

# DUNKIRK ESTATE DEVELOPMENT MANUAL

## SUBJECT TO AMENDMENTS 2017

This document incorporates and supersedes all previous versions of the Architectural Code and Development Manual, and will be referred to as the “**Development Manual**” for all future intents and purposes. Note that the Development Manual is subject to review, and that the Dunkirk Real Estate Offices should be contacted for the latest revision. The Development Manual is to be read in conjunction with the Memorandum and Articles of Association.

1. The Tribunal judgement requires that the site is zoned “Special Zone Dunkirk Estate within the Umhlali Beach Town Planning scheme as extended”. The requirements are that the Dunkirk Estate Homeowners Association will be responsible for the approval of plans within the rules and regulations of all developments prior to the submission of plans to the local authority.
2. In order to assist Homeowners, below is set out the guidelines which should be followed relating to the **appointment of architects and the submission of drawings:**

### 2.1. DUNKIRK PANEL OF ARCHITECTS

With regards to the appointment of architects, only **pre-approved architects** on the Dunkirk Homeowners Association panel may submit plans to the Building Committee / Architectural Review Committee following the format as set out the clauses below.

### 2.2. USE OF ARCHITECTS NOT ON THE PANEL

It was agreed at the AGM of the 31<sup>st</sup> August 2007 that the Directors of the Dunkirk Homeowners Association tighten up the architectural controls and the panel of architects in order to ensure that standards of excellence in architecture are attained on the Estate.

The solution proposed was as follows:

- 2.2.1 Once a year, at the time of the AGM, Homeowners who intend building in the forthcoming year are to submit their architect’s CV/portfolio to the Dunkirk Architectural Review Committee for review. The CV/portfolio will then be assessed, and if considered acceptable, the architect will be placed

on the panel for the forthcoming twelve month period. The architect will be given a comprehensive briefing on the Dunkirk Architectural Code.

2.2.2 Should the architect NOT be accepted at this stage, they will not be allowed to accept the commission.

2.2.3 Should a Homeowners submit a CV/portfolio of an architect they wish to use outside the above timeframe, a **Review Fees of R2,400.00 + VAT** will be charged to the Homeowner for the CV/portfolio to be considered.

2.2.4 In this case, and prior to the appointment of an architect not on the approved panel, or any work being undertaken for the Homeowner, the Homeowner is to provide the following to the Architectural Review Committee:

- Details of having worked with the architect previously (i.e. proof of an established relationship) OR
- A fee comparison between the approved architects and that of the unapproved architect, thereby showing that the Homeowner has approached at least 5 architects on the approved panel and does not wish to use them for financial purposes.
- A copy of the unapproved architect's portfolio of their own work.

The Architectural Review Committee will scrutinise the portfolio and, if considered capable, the architect will be given a briefing by the Review Committee on the Dunkirk Architectural Guidelines.

The architect may only accept a **SINGLE commission**.

Should that single appointment be made, only after the final drawings have been submitted, approved and the development / home completed, will the architect be able to apply to undertake a second commission or if his work is acceptable, be considered for placement on the panel of "approved architects".

## **2.3 RULES APPLICABLE TO ALL ARCHITECTS WORKING ON THE ESTATE**

2.3.1 The responsibility lies with the Homeowner to enquire as to the status of the practitioner prior to commissioning them. They must be qualified architects and preferably registered with the Institute of Architects of South Africa. **Technicians will not be allowed to work on the Estate.**

2.3.2 The Review Committee will not be responsible for monies wasted on "professionals" who are not authorised to work on the Estate.

- 2.3.3 The Architect MUST be engaged for a minimum service of design and L.A. approval drawings, whilst it is recommended that Architects be commissioned for a full service. No sub-contracting is allowed.
- 2.3.4 Architects not producing buildings of consistently high calibre may at the sole discretion of the Review Committee be removed from the “Approved Panel”, or as in the case of “new architects applying for acceptance onto the panel”, will not be added to the Approved List.
- 2.3.5 All architects accepting a commission on the Dunkirk Estate will be required to sign a document with the Homeowners Association prior to the commencement of the commission. The conditions will require acceptance of the following:
- 2.5.1 the architect accepts the current rules pertaining to all architects on the Estate;
  - 2.5.2 the architect accepts that the submission procedures and documentation requirements will be strictly adhered to, failing which the architect will pay a financial penalty, the amount of which will be determined by the Architectural Review Committee;
  - 2.5.3 the architect accepts that should plans be submitted more than three times for review, that a re-submission fee of R1 000-00 + R140.00 (VAT) = R1 140.00 will be charged per submission;
  - 2.5.4 that should the architect be appointed for a limited service that the Homeowner will not deviate from the approved plans without prior input from his architect, and that deviation plans will be submitted to the Review Committee for approval before the work is implemented on site.
  - 2.5.5 that the architect will sign off the buildings upon completion, thereby certifying that they have been built in accordance with the approved plans (even if employed for a limited service).

This document is attached to the “DUNKIRK REVIEW COMMITTEE – PLAN SUBMISSION FORM”, and is to be signed by the architect and Homeowner.

- 2.3.6 External changes made to homes during construction need to be submitted as deviation plans for approval by the Dunkirk Architectural Review Committee. Plans submitted after the construction of deviations, and without the approval of the Dunkirk Architectural Review Committee, will be charged a penalty fine and may not be approved.
- 2.3.7 It is imperative that at the initial submission stage of the architectural plans, that all retaining walls that are to be constructed on site are shown on the plans for approval by the Dunkirk Architectural Review Committee.

Should it become evident during the construction process that retaining walls are required, the architect is to submit plans for the approval of the Review Committee prior to the construction hereof. Walls built without the approval of the Dunkirk Architectural Review Committee may not be accepted.

- 2.3.8 Once approved for a single submission, or if the architect is an approved architect, it is recommended that plans be initially submitted, in the format as given in Clause 2.4 below, to the Committee prior to the final comprehensive plans being drawn:

## **2.4 FORMAT OF PLAN SUBMISSIONS**

This two stage submission process should avoid unnecessary time and cost delays. The preliminary plans and models will be examined at the Review Committee meeting for an “approval in principle”:

### **STAGE 1:**

- 1. 1:200 Form Model OR 2 x 3D Views**
- 2. A3 format bound copy, scale of 1:100 – freehand (accurate) or formal drawings showing the following:**
  - **Site plan, floor plans, roof plan, ALL elevations**
  - **Appropriate sections to show building in relation to site**
  - **Location plan**
  - **True colours on the elevations**
  - **All materials described on the elevations**
  - **20% unused site clearly shown**
  - **Screen & boundary walls shown incl. height and extent**
  - **Fencing clearly shown reflecting height and extent**
- 3. A site specific survey drawing from a registered Land Surveyor (A3 format) reflecting the contours of the site.**
- 4. Email to Andrew Clarkson of Coote Clarkson Architects [andrew@cooteclarkson.co.za](mailto:andrew@cooteclarkson.co.za) for a site layout plan in digital format (either as an AutoCAD.dwg file or a .dxf file). This is to reflect the boundary of the site, the building footprint, the 20% unused area and the driveway.**
- 5. UNDERTAKING: The architect is to list any deviations from the guidelines. If such a list is not given and the plans are approved, with deviations being later discovered, the author is responsible for rectifying the deviations and any cost incurred by the Review Committee. The Review Committee has the right to revoke approval if deviations are discovered.**

The second stage will require the following:

### **STAGE 2:**

- 1. A1 Format**
- 2. Local Authority submission plans**
- 3. A set of plans for the Estate**
- 4. May not deviate from Stage 1 submission**

**Your final comprehensive plans for the Estate shall include the following:**

- A. **A site development plan 1:200**  
The site plan is to record amongst the normal details any servitudes which may traverse the site in respect of services. The site plan is to also show the proposed contractors yards, storage facilities and access proposal to the site
- B. **One set of comprehensive building plans of all levels, sections and elevations (1:100)** as required for Council Submission. Elevations are to be in full colour, indicative of the colours selected and the materials to be used. Sections are to indicate ceiling levels as well as window and door descriptions.
- C. All plans are to show all materials used, and colours must be selected from the palette of colours as laid down in the architectural guidelines.
- D. Plans are to be in detail rather than being marked "as to clients approval". Plans cannot be approved where detail is not provided.
- E. **A landscaping plan 1:100**  
The landscaping plan is to include a landscape design with a complete list of suggested plants divided into categories of indigenous trees, shrubs, ground covers, grasses and lawn types, all of which must compliment the site.
- Please note that the Environmental Management Plan (EMP) for the Dunkirk Estate is to be adhered to in it's entirety. A copy of the EMP is available from the Dunkirk Estate Offices.
- A checklist of what is to be included in your landscaping plan is attached to this document.** The plan will be checked by our Design Review Committee, with a **plan submission fee of R250-00 + VAT** being charged. This fee is payable to the Dunkirk Homeowner's Association.
- F. A **Storm Water Management Plan (SWMP)**, to be approved by the consulting engineers to the Homeowners Association and the Local Authority prior to construction activity occurring on site. A small consulting fee will be charged to the Homeowners for this approval/consultation process.

Attached to the end of this Manual are the **checklists** that are to accompany the two stage plan submissions made to the Dunkirk Architectural Review Committee.

## **2.5 PLAN SUBMISSION FEES**

Fees are as follows:

**SPECIAL RESIDENTIAL UNITS:** R4 000.00 + R560.00 (VAT) = R4 560.00 for architects on the panel, and R5 000.00 + R700.00 (VAT) = R5 700.00 for architects not on the panel.

**MEDIUM DENSITY SITES:** R4 000.00 + R560.00 (VAT) = R4 560.00 plus R500.00 + R70.00 (VAT) = R570.00 per unit for architects on the panel, and R5 000.00 + R700.00 (VAT) = R5 700.00 plus R500.00 + R70.00 (VAT) = R570.00 per unit for architects not on the panel.

**Kindly fax a copy of the deposit slip to Carolyn Ten-Bokum on fax number:  
032-525 4403**

## **2.6 COMPLIANCE WITH THE DUNKIRK TOWN PLANNING SCHEME**

You are reminded that in terms of the Town Planning Scheme, the Dunkirk Architectural Review Committee are to stamp and approve plans prior to submission to the local authority for formal approval.

**Please Note:** Approval by the Architectural Review Committee does NOT constitute Town Planning approval or NBR compliance. It is merely approval of the aesthetics of the plans. Your architect must ensure that your plans comply with the Town Planning Scheme of both Dunkirk Estate and Umhlali Beach.

## **2.7 PLAN SUBMISSION DATES**

**The plans must be submitted to the Homeowners Association by no later than the last Tuesday of each month**, and will be reviewed the day thereafter for admittance onto the Agenda of the Architectural Review Committee. Plans not complying with the requirements will be given notification hereof and will be allowed 48 hours in which to make the necessary amendments or additions thereto, failing which they will not be admitted onto the Agenda and will have to wait until the following month for admittance and scrutiny.

**The Committee will meet on the first Wednesday of every month.** Dates may be slightly flexible to accommodate members of the Review Committee.

The Homeowners Association shall have 21 days from the date of submission to provide you with an approval of your plans.

All communications regarding the submission and approval of plans is to be done through Carolyn Ten-Bokum at the Dunkirk Real Estate Office's on the Estate and NOT with the Architectural Review Committee members.

