

**PLANNING & DESIGN
LAND USE MANAGEMENT UNIT**

**SUMMARY GUIDELINES ON HOW TO LODGE AN APPLICATION FOR
REZONING/SUBDIVISION OF LAND/TOWNSHIP ESTABLISHMENT;
APPLICATIONS FOR RELAXATION OF BUILDING LINE FROM A PROVINCIAL
ROAD AND CONSTRUCTION OF AN ACCESS TO A PROVINCIAL ROAD FROM
A DEVELOPMENT ON ADJACENT LAND**

DOCUMENTS TO BE SUBMITTED

First stage: request for comments by Town planning consultant:

1. Covering signed letter of rezoning/subdivision/township with contact details,
2. Motivational memorandum,
3. Locality plan of 1: 50 000 topographical map,
4. Layout plan for:
 - a. proposed filling station showing a building line of a distance of not less than 45metres, measured from the centreline of a provincial road **or**
 - b. proposed township/demarcation of residential site showing a building line of a distance of not less than 16metres, measured from the road reserve boundary line of a provincial road **or**
 - c. any other development showing a building line of a distance of not less than 20metres, measured from the road reserve boundary line of a provincial road **or**
 - d. subdivision of land (farm) showing a building line of a distance of not less 95metres, measured from the centreline of a provincial road.
5. Copy of Title Deed of the stand/farm/property or letters from both Local Municipality and Traditional Authority confirming the ownership of the stand,
6. Letter of Comments from other Road Authority If the provincial road is connecting to their road i.e. National Route – SANRAL, Municipal Road – Municipality.
7. Application fee of an amount of R3 600,00 to be paid on/after submission of application.

Second stage: application by Civil consultant:

1. Covering signed letter with contact details,
2. Complete application forms,

3. Locality plan of 1: 50 000 topographical map,
4. Detailed engineering drawings of an access to a provincial road,
5. KMZ file of the project to enable RAL to make an accurate assessment;
6. Layout plan of the following:
 - a. for proposed filling station showing a building line of a distance of not less than 45metres, measured from the centreline of a provincial road **or**
 - b. for proposed township/demarcation of residential site showing a building line of a distance of not less than 16metres, measured from the road reserve boundary line of a provincial road **or**
 - c. for any other development showing a building line of a distance of not less than 20metres, measured from the road reserve boundary line of a provincial road,
7. Traffic Impact assessment report by email only for Filling station, shopping centre and other big developments adjacent to provincial roads,
8. Application fee of an amount of R3 600,00 to be paid on/after submission of application.
9. **Letter of Comments from other Road Authority If the provincial road is connecting to their road i.e. National Route – SANRAL, Municipal road – Local Municipality***

***it is not compulsory to submit the document provided you follow two stages when lodging a request and there after application for construction of an access to a provincial road.**