

TO WHOM IT MAY CONCERN

LAND USE APPLICATION PUBLIC PARTICIPATION INSTRUCTIONS COVID 19 RESTRICTIONS – APRIL 2021

The following public participation procedures for land use applications is applicable during the COVID 19 Lockdown Restrictions:

1. The public participation process may only commence upon the applicant receiving confirmation SMS/acknowledgment letter that the applicable application is regarded as complete for the purposes of being processed further. (Please be advised that the Municipality may request additional information or documentation deemed necessary to consider the application).

**Note: A reference number will be allocated to the application, as part of the acknowledgement letter. The reference number should be included in the Public Participation documents/notices and all other relevant documents and correspondence relating to the specific application.*

2. Once the confirmation in 1. has been received, the applicant shall in all instances where public participation is required, make the necessary arrangements to ensure that the following Public Participation Process (PPP) requirements have been complied with:

- 2.1 Place a site notice (*notice to be in English and Afrikaans as per the attached example*) in terms of Section 48(2)(a) of the Land Use Planning By-law for George Municipality, 2015 (hereafter referred to as the Planning By-law) in accordance with the following:
 - o Placard notice to be at least 60 centimeters by 42 centimeters on the frontage of the erf concerned (*in the case of: a corner erf - notice to be placed on both sides; multiple erven - notices to be placed on all the respective erven*);
 - o The notice must be visible to the general public and clear from any obstructions (trees, poles, bushes etc.);
 - o Notice to be displayed and maintained for a minimum of 30 days;
 - o The applicant must within 30 days from last day of display of the notice, submit to the Municipality (*relevant administrative officer as per point 6.*) a sworn affidavit (*see example provided on municipality's website*) confirming maintenance of the notice for the prescribed period and at least 4 clear photos (which are dated) of the notice (one from close-up (text must be legible) and one from across the street (illustrating visibility to the general public) on the day the placard notice was placed and on the day it was removed after 30 days.

**Note: It is recommended to illustrate the site layout on the Site Notice (if possible), especially in the case of a subdivision, consolidation, building line relaxation or second dwelling etc. This will enable the interested party to immediately have reference to the proposed development. The latter is not a requirement and merely a recommendation.*

- 2.2 Provide a notice and full set of application documents by email to Corlize Bester (cebester@george.gov.za) for placement on the Municipal Website and Facebook for all land use applications. The applicant must submit proof (*take a snapshot*) that the application was placed and advertised on the website and/or social media platform (Facebook).

- The email to Corlize Bester needs to be sent to her at least 3 working days in advance and needs to contain at least the following:
 - Microsoft Word document of the notice;
 - Date notice needs to be placed on website;
 - Property description and physical address of the application site;
 - Contact details of applicant and relevant administrative officer.
 - Acknowledgement letter (confirming that the application has been submitted and captured on the system);

**The notice shall not be placed if the applicant doesn't adhere to the above requirements.*

**Please inform the relevant Administrative Officer (refer to point 6) of the commencement date of the PPP for the relevant application(s) via email.*

2.3 Obtain comments from the external departments and interested and affected parties as indicated on the Section 38 Compliance letter (*applicant to obtain the contact details of all relevant parties from the relevant administrative officer as per point 6. or from the list available on the municipality's website*).

3. In addition to the above, all applications included, *inter alia*, under Section 45 of the Planning Bylaw, namely:

- An application for rezoning;
- The subdivision of land larger than five hectares inside the urban edge;
- The subdivision of land larger than 1 hectare outside the urban edge;
- Closure of a public place;
- Application in respect of a restrictive condition;
- Other applications that will materially affect the public's interest;

shall cause public notice to be given in the Local Newspaper circulated in that area (*George Herald, Die Burger, etc.*).

4. All applications, as contemplated under Section 46(1) of the Planning By-law, must serve the notice in accordance with Section 35, in at least two of the official languages and on every owner of land adjoining the land concerned. Attached hereto find the examples of adjoining erven.

