraints, for example on Critical Biodiversity Areas, traversed by watercourses, bloodlines etcetera, must be accompanied by detailed environmental studies outlining offsets and exclusion areas.¹
- 1.4. All land development applications with a title deed that refers to conditions contained in another title deed must be accompanied by a copy of the referred title deed or a conveyancer's certificate confirming that the referred title deed does not contain conditions restricting or prohibiting the proposed development.
- 1.5. Applications for removal of title deed restrictions in which restrictions are in favor of a party must be accompanied by a consent letter from that party.
- 1.6. An applicant may request pre-application consultation with an official in Land Planning Division as and when they deem necessary (Contact Details under Annexure A).

¹ Should an Environmental Authorization demarcate additional or different offsets/exclusions after rights have been granted by the Municipality, an application for the amendment of the approved layout plan is required in terms of SPLUM Bylaw.

2. INVEST IN NELSON MANDELA BAY METROPOLITAN MUNICIPALITY

- 2.1. The Municipality is committed in expediting and facilitating land development applications for business (commercial/industrial) investments or projects/investment designated as strategically important to the municipal economy.
- 2.2. Applicants may request pre-application consultation with the Senior Director: Land Planning & Management for business (commercial/industrial) investments or projects designated as strategically important to the Municipal economy for purposes of classification as priority-applications.
- 2.3. The resolution to classify an application as priority must be recorded and communicated to the applicant, which shall form part of the annexures of a land development application.

B. PRE-APPLICATION VERIFICATION OF DOCUMENTATION

1. ALL LAND DEVELOPMENT APPLICATIONS (EXCEPT SPECIFIED)

- 1.1. Applicants will be required to compile an application and label (A, B, C.... etc.) all required annexures for each application category in terms of the checklist appended (Annexure E).
- 1.2. Annexures P – W are only required after the completion of the Public Participation process.
- 1.3. An application, with all required annexures, must be submitted electronically by means of an e-mail [*Heading: New Application – Pre-application Document Verification: Erf Number*] to Land Planning Division (list of contact details – Annexure A).
- 1.4. A Land Planning Division official will check and confirm if the application may proceed to public participation or submission.
- 1.5. The electronic submission for document verification must be in Portable Document Format (PDF) and sizes not exceeding 10mb. If the attachments combined exceed the prescribed size or the e-mail is not going through, the application may be split into separate emails or put on a flash-drive to be delivered to Land Planning Division, 3rd Floor Lillian Diedericks Building, No. 191 Govan Mbeki Avenue, Gqeberha.
- 1.6. Upon confirmation that the application is ready for public participation² by Land Planning, the applicant must email the Pre-application submission requesting addresses for abutting owners to the relevant Senior Clerk, in terms of areas of management (list appended), who will check and issue. Applicants may request addresses for abutting owners in person at Properties and Planning Administration Department, 2nd Floor Lillian Diedericks Building together with proof of pre-submission confirmation received from Land Planning.
- 1.7. The property addresses on which notices must be sent will be in terms of the Annexure B Attached. However, the Municipality reserves the right to request a wider circulation of notices depending on the type of application received.

² This process does not constitute the assessment of an application but ensuring that basic documents are in place. Therefore, the Municipality may request additional documents during the 'Administration Phase' contemplated in SPLUMA.

C. PUBLICATION & SUBMISSION OF AN APPLICATION

1. APPLICATIONS NOT EXEMPTED FROM SPLUM BYLAW SECTION 71

- 1.1. All applications not exempted from publication in terms of Schedule 1 of the SPLUM Bylaw must be published in terms of procedures contemplated in Section 71 of the Bylaw.
- 1.2. In instances where a title deed condition is applicable to the entire township, notice must be served on each property owner in that township.
- 1.3. Notices (Annexure D) must be published in the PE Express or in the UD Express Newspapers under 'Classified or Town Planning Section' and the applicant will be responsible for the costs of the preparation and publication.³
- 1.4. The newspaper notice must be in the format prescribed by the pro-forma and of a size not less than Width 60mm Length 140mm or an equivalent size offered by a newspaper.
- 1.5. A copy of the application must be served to the Ward Cllr (Annexure C).
- 1.6. Applications for different properties unrelated in the development proposal must not be combined into one advertisement.
- 1.7. A copy of the application requested by members of the public must be made available by the applicant immediately upon receipt of such a request.
- 1.8. SPLUM Bylaw Schedule 1 – Category 2 (5) does not need to be subjected to public participation processes.
- 1.9. Unless directed in sections below, all applications must be submitted at Properties and Planning Administration Department, 2nd Floor Lillian Diedericks, Govan Mbeki Ave, Gqeberha.

