



Buffalo City Metropolitan Municipality  
 East London | Bhisho | King William's Town  
 Province of the Eastern Cape  
 South Africa

Website: www.buffalocity.gov.za

**BUFFALO CITY  
 METROPOLITAN MUNICIPALITY**

Office of the City Manager  
 PO Box 134, East London, 5200  
 10th Floor, Trust Centre, East London, 5201

Tel: 043 705 1045 | Fax: 043 743 1941  
 Email: thembisas@buffalocity.gov.za

<b>APPLICATION FORM FOR THE APPROVAL OF BUILDING PLANS</b>	<b>PLAN NO.</b>	
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Complete or indicate with a cross where applicable

**A STAND DESCRIPTION**

<b>Stand no:</b>		<b>Township:</b>	
<b>Street address:</b>			
<b>Land size:</b>			

**B. PROJECT DETAILS**

<b>Type of work:</b>			
<b>Type of building:</b>			
<b>Area of building:</b>		<b>Estimated Cost</b>	

**C. PROPERTY OWNER/AUTHORISED AGENT**

<b>Name:</b>		<b>CC/Trust,etc No:</b>	
<b>Postal address:</b>			<b>Code:</b>
<b>Physical address:</b>			<b>Code:</b>
<b>Telephone:</b>	[   ]	<b>E-mail address:</b>	
<b>Facsimile:</b>	[   ]	<b>Mobile phone:</b>	[   ]

**D. REGISTERED PERSON AUTHORISED IN TERMS OF ARCHITECTURAL PROFESSIONS ACT 44 OF 2000, Sections 18, 26(3) & 26(4)**

<b>SACAP Registration No:</b>		<b>Professional title:</b>	PrArch	PrSArchT	PrArchT	PrArchDraught
<b>Architectural practice/firm:</b>						
<b>Postal address:</b>						<b>Code:</b>
<b>Physical address:</b>						<b>Code:</b>
<b>Telephone:</b>	[   ]	<b>E-mail address:</b>				
<b>Facsimile:</b>	[   ]	<b>Mobile phone:</b>	[   ]			

I, \_\_\_\_\_ being the registered owner/authorized agent of the abovementioned property here undertake to comply with the building plans submitted with this application; National Building Regulations and Building Standards Act 103 of 1977; conditions of sale conditions of title as per township establishment; conditions of subdivision and requirements of the Occupational Health and Safety Act 85 of 1993 further understand that no refund; except for the street refundable fees will be made by the Council once this application has been submitted, I/we further acknowledge that the Council will not be held liable, in terms of section 23 of the Act, to any person for any loss; damage; injury or death resulting or arising out of or in any way connected with the manner in which the proposed building is designed; erected; demolished or altered or the material used in the erection of the proposed building or the quality of workmanship in the erection; demolition or alteration of the proposed building.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
 (owner or agent)

**STORMWATER MANAGEMENT PLAN REQUIRED IF NEW BUILDING WORK EXCEEDS 100M<sup>2</sup> OR MORE.  
 NO REFUNDS WILL BE ENTERTAINED.**



ARCHITECTURAL COMPLIANCE CERTIFICATE

This certificate is to be completed and submitted by the Registered Person so identified by the Architectural Professions Act 44 of 2000, Section 26(4), as the authorised person responsible

- 1. A company resolution in support of Item C (where required) and two copies of this Certificate, together with applicable drawings and documentation, must be submitted to the local authority concerned for approval to build
2. One completed copy of this Certificate, stamped by the local authority concerned, is to be retained by the Registered Person

Complete or indicate with a cross where applicable

A.1. PROJECT DETAILS

Authority:
Stand no: Township:
Street address:
Proposed project:

