



Knysna

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KNYSNA MUNICIPALITY
PRE –APPLICATION MEETING

Minutes of meeting held on the

21 May 2026

At

09:00

Microsoft Teams

MINUTES

No	Item	Presentation
1.	Opening and Welcoming	Mr S Madumbo
2.	Attendance Mr S Madumbo (Chairperson) – KM : Town Planning (KM) Ms L Mniki – Town Planning (KM) Miss S. Sitinga- Town Planning (KM) Miss N Vonya Miss Ms. N Nkoane: Aesthetics Committee (KM) Mr Mulalo Maseneke: Environmental Management (KM) Elizabeth Avril Peterson Kevin Jackes Delarey Ferreira Seretse Mthembu Lourens Du Toit Reynier Koen	

3.	Items for consideration <i>*Please note: Meeting minutes do not reflect verbatim discussions</i>	
3.1	<u>Erf 763, Brenton – Application for Departure</u> Discussion and Recommendations: EAP: The application is for the relaxation of the prescribed building lines. There are approved building plans, but the existing structure wasn't built according to the approved plans and there seems to be an encroachment. SHM: the plan provided is not very clear. If there is goanna be a submission, the plan will have to be improved. Based on the plan, there was an approval for a garage on the lateral boundary, which is permitted provided it complies with certain conditions and that is why it was approved. It was compliant. The applicant is advised that they cannot encroach on the boundary line because that is someone else's property. The client is advised to bring their architect to the meeting. It seems the owner encroached on someone else's property. And this is unlawful. The option would be to buy that portion of the property or have the building moved into the correct property boundary. If the correction is done, and after building work is done, the applicant may obtain an occupancy certificate, provided that the structure is built according to the approved plan.	KM Officials and Elizabeth Avril Peterson

3.2	<u>Erf 3001, Knysna – Application for Consent Use</u> <u>Discussion and Recommendations:</u> KJ: the applicant wishes to use six of their rooms as a bed and breakfast, its existing rooms and nothing else will be changed. The property is zoned Single Residential Zone I. The client wishes to have an accommodation establishment and would like to know if this is possible or if there is a need to appoint a town planner to do the job. SHM: the applicant is advised to seek professional assistance with the proposal. This platform is only to advise on submission requirements; therefore, we cannot tell you exactly what to do. The Bylaws need to be interrogated for this.	KM Officials and Kevin Jackes
3.3	<u>Erf 7883, Knysna – Application for Departure</u> <u>Discussion and Recommendations:</u> DF: The proposal is for the homeowner to do alterations, he wants to convert a refuse area into a greenroom structure and the existing garage into an entertainment room, as well as rejuvenate the deck and extend it which will result in the encroachment of the building line, so the proposals are for building line relaxations. SHM: it's the street building line relaxation to allow for various building work. How many garages and car ports are on the property? DF: The existing double garage will be converted into a games room and there will be a new car port for two cars. SHM: the standard submission requirements apply. The importance of the need and circumstances or site-specific circumstances must be highlighted in the motivation. The proposal must demonstrate compliance in terms of safe vehicular movement requirements.	KM Officials and Delarey Ferreira
3.4	<u>Erf 3945, Knysna – Application for Administrators Consent and Departure</u>	KM Officials and Delarey Ferreira

	<u>Discussion and Recommendations:</u> DF: the proposal is for an extension of an existing deck that encroaches on the building line. There is a noncompliance where they have been told to remove the deck but have not. They also wish to construct two new garages underneath the deck. SHM: the deck is existing and has approved building plans. The property is zoned Single Residential Zone one. The applicant is advised to correct the prescribed zoning scheme building lines, 4,5 and 2m. The three garages are still proposed and will be below the deck, and the deck is uncovered as approved. The covered deck encroaches the building line and therefore unlawful. There is no approval for a covered deck. Therefore, an administrative penalty is applicable as there is an encroachment on the building line by the deck that has now been covered. The applicant is advised to include the approved building plans in their submission. There is a building plan approval for the double garage. should the conversion of the garage into a workshop and therefore habitable space, be considered the structure or as an outbuilding. The applicant is advised to expand why the workshop should not be considered as an outbuilding. And that it is compliant with clause 21(2). And therefore exempted from building line departure. There is also an application for the administrators consent in relation to the title deed building line restrictions. The applicant is advised to demonstrate both title deed and zoning scheme building lines on the plans. The administrators consent must be argued in terms of section 33 (4) of the SPLUMA bylaw. .	
3.5	<u>Erf 11275, Knysna – Application for Departure and Determination of Administrative Penalty</u>	KM Officials and Seretse Mthembu

