



AbaQulusi Municipality

Tel (034) 9822133 Fax: (034) 9808822
P.O. Box 57, Vryheid, 3100

APPLICATIONS FOR AUTHORITY TO RELAX BUILDING LINE

1. Any person desirous of obtaining the authority of the Council for the relaxation of the building line or side space shall follow the laid out procedure.

Submit a **written application** in which full particulars and reasons are set out, using **(Form A2)** for the purpose and **drawings only (in duplicate)** depicting the proposed development, i.e. site plan, floor plan and elevations.

On the day the application is lodged, the applicant is to forward **written notice** using **(Form A3)** setting out details of the proposal to the affected owners of properties contiguous to the side that relaxation is sought for and that such notices to be served personally on the concerned person or sent them by registered post.

Within seven days of the day that the application is lodged, the applicant is to furnish the Council with **proof of compliance** with the provision of (1.2) above in the form of receipts signed by the persons on whom the notice were served or Post Office receipts for the registered letters sent to the concerned persons.

2. Any person wishing to **object** to the application shall, within twenty-one days of the date of the notice referred to the above, lodge a written objection with the **Manager: Town Planner, P.O. Box 57, Vryheid, 3100** and shall set out therein his grounds for objecting to the application. Within the same period, the objector shall also hand or post a copy of his objection to the applicant and furnish the Council with evidence that he has done so.
3. Following consideration of any objections received within the prescribed period, a **decision** upon the application shall be made within two months from the receipt of the applicant and such decision shall be notified to the applicant in writing within fourteen days of such decision being made. Any objector shall also, within the same period, be notified in writing of such decision, provided that if a joint objection is lodged, such objection shall state the address to which notification of the decision shall be set and if it does not do so, the notification shall be sent to the address of the first signatory.
4. **All applications are required to submit copies of property Title Deeds in order for Council to identify any “omnibus servitudes”. Encroaching such servitudes is to be avoided at all costs as it is Council’s right to use the servitude for the construction and maintenance of services.**
5. Any person who may feel aggrieved by any decision taken by the Council shall have the right to appeal to the Administrator in terms of the relevant provisions of the Town Planning Ordinance No. 27 of 1949.

**A2. ABAQULUSI MUNICIPALITY - TOWN PLANNING
NOTICE OF RELAXATION APPLICATION**

TEL. NO:
DATE:

NAME:
ADDRESS:
.....
.....

The Undersigned, being the registered owner/duly authorized agent of the registered owner of the land described below, hereby make application in terms of Part 3 of the Town Planning Scheme for authority from the Council to relax:

(a) The front/side/rear building line fromto meters on the boundary;

And/or (b) the front/side/rear building line fromto meters on the boundary;

And/or (c) the front/side/rear building line fromto meters on the boundary;

on the property described as Lot
and known as (road/street & No.)
for the purpose of (a)
(b)
(c)

which comprises one/two/storeys.

Submitted herewith in support of the application are the following:-

- 2 copies of site plan, floor plan and elevation of the property
- Copies of Title Deeds
- Letter of motivation
- Obtain list of neighbours from drawing office.

Notice will be served on the owners of the following properties:-

LOT NO: **ADDRESS:**
.....
.....

And their consent is/not attached.

.....
Signature of Applicant: **Date:**
Fee: R _____ **Receipt No:** **Date:**.....

**A3. ABAQULUSI MUNICIPALITY - TOWN PLANNING
NOTICE OF RELAXATION APPLICATION – NEIGHBOURS CONSENT**

TO:
.....
.....

DATE:
BY REGISTERED MAIL OR PERSONAL
DELIVERY

Notice is hereby given that application has been made to the Council requesting authority for:

1. RELAXATION OF BUILDING LINE(S)

- (a) the front/side/rear building line fromto.....meters on the
..... boundary;
- (b) the front/side/rear building line fromto.....meters on the
..... boundary;
- (c) the front/side/rear building line fromto.....meters on the
..... boundary;

on the property described as Lot:
and known as (road/street & No.)
of the purpose of.....
.....

2. NOTICE TO NEIGHBOURS

Any person desiring to object to this proposal may do so by lodging a written notice within 21 days of the date appearing at the top of this form or before, setting out the grounds of objections with the **Town Planner**. Objectors must in lodging their objections, certify that a copy of the objections has been served on the applicant at the address given below.

Plans and documents relating to this application may be inspected at the Town Planning office, Corner Mason and Mark Street, Vryheid before

Name and Address of Applicant:-

.....
.....

I/WE OBJECT/HAVE NO OBJECTION to the above application and acknowledge that a letter of objection will be lodged with **Town Planning** before the close of the objection period as stipulated above.

Signature