Carolyn's contact details are as follows:

Tel: 032-525 4404 / 083 302 7197

Fax: 032-525 4403

Email: [carolyn@dunkirkestate.co.za](mailto:carolyn@dunkirkestate.co.za)

***The decision of the Architectural Review Committee is final.***

## 2.8 COMMENCEMENT OF CONSTRUCTION

### Building period

In terms of the Sale Agreement and Title Deed, freehold sites are to have completed construction of their buildings within 12 months from commencement of construction. Medium Density Sites have two years in which to complete construction from date of commencement. "Commencement of Construction" is defined as the date from which site camp is set up.

The Contractor is to be NHBRC registered.

### Building Construction: General

**Prior to the commencement of construction the following conditions are to have been fulfilled:**

1. Prior to commencement of construction a deposit of R10 000.00 + R1 400.00 (VAT) = R11 400.00 shall be payable in the case of a freehold erven, and R25 000.00 + R3 500.00 (VAT) = R28 500.00 in respect of Medium Density Sites. Fifty percent of this deposit is non-refundable and will be paid into the Levy Stabilisation fund for the maintenance and upgrading of the service facilities should this be required upon completion of all building work on the Estate. The Architectural Review Committee is entitled to access the site for the full duration of the contract period.
2. The building deposit will be retained until the building is complete and an inspection has been undertaken by the Dunkirk Real Estate offices to confirm the following:
  - That the building has been built in accordance with the approved plan and/or that the deviation plans have been approved and the house built in accordance with these;
  - That the roads, verges, services, kiosks etc have not been damaged during the construction process. If they have been then these monies will be used for the rectification thereof.
  - That there are no outstanding fines due by the contractor. If these have not been paid then they will be deducted off the building deposit.

Should the above found to be in order then 50% of the building deposit will be returned to the Homeowner with the balance being kept in the Levy Stabilisation Fund for the upgrading of the Estate.

3. **Prior to construction activity occurring on site, a Storm Water Management Plan (SWMP) must have been approved by the Dunkirk Homeowners Association Management and the Local Authority.**
4. Please note that an On-Site Storm Water Attenuation System (OAS) must be an integral component of the site's Storm Water Management System and must be constructed as one of the first construction activities in accordance with the attached documentation – **Annexure E.**

5. Construction on site may only commence once you are in receipt of a letter from Council granting you permission to “commence construction up to the ground floor slab level prior to plan approval”. Alternatively (and preferably) your plans are to have been approved by the Council and a letter is to be provided to this effect. A copy of either of these letters is to be provided to the Dunkirk Homeowners Association Management prior to the commencement of construction.
6. The landscaping plan is to have been approved prior to construction commencing.
7. A water deposit of R750-00 is payable prior to the commencement of construction.
8. The Contractor is to have been briefed and have accepted the terms and conditions of this document.

**Once approval has been obtained, site camp is to be set up as follows:**

9. The site is to be **totally enclosed with an 80% factor dark green shade cloth, 1.8m high with a single access and egress gate** at a single point entry to be determined and agreed between the Dunkirk Homeowners Association Management and the builder / architect / owner. **The external battens are to be painted dark green. This is to be maintained to a high standard at all times.**

By way of shade cloth, Bulk Fence provide a “Shademesh Fencing”, a weld mesh fence incorporating 80% green shade cloth fencing. It provides a neat finish to the site and is maintenance free. We have negotiated a good price with the suppliers of this fencing who can be contacted on telephone number: 031-701 8203 / 082 465 3076, contact person: Garth Cathey.

**A site board** is to be erected within 7 days of the site handover date.

9. Containers used on site are to be green or grey in colour.
10. The Dunkirk Homeowners Association Management will remove all plants from the verge prior to site establishment to permit a single access point.
11. Suitable on site toilet facilities are to be provided and maintained in a hygienic condition.
12. Prior to construction, it is advisable that a detailed Geotechnical Investigation be carried out on each individual site to more accurately determine the method of founding suited to the proposed structure to be developed.



13. The contractor is responsible to identify and peg the position of the site and to ensure that the screening off takes place within the site area. This is in your own interests as the Estate was re-surveyed and re-pegged in December 2004.
14. Co-ordinates of peg numbers can be obtained from our land surveyor, Tommy Trench of Symington Trench and Geysers – contact tel/fax number being: 033-394 1931.

### **During Construction:**

15. All construction activity is to occur within the site and all storage and equipment must be contained within the site.
16. The contractor is to ensure that all staff, direct and indirect contractors and sub-contractors are to approach the site on vehicles and leave the site on vehicles. The contractors and their labourers are not allowed to walk to and from the site.
17. Construction activity is to be restricted to the following hours:

**Monday to Friday                      06:30am to 17:00pm**  
**NO WORK ON PUBLIC HOLIDAYS OR WEEKENDS WILL BE ALLOWED**

18. No contractors may have any staff living on the Estate other than a single night watchman who will be allowed onto the Estate after hours and over weekends. The night watchman will have to be **from the same guarding company as is used by the Dunkirk Homeowners Association**. Any breach of this will be subject to a fine.
19. Soil erosion is to be prevented through use of appropriate measures during construction and following construction activities.
20. Vegetation is to be planted as soon as possible, particularly in areas which are being retained by loffelstein style walling.

**Please note that in the event of there being any breach in the Rules as contained within this document, the Dunkirk Homeowners Association Management may in terms of Article 24.2.2 of the Memorandum and Articles of Association, impose a system of fines or penalties. The amount of the fines may be reviewed in future and confirmed at the Annual General Meeting.**

### **Connection to Services**

Diagrams showing the location of services on site can be obtained from the Dunkirk Homeowners Association Management Offices prior to the commencement of construction.

**Water:**

Prior to construction, a water meter must be obtained from the Dunkirk Homeowners Association Management Offices. The water meter is to be installed by your plumber and checked by our on site management.

A water deposit of R750.00 + R105.00 (VAT) = R855.00 per unit will be charged upon the issuing of the water meter. This deposit is fully refundable upon the owner selling their property. In the case of Medium Density sites, a deposit of R750.00 + R105.00 (VAT) = R855.00 per unit allocated to the site will be charged.

**Electricity:**

Electricity connection services must be applied for at the beginning of the contract. The KwaDukuza Municipality is the supply authority for the electricity.

**Sewerage:**

Sewerage connection must be made in conjunction with our Estate Management.

**Telkom:**

You are advised to apply for the Telkom connection well in advance:

In the case of Special Residential Sites, your builder will be required by Telkom to lay a minimum of 32mm sleeve from the boundary of your site to a J3 York Box which is externally mounted to your dwelling. If this sleeve is laid under the driveway, it should be a minimum of 50mm.

In the case of Medium Density Sites, you are to submit your proposed layout plan to Telkom for approval. The contact person from whom you can obtain specifications is Douglas Bellingham of Telkom, contact numbers being:

Tel: 082 572 1105

Fax: 032-946 1044

**Relocation of Services on site verge:**

Relocation of services on your site verge shall for the cost of the individual owner. Permission is to be sought from the Dunkirk Homeowners Association Management prior to this being undertaken.

**Waste Disposal on Site**

The builders are to ensure control of solid waste, litter, debris and plastic matter throughout the site. The builder is to supply strategically placed litter bins and to arrange for a collection point within the screened area for all solid waste and rubbish, with regular removal off site. Solid waste materials should not be allowed to accumulate and may not be buried on site.

No builders rubble may be retained on site. It must be removed immediately.

No burning may take place on site.

Regular removal is to be enforced and the contractor to be advised that should site inspections reveal unsatisfactory site conditions, the site will be closed down and no construction activity may take place until such time as the Dunkirk Homeowners Association Management has approved the site conditions and allows the reinstatement of construction.

Please note that the Municipality will not service the sites for waste removal.

Waste is to be removed to a recognised waste disposal site.

### **Earth works and site visibility**

The builder and contractor are required to supervise and monitor all earthworks, cut and fill operations and to ensure topsoil screed is removed from site during any levelling or cut and fill operations.

All earthworks are to be stabilised against erosion, slipping and collapse at all times.

### **Retaining walls**

All retaining wall systems should be put in place without delay and in accordance with an engineers design. In order to obtain a final building completion certificate from an inspectorate of the Local Authority, all engineer designed banks and retaining wall systems will require a certificate from an appointed engineer prior to the completion of your building contract.

Retaining wall systems i.e. loffelstein systems are to be planted immediately the work has been completed. Loffelstein walls are to be constructed as per supplier's and engineer's instructions.

### **Responsibility for damage to property**

The contractor is liable for any damage to property, person, legal entity, body corporate, the state, Provincial Administration or any local authority which may arise should the contractor fail to comply with indemnity requirements or any other requirements. **Please note that the Homeowner will be ultimately held responsible for any damage to any of the above parties, as well as for payment of fines and penalties imposed for these transgressions.**

In particular, we draw your attention to the size of truck allowed on the Estate roads. Trucks not longer than 10m in length, and not weighing more than 40 tons will be allowed in. No more than 40 truckloads per development will be allowed onto the Estate per day. As a rule of thumb, no trucks will be allowed onto the Estate if they are restricted from use on national and provincial roads. The driver of the truck is to provide a tally to the security guard reflecting the tonnage of his truck.

## **The speed limit is no more than 25km/hr.**

Any other action may also be taken by the Dunkirk Homeowners Association, including proceedings in court should it be deemed fit.

## **Environmental Management Plan**

The DFA approval requires that prior to construction on any individual erven, an EMP prepared by an Environmental Control Officer be submitted for approval. During the construction period an ECO is to be appointed to monitor and manage the impact of construction on the environment.

The Developer has appointed an ECO for the overall development to oversee the implementation of sound environmental control from commencement of construction on each site to the closure of construction, including landscaping.

The cost of the ECO is to be borne by the owner of each individual erven. The amount payable will be on hourly quotation basis on a pre-determined fixed rate dependant on the project size and nature.

We quote from the Clause 7 of the EMP for the Dunkirk Estate with reference to “PENALTIES AND REMEDIAL ACTION”, and advise that the developer and Homeowner’s Association are entitled to, by law, levy fines and penalties should there be any transgressions of the EMP during construction.

A copy of the EMP is to be obtained from the Dunkirk Homeowners Association Management offices.

## **Occupational, Health and Safety Act and Construction Regulations**

Refer to ***Annexure F*** for these rules.

## **Occupation Certificates**

Once the builder has obtained an occupation certificate from the Municipality, he is to apply to the Dunkirk Homeowners Association for their occupation certificate. This will only be granted once the Dunkirk Homeowners Association are satisfied that any damages which have occurred during construction have been rectified; that any outstanding fines or penalties have been paid; that landscaping has been undertaken as per the approved plan, and that the construction has complied with all regulations and the approved plans.

**DUNKIRK  
ARCHITECTURAL GUIDELINES**

**1. OBJECTIVES of the DESIGN & CONSTRUCTION GUIDELINES**

The architectural guidelines ultimately aim to preserve the natural beauty of the Estate, and to promote an architectural language which recedes and blends into the landscape. Such a language will aim to negate the boundaries between the natural and built environment, and the architecture would respect this acknowledgement of the environment.