D. APPLICATION CATEGORIES

1. SITE DEVELOPMENT PLANS

- 1.1. Site Development Plans (SDPs) do not require public participation.
- 1.2. SDPs do not require pre-application verification. Document verification will be done at the time of submission of the SDP.
- 1.3. SDPs must be submitted after the appeal period has lapsed or appeal process has been finalized.
- 1.4. Submission of SDPs is at Land Planning Division, 3rd Floor Lillian Diedericks Building, No. 191 Govan Mbeki Avenue, Gqeberha.

2. PRACTICE OF OCCUPATION FROM HOME & SPECIAL CONSENT FOR ADDITIONAL USES

- 2.1. Home Enterprise & Additional Uses do not require pre-application verification. Document verification will be done at the time of submission of the application.
- 2.2. Notices must be served to properties as indicated on Annexure B.
- 2.3. Declaration by Affected Party(ies)/Property Owner(s) and Comments & Objections Forms in the SPLUM Bylaw must be attached to the notice and signed by property owner(s) of properties indicated on Annexure B.
- 2.4. The application must be accompanied by a Site Development Plan (SDP).

³ Where a zoning scheme requires publication in a specific format, notices must be published as directed in the applicable Zoning Scheme.

2.5. Submission of an application for Practice of Occupation from Home and Additional Uses is at Land Planning Division, 3rd Floor Lillian Diedericks Building, No. 191 Govan Mbeki Avenue, Gqeberha.

2.6. This section also applies to SPLUM Bylaw Category 5 (5) applications.

3. EXTENSION OF VALIDITY

3.1. SPLUM Bylaw Schedule 1: Category 5 (2) - Extension of validity of a land development application, which does not constitute a sub-division or consolidation.

3.2. SPLUM Bylaw schedule 1: Category 2 (6) - Extension of validity of a land development application, for sub-division or consolidation.

3.3. Applications for extension of validity do not require public participation. These applications must be submitted upon finalization of the document verification by Land Planning Division.

3.4. Submission of an application for extension of validity is at Properties and Planning Administration Department, 2nd Floor Lillian Diedericks, Govan Mbeki Ave.

4. EXEMPTED SUBDIVISION & CONSOLIDATIONS (& LEASE AREAS), REGISTRATION CERTIFICATES AND ADJUSTMENT OF CADASTRAL BOUNDARIES

4.1.1. The certificates of exemption in terms of SPLUM Bylaw Section 48 and certificates for registration in terms of Section 53 of the Act do not require pre-application verification. Document verification will be done at the time of submission of the application.

4.1.2. Minor alteration to the common boundary between 2 or more land units, which is not material (<10% - Refer to Regulation 71 (9) of Land Use Scheme).⁴

4.1.3. Submission of a request for a certificate of exemption in terms of SPLUM Bylaw Section 48 (2) and certificates for registration in terms of Section 53 of the Act is at 4th Floor, Kwantu Towers, Vuyisile Mini Square, Govan Mbeki Ave, Gqeberha.

5. SCHEDULE 1 - CATEGORY 4 APPLICATIONS

5.1. SPLUM Bylaw Schedule 1: Category 4 (1) Relaxation of building lines on residential zoned erven, which do not consist of building lines imposed as a condition of approval through the amendment of the land use scheme, for the erection of non-habitable structures.

