

PLANNING AND BUILDING DEVELOPMENT MANAGEMENT
DEVELOPMENT POLICES, PROCESS AND LEGISLATION BRANCH
STANDARD OPERATING PROCEDURE

GUIDELINES FOR DEALING WITH APPLICATIONS FOR PROVISIONAL AUTHORISATION TO COMMENCE WORK PRIOR TO BUILDING PLAN APPROVAL IN TERMS OF SECTION 7 (6) OF ACT 103 OF 1977.

INTRODUCTION: Section 7 (6) of the National Building Regulations and Building Standards act, No 103 of 1977, makes provision for a local authority to grant, at the written request of the applicant, provisional authorisation to commence work prior to the approval of the building plan application.

Applications for provisional authorisation to commence work prior to building plan approval must be made to the Section Head: BDM in the District Office.

The application, once processed, is to be forwarded to Head Office (Head: Building Development Management) for approval if the application is supported.

CHECKLIST:

The checklist below is to be completed and forwarded to Head Office:
Please note that a negative response to any of the questions below will lead to the request for provisional authorisation to commence not being granted.

Building Plan No:		
ERI No:		
Property Address:		
Application Details:		
ACTION	YES	NO
Application and motivation attached?		
Has full Planning approval been given?		
Have the Building plans been submitted?		
Are the plans in circulation?		
Have the Provisional Authorisation fees been paid?		
Are the Professional appointments in place (Structural, Mechanical, Fire Consultants)?		
Is the work for which provisional authorisation is sought clearly defined?		
Is the architectural area of the building under consideration (as defined in Section 1 of Act 103 of 1977) is greater than 500 square metres?		
Is the property encumbered by private restrictive title deed conditions?		



Annexure A

Do any conditions need to be imposed on the authorisation?		
Conditions:		
Is the application for provisional authorisation to commence work supported?		

Comments:

Add any relevant comments.