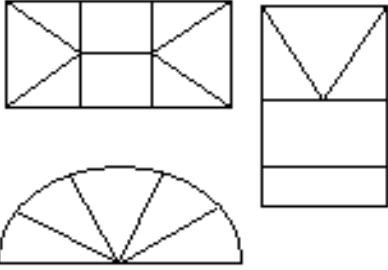
It is the intent of these guidelines to be as broad as possible, to maximize the scope for individual design. Only two mechanisms are to be relied upon for the creation of a harmonious end result: 1) Competent Designers, and 2) Strict materials and colour limitations.

Unlike most other guidelines there are almost no restrictions on form or shape designed to encourage a specific Architectural language. There is no intended "style" that is sought as an end result. Ideally responses will be broad and a-stylistic, giving owners / architects maximum range for individual expression without leading to a chaotic suburban complexity. With the correct application of these guidelines each individual home owner should be able to accommodate their own needs with the minimum personal compromise, whilst contributing to the integrity of the Estate as a whole.

The approved list of Architects is not intended to create a cartel of overpriced professionals. Any new Architect may apply to be accepted on the list. Refer to Annexure A for the procedure to be followed in the appointment of your own architect.

**2. DESIGN GUIDELINES**

| <b><u>Architecture</u></b>  |   |
|---|---|
| <b><u>Inclusions</u></b>  | <b><u>Exclusions</u></b>  |
| <p><b>2.1</b> <b><u>Style</u></b></p> <p>A variety of design responses is encouraged. Appropriateness to function, climate and site. It is intended that no specific identifiable stylistic response is sought. Recessive, environmentally sensitive responses encouraged in terms of scale and proportion.</p> | <p>Neo revivalist styles such as:<br/>Neo Provencal or Tuscan<br/>Neo Balinese<br/>Neo Victorian or Georgian<br/>Neo Cape Dutch</p> |

|                   |  |   |
|-------------------|--|---|
| <p><b>2.2</b></p> | <p><b><u>External Form</u></b></p> <p>Simple roofs</p> <p>Form which reflects internal usage</p> <ul style="list-style-type: none"> <li>▪ Defined plinths</li> <li>▪ Separated roof plane (articulated)</li> </ul>   | <p>Curved organic forms and 45° angles<br/>Dormers / Complex roofs</p>  |
| <p><b>2.3</b></p> | <p><b><u>External Openings (doors and windows)</u></b></p> <p>Either</p> <ul style="list-style-type: none"> <li>▪ Full planes of glass or</li> <li>▪ Primarily solid planes with limited well proportioned window and door openings.</li> </ul> <p>No opening to have more than 4 sides.<br/>Openings should be treated as transitional elements between interior and exterior, rather than barriers.</p>  | <p>"Blaike Johnstone" type windows &amp; doors.<br/>"Draughtsman Contemporary." eg. Cottage Pane, decorative, standard residential or industrial types</p>  |
| <p><b>2.4</b></p> | <p><b><u>Accoutrements</u></b></p> <p>Working shutters same size as opening.<br/>Timber natural or aluminium ( Powder coated dark)<br/>Anthracite Grey, Charcoal, Dove Grey, Off White<br/>Limited use of natural materials such as stone.<br/>Pergolas.<br/>Simple timber / concrete columns.</p>   | <p>Stylized columns such as</p> <ul style="list-style-type: none"> <li>▪ Corinthian</li> <li>▪ Ionic</li> <li>▪ Gothic</li> <li>▪ Lotus</li> <li>▪ External burglar guards</li> <li>▪ Canvass awnings and sunshades</li> </ul>                |
| <p><b>2.5</b></p> | <p><b><u>Roofing materials</u></b></p> <ul style="list-style-type: none"> <li>▪ Aluminium or Cromadek sheets or Zinalum with Victorian (small corrugation), Klip-lock or Brown-Built 406 system. Corrugations should be small, i.e. &lt;200 c/o/c with depth &lt;60mm</li> <li>▪ Colours: Storm Grey, Charcoal, Dove Grey,</li> <li>▪ Flat (concrete) roof covered with stone chip of approved colour (sample to be submitted for approval)</li> <li>▪ Slate tiles (charcoal)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Steel (due to the close proximity to the coast)</li> <li>▪ Concrete Tiles</li> <li>▪ Thatch</li> <li>▪ Asbestos</li> </ul>   |

|                   |  |   |
|-------------------|--|---|
| <p><b>2.6</b></p> | <p><b><u>Wall finishes</u></b></p> <ul style="list-style-type: none"> <li>▪ Plaster &amp; paint</li> <li>▪ Cementitious or texture paints, i.e Earthcote type products of approved colour.</li> <li>▪ Limited use of natural materials to define elements and planes (as plinths), i.e. natural stone.</li> <li>▪ Separating wall element from roof element. Materials to be used as larger planes or surfaces as a general principle, i.e. fibre cement cladding board.</li> <li>• Colours can be selected from the following:</li> </ul> <p><b>PLASCON EXPRESSIONS</b></p> <p>Winter Savannah (NEU 01)<br/> Ivory White (Y4-B2-3)<br/> River Clay (NEU 10)<br/> River Reeds (Y4-C2-1)<br/> Abbeystone (Y5-D1-4)<br/> Springbok Chest (Y3-C2-2)<br/> Samovar (Y4-E2-1)<br/> Amazon Mist (Y5-E2-3)<br/> Light Stone (NEU 06)<br/> Castle Stone (Y5-E2-2)<br/> Wishing Well (Y5-E2-1)<br/> Moth Mist (Y6-E2-3)</p> <p><b>DULUX RANGE</b></p> <p>Rattan Rocker (5J1-6)<br/> Sandstone Point (5J1-5)<br/> Liberty Linen (5J1-3)<br/> Garden Cloves (5J2-5)<br/> Creamy Cashew (5J2-4)<br/> Summer Camp (5J3-6)<br/> Kenya (5J3-5).</p> <p><b>EARTH COAT SAND PAINT/CEMENT PAINT</b></p> <p>Gravel; Crushed Quarry Stone; Stoep Plank Grey; Lion's Head; Wet Cement; Karoo Brown</p> | <ul style="list-style-type: none"> <li>▪ Imitations of materials, i.e. fake rock</li> <li>▪ Marmoran</li> </ul> |
| <p><b>2.7</b></p> | <p><b><u>Windows and Doors</u></b></p> <p>Natural timber or aluminium (natural anodized or powder coated in colours : Storm Grey, Charcoal, Dove Grey or Pearl White) frames</p>   | <ul style="list-style-type: none"> <li>• Painted timber</li> </ul>  |
| <p><b>2.8</b></p> | <p><b><u>Paving materials</u></b></p> <p>Colours: Storm Grey, Charcoal, Dove Grey</p>  |   |

**3. Town Planning - Refer to Annexure C**

Coverage 40%  
F.A.R. 0.35

#### 4. 80% Footprint Rule and setbacks

All built elements such as the buildings, boundary walls, retaining walls, paving etc., are to be included within a footprint which covers a maximum of 80% of the site area (refer to fig. 1).

**The remaining 20% needs to be contiguous with common land and natural vegetation. This rule endeavors to maintain the natural character of the landscape, providing for open space or common land between individual plots and buildings, as well as to link individual plots with the natural landscape**

No building line setbacks are required, except as required by the National Building Regulations, in particular Part O – Lighting and Ventilation, and Part T – Fire Protection.

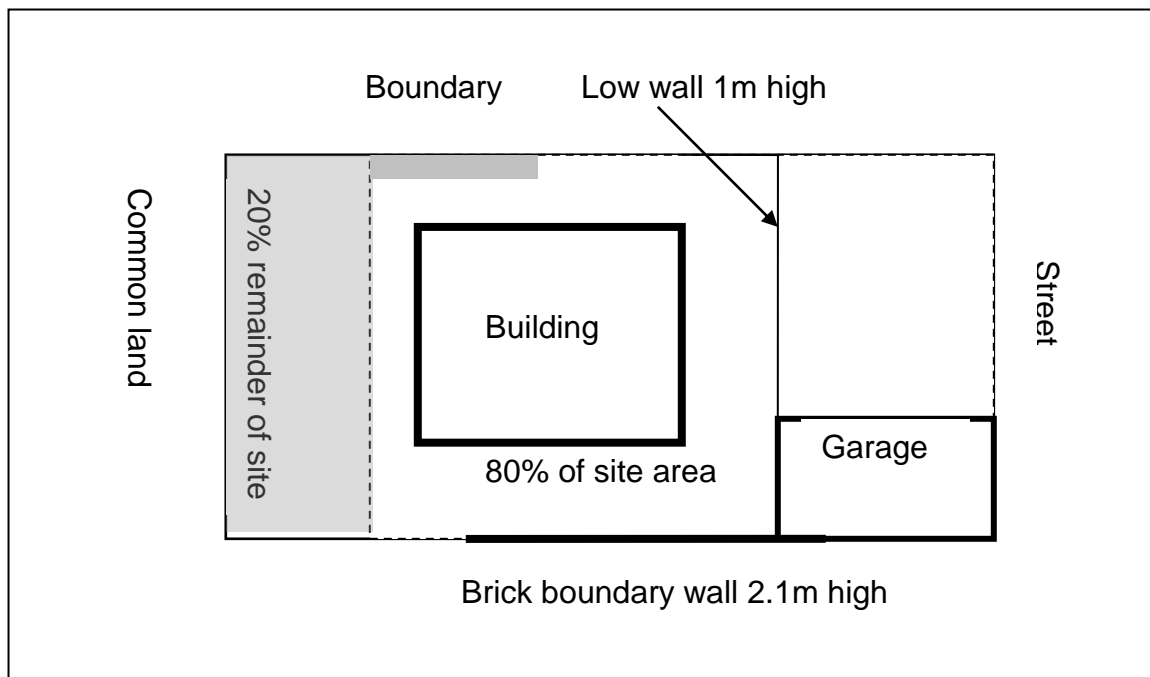


Fig. 1. 80% Footprint rule.

#### 5. Streets, Boundaries and Security

The relationship of building to street and boundaries is critical in order to preserve the natural character of estate, as described under 3.9. Security to the estate is deemed to be of a high standard, thus enclosure and fortification of individual stands is discouraged. The general aim is to promote a street front which is created by the main building facades, close to the road, thus leaving open space to the side or back of each plot (80% footprint rule). Also to promote stands which are integrated with the environment, rather than creating defined individual stands.



- The use of high boundary walls on the street side (in front of the building envelope) is not allowed.
- Low boundary walls (max. 1.3 high) on the street side to define the approach and entrance space is allowed.
- Boundary or screen walls on all other sides may be a maximum of 2.1m high.
- Boundary walls to create privacy and screen unsightly elements are allowed, and should be used to link individual buildings or elements.
- A maximum of 40m running length of boundary walls and drying yard walls of plastered brick will be allowed. Additional screening or fencing should be through densely planted, green plastic 101.6 x 50.8 x 2.5mm thick Berkaert Bastion fencing or a Plastic coated fully galvanized weld mesh fencing 100 x 50 x 2.5mm.

Whilst we do not take responsibility of any of the products, below are listed two suppliers of the above fencing:

- Berkaert Pantanet fencing can be provided to you by Alcatras Security Systems CC – contact person: Mike Taggart, telephone number: on 031-301 2704 / 072 134 1729).
  - The Plastic coated fully galvanized weld mesh fencing can be provided to you by Bulk Fencing (contact person: Garth Cathey, telephone number: 031-701 8203 / 082 465 3076)
- Garages must be positioned on the street boundary side, with a minimum 6m setback from the boundary if garage doors face the street, and must also be accommodated within the 80% footprint area. **(This rule does not apply to Erven 76 – 81).**
  - The garage may be placed closer to the street boundary if the door / entrance is at 90° to the road.
  - Forecourt / Driveway may not form a continuous surface for a width more than 6m without a landscaped break.