A.2. PROJECT CLASSIFICATION AS PER SACAP REGULATIONS FOR THE IDENTIFICATION OF WORK SCHEDULES

SACAP Building Classification/s: Code/s:
Complexity scale: LOW MEDIUM HIGH

A.3. SENSITIVITY SCALE

Sensitivity scale: LOW MEDIUM HIGH
ENVIRONMENTAL Impact Assessment: NOT APPLICABLE REQUIRED (Included) National Heritage Site: Year of Declaration:
HERITAGE Impact Assessment: NOT APPLICABLE REQUIRED (Included) National Heritage Building: Year of Declaration: Year/s of construction:
SOCIAL Impact Assessment: NOT APPLICABLE REQUIRED (Included) All other buildings: Year/s of construction:

B. REGISTERED PERSON AUTHORISED IN TERMS OF ARCHITECTURAL PROFESSIONS ACT 44 OF 2000, Sections 18, 26(3) & 26(4)

Registered Person:
Registration No: Professional title: PrArch PrSArchT PrArchT PrArchDraught
Architectural Practice:
Postal address: Code:
Physical address: Code:
Telephone: [ ] E-mail address:
Facsimile: [ ] Mobile phone: [ ]

I, [Name] being the abovementioned authorised responsible Professional Registered Person acting for and on behalf of the Architectural Practice as above, have accepted the appointment and hereby undertake to accept responsibility for providing the respective local authority with such drawings, details and particulars as it may require in terms of the National Building Regulations for approval to build. I, the undersigned, also hereby confirm that the project classification and site classification information provided above is correct in all aspects, and that my appointment to this project is not in variance with my competence, individual registration conditions and the Code of Professional Conduct under the South African Council for the Architectural Profession.

SIGNED [Signature] DATE [Date]
(Professional Registered Person who certifies that the above information is true and correct)

C. PROPERTY OWNER/AUTHORISED AGENT

Name: CC/Trust, etc No:
Postal address: Code:
Physical address: Code:
Telephone: [ ] E-mail address:
Facsimile: [ ] Mobile phone: [ ]

I, [Name] being the Owner/Authorised Agent of the above property, have appointed the Professional Registered Person, whose details appear above, as the Registered Person in terms of the Architectural Professions Act No 44 of 2000, and duly authorised representative for the Architectural Practice as above, for the proposed project detailed herewith to obtain approval to build from the local authority concerned.

SIGNED [Signature] DATE [Date]
(Property Owner/Authorised Agent)

D. LOCAL AUTHORITY

AUTHORITY STAMP
DATE

This certificate serves only to confirm compliance by the Registered Person in terms of the Architectural Professions Act 44 of 2000, with Sections 26(3) and 26(4) regarding competency to perform the architectural work identified in their registration conditions for the specified project in this certificate, and does not in any way imply compliance or approval of any other regulations, standards or conditions of or by any authority concerned.

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**BUFFALO CITY  
 METROPOLITAN MUNICIPALITY**

**Directorate: Development Planning**  
 PO Box 81 • East London • 5200  
 26 Oxford Street • East London • 5201  
 Tel: 043 705 2295  
 Fax: 043 743 5266

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

<b>CHECKLIST FOR BUILDING PLAN SUBMISSION</b>	<b>YES</b>	<b>NO</b>
*SACAP Number and SACAP Registered Name		
*SACAP compliance certificate to be attached		
<b>*SANS 10400 FORMS</b>		
*Plans to be signed and dated by Owner & Architectural Professional ( <i>if a Candidate have drawn up the plans, it must also be signed by a Registered mentor</i> )		
*4 Copies for ALL plan submissions		
*3 copies are to be coloured in (Colours according to SABS 0400-1990)		
*Registered Professional's Drawing Checklist completed & signed		
*Submission Fee paid – copy of receipt to be attached with invoice		
Age of building ? Heritage Application required if building is older than 60yrs		
*Submission forms to be filled in correctly <i>providing all required information (including Owners contact details)</i> and to be signed by Owner and Architectural Professional		
Stormwater Management Plan is required when a floor plan (hardened footprint) of 100m <sup>2</sup> or more is shown. Engineers Certificate required		
Appointed Engineers Certificate required where applicable.		
Fire Protection Plan is required for any commercial building, public building or facility, i.e. Schools, shops, institutions, factories, hospitals, etc.		
Departure forms / Consent forms where applicable, signed by owner and abutting owner <i>providing all required information</i>		
Departure fee paid		
Water Connections / Sewer Connections paid where applicable. Proof of payment required.		
No Book Plans allowed – plans as per ISO Standards – A0,A1,A2,A3		
Only Recognized Drawings scales to be used –1:20,1:25,1:50,1:100,1:200, 1:500 etc.		

