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LAND USE MANAGEMENT

LAND USE APPLICATION FORM

in terms of the Knysna Municipality By-law on Spatial Planning and Land Use Management (2021)

PART A: APPLICANT DETAILS

First Name(s):	Sonja	Surname:	Neitz
South African Council of Planners (SACPLAN) Registration number (if applicable):		Company Name:	SNAPP Architects (Pty) Ltd
Postal Address:	Silverberg Terrace, Steenberg Office Park, F14 Silverwood Cl, Westlake, Cape Town	Postal Code:	7975
E-mail:	sonja@snapp.org.za		
Telephone Number:	021 202 6056	Cell phone number	082 457 0532

PART B: REGISTERED OWNER'S DETAILS

Registered Owner(s):	Ignatius Stefanus Retief and Aletta Johanna Retief		
Registered Owner Address:	412 Kabeljou Avenue, Brenton on Lake, Knysna		
Postal Code:	7230	E-mail:	iretief@overnet.co.za
Telephone Number:		Cell Phone Number:	082 807 4436

PART C: PROPERTY DETAILS

Property Description:	ERF 412, Brenton on Lake		
Physical Address:	412 Kabeljou Avenue, Brenton on Lake, Knysna		
Town/Area:	Brenton on Lake, Knysna	Current Zoning:	SR1 - Single Residential Zone I
Property Extent:	958 m²	Current Land Use:	H4 - Single Dwelling
Are there existing buildings on the property?:	X	N	

Title Deed Number:	T56536/2001	Date:	
Title Deed Number:		Date:	
Title Deed Number:		Date:	
Title Deed Number:		Date:	

Any restrictive title conditions applicable?: [X] Y [ ] N

If, yes list the conditions: Condition C.5. : Use of Land. Condition C.7.(i); C.7.(ii) : Building Lines. Condition C.6. : Number of Dwellings

Are the restrictive title conditions in favour of a third party(ies)?: [ ] Y [X] N

If yes, list the party(ies):

Is the property encumbered by a bond?: [X] Y [ ] N If yes, list bondholder(s): Absa Bank Limited

Any existing unauthorised buildings and/or land use on the subject property(ies)?: [ ] Y [X] N

If yes, is this application to legalise the building / land use?: [ ] Y [X] N

Are there any pending court case(s) / order(s) relating to the subject property(ies)?: [ ] Y [X] N

Are there any land claim(s) registered on the subject property(ies?: [ ] Y [X] N

PART D: PRE-APPLICATION CONSULTATION:

Has there been pre-application consultation?: [ ] Y [X] N If Yes, attach the minutes of the pre-application consultation.

PART E: LAND USE PLANNING APPLICATION TYPE:

In terms of Section 15 of the Spatial Planning and Land Use Management By-law (2021)

Has there been any previous related application?: [ ] Y [X] N

			COST (R)
15(2)(a)		A rezoning of land including rezoning to subdivisional area	
15(2)(b)	✔	A permanent departure from the development parameters of the Zoning Scheme	R 2,562.98
15(2)(c)		A temporary use departure	
15(2)(d)		Subdivision of land	
15(2)(e)		Consolidation of land	
15(2)(f)	✔	Amendment, suspension or deletion of a restrictive title condition	R 1,098.10
15(2)(g)		A permission required in terms of the Zoning Scheme	
15(2)(h)		Amendment, deletion or imposition of conditions in respect of an existing approval	
15(2)(i)		An extension of the validity of an approval	
15(2)(j)		An approval of an overlay zone as contemplated in the Zoning Scheme	
15(2)(k)		Amendment or cancellation of an approved subdivision plan or part thereof incl. a general plan	
15(2)(l)		A permission required in terms of a condition of approval	
15(2)(m)		A determination of zoning	
15(2)(n)		Closure of a public place or part thereof	
15(2)(o)		Consent use contemplated in the Zoning Scheme	
15(2)(p)		Disestablishment of a homeowner's association	
15(2)(q)		To rectify a failure by a homeowner's association to meets its obligations	
15(2)(r)		Determination of an administrative penalty	
15(2)(s)		Permission required for reconstruction of an existing building that constitutes a non-conforming use	

PART F: DETAILS OF PROPOSAL

Brief description of proposed development / intent of application (please attach motivating memorandum)

Simultaneous application for Permanent Departure and Administrator's Consent in terms of the Knysna Municipality Land Use Planning By-Law to permit building line encroachments on Erf 412, Brenton on Lake. The proposal forms part of alterations and additions to the existing single residential dwelling to address severe natural ground level differences and create a seamless, step-free living environment supporting documented medical accessibility requirements. The application does not involve any change in land use or increase in density, and a comprehensive Planning Motivation Report is attached in support.