## 6. General

### 6.1 *Street Address Numbers*

All street numbers and address signs to detail to be submitted for review by Dunkirk Estate / Homeowners Association.

### 6.2 *Reception Devices*

Any reception devices including TV antennae and satellite dishes are to be positioned in an inconspicuous manner. The position of any reception devices is to be clearly indicated on the drawings for close investigation by Dunkirk Estate / Homeowners Association.

### 6.3 *Laundry Lines*

All washing lines, windy driers and laundry lines are to be positioned so that they are not visible from any boundary. Sites which are "below" road level are to

receive special care. Screen walls of 2.1 meters are recommended in order to screen laundry yards and lines. The positions of yards and washing lines are to be clearly indicated on drawings for scrutiny by Dunkirk Estate Homeowners Association.

#### 6.4 *Outside Lighting*

Landscape lighting is recommended and is to be indicated on the landscape proposal for scrutiny by Dunkirk Estate Homeowners Association. Floodlights and up-lights should be avoided. Plans must indicate extent of surface / areas to be lit. Down lighting is encouraged. Light pollution is prohibited.

#### 6.5 *Air-conditioning Plant*

All air-conditioning plant and equipment is to be positioned out of sight from any boundary or screened appropriately. Position of plant must be indicated on building drawings.

#### 6.6 *Burglar Alarms*

A residential unit may be fitted with burglar alarms systems installed by an approved security contractor who complies with both SAIDSA and SAIA. The alarms are to be non-audible and are to be connected into the Estates Central Monitoring System (currently the Servest Control Room located at Mount Edgecombe). DIY installations will not be accepted.

The connection of the alarm system to the Control Room which will be done at a small fee. The Control Room in turn will receive and direct all response activities to the homes as is required. This "response" service is provided to the Dunkirk Homeowners at no extra charge by Servest.

Whilst residents may engage the services of an outside alarm company to supply the alarm systems, no outside response service will be allowed onto the Estate and in fact is not necessary as the Control Room will provide a free monitoring service and our onsite guards the response service.

For connection to the Servest Control Room or for quotes on the costs of alarm systems, please contact Mark Adams on 083 633 6336.

#### 6.7 *Security*

Burglar bars – only flat bar, horizontal burglar bars are allowed in a charcoal colour and installed within. No shapes are allowed

Gates may be installed on the inside of glass doors in charcoal colour. Trelli-doors are allowed within.

#### 6.8. *Landscaping*

A landscape proposal as prepared by a qualified landscape Architect or designer is to accompany all architectural plan submissions. All landscape proposals are to

comply with the Environmental Management Plan (EMP) and Landscape Protocol as prepared by Simon Bundy of Sustainable Development Projects C.C.

A copy of the EMP is to be obtained from the Dunkirk Estate / Homeowners Association prior to commencement of any work on the Estate.

Landscaping may only proceed with approval of the Dunkirk Estate Homeowners Association/Management and their Design Review Committee. Should there be any amendments or changes made to the plan, a new plan is to be submitted for approval.

Landscaping is to be completed at the end of construction. On Medium Density Sites, the developer is to landscape the site before leaving it.

The general landscaping philosophy is one of controlled landscaped areas within the site, which are integral with the design and immediately adjacent to the built structure.

It encourages the infusion of natural vegetation (plant and grassland) into the site and in certain instances up to the structure whilst proposes the "blurring" of property boundaries. A sense of territorial encampment is promoted by site demarcation which is strongly discouraged.

Landscaping of gardens is to be strictly in accordance with the approved plan and is to be completed within 3 calendar months of occupation of the relevant property. An audit of the landscape installation will take place approximately nine calendar months (allowing for 6 month "growing in" period) after occupation. The landscape contractor will be responsible for the maintenance of the garden prior to the audit.

Once the established garden has been accepted, the ongoing maintenance will be the responsibility of the owner's landscaping maintenance contractor as accepted by the Dunkirk Estate Homeowners Association. The removal of any trees and indigenous vegetation is strictly by application to Dunkirk Estate Homeowners Association. Failure to comply in this regard will incur severe penalties.

Retaining walls such as "loffelstein" type soil stabilizing systems are allowed and its planting must be included in the landscape design

#### 6.9 *Storm-water*

A storm-water management design prepared by an Engineer is to be included in all plan submissions. Refer to **Annexure E** for the Stormwater Management System to be used on the Dunkirk Estate. Storm water must be retained on each individual stand and is to be disposed off into a water feature or soak pit and not to be discharged onto adjacent properties.

The methods of storm-water control both during and post-construction is to be indicated.

#### 6.10 *Swimming pools*

Swimming pools are to be positioned so as not to be a nuisance to neighbours.  
Pool services to be concealed in chamber, and located to be no nuisance to neighbours.

### *Swimming Pools and Swimming Baths*

The owner of any site which contains a swimming pool or swimming bath shall ensure by means of a wall or fence that no person can have access to such pool or bath from any street or public place or any adjoining site other than through a self-closing and self-latching gate with provision for locking in such wall or fence : Provided that where any building forms part of such wall or fence, access may be through such building.

Such wall or fence and any such gate herein shall be not less than 1.2m high measured from ground level, and shall not contain any opening which will permit the passage of a 100mm diameter ball.

The constructional requirements of such fence or gate shall comply with the requirements contained in SABS 1390.

#### *6.11 Services*

All waste and soil pipes are to be concealed within walls or ducts, may not be exposed to the exterior.

Solar panels must be fitted flush with roofs.

#### *6.12 General*

Carports will not be allowed. Boats, caravans, etc. may not be visible. Garden sheds; staff accommodation and refuse bin areas must be linked to the body of the main building through walls.

***NOTE: Should anything within the drawings submitted to the Architectural Review Committee not comply with the letter of the Dunkirk Architectural Guidelines, this must be brought to the attention of the Architectural Committee in a separate letter attached to the plans. Should this not be done, the Dunkirk Homeowner's Association reserves the right to demolish / ask for the structure to be altered once it has been constructed.***

*ANNEXURE C*

# DUNKIRK ESTATE TOWN PLANNING SCHEME

**TABLE D  
DUNKIRK ESTATE**

| USE ZONE                               | F.A.R   | MAXIMUM  | PERMITTED  | REMARKS ON CONDITIONS RE  |
|--|---|----------|--|---|
|  |   | Coverage | Height in Storeys  |   |
| Special Zone<br>No 2<br>Dunkirk Estate | N/A<br>With the<br>exception of<br>special<br>residential erven<br>where 0,35 shall<br>apply ( <i>not<br/>including erven<br/>126-132</i> ) | 40%      | 3<br><br>(no more than 10.6m above<br>natural ground level) with the<br>exception of special residential<br>erven where a maximum of 2<br>storeys (no more than 7.6m<br>above natural ground level) shall<br>apply | <ol style="list-style-type: none"> <li>1. Building Lines, side and rear divisional boundaries.</li> <li>2. Clause 5.2 does not apply. T other sub divisional control. S No 2336/2. The Local Author subdivision of medium density freehold sites shall be permitt</li> <li>3. Accommodation for motor vel</li> <li>4. Development shall be subject stormwater, water supply, ref services to the satisfaction of</li> <li>5. The application of clause 4.7 (3) and Annexure A(1). The r on layout plan 2336/2.</li> <li>6. Development shall be substar depicted on layout plan 2336/2 permitted at the discretion of</li> <li>7. A common Architectural them</li> <li>8. A Home Owners' Association shall belong to the H.O.A. and</li> <li>9. Every erf shall have a Site De Building Plan prepared for it b Authority prior to any construc such plans have been recom prior to submission to the Loc</li> <li>10. F.A.R. and coverage controls <i>density residential erf</i> and not bulk erf. In addition the F.A.R Special Residential erven 126</li> <li>11. The entire site shall be contro conservation protocol, which authority.</li> </ol> |

TABLE C

USE ZONE – DUNKIRK ESTATE

| 1                                | 2      | 3  | 4   | 5   |
|----------------------------------|--------|--|---|---|
| USE ZONE                         | REF NO | PURPOSE FOR WHICH BUILDINGS MAY BE ERECTED AND USED AND LAND MAY BE USED   | PURPOSE FOR WHICH BUILDINGS MAY BE ERECTED AND USED AND LAND MAY BE USED WITH CONSENT OF COUNCIL ONLY | PURPOSE FOR WHICH BUILDINGS MAY NOT BE ERECTED OR USED OR LAND MAY NOT BE USED  |
| Special Zone No 2 Dunkirk Estate |        | 3. Agricultural Land (limited to Nursery Garden)<br>8. Conservation Area<br>10. Dwelling House<br>16. Laundrette<br>17. Medium Density Housing<br>20. Office Building (limited to estate Management)<br>23. Place of Public Assembly<br>24. Private Recreation Area (limited to community facilities)<br>26. Recreational Building in the Hotel<br>27. Residential Building (limited to 40 beds)<br>28. Restaurant (limited to residents and hotel Guests).<br>32. Shop (limited to 200m <sup>2</sup> GLA) | 9. Creche<br>11. Educational Building<br>15. Institution  | 1. Agricultural Building<br>2. Agricultural Industry<br>4. Betting Depot<br>5. Caravan Park<br>6. Chalet Development<br>7. Commercial Workshop<br>12. Extractive Industry<br>13. Funeral Parlour<br>14. Garage<br>17. Light Industrial Building<br>19. Mobile Home<br>21. Parking Garage<br>22. Place of Public Amusement<br>25. Public Office<br>29. Restricted Building<br>30. Service Industrial Building<br>31. Service Station<br>33. Special Industrial Building<br>34. Warehouse<br>35. Beach Amenity Facility |

*ANNEXURE E*

**ON-SITE STORMWATER ATTENUATION SYSTEM**

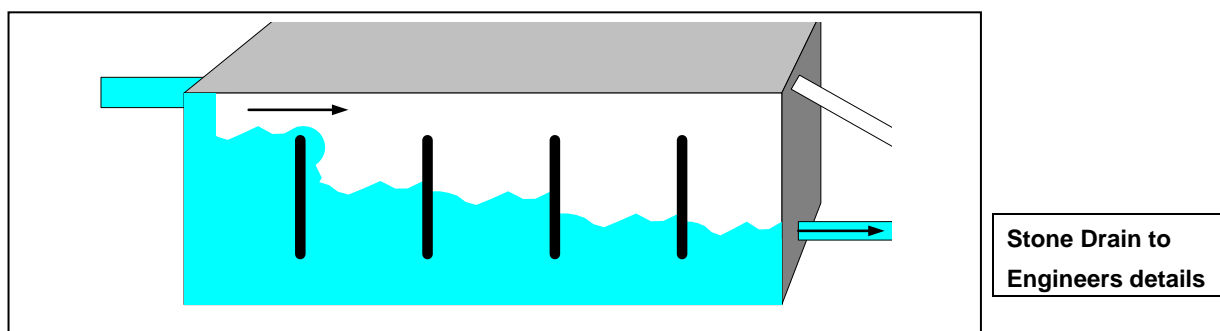
The stormwater drainage system in the Dunkirk Estate has been designed to the requirements of the Kwadukuza Municipality. The developers and residents of Dunkirk Estate must ensure that all runoff from hardened areas is properly directed to this system, via an on-site stormwater attenuation system (OSAS), a typical design of which is shown below and is attached hereto. Further, all runoff from grassed areas which may concentrate against a boundary fence or similar obstruction must also be directed to the municipal system, via the OSAS or must be

spread such that the discharge does not pose a threat to the Community Conservation Zone or to the residents below.