**Note: the respective erf numbers of the adjoining landowners may be sent to the relevant administrative officer to obtain the address of the said landowners. Should an address not be available, it will remain the applicant's responsibility to obtain the necessary address to serve the notice in accordance with Section 46.*

5. In accordance with points 2. to 4., the applicant must furnish this department (relevant administrative officer as per point 6.) with the following documents within 30 days from the last day of the commenting period:

- 5.1 Copies of the notice placed in the local newspaper (*the copy needs to reflect the original date of the newspaper; date cannot be written by hand*);
- 5.2 Sworn affidavit and clear photos of the site notice(s) (*as stipulated above*);
- 5.3 Proof that the notice was sent to Corlize Bester and that it was placed on the Municipal website and/or social media platform (*copy of email sent, and screen shot of notice on website and/re social media platform will suffice*);
- 5.4 Proof of the notices sent to the external departments and interested and affected parties (*also attach the section 38 compliance letter*);
- 5.5 Proof of the registered notices that was send to the adjoining landowners.

6. PPP arrangements can be directed to the relevant administrative officers as follows:

- Primrose Nako (pnako@george.gov.za / 044 801 9416) for all erf and farm numbers ending with an even number (i.e. 0, 2, 4, 6, 8);
- Marina Welman (mhwelman@george.gov.za / 044 801 9171) for erf and farm numbers ending with an odd number (i.e. 1, 3, 5, 7, 9);

7. Written consent from adjoining landowners (clearly stating name and property description) will be accepted for building line relaxation and second dwelling applications. The plans should also be signed by the said respective landowners. Attached hereto find the examples of adjoining erven and example of a consent letter. In this instance, the applicant will be exempted from complying with the PPP requirements as listed above.
8. Notwithstanding point 7. above, the Municipality may request comments from any State Department, State Authority, Governing Body and/or Interested and Affected Party as indicated the Section 38 compliance letter and/or the signed Pre-application Consultation form.
9. Addresses and/or contact details of the registered property owners can be obtained from Marissa Arries (marries@george.gov.za / 044 801 9473).

**Note: It is the applicant's responsibility to identify all the affected properties and email the required erf numbers to Mrs. Arries (tabled and not marked on a plan) and/or name of the required Department, State Authority, Governing Body and/or Interested and Affected Party (as indicated on the Section 38 letter of else required).*

10. The applicant is fully responsible for the PPP. Should any errors or mistakes be made by the applicant, the department may request that the application be re-advertised.
11. Failure to comply with point 5. above, may result in the closure of the application.
12. Comments/ objections received by the department (relevant administrative official as per point 6.), if any, will be forwarded to the applicant for comments within 14 days of closing date for comments as stipulated in the notice.
13. All comments/ objections received directly by the applicant must be forwarded to the department (relevant administrative officer as per point 6. for record purposes.
14. The department may request the applicant re-advertise should there be material revisions to the development proposal or the application submitted following the completion of the public participation process or should the applicant cause the finalizing of public participation process to be delayed by a period of more than 180 days from date of the commenting period ending.

