

VBGD Town Planners

Town Planners and Development Consultants

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Date: 19 May 2026

Reference:

The Municipal Manager
Planning and Development Department
Knysna Municipality
P O Box 21
Knysna
6570
Attention: Manager : Hennie Smit

Dear Sir,

APPLICATION: REZONING : ERF 543 BELVEDERE RESPONSE TO EMAIL

We refer to the above and to your email dated 18 May 2026 which detailed the following queries:

- (i) ***The parking bay requirement is rounded up by the Infrastructure Services directorate as a general rule. The parking requirement is thus two bays. A plan indicating compliance with the parking will be needed as well.***
- (ii) ***Kindly attach a copy of the pre-application consultation meeting where the application was discussed.***

We hereby respond as follows:

- (i) Regarding the first item, we attach an ANNEXURE which addresses the issue of parking applicable to the "Spot Zoning" requested and the parking requirements for Erf 543 in general. This is over and above the description of parking for Belvidere Manor, as addressed in the motivating memorandum submitted with the application.
- (ii) Regarding the minutes of the pre application meeting, we can advise that no minutes were received. Nevertheless, the discussion at the pre-application focussed on the following:
 - A notice was served on the landowner for alleged use of the Manor Building for unauthorised offices
 - The discussion centred around an appropriate approach to accommodate very limited office use, because the zoning of an "Hotel" does permit administrative uses (offices) to run the hotel. The suggestion was therefore to apply for a "Spot zoning", applicable only to the Manor building, so as not to interfere with the other activities of the hotel such as the Bell restaurant located on the site.

- There were questions raised regarding the use of a particular space which had a number of workstations and whether these were related to the hotel or not. I was not able to answer this question and undertook to address the matter in any application to be submitted.

We trust the above is in order and look forward to acknowledgement of the application.



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