5.2. SPLUM Bylaw Schedule 1: Category 4 (2) Erection of a second dwelling unit.

5.3. Applications under Category 4 are to be submitted at the building plan approval stage.

5.4. Notices must be served to properties as indicated on Annexure B.

5.5. An approval granted under Category 4 by the Building Control Officer is also subject to the 21-day appeal period contemplated in SPLUM Bylaw Section 83 (1). Construction may not commence until the 21-day period has lapsed or appeal process finalized.

⁴ Adjustment of cadastral boundaries of an approved layout plan that bring about material change require a full Land Development Application process.

E. GENERAL

1. A letter of acknowledgement or confirmation of receipt/complete documentation will be forwarded via – email/post and progress of the application may be checked on <https://www.nelsonmandelabay.gov.za/page/e-tracking>.
2. All applications are subject to the 21-day appeal period contemplated in SPLUM Bylaw Section 83 (1) except for Site Development Plans and those exempted in terms of Section 48 of the Bylaw.

3. PAYMENT OF APPLICATION FEES

- 3.1. The amount of administration fees will be calculated in terms of the fee structure as approved by the Council annually.
- 3.2. Fees may be verified with a Municipal official either in Properties and Planning Administration.

3.3. Fees will be paid on Electronic Funds Transfer (EFT) into the following Municipal account:

Bank	ABSA Bank
Account Name	NMBMM
Account Number:	40 7953 3826
Account Type:	Current Account
Branch Code:	632005

3.3.1. The bank reference must be in the following format:

1021307082 24 00001
└──────────┬──┬──┘
 1 2 3

1. The first 10 digits is the vote number for Properties.
2. Followed by a space and then the allotment area number.
3. And the erf number of the subject property.

3.3.2. For applications that comprises of multiple erven, only one erf number will be sufficient.

3.4. Fees must be paid on or before submission of an application contemplated in Section 71 (7) of the SPLUM By-law to Properties and Planning Administration and proof of payment be attached.

AUTHOR

Written by: *Director: Land Use Management – Mr Mthulisi Msimanga*

Date written: **01/10/2023**

Supersedes Doc No.: **SOP Dated 1 November 2022**

Checked by: **Senior Director: Land Planning & Management: Mr Owethu Pantshwa**

11 CHANGE HISTORY

Doc No.	Effective Date	Revision Date	Revision No.	Page No	Authorised By
LDA-SOP00	Date of Signature	01/07/2021	N/A	11	ED/HS
LDA-SOP01	Date of Signature	01/11/2022	01	12	ED/HS
LDA-SOP02	Date of Signature	01/06/2023	02	13	<i>[Never Distributed]</i>
LDA-SOP03	Date of Signature	01/10/2023	03	14	ED/HS

ANNEXURE A

ALLOTMENT AREA NUMBERSALLOTMENT AREAS	
Algoa Park	01
Amsterdamhoek	02
Beachview	48
Bethelsdorp	03
Bloemendal	31
Blue Horizon Bay	49
Bluewater Bay	02
Central	04
Charlo	33
Clarendon Marine	50
Coega	44
Coega IDZ	44
Colchester & surrounds	51
Colleen Glen	52
Cotswold	05
Crocketts Hope	53
Denholme	54
Despatch	47
Fairview	35
Farms PE	61
Farms UTH	62
Fernglen	06
Fitchholme	55
Framesby	07
Gelvandale	08
Greenbushes	56
Humewood	09
Hunters Retreat	10
Ibhayi	41
Kabega	12
Kini Bay	57
Korsten	13
KwaDwesi	42
KwaMagxaki	43
KwaNobuhle	46
Lorraine	36
Malabar	11
Mangold Park	37
Mill Park	14
Motherwell	29
Mount Pleasant	34
Mount Road	15
Murray Park	58
New Brighton	16

ALLOTMENT AREA NUMBERSALLOTMENT AREAS	
Newton Park	17
North End	18
Parsonsvlei	19
Redhouse	20
Rendallton	59
Rocklands	63
Schoenmakerskop	21
South End	22
St Albans	64
Summerstrand	23
Sunridge Park	24
Swartkops	25
Theescombe	30
Uitenhage	45
Walmer	32
Wedgewood	65
Wells Estate	26
Westering	27
Westlands	60