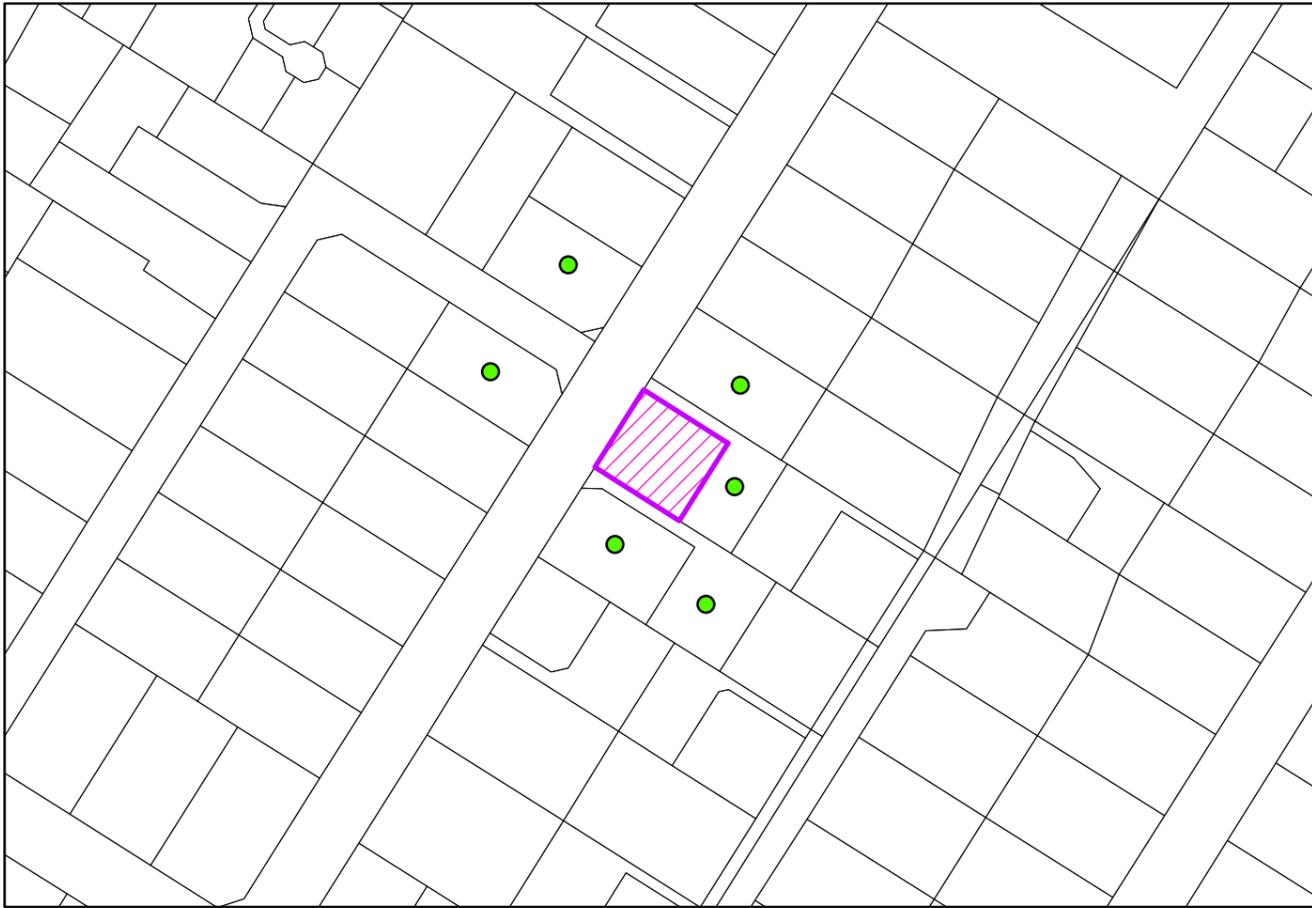
*Take Note: Notice must be issued under D. Power, Acting Director: Planning and Development