PART G: ATTACHMENTS AND SUPPORTING DOCUMENTS

Information and documentation required in terms of Section 38(1) of the Planning By-law
Complete the below checklist and attach all documents relevant to the application. Failure to submit all information and/or documents will result in the application being deemed incomplete. The application will not be considered complete until all required information and documents have been submitted.

Power of Attorney	X	N	N/A
Company Resolution or other proof that applicant is authorised to act on behalf of juristic person	Y	N	X
Written motivation and proposal brief	X	N	N/A
Locality Plan	X	N	N/A
Proposed subdivision plan	Y	N	X
Proof of payment of application fees	X	N	N/A
Conveyancer's Certificate	X	N	N/A
Bondholder's consent	X	N	N/A
Proof of registered ownership or any other relevant right held in the land concerned	Y	N	X
SG diagram and/or general plan	X	N	N/A
Site development plan or conceptual layout plan	X	N	N/A
Proof of agreement or permission for required servitude	Y	N	X
Full copy of the title deed	X	N	N/A
Minutes of pre-application consultation meeting (if applicable)	Y	N	X

Supporting information and documentation:

Consolidation Plan	Y	N	X
Street naming and numbering plan	Y	N	X
Landscaping and/or Tree plan	Y	N	X
Abutting landowner's consent	Y	N	X
Environmental impact assessment (EIA)/ Heritage Impact (HIA)/ Traffic Impact (TIA)/ Hazard Impact	Y	N	X
Copy of original approval and conditions of approval	Y	N	X
Proof of lawful use right	Y	N	X
Land use plan and/or zoning plan	X	N	N/A
1:50 and/or 1:100 flood line determination (plan or report)	Y	N	X
Homeowner's Association consent	Y	N	X
Services report or indication of all municipal services / registered servitudes	Y	N	X
Proof of failure of Homeowner's Association	Y	N	X
Any additional documents/ information listed in the pre-application consultation minutes	Y	N	X
Other	X	N	N/A

PART H: AUTHORISATION(S) IN TERMS OF OTHER LEGISLATION:

National Heritage Resources Act, 1999 (Act 25 of 1999)	Y	N	X
National Environmental Management Act, 1998 (Act 107 of 1998)	Y	N	X
Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)	Y	N	X

Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	X	N	N/A
Land Use Planning Act, 2014 (Act 3 of 2014)	X	N	N/A
Specific Environmental Management Act(s) (SEMA)(e.g., National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004),National Water Act, 1998 (Act 36 of 1998) and others	Y	N	X
If required, has application for EIA / HIA / TIA / TIS / MHIA approval been made? If yes, attach documents / plans / proof of submission etc.	Y	N	X
If required, do you want to follow an integrated application procedure in terms of s 44(1) of the By-law on Spatial Planning and Land Use Management? If yes, please attach motivation.	Y	N	X

PART I: EXTENT OF DEPARTURE(s)

X	Building line encroachment							
X	Street		From	4.50	m	To	0.00	m
	Street		From		m	To		m
	Lateral		From		m	To		m
	Lateral		From		m	To		m
X	Rear		From	2.00	m	To	1.32	m
	Permissible site coverage		From		%	To		%
	Maximum permissible floor area		From		m^2	To		m^2
	Maximum permitted floor factor ratio		From			To		
	Height restriction measured from natural ground level		From		m	To		m
	On-site parking / loading bay requirements		From		bays	To		bays
X	Other (please specify)	Height of retaining wall within building line						

PART I: DECLARATION:

I hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. I'm aware that it is an offense in terms of section 86(1) to supply particulars, information or answers knowing the particulars, information or answers to be false, incorrect or misleading or not believing them to be correct.
3. I am properly authorized to make this application on behalf of the owner and (where applicable) that a copy of the relevant power of attorney or consent are attached hereto.
4. Where an agent is appointed to submit this application on the owner's behalf, it is accepted that correspondence from and notifications by the Municipality in terms of the by-law will be sent only to the agent and that the owner will regularly consult with the agent in this regard.
5. That this submission includes all necessary land use planning applications required to enable the development proposed herein.
6. I confirm that the relevant title deed(s) have been read or attached conveyancer's certificate, and that there are no restrictive title deed restrictions, which impact on this application, or alternatively an application for removal/suspension or amendment forms part of this submission.
7. I am aware that by lodging an application, the information in the application and obtained during the process, may be made available to the public.
8. I am aware that development charges to the Municipality in respect of the provision and installation of external engineering services are payable by the applicant as a result of the proposed development.

Applicant's Signature:		Date:	16/07/2026
Applicant Name:	Sonja Neitz		
Professional Capacity:	Professional Architect	SACPLAN Registration:	

FOR OFFICE USE ONLY:

Date received:	
Received by:	