



**THE MSUNDUZI MUNICIPALITY**  
**SUSTAINABLE DEVELOPMENT AND CITY ENTERPRISES**  
 341 Church Street, Pietermaritzburg, 3201  
 ☒ P O Box 1393, Pietermaritzburg, 3200  
 Tel: (033) 328 2523 Fax: (033) 392 2576

**STATUTORY APPLICATION IN TERMS OF THE SPATIAL PLANNING AND LAND USE  
 MANAGEMENT ACT, 2013 (ACT NO.16 OF 2013)**

**OFFICIAL USE ONLY**

**APPLICATION FEE** :.....  
**DATE RECEIVED** :.....  
**RECIPT NUMBER** :.....  
**PAYMENT RECEIVED BY** :.....

**1. NOTES:**

- All sections of this form **MUST** be completed.
- This form **MUST** be signed by the Registered Owner of the property or an agent duly authorized by the owner and lodged with the Deputy Municipal Manager: Sustainable Development and City Enterprises (Town Planning Unit), 5<sup>th</sup> Floor, Professor Nyembezi Building, 341 Church Street (P.O. Box 1393) Pietermaritzburg, 3201.
- Application forms **MUST** be accompanied by the relevant supporting documents.
- Advertisement fees are not included in the amount above; all costs relating to advertisement of the application are the responsibility of the applicant.

**2. TYPE OF APPLICATION (Please tick the appropriate box)**

Formal Authority	
Scheme Amendment	
Consent Application in terms of the Scheme	
Extension or replacement of a building on land that is used for a purpose defined in Schedule 2 of SPLUMA,	
Subdivision of land;	
Consolidation of land	
Township establishment;	
Notarial tying of land	
Extension of a sectional title scheme	
Permanent closure of a municipal road or a public place;	
Removal, amendment or suspension of a restrictive condition of title or a servitude;	
Material change to a Municipal Planning Approval Authority decision	
Cancellation of a Municipal Planning Approval Authority decision	
Relaxation of Scheme Controls	
Phasing or cancellation of approved layout plans for subdivision or development of land	
Other, specify:	

Is this a combined application?	Yes	No
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### 3. PARTICULARS REGARDING APPLICANT:

Name of Registered Owner :.....

Date of Birth of the Registered Owner:.....

I.D. number of the Registered Owner:.....

Postal Address :.....

Tel/ Cellphone No. :.....

Email :.....

If the owner is a company registered in terms of the Companies Act:

NAME OF COMPANY/ TRUST (INCLUDING TRADING NAMES)

.....  
.....  
.....  
.....

(In the case of a company being the applicant, a resolution authorizing the individual to make the application on behalf of the company must accompany this application form.

If the owner is a Trust, registered in terms of the Property Trust Act, a letter of authority authorizing the individual to make an application on behalf of the Trust, must accompany this application form.)

REGISTRATION NUMBER OF COMPANY/TRUST

.....  
.....



**Proof of ownership of property required**

Name of Authorised Agent :.....

Postal Address :.....

Tel/ Cellphone No. :.....

Email :.....

***Proof of authority required***

**4. PARTICULARS OF SITE FOR WHICH APPLICATION IS MADE:**

Registered Description :.....

Street Address :.....

Suburb :.....

Extent of Property :.....

Title Deed No. :.....

Title Restrictions (if any) :.....

.....

.....

.....

Description of application :.....

.....

.....

.....

Value of the property in Rands:.....(provide proof)



**5. COMPULSORY SUPPORTING DOCUMENTATION (Tick as per relevance to the application)**

Thorough Motivation	
Signed registered Owner's written consent, if the applicant is not the owner of the land.	
Resolution/s of Company/ Trust in the event that a company/ trust is the owner	
If the property is still Bonded, a Bond Holder's Consent	
Certified Copy of the Title Deed Conditions	
Locality plan	
Copy of the Surveyor General diagram or relevant part of the general plan	
Copy of the scheme map showing the existing zoning of the property and properties in close proximity (100m radius)	
Copy of the land use map showing the existing Land use of the property and properties in close proximity (100m radius)	
Site development plan where applicable	
Proposed subdivision with subdivision numbers designated by the SG's office, width and length of hatched shaped Erven, Erf frontages.	
1:100-year floodlines	
Engineering Services/ Service Level Agreement	
Approved Traffic Impact Assessment	
Copy of an Environmental Authorisation (ROD)	
Geotechnical Report	
Comments from relevant Municipal Departments and relevant organs of state	
Proof of valid professional registration	
Property valuation certificate (obtainable from Real Estate and Valuations department)	
Any other information that may be considered either by yourself or Council as being in support of your application.	

**6. SUBSEQUENT APPLICATIONS FOR MUNICIPAL PLANNING APPROVAL**

- 6.1 Is this an application to regularize a use operating without permission? : YES/NO
- 6.2 If YES to 6.1, how long has the use been in operation (in months)? :
- 6.3 Did the owner/operator receive a contravention notice? : YES/NO
- 6.4 Was a response in respect of the notice issued submitted to the Municipality? : YES/NO
- 6.5 Has the unauthorized land use ceased operating? : YES/NO

Please refer to items A and B if an affirmative response is provided to question 6.1 and a negative response to question 6.5.

**PLEASE NOTE BELOW:**

**A. Administrative penalty for failing to obtain prior municipal planning approval**

According to section 110 (1) of the Msunduzi Municipality's Spatial Planning and Land Use Management Bylaw (2021), *"the Municipal Planning Approval Authority may impose an administrative penalty when it grants municipal planning approval **for a building that has been erected without its prior approval or the use of land without its prior approval**".*

*\* Extracted from the Msunduzi Municipality's Spatial Planning and Land Use Management Bylaws (2021)*

**B. Council Resolution on the Administrative Penalty Guideline**

In compliance with section 110 (1) of the Bylaws, the Msunduzi Municipal Council has approved the following administrative penalty guideline in relation to the development and usage of land prior to obtaining municipal planning approval: -

**Value per m2 (property value obtained from Valuations) x Total Area of Unlawful Use (m2) = 100% penalty to be charged.**

*\* Msunduzi Municipal Council resolution dated 30 November 2023*

**\*PLEASE NOTE:**

*The administrative penalty highlighted above only relates to the currently existing transgression and does not constitute or guarantee any approval of the submitted application.*

**7. DECLARATION**

I.....hereby declare that I have read and understood the information provided in this application form. I also declare that the information supplied by me, including the documents attached to this application form is correct and authentic.

Signature of the applicant:.....

Date: .....

**\*PLEASE ENSURE THAT ALL SECTIONS OF THE FORM HAVE BEEN COMPLETED**