In order to provide a greater degree of protection than the Kwadukuza Municipality design standards, it is a requirement of the development that an OSAS must be constructed on each site to receive and detain all concentrated flow from the site. This OSAS will form part of the stormwater management plan required for each site. In its simplest form the OSAS could be a precast tank system that will accept the stormwater runoff from the site and attenuate the flow of a 1 in 50 year storm to that expected during a 1 in 10 year storm. For example, a 1000 m<sup>2</sup> site will require a 10 m<sup>3</sup> storage facility.

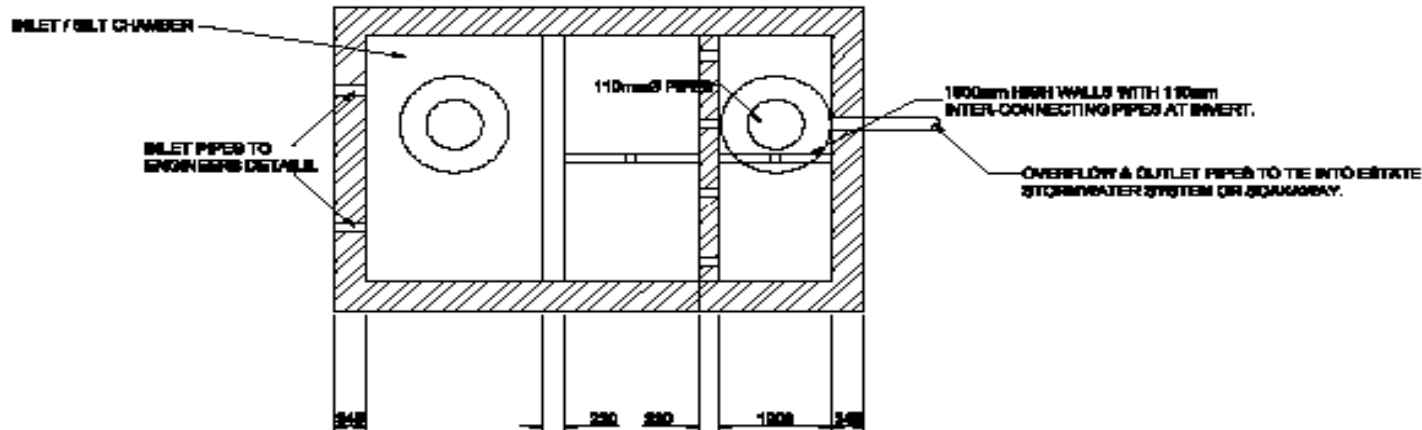
The system is also intended to function as a silt trap, especially during the construction process, when water and silt running onto adjacent properties has the capacity to cause significant damage. **The system must be in place prior to any other construction work taking place on the site.** The stormwater should be discharged to the chamber furthest from the stormwater manhole. **Particular care must be taken to ensure that silt is cleaned from the chambers as often as is necessary to keep the system functioning.** In this regard it will be the property owner's responsibility to ensure that this occurs, to the satisfaction of the Local Authority.

#### TYPICAL LAYOUT OF A STORMWATER ATTENUATION SYSTEM

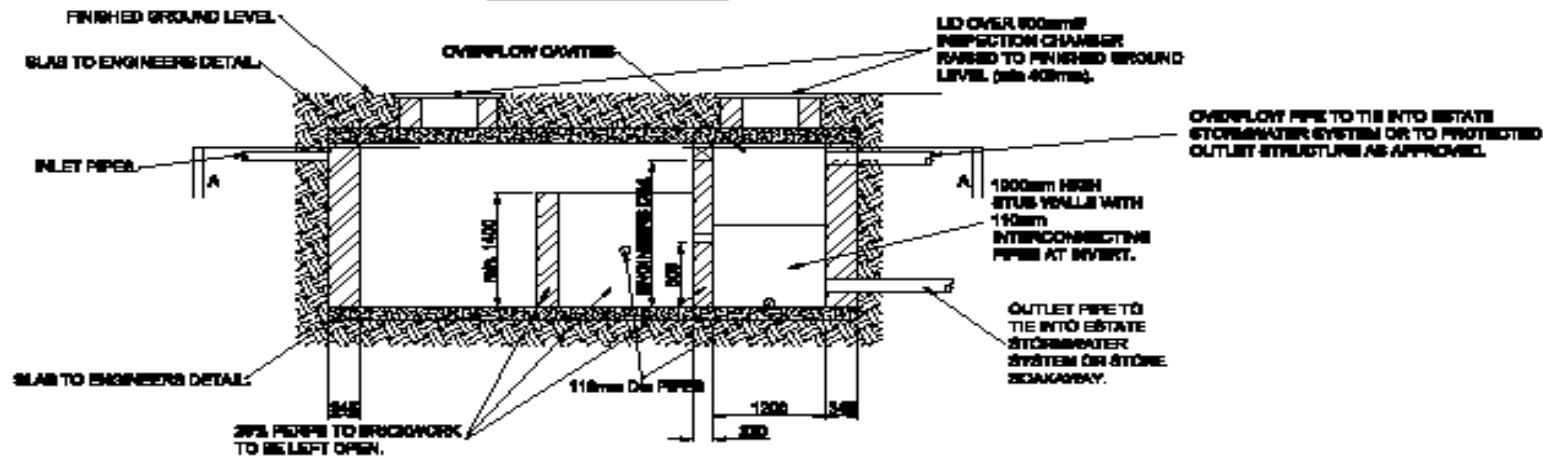


#### (EXAMPLE ONLY)

The above diagram is for illustration purposes only. The physical characteristics of the sites vary considerably and it is the Purchaser's responsibility to employ a competent Engineer to design an OSAS appropriate for the site. Such system must however be able to function in the manner that the above principles provide for and must be certified as such by the Purchaser's Engineer. No development will be permitted on any site unless such a system has been designed for and constructed in accordance with the above guidelines and in accordance with the stormwater management plan. (Ref – 18 Oct 2002 RW3)



**SECTION A - A  
PLAN ELEVATION  
STORMWATER  
ATTENUATION CHAMBER**



**SIDE ELEVATION  
STORMWATER  
ATTENUATION CHAMBER  
M.T.2**

**NOTE: 1) OVERALL STRUCTURE & PIPE DIMENSIONS TO ENGINEERS ATTENUATION REQUIREMENTS.**

**2) OUTLET SONGWAY TO BE CONSTRUCTED TO ENGINEERS DETAIL, WHERE NO AVAILABLE STORMWATER PIPE SYSTEM.**

**3) OVERFLOW PIPES TO TIE INTO ESTATE STORMWATER SYSTEM OR TO PROTECTED OUTLET STRUCTURE AS APPROVED.**



## OUTLET SIZED TO ATTENUATE THE 1 IN 50 YEAR FLOOD TO A 1 IN 10

|                 | mm/hour | area (m)                | litres | litres / sec | at 0.74 rc | Flow to main S/W System | litres retained after |      |      |        |
|-----------------|---------|-------------------------|--------|--------------|------------|-------------------------|-----------------------|------|------|--------|
|                 |         | 1000                    |        |              |            |                         | 5                     | 10   | 15   | 20Mins |
| 1:3             | 111     | 1000                    | 111000 | 31           | 23         | <b>23</b>               |                       |      |      |        |
| 1:10            | 154     | 1000                    | 154000 | 43           | 32         | <b>32</b>               | 0                     | 0    | 0    | 0      |
| 1:20            | 180     | 1000                    | 180000 | 50           | 37         | <b>32</b>               | 1603                  | 3207 | 4810 | 6413   |
| 1:50            | 200     | 1000                    | 200000 | 56           | 41         | <b>32</b>               | 2837                  | 5673 | 8510 | 11347  |
| 67mm in 20 mins |         | From 22nd December 2001 |        |              |            |                         |                       |      |      |        |
|                 |         | 1000                    | 67000  | 56           | 41         | <b>32</b>               | 2898                  | 5797 | 8695 | 11593  |

Note

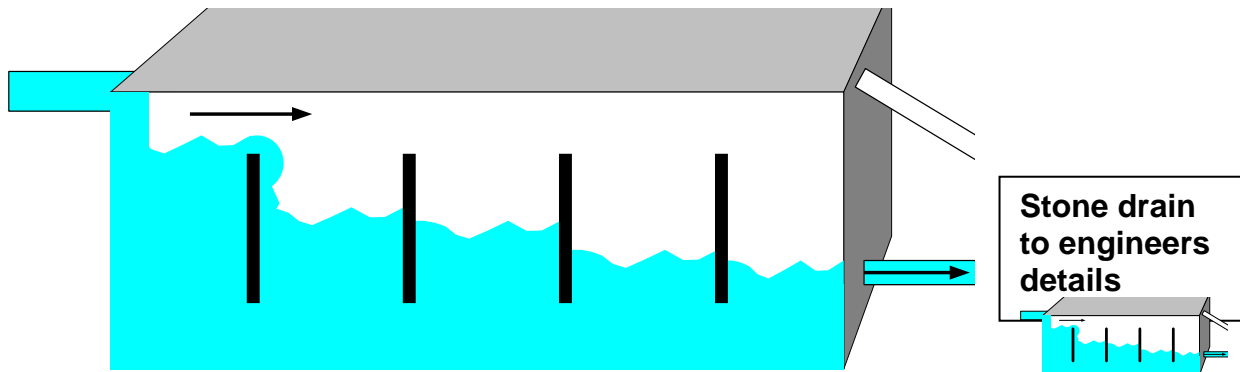
Time of Concentration taken as 15 minutes - Intensity from Rainfall Curves for Durban.

