



The Wilds Homeowners Association NPC

Company Registration No: 2003/008761/08

GUIDELINES TO SUBMIT AMENDED OR NEW PLANS

Kindly note: The Property must match the approved Tshwane building plans with a relevant Occupancy Certificate that match the approved plan.

Note that pools, pergolas, louver-decks and enclosed verandas/stoep must be approved by the HOA and Tshwane. Obtain a Glass Certificate from the installer. Tshwane will require a Glass Certificate, if glass was installed. Further to Sectional Title Units all Alterations on the outside of the unit will need Body Corporate, HOA & Tshwane approval. Interior renovations require only Trustee approval.

The following must be submitted as a complete package and delivered to the HOA office, to reach the Estate office by the latest Wednesdays 12:00pm, for scrutiny to take place early Friday mornings.

General:

1. We require 4 sets of plans in A1 size, amendments to be marked in red on all the sets. Drafted by your architect.
2. With a newly build home we also require 4 sets of plans, and all drawings in red on all the sets. Drafted by your architect.
3. Proof of payment to scrutinise plans: Mid-City Property Services can be contacted to issue an invoice: Angelique Botha 012 426 3432. The current cost is R1070,00 for amendments and R2000,00 to scrutinise a newly build home.
4. Proof of payment for building fees for a Newly build homes: None refundable building fee R11 500,00 including VAT + a R10 000,00 building deposit which is refundable after completion.
5. Neighbours to approve the amended or new plans (all copies) by adding their: Name & Surname, Stand number, Date & Signature. Not applicable for Sectional Title Units.
6. The document below named: Comments of another party, must also be completed by the neighbours, in view of these amendments or new home. This document is not applicable for Sectional Title Units.
7. Sectional Title Unit owners to include a resolution, obtained from the Body Corporate / Complex Trustees - indicating that the alterations (amendment on the outside of the unit) were approved by the owners at an AGM meeting. The Resolution to be on a letterhead of the Complex.
8. After the HOA Aesthetics Committee Members approved the amended or new plans, the owner or architect to collect the HOA approved plans, for Tshwane approval. Keep in mind HOA approval is subject to Tshwane approval. Three of the 4 sets to be collected.
 - 1. The HOA will keep a set,
 - 2. The Owner to keep a set and, it remains the responsibility of the owner to keep the plans of the property,
 - 3. Tshwane requires 2 sets,
9. Obtain a receipt from Tshwane for the plan submission of which the HOA require a copy.
10. The owner or architect to follow up with Tshwane regarding their approval.

11. When the plans are approved by Tshwane and ready for collection, kindly note the following:
 - If the amendments were already built, – apply for the Occupancy Certificate while collecting the approved Tshwane plans. Tshwane do not verbally inform the person collecting the plans to apply for the Occupancy Certificate as the amendments should only take place after Tshwane approval.
 - If the amendments are not built, apply for the Occupancy Certificate after receiving the engineers report.
12. The HOA requires a copy of the approved Tshwane building plan, and a copy of the new occupancy certificate - preferred in electronic format smaller than 5 MB or a hard copy A1 – size and an A4 copy of the Occupancy Certificate delivered to the HOA office at the Clubhouse. Just a reminder, it remains the responsibility of the owner to keep the original copies of the approved Tshwane building plans and Occupancy Certificate should the HOA require copies of the same.

Kind regards

HOA Estate Management



City Planning and Development Department
 Section: Building Plans and Inspection
 Management

DOC NO	CPhD/BP&IM/ CAP5
ISSUE DATE	14/01/2014
REV DATE	26/04/2016
REV NO	3

COMMENTS OF ANOTHER PARTY

This document must be handed in with the Application for Permission where the comment of an adjacent owner is required

PLAN NO		REGION	
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PROPERTY INFORMATION

PROPERTY DESCRIPTION	
STREET NAME AND NUMBER	

REGISTERED OWNER(S) OF PROPERTY UNDER APPLICATION

Provide a dated plan, signed by both parties, indicating the common boundary

FULL NAME			
ID NUMBER		TITLE DEED NO	
POSTAL ADDRESS			
E-MAIL		POSTAL CODE	
TEL		CELL	
SIGNATURE(S) OF REGISTERED OWNER(S)		DATE	

REGISTERED OWNER(S) OF PROPERTY WHOSE COMMENTS ARE SOUGHT

PROPERTY DESCRIPTION					
STREET NAME AND NUMBER					
FULL NAME			ID NUMBER		
ENTITLEMENT (INDICATE)	OWNER		TRUSTEE		HOLDER OF A POWER OF ATTORNEY
POSTAL ADDRESS					
E-MAIL			POSTAL CODE		
TEL			CELL		
COMMENTS					
SIGNATURE(S) OF REGISTERED OWNER(S)			DATE		

Note: The local authority reserves the right to approve or to refuse any Application for Permission, notwithstanding an agreement between the parties above, should it not be in the interest of better development.

No Permission will be considered for approval where a restrictive clause or clauses exists/exist in the Title Deed of such property.