LAND PLANNING: PRE- APPLICATION VERIFICATION OF DOCUMENTS	
Vanessa van der Mescht Tel - 041 506 2435 email Vvdmesch@mandelametro.gov.za	
Copy - Nomfuneko Ketelo Tel - 041 506 3324 email nketelo@mandelametro.gov.za	
PROPERTIES AND PLANNING ADMINISTRATION: REQUEST FOR ADDRESSES & SUBMISSION	
Reception – 041 5063357	
Valda Cameron Tel - 041 5063321 Email - vcameron@mandelametro.gov.za	Pattydo Velele Tel - 041 5061552 Email - pvelele@mandelametro.gov.za
Lulu Sali Tel - 041 5063361 Email - lsali@mandelametro.gov.za	Andrea Williams Tel - 041 5061813 Email - awilliams@mandelametro.gov.za
PRE-APPLICATION CONSULTATION (WHEN REQUIRED)	Email – bloggenberg@mandelametro.gov.za c/o Director: Land Use Management Tel – 041 506 2200
PRE-APPLICATION CONSULTATION (INVESTMENT PRIORITIZATION)	Email – dpikoli@mandelametro.gov.za Senior Director: Land Planning & Management opantshwa@mandelametro.gov.za

ANNEXURE B

A) PROPERTY LOCATED IN MID-BLOCK

	1 (a)	2 (a)	3 (a)		
12	11 (a)		4 (a)	5	

10	9	8 (a)	7	6	
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B) PROPERTY LOCATED AT THREE-WAY JUNCTION

	1 (a)	2 (a)		3		
13	12 (a)			4 (a)	5	

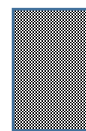
11	10	9 (a)	8	7	6	
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C) PROPERTY LOCATED AT FOUR-WAY JUNCTION

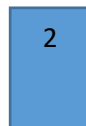
1	2 (a)	3 (a)		4		
13	12 (a)			5 (a)	6	

11	10	9 (a)		8	7	

LEGEND

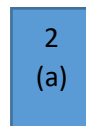


APPLICATION SUBJECT PROPERTY



PROPERTIES WHERE NOTICES MUST BE SENT FOR:

- ALL SPLUM BYLAW SCHEDULE 1 CATEGORIES (UNLESS SPECIFIED)



PROPERTIES WHERE NOTICES MUST BE SENT FOR SPLUM BYLAW:

- SCHEDULE 1 CATEGORY 4 APPLICATIONS

ANNEXURE C

NOTICE TO ADJACENT PROPERTIES & WARD COUNCILLOR

[APPLICANT'S ADDRESS + EMAIL DETAILS + PHONE NUMBER]

[ADJACENT PROPERTY ADDRESS]

[DATE]

Dear Sir/Madam

[A NOTICE IN TERMS OF SECTION 71 OF THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY SPATIAL PLANNING AND LAND USE MANAGEMENT BYLAW, 2023: FOR REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 0000, WALMER.]

[REZONING FROM RESIDENTIAL 1 TO BUSINESS 1: ERF 0000, WALMER]

[SPECIAL CONSENT FOR STUDENT ACCOMODATION/ETC: ERF 0000, WALMER] ETC

I wish to advise that [APPLICANT] on behalf of [PROPERTY OWNER] the registered owner of Erf 0000 situated at [STREET ADDRESS], intends to apply for the [removal of Conditions B(i), B(ii) and B(iii) as contained in the Title Deed No. XXXX. A copy of the conditions to be removed is attached hereto] [rezoning of Erf 0000, Walmer from Residential 1 to Business 1] [relaxation of side building lines from 3m to 0m to permit the development of a dwelling unit] [departure from parking requirements of 1bay/habitable room to 0.5 bays/habitable room in order to enable 5 bays to be provided on site] ETC.

Your attention is being directed to this application by virtue of the fact that, according to my records, you are the owner of property situated in the vicinity of the subject property.

The detailed proposal may be requested from the applicant.

Kindly note that the advertising of the proposal for objection should under no circumstances be construed as an indication that the proposal is likely to be approved by Council. The proposal will only be considered by Council once the legal requirements have been complied with so that any possible objection may also be taken into account.