**CHANGE FOR EACH INDIVIDUAL SITE**

Flow from the site is limited to the 1 in 10 flow until the tank is full when the overflow will discharge to the Main stormwater system

The tank is also intended to retain any silt which may be washed off the site during the construction process

the flow must therefore enter the tank at the point furthest from the stormwater manhole



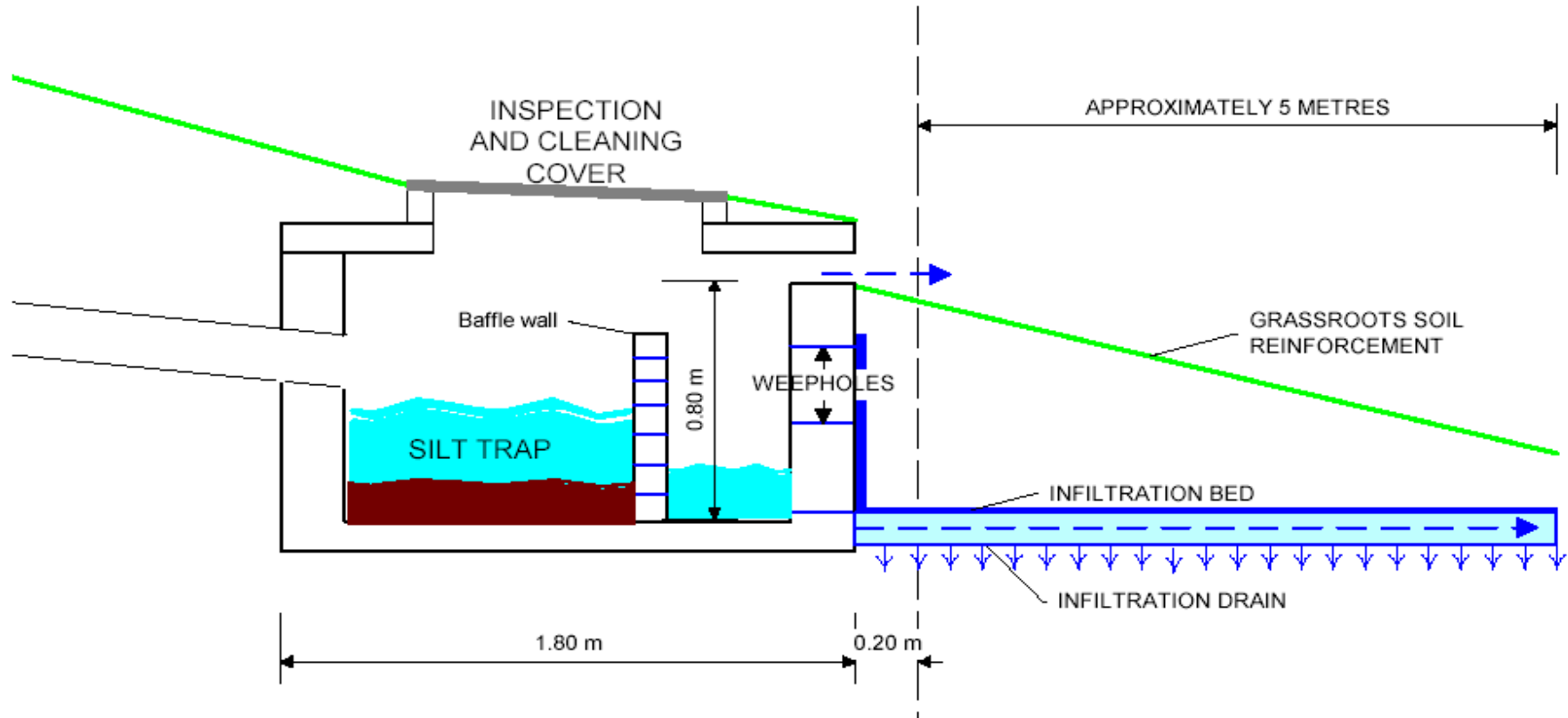
# Stormwater Attenuation Tank



**(EXAMPLE ONLY)**

**FOREST SITE ATTENUATION SYSTEM –ALTERNATIVE AS THESE SITES DO NOT LEAD DIRECTLY INTO THE ESTATE’S STORMWATER SYSTEM**

**CROSS SECTION THROUGH STORMWATER ATTENUATION - MAIN RETICULATION**



## **STORM WATER MANAGEMENT – a note from our consulting ECO, Paul Dutton**

It is vitally important to understand this aspect in the development of Dunkirk Estate especially in view of the highly erodable sandy soils that predominate on the estate. It is however fortunate that these sands release their nutrients very rapidly promoting the re-growth of grasses, sedges and herbs from dormant seed banks after rain and in doing so form a natural defense against soil erosion. However, with development the potential for soil loss imposes the greatest impact on sensitive habitats and ultimately on the established services infrastructures.

Habitats most sensitive to poorly managed bulk water management are the three swamp forests that occur on the estate. Whereas these wetland habitats might appear to be ideal areas for accepting storm water and other releases (eg. swimming pools) their hydrological integrity can be easily compromised by too much water or toxic releases from swimming pools. Swamp forest soils are characterized by a thin veneer of organic rich soil overlying sterile coastal sand. Excess ingress of storm water into these habitats incise the mid section (a) causing root exposure and final collapse of the large trees and (b) deprives the outer edges of the forest of ground water thus causing vegetative shrinkage. The 20meter greenbelt around these swamp forests are not only vitally important as protected areas but also are most tranquil and appealing adjuncts for the various properties.

The following sections relate to storm water management in the EIA and EMP for the Dunkirk Estate. It is recommended that developers and their Engineers meet with the appointed ECO of Dunkirk to discuss the implementation of bulk water management. This would provide an opportunity to evaluate bulk water management requirements taking into consideration each site's specific topography, geology, hydrology, and vegetative cover

Contractors are advised to cost in all the necessary measures required in terms of the EMP to prevent soil erosion during and after construction.

### **Construction of Homesteads and Residential Complexes (extracted from EMP)**

| <b>#</b> | <b>Activity</b>                                   | <b>Action</b>   |
|----------|---|---|
| 44       | Bunds and Erosion Prevention. Storm water Control | Bunds to be established above and below sites, where site is established on land with gradient in excess of 1:2. Higher gradients require centrally situated bunds to be identified by contractor and environmental control officer (ECO). Cut off drains to be established across earth roads.<br><br>During high winds, site to be "damped off" to prevent excessive erosion.<br><br>Storm water to be lead into bunds and/or established sump. No direct disposal of storm water onto adjoining properties or public open space (POS). |
| 51       | Fencing & cladding                                | Site to be fenced with 1.8m Bonnex supported on wooden poles and cladded with shade cloth.  |
| 52       | Establishment of bunds.                           | Bund to be established along contours adjacent to road and along the contour at approximately 2-5meter within lower property boundary. Bunds to be maintained on weekly basis. Necessity for further bunding within site to be established by ECO.  |
| 54       | Storm water management                            | Temporary storm water management to be set in place through establishment of contour drains/bund and sumps at strategic points where run-off emanates from hard surfaces.   |

**OH&S ACT AND CONSTRUCTION REGULATIONS**

**All construction at Dunkirk Estates must comply with the requirements of the Occupational Health and Safety Act and, more specifically with the New Construction Regulations and The Compensation for Injuries and Diseases Act.**

*(Scope of application)*

2.(1) *These Regulations, shall apply to any persons involved in construction work.*

(2) *The provisions of subregulation 4.(1)(a) shall not be applicable where the construction work carried out is in relation to a single storey domestic building for a client who is going to reside in such dwelling upon completion thereof.*

(3) *The provisions of subregulations 4.(1)(a) and 5(1), 5.(3)(a) and 5(4) shall not be applicable where the construction work is in progress and more than fifty percent thereof has been completed at the date of promulgation of these regulations: Provided that an inspector may instruct accordingly that these Regulations shall be applicable.)*

**The New Construction Regulations, 2003**

The following list of Responsibilities is a guide to the Client, Design Team and Contractors as to what is expected in terms of the OH&S Act and New Construction Regulations.

| REQUIREMENTS   | ACTION  |
|--|---|
| <b>SITE ESTABLISHMENT</b>  |   |
| Establish offices and lay-down area as per instruction from the Client   | Ensure that all offices are correctly earthed and obtain an electrical certificate of compliance from the electrical contractor.<br>Ensure that facilities for contractor personnel are connected (water, ablutions etc.) |
| Take security precautions as necessary to protect contractor properly  | Erect fencing, hoarding or hire guards if applicable  |
| Ensure that an OHSAct compliance manual is available on site.  | Safety officer to obtain.   |
| Ensure that a copy of the Occupational Health and Safety Act is available on site.                               | Where five or more persons are employed.<br>Site Manager to obtain.   |
| Ensure that a safety notice board is available to display the necessary OHSAct documentation                     | Contracts Manager   |
| Notify the Department of Labor of the intention to carry out construction work                                   | Send to:<br>Regional Director<br>Department of Labor<br>P.O. Box 940<br>Durban, 4000  |
| Post up the following documentation on the safety notice board:<br>▪ Health and Safety Policy - English and Zulu | Signed by CEO   |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Emergency Telephone list</li> <li>▪ Site Accident Statistic Board</li> </ul>   | Safety Officer<br>Safety Officer  |
| Order signs as necessary  | Site Buyer  |
| Order spare hard hats for visitors  | Site Buyer  |
| Ensure that this site will abide by the local by-laws etc   | Safety Officer  |
| <b>OHSACT APPOINTMENTS/DESIGNATIONS</b>   |   |
| Post up a copy of the form for the person designated in terms of S16.2  | Safety Officer<br>CEO to sign form  |
| Post up a copy of the form for the person appointed as the Construction Work Supervisor in terms of Construction Regulation 6.1   | Person appointed in terms of S16.2 to sign form.  |
| If required, appoint subordinate construction work supervisors in terms of Construction Regulation 6.2  | Person appointed in terms of S16.2 to sign form   |
| <p>Other appointments or designations may have to be made, depending on contractual requirements:</p> <ul style="list-style-type: none"> <li>▪ Health and Safety Representatives</li> <li>▪ Health and Safety Committee Members</li> <li>▪ First Aiders</li> <li>▪ Scaffold Supervisor</li> <li>▪ Scaffold Erector</li> <li>▪ Scaffold Team Leader</li> <li>▪ Scaffold Inspector</li> <li>▪ Excavations/Demolitions Inspector</li> <li>▪ Material Hoist Supervisor</li> <li>▪ Lifting Machinery Inspector</li> <li>▪ Lifting Gear Inspector</li> <li>▪ Portable Electrical Equipment Inspector</li> <li>▪ Fire Equipment Inspector</li> <li>▪ Accident/Incident Investigator</li> <li>▪ Safety Harness Inspector</li> <li>▪ Form Work and Support Work Supervisor</li> <li>▪ Person Responsible for Stacking and Storage</li> <li>▪ Person Responsible for Fall Protection Programme</li> <li>▪ Person Responsible for Ladder Inspections</li> <li>▪ Pneumatic Tools Inspector</li> <li>▪ Vessels Under Pressure Inspector</li> <li>▪ Batch Plant Supervisor/Operator</li> <li>▪ Fall Protection Plan</li> <li>▪ Risk Assessments</li> <li>▪ General Machinery Regulation 2.1</li> <li>▪ General Machinery Regulation 2.7(a)</li> </ul> | The person appointed in terms of Construction Regulation 6.1 must select competent personnel for each appointment |
| <b>OHSACT REGISTERS</b>   |   |
| Ensure that when the following equipment is on site registers are opened so that such   | First aid dressing<br>Excavation  |

