



LE PARC

RESIDENTIAL
ESTATE

— *paarl* —

UNIT VARIATION & ALTERATION SUBMISSION PROCESS

leparc.co.za



INDEX

| | | |
|----|--|----|
| 1. | OBJECTIVES | 3 |
| 2. | DEFINITIONS | 3 |
| 3. | RESPONSIBILITIES | 4 |
| 4. | APPLICATION PROCESS | 4 |
| 5. | ALTERATIONS AND / OR ADDITIONS TO EXISTING DWELLINGS | 6 |
| | 5.1. ALTERATIONS AND/OR ADDITIONS | 6 |
| | 5.2. PROCESS OF SECTION 13 (MINOR WORKS) | 6 |
| | 5.3. OTHER..... | 7 |
| | 5.4. SOLAR PANELS ONE APPLICATION/SUBMISSION PROCESS..... | 7 |
| 6. | VARIATIONS / DEVIATIONS FROM THE CURRENT ESTATE BUILDING GUIDELINES | 7 |
| 7. | VARIATIONS / DEVIATIONS FROM ESTATE LANDSCAPING GUIDELINES | 8 |
| 8. | DRAKENSTEIN MUNICIPALITY REQUIREMENTS FOR APPLICATIONS | 8 |
| | 8.1. BUILDING APPLICATIONS TO BE SUBMITTED TO DRAKENSTEIN MUNICIPALITY | 8 |
| | 8.2. SOLAR PANEL APPLICATION FOR THE INSTALLATION OF SOLAR PANELS | 9 |
| 9. | LE PARC RESIDENTIAL ESTATE, PAARL APPLICATION FORM..... | 9 |
| | UNIT VARIATION & ALTERATION APPLICATION | 10 |

1. OBJECTIVES

The objective of this process is to describe a method whereby the design and rehabilitation of residential erven, private dwellings and private open spaces will preserve and protect the unique qualities and esthetics of Le Parc Residential Estate.

2. DEFINITIONS

The meaning of all words used in this document only serves to further clarify the meaning of this word as used in this policy document. Where users of this policy document are unsure as to the meaning of any words used in this policy document, clarification can be obtained from Residentia Trust Management Services by sending a request to sarie@residentiustrust.co.za.

- 1.1. **“Architect”** means the architects as appointed by the Developer during the Development Period from time to time and thereafter as appointed by the Trustees from time to time;
- 1.2. **“Business Day”** means any day other than a Saturday, Sunday or official public holiday in South Africa;
- 1.3. **“Constitution”** means this document with the annexures thereto, imposed in terms of Section 29 of LUPO, as may be amended from time to time;
- 1.4. **“Development”** means the Land which is to be subdivided into Erven and Units in accordance with approval obtained from the Local Authority, generally under the preliminary Estate Site Plan and includes any and all extensions of the Development as approved by the Local Authority upon application by the Developer to be named LE PARC RESIDENTIAL ESTATE;
- 1.5. **“Dwelling(s)”** means any Erf or Unit, that has been registered in the name of a Owner, other than the Developer, but, however, includes a Completed Occupied Residence;
- 1.6. **“Estate”** means the entirety of the Le Parc Residential Estate within the boundary walls; including but not limited to all private dwellings, security office, sales office, open areas, and restricted areas;
- 1.7. **“HOA”** means the appointed Trustees of the Association, collectively from time to time and includes alternate and co-opted Trustees;
- 1.8. **“Improvements”** mean any structure of whatever nature constructed or erected or to be constructed or erected on an Erf;
- 1.9. **“Local Authority”** means the Local Authority having jurisdiction over the development which, at date of approval of the Development, is the Drakenstein Municipality;
- 1.10. **Residentia Trust”** means Residentia Trust Management Services and the relevant employees appointed by Residentia Trust;
- 1.11. **“Owner”** and / or **“Applicant”** means the registered Owner of an Erf or a Unit, or a share thereof, who is, in terms of the Deeds Registries Act, reflected in the records of the Deeds Registry concerned as the registered owner of such Erf or Unit or the registered home owner(s) appointed representative;
- 1.12. **Rules”** mean such rules as are made by the Association and/or the Trustees from time to time in terms of the provisions of this Constitution;

3. RESPONSIBILITIES

A commitment by the Homeowners Association (HOA) and individual registered owners are required towards achieving the objective set out herein.