Yours faithfully

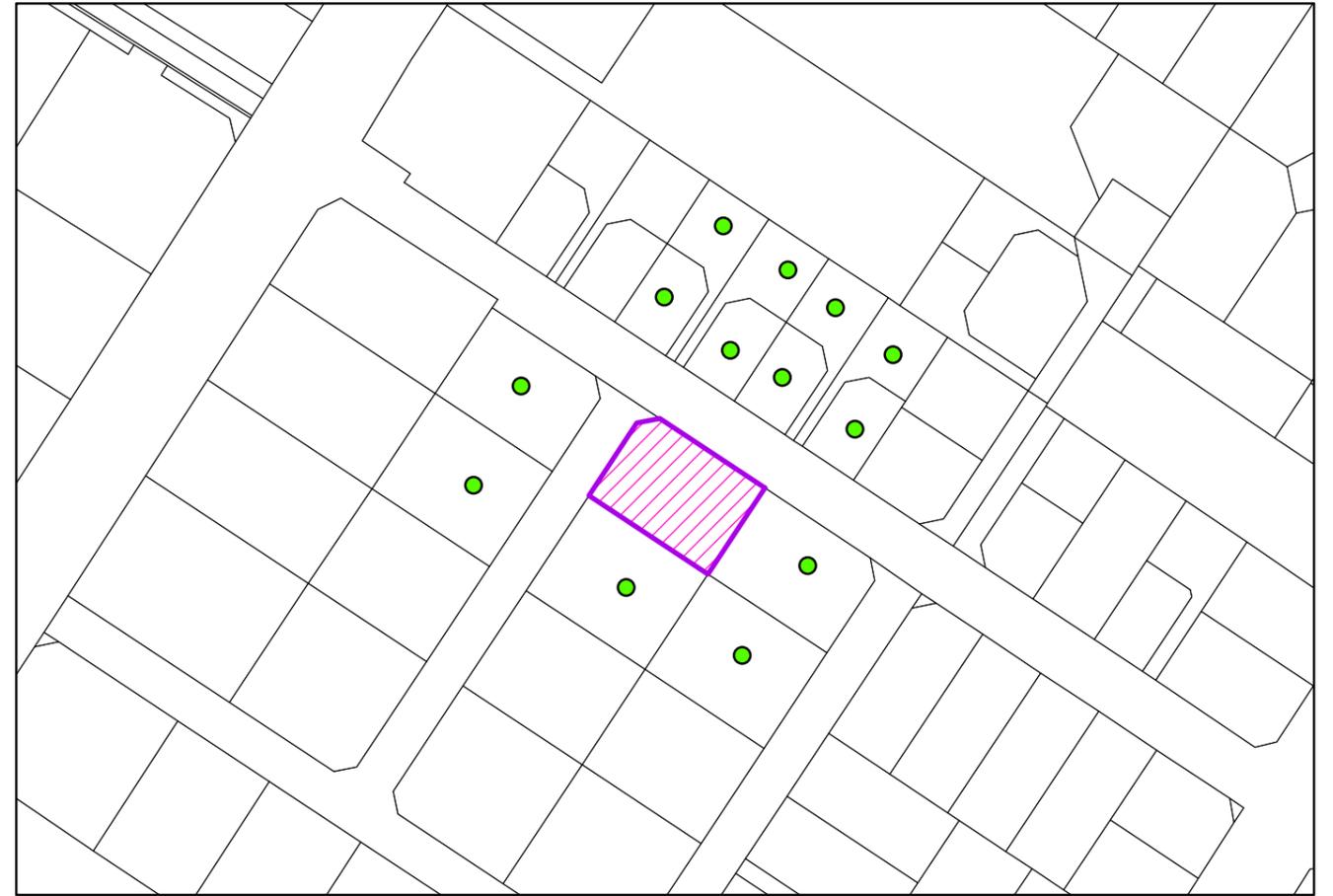
D POWER
DEPUTY DIRECTOR: PLANNING AND DEVELOPMENT