Should you wish to object to the proposal, kindly do so, in writing using the attached Comments & Objections and the Declaration by Affected Party(ies)/Property Owner(s) Forms, which must be submitted directly to the applicant on [EMAIL & ADDRESS] in order for the concerns to be addressed, on or before the closing date for objection, which is [DATE – 30 Working Days].

A copy of your objection must also be emailed to the Municipality to awilliams@mandemetro.gov.za the subject matter being: **Objection – [Erf 0000, Walmer]**. Persons with disabilities who are not able to email may contact Ms Williams at 3rd Floor Lillian Diedericks Building, No. 191 Govan Mbeki Avenue, Gqeberha, Tel No. 041 506 1813.

Any objection received after the due date will not be considered.

A person who delivers comments, objections or representations will be notified if a hearing is to be held in respect of the application.

Yours faithfully

[APPLICANT]

ANNEXURE D**ADVERTISEMENT**

**PUBLICATION OF AN APPLICATION
IN TERMS OF SECTION 71 OF THE NELSON MANDELA BAY METROPOLITAN MUNICIPALITY
SPATIAL PLANNING AND LAND USE MANAGEMENT BY-LAW, 2023
FOR:**

ERF/ERVEN:
PHYSICAL ADDRESS:.....
APPLICANT : **ON BEHALF OF**.....

Notice is hereby given that an application will be made to the Nelson Mandela Bay Metropolitan Municipality for:

1. the removal of conditions [B(i), B(ii) and B(iii)] contained in the Title Deed No. [T0000/0000] applicable to Erf [0000, Walmer] in terms of Section 47 of the SPLUMA;
2. the amendment of the Land Use Scheme by the Rezoning of Erf [0000, Walmer] from [Residential Zone 1 to Business Zone 1];
3. the amendment of the Land Use Scheme by the relaxation of building lines/increasing the Floor Space Index (FSI)/Coverage/Density applicable to Erf [0000, Walmer];
4. the subdivision/consolidation of Erf [0000, Walmer].

The detailed proposal may be requested from the applicant.

Members of the public are invited to submit comments, objections or intervener status using the Comments & Objections Form in the SPLUM Bylaw, with clear reasons in respect of the proposal to the following:

- (1) The Applicant, [ADDRESS, TELEPHONE/CELLPHONE NUMBER & EMAIL ADDRESS] and a copy sent to
- (2) The Executive Director: Human Settlements, P O Box 9, Gqeberha, 6000; c/o e-mail awilliams@mandelametro.gov.za on or before [DAY, MONTH, YEAR – 30 Working Days].

Persons with disabilities who are not able to email may contact Ms Williams at 3rd Floor Lillian Diedericks Building, No. 191 Govan Mbeki Avenue, Gqeberha, Tel No. 041 506 1813.

Comments submitted after the said date will be considered invalid.

A person who delivers comments, objections or representations will be notified if a hearing is to be held in respect of the application.