**NB – Should any documentation be incomplete or omitted, where applicable, NO plan submissions will be accepted.**

**- FOR OFFICE USE ONLY -**

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



## REGISTERED PROFESSIONAL'S DRAWING CHECKLIST

<b>INFORMATION REQUIRED ON DRAWINGS</b>	<b>CHECK</b>	<b>REMARKS</b>
1. Full Title of Proposal & signed by owner and Registered Prof.		
2. <b>SITE PLAN 1:200 / 1:500</b> – Scale, Boundary Dimensions, ERF no.'s		
3. North Point, Street Name and Number		
4. All Existing Buildings shown, all <b>*NEW WORK</b> clearly indicated (*red)		
5. Existing and <b>*NEW Drainage</b> shown (* brown)		
6. Building lines as per current approved zoning scheme, Servitudes, Right of ways, V.A. (Vehicle Access) indicated		
7. Show Municipal Services crossing site (Sewer / Water)		
8. Contours shown (Survey Dept – 1 <sup>st</sup> Floor)		
9. Confirm site boundaries (Survey Dept. – 1 <sup>st</sup> Floor)		
10. Overall dimensions and dims from boundaries shown		
11. "No street furniture affected" to be shown where applicable		
12. <b>Municipal Calculations</b> – Erf Area, Existing Area, Proposed Area, Total Area, Total coverage, etc.		
13. <b>FULL FLOOR PLAN 1:50 / 1:100</b> – and wall thicknesses		
14. All Rooms Designated and FULLY Dimensioned		
15. Natural Ventilation & Lighting to all rooms, vent, mech.		
16. <b>*Proposed</b> & Existing Work to be clearly shown(*red)		
17. Garage – Fire Wall, Fire Door annotated		
18. Stairs – Widths, Treads, Risers, Balustrade height		
19. All Plumbing incl. gully position to be shown		
20. Sections Lines enumerated		
21. <b>SECTIONS 1:50 / 1:100</b> – Foundation sizes, DPC, DPM, etc. shown		
22. Floor construction annotated. (Thickness, sand bed)		
23. Floor to Ceiling height clearly shown & annotated		
24. Roof Construction annotated. (timber – yellow)		
25. <b>ELEVATIONS 1:50 / 1:100</b> – Finishes to be indicated		
26. Natural Ground , Finished floor levels shown		
27. Windows sizes and openable windows indicated		
28. Plumbing and rainwater pipes shown		
29. Drainage Section and levels indicated		
30. Plans required for Boundary Walls over 1.8m high		
31. <b>POOLS</b> – Plan, Site Plan & Section (scale – as above)		
32. Pump and filter location		
33. Backwash to existing sewer to be indicated		
34. Safety Fencing and Gate as per NBR.		

**NB – PLANS WILL NOT BE ACCEPTED IF FORM IS INCOMPLETE OR OMITTED FROM SUBMISSION**

**NOTE: Work over 500m<sup>2</sup> is reserved for REGISTERED ARCHITECTS**

Plans submitted for SHOPS, OFFICES, CHURCHES, ETC. To show

A) Zoning, Building Lines, Parking and Loading, Including Method of Calculation		
B) Details of Entrance and Exit to Site.		
C) Fire Protection Plan and details		
D) Facilities for Disable person		
E) Refuse Storage Facility		

**Checked by REGISTERED PROFESSIONAL:**

**Date:**