|   |  |
|---|--|
| equipment is regularly checked and results recorded.<br>Repairs, replacements or out-of-service equipment must also be recorded   | Ladders<br>Portable electrical equipment<br>Fire equipment<br>Lifting machines<br>Lifting gear<br>Builders hoist<br>Explosive powered tools<br>H&S Reps report<br>Gas welding equipment<br>Safety harness<br>Scaffolds |
| <b>FIRST AID</b>  |  |
| Where 5 or more persons are employed, a first aid box and contents must be available on site  | Construction Supervisor  |
| Where 10 or more persons are employed, a trained First Aider must be available on site.<br>The ratio of First Aiders per employees is 1:50  | Current certificates to be on site   |
| Place the first aid signage above the door of the room which contains the first aid box   | Construction Supervisor  |
| Place the name of the First Aider either on the wall outside the room, or on the first aid box  | First Aider  |
| Keep the Dressings Register with the first aid box so that details of each treatment can be recorded by the First Aider   | First Aider  |
| <b>HEALTH AND SAFETY REPRESENTATIVES</b>  |  |
| Where 20 or more employees are on a site, Health and Safety Representatives must be nominated and elected. The ratio is 1:50 or part thereof.<br>Health and Safety Representatives must be designated in writing and they must be motivated to carry out inspections as agreed with management.<br>Written reports must be submitted. The reason for this is that the site changes on a daily basis and therefore created other dangers and hazards, which must be identified and reported. | Construction Supervisor<br><br>Health and Safety Representatives   |
| Other employees can be designated in writing by the employer as committee members, provided that the number does not exceed the number of Health and Safety Representatives who were elected  | Construction Supervisor  |
| Health and Safety Committees must meet at least once a month. A Chairperson will be nominated. Minutes will be kept of all meetings and a copy is to be sent to Head Office   | Contracts Manager  |
| <b>FACILITIES</b>   |  |
| Ensure that sufficient toilets and change rooms   | Contracts Manager  |

|   |  |
|---|--|
| are available for employees to use. If necessary, arrange for services portable toilets.  |  |
| Dedicate a suitable container or area as an eating area   | Construction Supervisor  |
|   |  |
| <b>INJURY PREVENTION</b>  |  |
|   |  |
| Every site will hold and initial Health, Safety and Environmental Induction Course as well as follow-up courses so as to include later arrivals                                     | Safety Officer<br>Records to be kept   |
| Health and Safety Training  | Safety Officer to arrange training relevant to site requirements.<br>Records to be kept  |
|   |  |
| <b>SAFETY AUDITS</b>  |  |
|   |  |
| Regular health, safety and environmental audits to be carried out.  | Safety Officer<br>Construction Supervisor  |
|   |  |
| <b>TOOL BOX MEETINGS</b>  |  |
|   |  |
| Tool box meetings will be held monthly  | Construction supervisor.<br>Tool box talks can be found in the OHSAct Compliance Manual.<br>Records must be kept                                       |
|   |  |
| <b>RISK ASSESSMENTS</b>   |  |
|   |  |
| Risk Assessments will be available as on site training for hazardous tasks  | Foreman to arrange for training prior to any hazardous task commencing.<br>This will include the relevant Safe Work Procedures.<br>Records to be kept. |
|   |  |
| <b>INJURY INVESTIGATION</b>   |  |
|   |  |
| Minor injuries will be treated on site and recorded in the dressing register  | First Aider  |
| Injuries, other than first aid injuries, must be investigated, recorded and all details completed on the Annexure 1 Form  | Competent Persons to be appointed in writing as Accident Investigators.<br>Safety Officer to keep a record of Annexure 1 forms on file.                |
|   |  |
| <b>HOUSEKEEPING</b>   |  |
|   |  |
| Housekeeping must be continuously implemented on site to ensure that proper storage of materials and equipment and the removal of scrap, waste and debris at appropriate intervals. | Construction Regulation 25 (a-e) refers.   |
|   |  |
| <b>PUBLIC SAFETY</b>  |  |
|   |  |
| Ensure the safety of persons, other than persons at work, which included the general public   | Where necessary erect fencing and hoarding with 'NO ENTRY' signs and access control  |



|   |   |
|---|---|
|   |   |
| <b>FIRE PRECAUTION</b>  |   |
|   |   |
| Ensure that all appropriate measures are taken to avoid the risk of fire  | Construction Regulation 7 (a-m) refers                  |
|   |   |
| <b>SECURITY</b>   |   |
|   |   |
| Strict security must be in place for access control to site, unauthorized use of plant and machinery and these measures are in place after hours.   | Contracts Manager/Foreman to liaise with Safety Officer |
|   |   |
| <b>CONTRACTORS</b>  |   |
|   |   |
| Every contracting company who performs work on site for the principal contractor or the client must apply themselves to the requirements of the OHSAct and Regulations, with special regard to the Construction Regulations   | All Contractors   |
| Contracting companies must produce their current Registration number for Workmen's Compensation, together with a letter of good standing.   |   |
| Every contracting company will sign an agreement form in terms of Section S37.2 of the Occupational Health and Safety Act prior to commencing work.   |   |
| Contractors' employees will attend the site Health and Safety and Environmental Induction   |   |
| ID cards must be issued to all contractor employees after attending induction course  |   |
|   |   |
| <b>MATERIAL SAFETY DATA SHEETS</b>  |   |
|   |   |
| An MSDS must be obtained and held on file for every substance or article that poses a threat to the health of employees. Training through Tool Box Meetings must be arranged so that employees will know what precautions to take when handling such substances/articles. | Principal contractor and other contractors              |

# DUNKIRK REVIEW COMMITTEE – PLAN SUBMISSION FORM

## CADASTRAL DETAILS

|                 |  |
|-----------------|--|
| ERF. NUMBER     |  |
| AREA OF SITE    |  |
| PROPERTY ZONING |  |

## NATURE OF PROPOSAL

|                              |  |
|------------------------------|--|
| DESCRIPTION OF WORK          |  |
| TOTAL FLOOR AREA OF PROPOSAL |  |
| ESTIMATED COST               |  |

## OWNERS DETAILS

|                     |  |
|---------------------|--|
| INITIALS & SURNAME  |  |
| POSTAL ADDRESS      |  |
| CITY & CODE         |  |
| TELEPHONE NUMBER    |  |
| RESIDENTIAL ADDRESS |  |

## ARCHITECTS DETAILS

|                    |  |
|--------------------|--|
| INITIALS & SURNAME |  |
| COMPANY NAME       |  |

## STAGE 1 SUBMISION: CHECKLIST FOR SKETCH PLANS / APPROVAL IN PRINCIPLE (A3 FORMAT, BOUND COPY)

|  |  |
|--|--|
| 1:200 FORM MODEL or 2 x 3D VIEWS   |  |
| 1:100 SITE PLAN, FLOOR PLANS, APPROPRIATE SECTIONS IN RELATION TO SITE, ALL ELEVATIONS – FREEHAND ACCEPTABLE   |  |
| LOCATION PLAN  |  |
| <ul style="list-style-type: none"> <li>• BOUNDARIES INDICATED</li> <li>• NATURAL AND FINISHED GROUND LEVEL INDICATED</li> <li>• ROAD LEVEL INDICATED</li> <li>• RETAINING WALLS SHOWN WITH HEIGHT AND EXTENT</li> <li>• SCREEN WALL HEIGHTS &amp; EXTENT GIVEN</li> <li>• FENCING SHOWN – HEIGHT AND EXTENT</li> </ul> |  |
| DESCRIBE ALL EXTERNAL MATERIALS  |  |
| TRUE COLOURS ON ELEVATIONS   |  |
| SITE SURVEY BY LAND SURVEYOR   |  |
| ROOF PLAN WITH ROOF PITCH AND DESCRIPTION  |  |
| 20% UNUSED SITE SHOWN  |  |
| EMAIL DEAN JAY ARCHITECTS WITH AUTOCAD.dwg file or .dxf FILE SHOWING THE BUILDING FOOTPRINT, BOUNDARY OF THE SITE, THE 20% UNUSED AREA AND THE DRIVEWAY  |  |
| UNDERTAKING (attached)   |  |

## STAGE 2: CHECKLIST FOR FINAL SUBMISSION 1:200 (A1 FORMAT)

|  |  |
|--|--|
| SITE DEVELOPMENT PLAN  |  |
| FULL SET COMPREHENSIVE PLANS OF LEVELS AND ELEVATIONS  |  |
| LANDSCAPING PLAN   |  |
| STORMWATER MANAGEMENT PLAN <ul style="list-style-type: none"> <li>a. during construction</li> <li>stormwater attenuation tank</li> </ul> |  |
| ENGINEERS DRAWINGS   |  |

**All architects accepting a commission on the Dunkirk Estate are required to sign this document prior to commencement of the commission.**

I, ..... hereby accept the following terms and conditions:

1. I acknowledge having had sight of the Dunkirk Development Manual and Architectural guidelines and accept these in their totality.
2. I acknowledge being aware of the submission procedures and documentation requirements and will adhere to these, failing which a financial penalty will become due and payable, the amount of which will be determined by the Dunkirk Architectural Review Committee.
3. I accept that should plans be submitted more than three times for review, that a re-submission fee of R1 000-00 will be charged per submission.
4. I accept that should the Homeowner wish to make external changes to the home/s during the construction period, that I will submit deviation plans timeously for approval by the Dunkirk Architectural Review Committee and prior to the construction thereof.
5. I acknowledge being aware of the fact that should I be appointed for a limited service only, that should the Homeowner need to deviate from the approved plans, that I will provide the Homeowner with my professional advice and will provide deviation plans for submission to the Review Committee for approval before the work is implemented on site.
6. I undertake to sign off the buildings upon completion, thereby certifying that they have been built in accordance with the approved plans.
7. I acknowledge that the Dunkirk Architectural Review Committee may at its sole discretion remove me from the "Approved Panel", or may refuse my acceptance of further commissions on the Estate if it be deemed that I have not produced buildings of a consistently high calibre.
8. I acknowledge that I am a qualified architect and registered with the Institute of Architects of South Africa.

I, ....., the Homeowner of Erf ..... Dunkirk  
acknowledge the following:

1. I will not hold the Dunkirk Architectural Review Committee responsible for monies wasted on "professionals" who are not authorised to work on the Estate.
2. I will engage my architect for a minimum service of design and L.A. approval drawings.
3. Should I require external changes to be made to my home during the construction period, I will discuss these with my architect who will then submit these as deviation plans for approval by the Dunkirk Architectural Review Committee PRIOR to the construction thereof. I acknowledge being aware that plans submitted after the construction of deviations, and without the approval of the Dunkirk Architectural Review Committee, will be charged a penalty fine and may not be approved.

**Signature of Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Architect:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **DUNKIRK LANDSCAPING PLAN SUBMISSION** **REQUIREMENTS**

Dunkirk Estate aims to maintain a high standard of environmental management. To be certain that all designs of gardens, corporate and private comply to these standards the following procedure for the design and creation of gardens has been developed and must be strictly adhered to at all times.

A detailed landscape design drawing (Hand drawn or computer generated plans are acceptable) for the proposed garden with a planting plan, a copy for the office records and a submission fee of R500 excluding VAT must be submitted to the Estate Office for approval through the Design Review Committee (DRC).

The plan must be drawn indicating the following:

- Site location
- Site boundaries
- Building footprint
- Existing contours
- Direction north
- Numbering and referencing of plans
- Stormwater disposal (Must tie in with overall stormwater management plan)
- Hardscaping including water features, paving, retaining structures, garden furniture etc., to be used is to be stipulated.
- Detailed planting plan with:
  - Botanical plant names to be given in full and to be endemic to area
  - Positions of plants
  - Density of planting (Mass planting areas, positions of individual plant species need not be shown but the number of plants per square metre should be annotated).
  - Eventual spread or height
- Contact name, address and telephone number of landscaper
- 20% Un-used area (as indicated on the architectural plans) – The planting pallet for this area must be of the same type of planting as the common natural area/s, neighboring property/s, and servitudes adjacent to that area.
  - For example:
    - If the 20% un-used area is on the road side, then one must use a similar planting pallet to the road verges
    - If the 20% un-used area is running down either side of the property, then one must try to incorporate a similar planting pallet to the adjacent neighboring property or servitude.
    - If the 20% un-used area is adjacent to a common area, i.e. Swamp forest/naturally planted area or other, then the planting pallet must be of the same as that adjacent area and the adjacent neighboring property/s if they exist at the time.