EXAMPLE 1

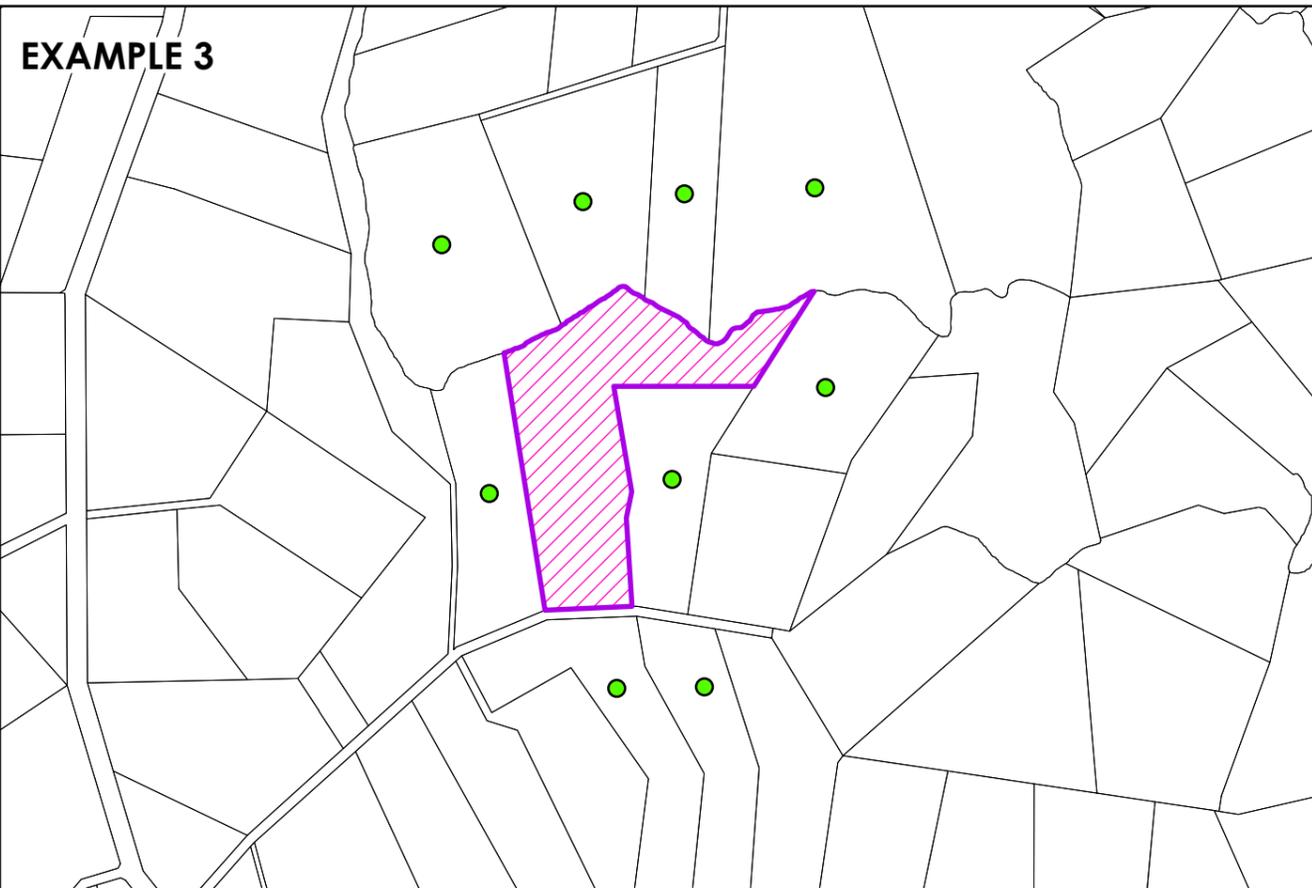


EXAMPLES OF ADJOINING ERVEN

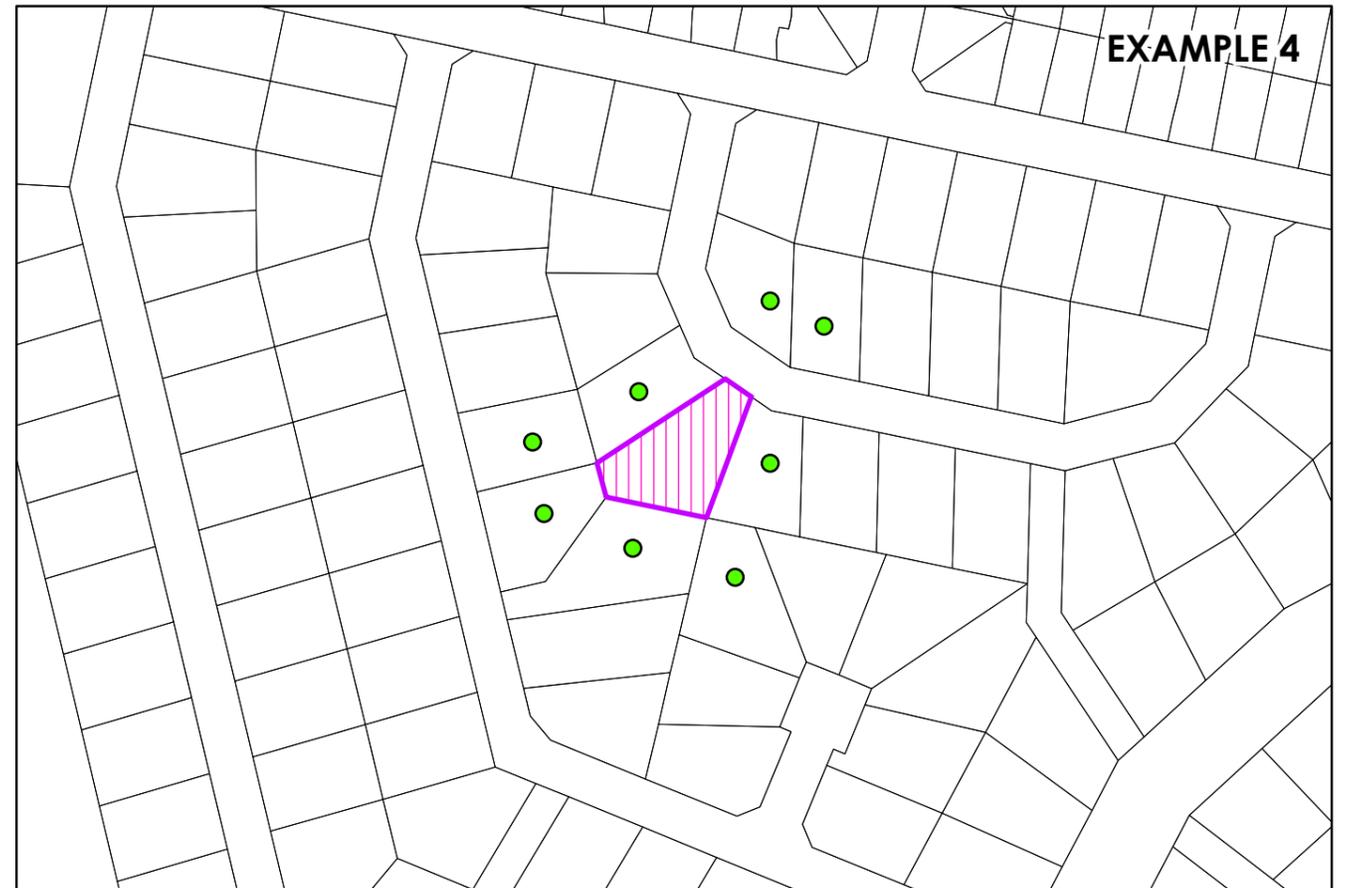
EXAMPLE 2



EXAMPLE 3



EXAMPLE 4



LAND USE APPLICATION ADVERTISEMENT

GEORGE MUNICIPALITY

HEADING: **(APPLICATION TYPE, ERF NUMBER & PHYSICAL STREET ADDRESS)**

Notice is hereby given in terms of Section 45 of the George Land Use Planning By- Law, 2015 that the undermentioned application has been received on **(property description)** by the George Local Municipality, Directorate: Planning and Development.

Any objection(s) and/or comment(s) with full reasons therefore and how their interests are affected, should be lodged in writing via e-mail to the responsible Administrative Officer (**Name of Admin Official and e-mail address**) or, if no email facility is available, via SMS to the cellphone number of the said Official (only provided on request) and/or to the applicant, in terms of Section 50 of the George Land Use Planning By- Law, 2015, on/ or before **(30 days after date of notice/due date)** quoting the application erf number, your property description, physical address and full contact details (email and telephone) of the person or body submitting the objection/ comment, without which the Municipality/applicant cannot correspond with said person/body.

Enquiries or requests for more information on the application may be directed to the Town Planning Department on Telephone: 044 801 9477 or emailed to the responsible Administrative Officer: (Name of Official and e-mail address above) or the Applicant (details below). The application will also be available, on the Municipal Website **(website link to be obtained from Corlize Bester email cebester@george.gov.za prior to publication of advert notice and the applicant's website if available)** for 30 days. Any comments/ objection received after the above-mentioned closing date may be disregarded.

Property Description: **(Erf number and physical address/location)**

Applicant Details: **(Name, contact details, email address)**

Nature of Application: **(detailed description of the application)**

Reference Number: **(Collab No. provided on acknowledgement letter)**

GRONDGEBRUIK AANSOEK ADVERTENSIE

GEORGE MUNISIPALITEIT

OPSKRIF: (**TIPE AANSOEK, ERF BESKRYWING EN FISIESE STRAAT ADRES**)

Kragtens Artikel 45 van die George Munisipaliteit se Verordening op Munisipale Grondgebruiksbeplanning, 2015 word hiermee kennis gegee dat die onderstaande aansoek ontvang is op (**eiendomsbeskrywing**) deur die George Plaaslike Munisipaliteit, Direkoraat Beplanning en Ontwikkeling.