	<u>Discussion and Recommendations:</u> Seretse: when the owner bought the property there were approved building plans, but it was discovered that the building was not built according to approved plans. Therefore, the application is for an administrative penalty and departure to allow for the relaxation of building lines. The client seeks to understand what the requirements would be for public participation. SHM: the public participation process will follow the bylaw, by serving notices to the adjoining owners. It is an Estate, therefore the HOA endorsement should be obtained before submission. If the application is only for a departure. Seretse: the municipality does not provide services to individual properties in Phezula. Will the infrastructure services comments be essential? SHM: that will be determined at circulation stage.	
3.6	<u>Remainder of Portion 99 of the Farm Ronde Valley No. 187 – Application for Consent Use and Permanent Departures</u> <u>Discussion and Recommendations:</u> LD: the property is zoned agricultural zone I, an SDP application is already in process. The applicant wishes to obtain a consent use to develop tourist accommodation, function venue and associated workers accommodation. There are existing structures on the property, which are primary rights. There are also title deed conditions that need to be considered. SHM: there are third party conditions vested in SANRAL, and written approval from SANRAL will be required, and therefore no application for the removal of conditions is needed from the municipality. The consent use is for one additional dwelling unit, camp sites, and function venue. The applicant is advised to demonstrate how the primary rights of the property will be maintained despite the consent uses. Regarding the 1km highwater mark , in terms of the scheme, additional dwelling units must be erected in terms of the scheme. The 1km cannot be departed from for an additional dwelling unit.	KM Officials and Lourens Du Toit

	What is the difference between the glamping site and the caravan park? LD: the glamping will entail camping equipment already set up, whilst the caravan site will be people bringing their own caravans. SHM: Camping site, the development parameters of a tourist facility apply. An SDP will also be required. A traffic impact assessment/ traffic statement will be required. Signage needs to be in accordance with the Regulations of Outdoor Advertising By-law.	
3.7	<u>Erf 463, Belvedere – Application for Departure</u> <u>Discussion and Recommendations:</u> Seretse: the application was at new applications, and the client was called to the meeting, and it was found that the application was required. In another meeting the application was checked again, and it was determined that an application was needed in term of clause 21 of the zoning scheme bylaw. What made the application necessary was that there is a window on the structure encroaching the building line. This was given back to the neighbour, who said that they'd be willing to close the window and then submit the building plans without having to submit for the relaxation of building lines. SHM: Read clause 21 of the scheme. The client says the windows have been removed and the door does not face the boundary. SHM: the plan is compliant and therefore no application is required. Mulalo: it is an OSCAE area, if the EIA has been granted there is no need to apply for an EIA.	KM Officials and Seretse Mthembu
3.8	<u>Erf 13259, Knysna – Application for Removal of Restrictive Title Deed Conditions</u> <u>Discussion and Recommendations:</u> Reynier Koen: the property previously received an approval for a subdivision into ten erven and removal of restrictions. The client now wishes to commence with the building work. SHM: the application was recently at the new applications application, meeting.	KM Officials and Reynier Koen

	The applicant is advised to obtain the previous approval letter and attach to the application documents. It is assumed that this application is for a site development plan, and the applicant must determine if this application is in terms of the zoning scheme or condition of approval. Reynier Koen: will there be any relaxation of building lines application required. SHM: The purpose of the SDP is to demonstrate compliance with the scheme and the approval. There are applicable building lines that must be complied to. The departure application can be submitted simultaneously with the SDP. The motivation memorandum must narrate the compliance demonstrated on the Site Plan. Mulalo: the property is within the OSCAE area, but it is also within the CBA and a removal of 300m vegetation will trigger an EIA. The client is advised to obtain advice from an environmental expert.	
4.	The Chairperson closed the meeting.	

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