Please provide two copies to the Dunkirk Real Estate office for checking by our landscaping consultants.



## KWADUKUZA MUNICIPALITY FORM

PLEASE BE INFORMED THAT IN THE INTEREST OF EXPEDIATING PLAN APPROVALS, NO PLAN WILL BE ACCEPTED IF THE FOLLOWING MINIMUM CRITERIA ARE NOT ADHERED TO.

**PLAN NUMBER:**

### PRE PLAN SCRUTINY SUBMISSION CHECKLIST

|  |                      |                 |
|--|----------------------|-----------------|
| APPLICATION FORM, Fully Completed  |                      |                 |
| ENGINEERS APPOINTMENT FORM, Where Applicable   |                      |                 |
| POWER OF ATTORNEY FORM   |                      |                 |
| OWNER TO SIGN ALL FORMS, (Not Author)  |                      |                 |
| NEW PROPOSAL - Copy of Title Deeds   |                      |                 |
| - SG Diagram   |                      |                 |
| BODY CORPORATE APPROVALS/AUTHORISATIONS  |                      |                 |
| HOMEOWNERS ASSOCIATION / MANAGING AGENTS APPROVALS (i.e. ZEMA, SEMHOA, ETC)  |                      |                 |
| SITE ASSESMENT, E.I.A., E.M.P., E.S.R. Where applicable  |                      |                 |
| 4 PAPER PRINTS REQUIRED, 3 TO BE FULLY COLOURED AS PER A5 SABS 0400, 1990  |                      |                 |
| 100mm CLEAR STRIP ON RIGHT HAND SIDE OF ALL DRAWINGS FOR MUNICIPAL STAMPS  |                      |                 |
| 1 COPY OF FIRE PLAN FOR NON-RESIDENTIAL BUILDINGS  |                      |                 |
| ALL DRAWINGS IN A4 SERIES, NO CORRECTION FLUID OR STICK-ONS WILL BE PERMITTED  |                      |                 |
| HAVE ALL TOWN PLANNING REQUIREMENTS IN TERMS OF SPECIAL CONSENTS AND RELAXATIONS BEEN ADHERED TO AND APPROVED.<br>IF YES, PROOF OF APPROVAL OR CONFIRM WITH Town Planner |                      |                 |
| HAVE ALL SERVICES PLANS BEEN APPROVED, Where applicable  |                      |                 |
| AREA SCHEDULE TO BE COMPLETED AND SET OUT BY APPLICANT AS FOLLOWS  |                      |                 |
| Basement   | m <sup>2</sup>       | DATE ACCEPTED:  |
| Lower Ground Floor   | m <sup>2</sup>       |                 |
| Ground Floor   | m <sup>2</sup>       |                 |
| 1 <sup>st</sup> Floor  | m <sup>2</sup>       | INSPECTOR NAME: |
| 2 <sup>nd</sup> Floor  | m <sup>2</sup>       |                 |
| Outbuilding, Garages, Etc  | m <sup>2</sup>       |                 |
| Boundary / Retaining Wall  | m <sup>2</sup>       | SIGNATURE:      |
| Pool   | m <sup>2</sup>       |                 |
| Other 2013   | m <sup>2</sup>       |                 |
| <b>TOTAL</b>   | <b>m<sup>2</sup></b> |                 |

**PLAN NUMBER:** \_\_\_\_\_

**APPLICATION FOR APPROVAL OF BUILDING PLANS IN TERMS OF  
SECTION 4 (2) OF ACT No. 103 OF 1977**

**CADASTRAL DETAILS**

|                      |  |
|----------------------|--|
| ERF. NUMBER          |  |
| STREET NUMBER & NAME |  |
| TOWNSHIP             |  |
| AREA OF SITE         |  |
| PROPERTY ZONING      |  |

**NATURE OF PROPOSAL**

|                              |  |
|------------------------------|--|
| DESCRIPTION OF WORK          |  |
| TOTAL FLOOR AREA OF PROPOSAL |  |
| ESTIMATED COST               |  |

**OWNERS DETAILS**

|                     |  |
|---------------------|--|
| INITIALS & SURNAME  |  |
| POSTAL ADDRESS      |  |
| CITY & CODE         |  |
| TELEPHONE NUMBER    |  |
| IDENTITY NUMBER     |  |
| RESIDENTIAL ADDRESS |  |

I, the Registered Owner of the above described Property, hereby declare that I have personally checked the Title Deeds or any other Documents for the Property concerned and declare that the Proposed Work is NOT contrary to any restrictive conditions or servitudes, applicable thereto, and in the event of such contravention, will solely be responsible to rectify the aforesaid contravention.

I do hereby Indemnify the KwaDakuza Municipality against any claims, demands or interdicts arising therefrom.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All correspondence to be sent to the Owner / Author of Plan.**

| <b>To be completed by Author of Plan</b>  |              | <b>For Official Use</b> |                |
|---|--------------|-------------------------|----------------|
| Description   | Area (sq.m.) | Fees Payable            | Receipt Number |
| Total Floor Plan  |              |                         |                |
| Internal Alterations  |              |                         |                |
| Swimming Pool   |              |                         |                |
| Minor Works   |              |                         |                |
| Amended Plan  |              |                         |                |
| Subsidised Housing:<br><b>% Discount of Full Fees:</b><br>Exist + Proposed =<br>Less than 32 sq.m. (100%)<br>33 to 64 sq.m. (50%)<br>65 to 100 sq.m. (25%)<br>Over 101 sq.m. (0%) |              |                         |                |
| <b>Worship (30%) discount</b>   |              |                         |                |
| Industrial / Warehouse  |              |                         |                |
| Retaining / Boundary Walls  |              |                         |                |
| Sewer Plan  |              |                         |                |
| Pre-Scrutiny of Plans   |              |                         |                |
| Street & Plan Deposits  |              |                         |                |
| <b>TOTAL FEES PAYABLE</b>   |              |                         |                |

**AUTHOR'S DETAILS**

|                            |  |
|----------------------------|--|
| <b>NAME</b>                |  |
| <b>POSTAL ADDRESS</b>      |  |
| <b>TELEPHONE &amp; FAX</b> |  |
| <b>REGISTRATION NUMBER</b> |  |

**PLAN NUMBER:**

**GUIDELINES FOR PLAN SUBMISSION**

1. FOUR (4) Paper Copies to be submitted. Three (3) copies to be coloured.
2. Paper size to be of the A series and in multiples of A4.
3. 100mm Clear Strip Border to be provided on Right Hand Side of Drawings, for Official stamps, etc.
4. Compliance with Checklist does not pre-suppose the Approval of Plans.
5. Special Consent (Relaxation of Building Lines, Rezoning, etc.) to be approved prior to submission of Plans and proof thereof to be submitted with plans.
6. Special Consent Applications to be lodged directly with Town Planning Division.



**APPOINTMENT OF PROFESSIONAL ENGINEER / APPROVED COMPETENT PERSON**

The Building Control Officer

**PLAN NUMBER:** .....

|                               |  |
|-------------------------------|--|
| Name of Owner                 |  |
| Postal Address                |  |
| Cadastral Description of Site |  |

I/We hereby confirm that \_\_\_\_\_ (Name) has been appointed as the Professional Engineer/ Approved Competent Person, for the above Works to be executed in terms of the National Building Regulations and Building Standard Act 103 of 1977 (as amended). I/ We understand the onus is on me/us to inform the Appointed Professional Engineer/ Approved Competent Person when work is due to start on site and any consequential costs arising from omission to do so will be to my/our account.

\_\_\_\_\_  
SIGNATURE: OWNER

\_\_\_\_\_  
DATE

Engineer to please Initial Areas of Responsibility in the block, where applicable.

|   |           |
|---|-----------|
| (a) (I) Structural system including support by existing or partly erected building                  | Eng./ ACP |
|   | Owner     |
| (a) (II) Structural System – Temporary Building with Public Access                                  | Eng./ ACP |
|   | Owner     |
| (b) (1) Precautionary measures to ensure the stability of any evacuation , adjoining property, etc. | Eng./ ACP |
|   | Owner     |
| (b) (II) Building on Unstable Ground  | Eng./ ACP |
|   | Owner     |
| (c) Fire Protection System  | Eng./ ACP |
|   | Owner     |
| (d) Fire Installation System  | Eng./ ACP |
|   | Owner     |
| (e) Artificial Ventilation System   | Eng./ ACP |
|   | Owner     |



|                                |           |
|--------------------------------|-----------|
| (f) Drainage Installation      | Eng./ ACP |
|                                | Owner     |
| (g) Stormwater Disposal System | Eng./ ACP |
|                                | Owner     |
| (h) Demolitions                | Eng./ ACP |
|                                | Owner     |
| (i) Screen / Boundary Wall     | Eng./ ACP |
|                                | Owner     |
| (j) Retaining Wall             | Eng./ ACP |
|                                | Owner     |
| (k) Foundations                | Eng./ ACP |
|                                | Owner     |
| (l) Beams and Columns          | Eng./ ACP |
|                                | Owner     |
| (m) Pools                      | Eng./ ACP |
|                                | Owner     |
| (n) Foundation Walls           | Eng./ ACP |
|                                | Owner     |
| (o) Roof Trusses               | Eng./ ACP |
|                                | Owner     |
| (p) Slabs                      | Eng./ ACP |
|                                | Owner     |
| (q) Satellite Dish             | Eng./ ACP |
|                                | Owner     |
| (r) Stairs                     | Eng./ ACP |
|                                | Owner     |

**SECTION 4: SPECIAL PROBLEMS ASSOCIATED WITH THE WORK AND ANY SPECIALIST SERVICES:** \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ (Name of Engineer/Approved Competent Person)

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Have been appointed as the Professional Engineer/ Approved Competent Person on the above mentioned Works to be executed in terms of the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and I hereby undertake:

1. To design all structural/geotechnical works pertaining to the building works described above in accordance with relevant parts of the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and/ or in compliance with the accepted Codes of Practice;
2. To check that any existing structure and foundations required to support additional loadings are structurally adequate;

3. To administer and inspect, without such inspection extending to detailed supervision, the said structural/ geotechnical works so as to check that the works are carried out in accordance with my design and Regulations pertaining to the Professional Engineers Act No. 81 of 1968;
4. To notify the Building Control Officer if at any time in my opinion the works for which I am responsible are not being carried out satisfactory or in contravention of the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended, or in any manner that may endanger the strength and/ or stability of any adjoining building structure, ground or services;
5. To notify the Building Control Officer immediately should my appointment be terminated;
6. To accept as the appointed Professional Engineer/ Approved Competent Person, the responsibility for the structure/ geotechnical stability of the completed works; and
7. On completion of the structural/ geotechnical works, to submit to the Building Control Officer one full set of "as built" structural details and a certificate indicating that such works are in accordance with the application in respect of which approval was granted, such certificate being required in terms of Section 14 (2A) of the aforesaid Act.

\_\_\_\_\_  
**Signature of PROFESSIONAL ENGINEER/  
APPROVED COMPETENT PERSON**

\_\_\_\_\_  
**NAME: QULAIICATION  
AND REGISTRAION NO.**

**DATE:** \_\_\_\_\_