1. The HOA

- 1.1. Is committed to the on-going update of the Unit Variation & Alteration Submission Process as the local authority requirements change.
- 1.2. Is committed to ensure any and all applications are within the regulation and control of harmonious development of the Development
- 1.3. To promote high standard of Improvements in the Development

2. The Owners

- 2.1. Each owner takes responsibility to verify and confirm the local authority requirements should any changes have happened prior to this document being updated.
- 2.2. The owner takes full responsibility of any and all alterations, additions and variation installations after approval by the HOA.
- 2.3. It is the owner's responsibility to ensure the appointed contractor, as per the application form, is aware and adhere to any and all rules of the estate while within the boundary walls of the estate.
- 2.4. The owner is responsible to obtain any certification, architectural plans, and approvals required by the local authority.

4. APPLICATION PROCESS

1. The following procedures apply to the below applications:
 - 1.1. One application/submission process
 - 1.2. Two application/submission process
2. The application must be submitted by the registered owner(s), or their appointed representative(s), for approval to the HOA via Residentia Trust.
3. Submit your application to Residentia Trust by sending it to sarie@residentiatrust.co.za
4. No submissions will be accepted by the reception or sales team at Le Parc Estate. Only applications submitted to Residentia Trust will be accepted.
5. All inclusive application process steps (detail per application category under individual Paragraphs below):
 - 5.1. Applicable to One and Two application/submission process:

Step 1: Choose which of the following applications are applicable to your proposal:

 - Alterations and/or Additions – Two application/submission process
 - Process of section 13 (minor works) – Two application/submission process
 - Other alterations and/or Additions – Two application/submission process
 - Solar Panels – One application/submission process
 - Variations / deviations from the current estate building guidelines - One application/submissions process
 - Variations / deviations from estate landscaping guidelines - One application/submission process

Step 2: Your erf's originally approved plan is available at Residentia Trust, please request it from them as you need it for your sketch plan proposal. E-mail request to sarie@residentiastrust.co.za

Step 3: Complete the required documents,

*Unit Variation & Alteration Application Front Page

*Application form

*Contractor undertaking

*Attach required sketch plan, photo's of requested alterations/additions/variations, photo's of contractor's previous work completed, any any other required additional information required as per every application, and submit it to Residentia Trust via sarie@residentiastrust.co.za

Step 4: Residentia Trust will review your application and send feedback for amendments of any descriptincies found, if no amendments are needed, Residentia Trust sends an Invoice to the applicant for payment.

Step 5: Send the proof of payment to Residentia Trust. Please note, no application will be sent to the HOA for review without a complete application form and proof of payment.

Step 6: Once all the documentation has been received and payment has been made, the application will be submitted to the overseeing architect, as assigned by Le Parc Estate, for comment and/or approval. Complete applications are discussed at the bi-monthly meetings (Mondays) by the HOA members. Written feedback will be given within 5 business days after the meeting.

Step 7: The architect will provide comment on the sketch plan application and will advise whether or not the owner may proceed with the concept. If the proposal was not approved, the applicant will be advised what is required for concept approval.

5.2. Applicable to second part of Two application/submission process:

Step 8: Once the concept is approved on sketch plans, the owner must then have municipal ready plans drafted by their chosen SACAP registered architect/architectural Technologist / draughtsperson. All plans¹ must comply with all the SANS 10400 requirements, National Building Regulations and Building Standards Act and Drakenstein Municipality's building control department regulations.

Step 9: Submit the municipal ready plans with your second proof of payment to Residentia Trust for continuation of your open application.

