TOWN PLANNING AND BUILDING CONTROL

Theewaterskloof Municipality Head Office
6 Plein Street
P.O.Box 24
7230
Telephone: +27 (28) 2143300
Fax: +27 (28) 2141289
Website: www.twk.org.za

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF APPROVED BUILDING PLANS

NOTE: I hereby certify that the information provide is, to the best of my knowledge and belief, correct. I understand that the furnishing of any incorrect information will result in penalties being applied.

Although council endeavours to maintain copies of approved plans, if for any reason plans of a particular property are not available, the onus is on the registered owner to have the as built structures measured and drawn.

PLOT NR/PORTION, FARM NO:

PROPERTY ADDRESS :

SECTION A

OWNER INITIAL/S AND SURNAME:

CORRESPONDENCE ADDRESS:

POSTCODE:

IDENTITY NUMBER:

EMAIL ADDRESS:

TEL. NR (W):

CELL. NR:

SECTION B

NOTE: To be completed by Govermental Department.
A letter from the relevent authority must accompany this application.

APLLICANT INITIAL/S AND SURNAME:

EMAIL ADDRESS:

TEL. NR (W):

CELL. NR:

SECTION C

NOTE: Where the owner is a Company, Close or Trust the relevant sections of the application form are to be completed by an authorised representative thereof and a letter of authority is to be provided. Should the owner be a Body Corporate the relevant sections of this form are to be completed by the Chairperson or Managing agent and a letter of authority to be provided.

SECTION D

INDICATE THE FOLLOWING:

SIZE:	A0	A1	A2	A3	A4
AMOUNT:					

HARD COPY: YES ☐ NO ☐

ELECTRONICALLY: YES ☐ NO ☐

(SIZE AND AMOUNT SHOULD BE COMPLETED WHEN PLANS ARE VIEWED)

SIGNATURE: **DATE:**

Registered owner/Authorised agent

APPLICATION REQUIREMENTS

1. The application form must be completed in full, and must be signed by the registered owner or authorised agent.
2. Applicant to provide certified ID copy with application if applicable.
3. Receipt to be rendered, as proof of payment, before copies will be released.

NOTE: The application will be processed within 2 working days.