



Knysna

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**Minutes of the
PRE-APPLICATION MEETING**

as contemplated in terms of Section 37 of the Knysna Municipality By-law on Municipal Land Use Planning (2016)

which was held on
Thursday, 11 December 2025
at 09:00
in
Microsoft Teams

AGENDA

No	Items	Person	Time
1.	Opening and Welcoming	Shaun Madumbo	09h00
2.	Attendance & Apologies	Shaun Madumbo	09h05
3.	Pre-application items for discussion:		
3.1	Erf 937, Sedgefield – Application for Departure	Lourens Du Toit	09h05-09h30
	<i>Proposed departure application relating to the construction of a carport within the street building line at Sedgefield RF937.</i> <u>Property Details</u> • Property: Sedgefield RF937 • Location: Pumaran Road, near Sedgefield Lagoon • Zoning: Single Residential • Erf Size: ±929 m² • Existing Development: One dwelling house, compliant with zoning scheme development parameters <u>Proposal Description</u> • Construction of a new carport and a garden shed on the property. • Garden shed: ○ Located within the side building line ○ Permitted in terms of the zoning scheme ○ No application required • Carport: ○ Proposed within the street building line		

- Requires a permanent departure application
- Carport appears to be a double carport accommodating two vehicles

Title Deed & Legal Matters

- Title deed conditions apply to the property.
- Written consent obtained from Sedgefield Holdings in respect of the title deed building lines.
- As a result, the only approval required is a permanent departure for the carport within the street building line.

Discussion and Clarifications

- The applicant confirmed that, to their knowledge, the carport is a standard structure as depicted on the submitted plan.
- No retaining structures associated with the carport were indicated at this stage.
- It was noted that the zoning scheme limits the total number of garages/carports permitted per property:
 - The applicant has not yet conducted a site visit and will verify whether any additional garaging exists on site.
- A compliance table demonstrating adherence to zoning scheme parameters will be submitted as part of the application.
- Existing vehicular access:
 - Confirmed as historically used.
 - Applicant to confirm with the architect that the access remains compliant with the current zoning scheme.
 - Final confirmation to be done during the site visit.

The Planning team advised that the application appears straightforward. The motivation for the departure application should specifically address:

- Impact of the carport on the streetscape;
- Whether similar encroachments exist along Pumaran Road or whether the proposal constitutes an exception;
- The effect of the carport on the established street building line;
- Vehicular sight distances and road safety considerations.

3.2	Erf 8322, Knysna – Application type to be confirmed in the meeting	Marike Vreken	09h30-10h00
<i>Applicant seeks to obtain clarity on the zoning status of Property 8322, Nelson Street, specifically whether the business zoning rights have lapsed and whether a rezoning application is required.</i> <u>Background</u> • The property has been operating as a liquor store for over 20 years and holds a valid liquor licence. • A rezoning application was approved several years ago under LUPO. • The Municipality recently indicated that the zoning rights may have lapsed. • A letter requesting zoning correction was submitted to the Municipality. • No response has been received to date. • The applicant wishes to avoid an unnecessary 8–12 month rezoning process if the zoning rights remain valid. <u>Discussion</u> Applicant's Submission (Marike) • The rezoning application was approved under LUPO and did commence. • The property has continuously been utilised for business purposes. • A zoning certificate was issued in 2015, confirming business zoning. • It was questioned how zoning rights could have lapsed after being recognised in 2015. • The position is that the zoning did not lapse, given continuous use and municipal recognition. Town Planning Response (Shaun Madumbo) • The Municipality must act lawfully and cannot bypass legal requirements. • The property is still reflected as Business 2 on the municipal zoning register. • The 2015 zoning certificate was issued based on the information in the register. • Internal verification was requested to confirm whether zoning rights were taken up. • Checks were conducted with Building Control to determine whether any building plans were approved. • No documentary evidence could be found confirming the exercise of zoning rights (e.g. approved building plans). <u>Key Issues Identified</u> • Discrepancy between: ○ Continuous business use and zoning certificate issued in 2015; and ○ Lack of municipal records confirming formal take-up of zoning rights. • Need to determine whether zoning rights legally lapsed or remain valid			

	<u>Way forward</u> Marika is to provide the rezoning approval letter for review. The commencement/take-up of development rights still needs to be investigated. Based on the information provided, the Planning team is to clarify whether zoning correction or rezoning is required. The matter remains under consideration pending further review of historical approval documentation and municipal records. The intention is to resolve the matter without initiating an unnecessary rezoning process if the zoning rights are confirmed to be valid.		
4.	Closure	Shaun Madumbo	10h00