



BUILDING CONTROL

NOTICE OF INSPECTION

I/We hereby give notice, in terms of Regulation A22 as prescribed by Act 103 of 1977, that the building work as described above is now ready for inspection and hereby confirm that I am compliant with the Occupational Health and Safety Act, Act No 83 of 1993.

APPROVED BUILDING PLAN REF NO:

NOTICE FOR INSPECTION WAS SUBMITTED ON DATE:

DATE ON WHICH INSPECTION IS PROPOSED:

INSPECTION TIMES: 09h00 – 12h30 (MONDAYS – THURSDAYS)

REQUESTED TIME:

Note: This notice must reach the Building Control Office at least **Two (2) Working Days** before the proposed inspection date, exclusively of a Saturday, Sunday or Public holiday, before such work commences. Submission of this notice does not constitute acceptance. The notice shall only take effect once formally acknowledged and accepted by the Building Control Office. A confirmation email will be issued indicating the approved inspection date and time. No reliance may be placed on the proposed inspection date until such confirmation has been received.

No owner is permitted to construct a foundation until the trenches or excavations have been inspected and approved by the local authority, and no owner shall backfill or enclose a drainage installation until it has been inspected, tested, and approved by the local authority. Any owner who fails to comply with the requirements of this regulation shall be guilty of an offence.

SECTION A: LOCALITY OF PROPERTY

ERF/FARM NO:

STREET NAME & NO.: TOWN:

SUBURB: DEVELOPMENT:

TYPE OF INSPECTION REQUIRED		
1.	COMMENCEMENT BUILDING WORK	☐
2.	TRENCH INSPECTION (PRIOR TO CASTING OF FOUNDATION)	☐
3.	DRAINAGE/SEWER INSPECTION	☐
4.	COMPLETION INSPECTION	☐

PLEASE ENSURE THAT ALL NOTICES ARE EMAILED TO: building@knysna.gov.za

CORRESPONDENCE TO -

OWNER ☐

AUTHORISED PERSON ☐

I am fully aware of the contents of this application and hereby appoint the person identified below as my lawful agent. I accept full responsibility for all actions carried out by my appointed agent on my behalf and accept that communication via email shall constitute a legally valid and binding method of communication. I hereby declare that all building works shall be executed in accordance with the approved building plans and all conditions of approval issued in terms of Section 7 of the National Building Regulations and Building Standards Act, Act 103 of 1977, and all applicable legislation and municipal requirements. I acknowledge that a **Certificate of Occupancy** must be obtained from the Municipality prior to occupying the premises.

I hereby nominate: as my lawful representative and authorised agent to act on my behalf in the submission and administration of this application in terms of Regulation A22 of Act 103 of 1977, and to perform all actions necessary to ensure compliance with the National Building Regulations and any other applicable law. I confirm that all information provided is true and correct, and I acknowledge that false or misleading information may result in criminal proceedings.

Kindly ensure that you or a representative is present on site at the time of inspection that the site is accessible, and that a copy of the approved building plan is available on site for inspection purposes. The owner and/or contractor shall comply with Regulation F1 of the National Building Regulations and Building Standards Act, Act 103 of 1977, by ensuring proper Fence / hoarding / barricade to prevent public access and ensure safety, keeping all works within site boundaries without encroaching onto public streets or sidewalks without written approval of the Local Authority, maintaining all protective measures in a safe condition and complying with all Municipal instructions and conditions without unauthorised removal or alteration, and providing and maintaining an approved site toilet in a clean and hygienic condition for the duration of the works.

REGISTERED OWNERS SIGNATURE: **DATE:**

SECTION B: OWNER/AUTHORISED PERSON

REQUESTED BY (NAME & SURNAME):;

COMPANY:

EMAIL: CONTACT NO:

SIGNATURE: DATE:

NOTE: Please note that the municipality reserves the right to ask for any additional documentation, as may be necessary to process this application. Re-Inspection fee will be charged if not completed on first inspection. Illegal occupation prior to inspection will be fined as per council approved tariffs.