ANNEXURE E

LAND DEVELOPMENT APPLICATION CHECKLIST

DOCUMENTS TO BE SUBMITTED TO THE MUNICIPALITY FOR VARIOUS LAND DEVELOPMENT APPLICATIONS		APPLICATION TYPE												
DOCUMENTS REQUIRED		SUBDIVISION, CONSOLIDATION & CLOSURE OF PUBLIC PLACES	REZONING	SPECIAL CONSENT	DEPARTURE	HOUSE SHOP/TAVERN	CERTIFICATE OF EXEMPTION	TITLE DEED RESTRICTIONS	PRACTISE OF A PROFESSION FROM HOME	SPECIAL CONSENT (CATEGORY 5)	SITE DEVELOPMENT PLAN	EXTENSION OF VALIDITY (CONSOLIDATION & SUBDIVISION)	EXTENSION OF VALIDITY (CATEGORY 5 (2))	CATEGORY 4 APPLICATIONS
PRE-SUBMISSION														
A.	APPLICATION FORM	X	X	X	X	X	X	X	X	X		X	X	X
B.	APPLICATION COVERING LETTER	X	X	X	X	X	X	X	X	X	X	X	X	X
C.	TITLE DEED / LEASEHOLD TITLE AND PROOF OF SUBMISSION TO REMOVE RESTRICTIVE CONDITIONS (OR APPROVAL)	X	X	X	X	X	X	X	X	X				X
D.	CONVEYENCER'S CERTIFICATE (WHERE TITLE DEED REFERS TO CONDITIONS CONTAINED IN ANOTHER TITLE DEED NOT SUPPLIED)	X	X	X	X	X	X	X	X	X				X
E.	BOND HOLDER'S CONSENT IF PROPERTY IS BONDED	X	X	X	X	X	X		X					X
F.	POWER OF ATTORNEY (IF PROPERTY IS NOT REGISTERED IN APPLICANT'S NAME)	X	X	X	X	X	X	X	X	X	X	X	X	X
G.	COMPANY RESOLUTION (IF PROPERTY IS REGISTERED IN NAME OF COMPANY)	X	X	X	X	X	X	X	X	X	X	X	X	X
H.	SURVEYOR DIAGRAM OF THE PARENT ERF (WHERE APPLICABLE*)	X					X*							
I.	SUBDIVISION / CONSOLIDATION PLAN (WHERE APPLICABLE*)	X					X*							
J.	APPROVALS GRANTED BY THE MUNICIPALITY (WHERE APPLICABLE*)				X*				X*	X	X	X	X	X*

DOCUMENTS TO BE SUBMITTED TO THE MUNICIPALITY FOR VARIOUS LAND DEVELOPMENT APPLICATIONS		APPLICATION TYPE												
DOCUMENTS REQUIRED		SUBDIVISION, CONSOLIDATION & CLOSURE OF PUBLIC PLACES	REZONING	SPECIAL CONSENT	DEPARTURE	HOUSE SHOP/TAVERN	CERTIFICATE OF EXEMPTION	TITLE DEED RESTRICTIONS	PRACTISE OF A PROFESSION FROM HOME	SPECIAL CONSENT (CATEGORY 5)	SITE DEVELOPMENT PLAN	EXTENSION OF VALIDITY (CONSOLIDATION & SUBDIVISION)	EXTENSION OF VALIDITY (CATEGORY 5 (2))	CATEGORY 4 APPLICATIONS
K.	WRITTEN MOTIVATION AND PROPOSAL STATEMENT (AS PER LAND DEVELOPMENT APPLICATION FORM PART I)	X	X	X	X	X	X	X	X					
L.	WRITTEN CONFIRMATION THAT OWNER RESIDES ON THE PREMISES					X								
M.	APPROVED BUILDING PLAN (WHERE APPLICABLE *)			X*	X*	X		X	X*					
N.	SITE PLAN INDICATING AREAS TO BE USED FOR TAVERN/HOUSESHOP/HOME OCCUPATION/GUESTS /STUDENTS ETC (WHERE APPLICABLE *)			X*		X*		X*	X*	X				
O.	SITE PLAN INDICATING DEVELOPMENT PARAMETERS				X					X				
P.	SUBMISSION - 2 HARD COPIES	X	X	X	X	X	X	X	X	X	X	X	X	
Q.	APPLICATION FEES / PROOF OF PAYMENT	X	X	X	X	X	X	X	X		X	X	X	
R.	COPY OF ADVERTISEMENT	X	X	X	X		X							
S.	PROOF OF NOTICES/ POSTAL RECEIPTS	X	X	X	X		X	X	X				X	
T.	DECLARATION BY AFFECTED PARTY(IES)/PROPERTY OWNER(S) FORM					X		X	X				X	
U.	AFFIDAVIT CONFIRMING COMPLIANCE WITH SPLUM BYLAW SECTION 71	X	X	X	X		X							
V.	PROOF OF NOTICE TO WARD COUNCILLOR / OTHER AUTHORITIES AS REQUIRED	X	X	X	X	X	X	X	X				X	
W.	CONFIRMATION OF RECEIPT OF OBJECTIONS / COMMENT ON OBJECTIONS	X	X	X	X	X	X	X	X				X	

ANNEXURE F

