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PUBLIC NOTICE: TEMPORARY CLOSURE DURING FESTIVE SEASON
ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION DURING THE FESTIVE PERIOD.

LAND USE MANAGEMENT:

Kindly be advised that the following arrangements will be applicable during the Festive Period from **Friday, 13 November 2026** until **Monday, 11 January 2027:**

1. The festive period will not be taken into account for purposes of calculating the number of days for public participation and/or the processing of land use applications, and that any such periods affected be accordingly extended.
2. Any new land use application submitted during the determined festive period will not be administratively processed and that this period will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use.
3. No appeal period can commence, which will be affected by the festive period and no notifications of decisions on land use applications will be communicated after 13 November 2026. The issuing of notices of decisions will resume from 11 January 2027.
4. Public queries on land use and requests for and issuing of zoning certificates will continue as normal during this period and can be made during regular office hours.

BUILDING CONTROL:

The Building Control Division wishes to inform all applicants, professionals, and stakeholders of the following arrangements during the upcoming festive period:

1. **Building Plan Applications:** Please be advised that the submission of Building Plan Applications will close temporarily on **20 November 2026.** This closure will affect all requests for Pre-Checking of Applications, Submission of Amended Applications, and the Submission of Receipts for any building plan applications.
2. **Building Aesthetics, Heritage and Outdoor Signage Applications:** Please be advised that the submission of Building Aesthetics and Heritage Applications and Outdoor Signage Applications, as well as Aesthetics and Outdoor Signage Applications, will close temporarily on **2 December 2026.**
3. **Applications for Posters and Banners:** Applications will be temporarily closed on **17 December 2026 at 16:30 PM.**
4. **A22 Building Inspection Requests:** Requests for building inspections in terms of Regulation A22, including commencement, trench, excavation, demolition, drainage and final completion inspections, will close on **11 December 2026 at 13:00 PM**.
5. **Requests for Occupancy and Completion Certificates:** Requests received after **17 December 2026 at 16:30 PM** will only be processed and finalised from **11 January 2027**.

Important: Applications and Requests submitted before the relevant closing dates will continue to be processed and finalised, subject to applicable requirements and procedures.

Resumption of Services: Submissions and Inspection requests will resume on **11 January 2027.**

Thank you for your cooperation. We wish all stakeholders a safe and restful festive season.

DR. RICHARD MARTIN
ACTING MUNICIPAL MANAGER