Step 10: Once the minicipal-ready plans are approved by the HOA, the HOA will supply the owner with stamped and signed plans as well as a letter of approval. The owner may then proceed with their Drakenstein Municipal building plan application² process for approval before any work may commence on site.

STEP 11: An occupation inspection must be requested from Drakenstein Municipality in order for new installation to be signed off as being installed according to the approved building plans. At this stage, the structural engineer has to supply a SANS Form 4 (2022 version) to indicate all work was done in ac-cordance with their specifications

STEP 12: Once approval has been obtained from Drakenstein Municipality, the homeowner/applicant is to inform the HOA and supply them with the latest approved plans.

¹ The minimum required drawings making up this submission, are: site plan, roof plan, floor plan(s), elevations and sections through the affected areas, all coloured according to SANS 10400 Part A.

² Documents can be found on Drakenstein Municipality's website: drakenstein.gov.za/municipal-services/building-control

5. ALTERATIONS AND / OR ADDITIONS TO EXISTING DWELLINGS Two application/submission process

5.1. ALTERATIONS AND/OR ADDITIONS

This application is for any owner who wants to make changes to the existing structure of the dwelling (alterations) or would like to establish/add a permanent structure on the dwelling (additions) at Le Parc Residential Estate, Paarl.

Requirements:

1. SKETCH PLAN APPLICATION

- 1.1. Complete the application form with the details pertaining to your application.
- 1.2. A sketch plan showing proposed alterations and/or additions.
- 1.3. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc
- 1.4. Proof of payment.

2. FINAL PLAN APPLICATION

- 2.1. Your final, municipal ready plan¹ proposed alterations and/or additions, coloured in with all the relevant notes and adjustments to the areas schedule, as required in SANS 10400 Part A and Drakenstein Municipality.
- 2.2. Proof of payment.

5.2. PROCESS OF SECTION 13 (MINOR WORKS)

This application is for any owner who wants to make alterations to the existing structure of the dwelling in accordance with section 13 (Minor Works) at Le Parc Residential Estate, Paarl. Example: Replace existing pergolas with louvered aluminium pergolas.

Requirements:

1. SKETCH PLAN APPLICATION

- 1.1. Complete the application form with the details pertaining to your application.
- 1.2. A sketch plan showing proposed alterations and/or additions.
- 1.3. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc
- 1.4. Proof of payment.

2. FINAL PLAN APPLICATION

- 2.1. Your final, municipal ready plan¹ proposed alterations and/or additions, coloured in with all the relevant notes and adjustments to the areas schedule, as required in SANS 10400 Part A and Drakenstein Municipality.
- 2.2. Proof of payment.

5.3. OTHER

This application is for all other alterations and additions to existing dwellings at Le Parc Residential Estate, Paarl. Example: Enclose stoep area, new swimming pool, etc.

Requirements:

1. SKETCH PLAN APPLICATION

- 1.1. Complete the application form with the details pertaining to your application.
- 1.2. A sketch plan showing proposed alterations and/or additions.
- 1.3. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc
- 1.4. Proof of payment.

2. FINAL PLAN APPLICATION

- 2.1. Your final, municipal ready plan¹ proposed alterations and/or additions, coloured in with all the relevant notes and adjustments to the areas schedule, as required in SANS 10400 Part A and Drakenstein Municipality.
- 2.2. Proof of payment.

5.4. SOLAR PANELS One application/submission process

This application is for the installation of solar panels to existing dwellings at Le Parc Residential Estate, Paarl.

Requirements:

1. SKETCH PLAN APPLICATION

- 1.1. Complete the application form with the details pertaining to your application.
- 1.2. A sketch plan showing proposed alterations and/or additions.
- 1.3. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc
- 1.4. Proof of payment.

6. VARIATIONS / DEVIATIONS FROM THE CURRENT ESTATE BUILDING GUIDELINES One application/submission process

If you are applying for a variation/deviations from the estate building guidelines, your complete application will consist of:

Requirements:

1. SKETCH PLAN APPLICATION

- 1.1. Complete the application form with the details pertaining to your application.

