

	<p align="center"><b>SUBMISSION OF PLANS: DOCUMENTS REQUIRED TO OBTAIN HOA &amp; COUNCIL APPROVAL AND TO OBTAIN A NEW OCCUPANCY CERTIFICATE</b></p>	<p align="center"><b>REVISED: APRIL 2026</b></p>
---	---	--

**INTRODUCTION AND PURPOSE**

All Properties to match the Approved Council Building Plans in all aspects with a relevant Occupancy Certificate. It remains the Owners responsibility to keep the original approved Council Plans and relevant Occupancy Certificate on record. The HOA requires copies of the same.

Amended plans or plans to build a new home must firstly be submitted to the HOA to obtain approval before the plans are submitted to Council.

All HOA approvals are subject to Council approval first.

**Properties that require clearance for the sale of the property to take place:** The approved Council building plans with the relevant Occupancy Certificate must be submitted to the HOA office whereafter an inspection will be arranged to ensure that the plans correspond with the property to receive a successful inspection for the sale of the property to take place. If the inspection is not successful, the below information will be required:

**Submission of Amended plans:**

Property registered in the name of:

\_\_\_\_\_

Telephone No. of Owner: \_\_\_\_\_ Stand Number/ Stand & Unit No.:

\_\_\_\_\_

Area within The Wilds: \_\_\_\_\_ Complex Name: \_\_\_\_\_

\_\_\_\_\_

Name & Surname of Architect:

\_\_\_\_\_

Phone number of Architect:

\_\_\_\_\_

Architect Company Name:

\_\_\_\_\_

**For the committee to facilitate an inspection and consider approval for a clearance to be issued the following documents must be submitted in one batch to the HOA office on Wednesdays by 15:00. The committee meets Fridays.**

**DOCUMENTS REQUIRED:**

<p><b>All the below required documents must be completed and submitted in one batch before the Aesthetics Committee will inspect the plans: Kindly ensure that all these documents are included in the batch:</b></p>	<p><b>Check List</b></p>
<p>1. Council document: Application to Approved Building Plans</p>	
<p>2. Council document: Special Power of Attorney</p>	
<p>3. Council document: Permission for Encroachments (If any encroachment took place)</p>	
<p>4. SANS 10400 Form 4 &amp; Form 1 from architect</p>	
<p>5. SANS 10400 Form 4 from Engineer</p>	
<p>6. SANS 10400 Form 4</p>	

7. SG Diagram	
8. Sewerage lines & Servitudes with Sewer Connection Point	
9. Zoning Certificate	
10. Council document: PTA – Permission Application	
11. Plumbing COC with a copy of the ID of the Plumber and his Trade test Certificate obtain from the plumber	
12. Council document: Plumbing Certificate of Compliance	
13. Glass / Glazing Certificate	
14. Gas Certificate if gas is used in the home	
15. Electrical Certificate – Employment & Labour Certificate of the Electrician	
16. Land Surveyor report	
17. Electrical Certificate	
18. Title Deed	
19. Copy of Owners ID / Trust resolution	
20. Latest Municipal account	
21. Copy of the previous approved Council Plans	
22. Copy of the Occupancy Certificate	
23. 4-Sets of the amended plans to be submitted where all the amendments are marked in red. Sectional title schemes require Site updated plans as well. Full Title plans to indicate the contours and all encroachments must be indicated. (Ground Floor, First Floor Elevations & Site Plan)	
24. Copy of the MidCity levy account – to be paid in full	
25. Proof of scrutiny payment: Natasha Nel ( <a href="mailto:natasha.nel@midcity.co.za">natasha.nel@midcity.co.za</a> ) can be contacted to obtain an invoice for the proof of payment to be included. The cost of the scrutiny is calculated as follow: Obtain the additional square meters from the Architect: 0 – 10 sqm = R1 150,00 10 – 50 sqm = R1 500,00 50 – or more = R2 000,00	
26. Scrutiny fees to build a new home on a vacant stand = R2 500,00 Building Deposit = R12 500,00 – refundable after completion Building Fee = R12 500,00 – not refundable <b>TOTAL R 27 500,00</b>	
27. Engineers report for any structural change which include the installation of a swimming pool,	
28. Valid SACAP Certificate obtain from the architect	
29. Sectional Title homes: A Resolution letter from the Body Corporate who approved the amendments for properties within a Sectional Title scheme. The Architect to calculate the Ratio for all these properties to do the same in the future. The allowed coverage cannot be exceeded.	
30. Full Title homes: requires the owner's signature and details, Neighbour approval with the Neighbours: Name Surname, Stand number and signature	
31. Full Title homes: The Architect to include the document of the Council: Comments of Another Party signed by the owner and neighbours' approval	
32. A second dwelling of a property will not be allowed. Outdoor staircases could be problematic which could lead to a second dwelling	
33. Structures to be named correctly	
34. Material must be mentioned – Polycarbonate is prohibited	
35. Ratios indicate to be placed on the plan with the additional square meters	
36. Installation of a Carport – the rules are available on our website: <a href="http://www.the-wilds.co.za">www.the-wilds.co.za</a>	
37. Kindly view the building lines on the website within the Rules of the Estate: Street boundaries, Side boundaries, Back boundaries the same for Atterbury or De VilleBois Mareuil Road for single or double stories homes.	
38. Council document: Notice of Completion and a request to issue a Certificate of Occupancy.	
<b>Kindly Note:</b> Several Council documents are listed. There are different departments at Council who examine the file who requires these documents for their approval.	