Enige besware en/of kommentare, insluitend die volledige redes daarvoor en `n verduideliking van hoe die persoon se belange geraak word deur die aansoek, moet skriftelike ingedien word per e-pos by die relevante Administratiewe Beampte (**naam van relevante administratiewe beampte en kontak besonderhede**), of as geen e-pos fasiliteit beskikbaar is nie, per SMS na die selfoon nommer van genoemde Amptenaar (slegs beskikbaar op versoek) en/of by die applikant, in terme van Artikel 50 van die George Munisipaliteit se Verordening op Munisipale Grondgebruiksbeplanning, 2015 op/ of voor (**30 dae na datum van publikasie/datum**) met verwysing na die eiendomsbeskrywing relevant tot die aansoek, eiendomsbeskrywing en fisiese adres en volledige kontak besonderhede (e-pos adres en telefoon nommer) van die persoon of liggaam wat die beswaar/kommentaar indien, waarsonder die Munisipaliteit nie kan korrespondeer met die persoon/liggaam wat die beswaar(e) en/of kommentaar ingedien het nie.

Navrae of verdere inligting ten opsigte van die aansoek kan gerig word aan die Stadsbeplannings Departement by Telefoon: 044 801 9477 of deur `n e-pos te rig aan die verantwoordelike Administratiewe Beampte (kontak besonderhede bo) of deur die applikant te *kontak* (kontak besonderhede onderaan). Die aansoek sal ook beskikbaar wees op die Munisipale webtuiste (**webtuiste skakel kan verkry word by Corlize Bester epos cebester@george.gov.za voor publikasie van advertensie en op die applikant se webtuiste, sou die opsie beskikbaar wees**) vir 30 dae. Enige kommentare/ besware wat na die voorgemelde sluitings datum ontvang word, mag moontlik nie in ag geneem word nie.

Eiendoms Beskrywing: (**Erf nommer en fisiese adres/ligging**)

Besonderhede van Applikant: (**Naam, kontak besonderhede en epos adres**)

Aard van Aansoek: (**Volledige besonderhede van aansoek**)

Verwysings nommer: (**Collab nr. soos voorsien op die ontvangserkenning skrywe**)

AFFIDAVIT/AFFIRMATION

TO WHOM IT MAY CONCERN

I, the undersigned _____ (*name, Id number*) being the owner of Erf _____ / acting on behalf of _____ (*name of company or firm*), the duly appointed representative of the owner of Erf _____ (*as may be applicable*), hereby confirm that:

The necessary placard notice(s) as prescribed in terms of Section 48(2) of the Land Use Planning By-Law for George Municipality, 2015 was (were) displayed and maintained on Erf _____ by me, in a conspicuous and accessible place, for a period of 30 days from _____ to _____ as required by the Municipality.

The relevant notice was also advertised in/on (*indicate other methods of public participation followed for this application*):

- _____
- _____

Signed and sworn at _____ on this _____ day of _____ 20__.

Signature

COMMISSIONER OF OATHS: _____

DATE: _____

PLACE: _____

NEIGHBOURS CONSENT/ COMMENT FORM

TO WHOM IT MAY CONCERN

APPLICATION FOR building line relaxation ON ERF/ FARM 123, George

NATURE OF CONSENT GIVEN (Tick whichever is applicable)

I/We the undersigned owner/s of the adjoining property as described below, hereby confirm that I/we have seen the building plans/ site development plans relating to the above application (my neighbour's development proposal). I/we have no objections thereto and I/we would not make any further claims with regard to view obstruction resulting from the approval of said building plans.

I/We the undersigned owner/s of adjoining properties hereby confirm that I/we have seen the building plans / site development plans relating to the above application (my neighbour's development proposal). I/we have no objections thereto subject to the following:

Comment / Conditions

I, WAJ Burger, the owner of Erf 123, George does not object to the construction of the second dwelling over the south eastern building line as per plan no. 1268 dated 12 February 2021.

ADJACENT OWNER'S DETAILS

OWNER/S NAME/S	WAJ Burger	ID NUMBER	491202 5089 082
ERF NUMBER	124, George	EXTENSION AREA	n/a
E-MAIL ADDRESS	waj@gmail.com	TELEPHONE NUMBER	084 958 2658
SIGNATURE OF OWNER		DATE	2021/03/03

Reminder: Adjacent owners must also sign and date the related building plan / site development plan