- 1.2. Explain why you consider your application a variation/deviation from the current guidelines. These are application that does not require building plans e.g., additional paving, aircon placement, paint colour deviations, etc.
- 1.3. A sketch plan showing
 - 1.3.1. Site plan – areas affected by the proposed changes
 - 1.3.2. Floor plan/elevations – proposed visual impact of variation/deviation (if needed)
- 1.4. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc.
- 1.5. Proof of payment

7. VARIATIONS / DEVIATIONS FROM ESTATE LANDSCAPING GUIDELINES One application/submission process

If you are applying for a variation/deviations from the estate building guidelines, your complete application will consist of:

Requirements:

1. SKETCH PLAN APPLICATION
 - 1.1. Complete the application form with the details pertaining to your application.
 - 1.2. Explain why you consider your application a variation/deviation from the current guidelines. These are application that does not require building plans and are merely deviations from the approved landscape guidelines.
 - 1.3. Any additional information that are pertinent to your application, e.g., photos of existing examples within the estate, photos from the installer of previous installations, etc.
 - 1.4. Proof of payment.

8. DRAKENSTEIN MUNICIPALITY REQUIREMENTS FOR APPLICATIONS

8.1. Building applications to be submitted to Drakenstein Municipality

- Submit your building application via Collaborator (required for Applications submitted under Section 5 ALTERATIONS AND / OR ADDITIONS TO EXISTING DWELLINGS)
- Drakenstein Municipality Application Form²
- SACAP Form and certificate ²
- SANS Form 1 (2022 version) ²
- SANS Form 2 (2022 version) ² (For the required SACAP registered professional).
- SANS Form 2 (2022 version) ² (For the required ECSA registered professional persons to be ap-pointed, e.g., structural engineer, etc.).
- Power of attorney (if applicant is submitting plans on behalf of registered owner).
- Trust/Company Resolution (if the registered owner is a trust/company).
- Title Deed.
- SG Diagram.
- HOA approval letter.

- HOA stamped building plans.
- Contact person for any building related enquiries:
 - Mr Graham Sampson - Senior Building Plan Examiner
 - Graham.Sampson@drakenstein.gov.za
 - 074 214 3008 / 021 807 6243

8.2. Solar panel application for the installation of solar panels

- 1.1. **Solar panel application** for the installation of solar panels to existing dwellings at Le Parc Residential Estate, Paarl, as required in the Drakenstein Municipality Building Control By-Law, published in Provincial Gazette 8220 on 13 March 2020.
The by law can be found on the Drakenstein Website [Building Control By-Law 2020](#)

1.1.1. Building plan submission and approval as per section 8.1.1.

1.1.2. Submit the required SSEG application to Drakenstein Municipality

- The SSEG Application Form and guidelines can be downloaded from Drakenstein Municipality's website: drakenstein.gov.za/municipal-services/electricity
- All completed applications must be sent to Mr. Brice Tsobze at Brice.Tsobze@drakenstein.gov.za
- Applications to be submitted to Drakenstein Municipality via Collaborator, which consists of the following:
 - Drakenstein Municipality Application Form²
 - SACAP Form and certificate ²
 - SANS Form 1 (2022 version) ²
 - SANS Form 2 (2022 version) ² (For the required SACAP registered professional.)
 - SANS Form 2 (2022 version) ² (For the required ECSA registered professional persons to be appointed, e.g., structural engineer, etc.)
 - Power of attorney (if applicant is submitting plans on behalf of registered owner)
 - Trust/Company Resolution (if the registered owner is a trust/company)
 - Title Deed
 - SG Diagram
 - HOA approval letter
 - HOA stamped building plans.
- Contact person for any Solar related enquiries:
 - Mr. Brice Tsobze – Chief Technician
 - Brice.Tsobze@drakenstein.gov.za
 - 021 807 4681

9. LE PARC RESIDENTIAL ESTATE, PAARL APPLICATION FORM

1. All applications must have a completed Front Page.
2. Complete all the required sections of the application form.
3. All applications must have a completed contractor undertaking.
4. If you have any questions, please contact Residentia Trust.



UNIT VARIATION & ALTERATION APPLICATION

Front page

TYPE OF APPLICATION (Mark only one):

| | | |
|------------------------------------|-----------|--|
| One application/submission process | R1250 | |
| Two application/submission process | 2 x R1250 | |

UNIT ADDRESS:

HOA USE ONLY

| | | |
|-----------------------------|-----|----|
| Application number | | |
| Application submission date | / | / |
| Application Completion date | / | / |
| Approved | Yes | No |
| Approved by | | |
| Signature | | |

PROPERTY OWNER OR TITLE HOLDER:

| | | |
|--|----------------|--------------|
| Initials: | Surname: | |
| Company (If in the name of trust, closed corporation or company) | | |
| Phone number: | Mobile number: | |
| E-mail: | | |
| Street Name: | | Postal code: |

| RESIDENTIA TRUST | |
|---|--|
| Completed application form – STEP 1 | |
| Complete sketch clearly coloured and labeled – STEP 1 | |
| Additional supporting documents / pictures / specifications STEP 1 | |
| Proof of payment attached – STEP 1 | |

| RESIDENTIA TRUST | |
|---|--|
| Your final, municipal ready plan – STEP 2 | |
| Proof of payment – STEP 2 | |
| Get approved/ updated building plans once approved by local authority - FINALISATION | |

APPLICATION FORM

| HOA USE ONLY | |
|--------------------|--|
| Application number | |

Select only one:

Two application/submission process

| | |
|-------------------------------------|--|
| Alterations and/or Additions | |
| Process of section 13 (minor works) | |
| Other alterations and/or Additions | |

One application/submission process

| | |
|--------------------------------|--|
| Solar Installation | |
| Building Variation/Deviation | |
| Landcaping Variation/Deviation | |

DESCRIPTION:

Please give a detailed description of the requested project:

| |
|--|
| |
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| |
| |
| |
| |
| |

I, _____ the legal applicant for above mentioned property hereby confirm that I have read and understand the content set out in Section 1 to Section 9 on the above Le Parc_Unit Variation & Alteration Submission Process_Version 3_May 2023.

I, _____ hereby acknowledge responsibility to ensure that any and all Alterations, Additions, Variations, or Deviations that gets approved by the Le Parc HOA in this application, will conform to any additional regulations set out as per the local authority requirements, weather mentioned or not in the above Le Parc_Unit Variation & Alteration Submission Process_Version 3_May 2023.

APPLICANT PRINT NAME

APPLICANT SIGN

DATE

CONTRACTOR UNDERTAKING

DETAIL OF CONTRACTER

| | |
|---|--------------------------------|
| Contact Person on site (Name, Surname): | |
| Company Name: | |
| Mobile Number: | Office Number: |
| Attached ID | Attached valid drivers license |

I, _____, undertake to ensure the following:
(Contracter Name and Surname)

1. All work performed by the Contractor employees will be fully supervised on site.
2. All safe-work practices will be enforced at all times while working on site at Le Parc Residential Estate, Paarl.
3. The Contractor and all it's employees working on site will always adhere to the Contractors Code of Conduct.
4. All incidents reportable by the Contractor under the Act shall also be reported to the Estate Manager.
5. While under this specific mandate, the workers will be confined to this site only.
6. A list of rules and regulations are available at Security, and it is the Contractor's responsibility to ensure all employees entering the Le Parc Residential Estate, Paarl is aware of and adhere to the Rules and regulations while working on site.
7. The Contractor and all it's Employees entering the Le Parc Residential Estate, Paarl can supply a valid Police Clearance Certificate (PCC) issued by the Criminal Record and Crime Scene Management (CR & CSM) not older than 6 months.
8. The Contractor and all employees must register at the security office and supply valid ID's or work permits.

Signed at _____ on the _____ day of _____ 20_____.

Contractor name and surname

Contractor signature

Home owner name and surname

Home owner signature