



**Dihlabeng Local Municipality**

9 Muller street East  
Bethlehem  
9700

PO Box 551  
Bethlehem  
9700

Telephone : (058) 303 5732  
Fax number : (058) 303 4073 / 4731

**DIRECTORATE PUBLIC WORKS**

<b>Enquiries / Navrae:</b>	Mnr Mxolisi Mchunu Manager Town Planning	Mrs Kerenza Marais Assistant Town Planner	Mr Jan van der Bijl Senior Draughtsman
<b>Telephone :</b>	(058) 303 5732 X2248	(058) 303 5732 X2246	(058) 303 5732 X2250

**INFORMATION DOCUMENT CONSOLIDATION**

**1. How to apply and what documentation is required :**

None of the required documentation may be left out. If **any** documentation is incomplete or missing it may result in the rejection of the application.

Covering letter	<ul style="list-style-type: none"> <li>Postal address and contact details of the owner / consultant.</li> <li>Proper motivation for the consolidation. (motivation report).</li> </ul>
Application form	<ul style="list-style-type: none"> <li>Consolidation application must be fully completed</li> </ul>
Payment of application fee	<p><u>Payments : Finance Department – ground floor of Dihlabeng Local Municipality :</u></p> <ul style="list-style-type: none"> <li>Payment of R300,00 to be paid into Vote number : 1030 052 361 760</li> <li>A copy proof of payment must accompany the application.</li> <li>Use Erf number as reference.</li> </ul> <p><u>For electronic payments :</u> Dihlabeng Local Municipality Reference : Use Erf number / rezoning Account Number : 405 289 8966 Bank : 502233 Branch : ABSA</p> <ul style="list-style-type: none"> <li>A copy proof of payment must accompany the application.</li> <li>Use Erf number as reference.</li> </ul>
Title Deed	<ul style="list-style-type: none"> <li>Copy of the registered Title Deed.</li> </ul>
Service availability form	<ul style="list-style-type: none"> <li>Signed by all relevant Departments.</li> <li>This document is valid <u>1 year</u> from date of signature.</li> <li>All costs for the installation of services will be for the account of the developer. It is the responsibility of the owner / developer to obtain quotations for the installations of these services from the relevant Departments.</li> <li>In cases where an application will only make use of the existing services, this information must be noted in the covering letter.</li> <li>In order for the Electricity Department to determine the feasibility of the application the exact kVa that is needed for the proposed application must be mentioned in the service availability form or covering letter.</li> <li>It is not the responsibility of the Electricity Department to do these</li> </ul>

	<p>determinations, the applicant must appoint an independent Electrical Contractor to determine the electricity need and the Electricity Department will then create a quotation if this need will be feasible.</p> <ul style="list-style-type: none"> <li>• The owner / consultant must ensure that a quotation is drawn up by the Electricity Department as proof of reservation of services.</li> <li>• Each new Erf that will be created must have its own sewerage, water and electrical connection.</li> </ul>
Layout Plan A4 / A3	<ul style="list-style-type: none"> <li>• Drawn to scale on A4 or A3 size of paper indicating the following : <ul style="list-style-type: none"> <li>• Town</li> <li>• Erf number of erf to be rezoned</li> <li>• Street or street names adjoining / surrounding the erf</li> <li>• Dimensions of erf</li> <li>• Area of erf</li> <li>• Outline of existing dwellings</li> <li>• Building lines</li> <li>• Outline of proposed new buildings</li> <li>• Erf numbers of adjoining erven</li> <li>• Scale and north point</li> <li>• The entry or exit points on site</li> <li>• Location of existing services</li> <li>• Position of the following (where applicable): <ul style="list-style-type: none"> <li>○ Storm water catch pits</li> <li>○ Water connection points</li> <li>○ Street lamp posts</li> <li>○ Distribution poles</li> <li>○ Sub stations</li> <li>○ Electrical distribution boxes</li> <li>○ Trees</li> <li>○ Fire Hydrants</li> </ul> </li> </ul> </li> </ul> <p><u>Important notice :</u> If the proposed rezoning includes the erection of buildings higher than ground floor a cross section plan drawn on A4 or A3 must accompany the Layout plan as well.</p>
Building Plans	<ul style="list-style-type: none"> <li>• No building plans may be submitted for approval before the final approval from Free State Province.</li> <li>• Copy of such a letter must accompany building plans on submission.</li> </ul>
Power of attorney	If any person other than the registered owner of the erf submits an application a power of attorney from the registered owner of the erf must be attached.

### 3. Who may apply

The owner of a land or the owner's authorised consultant may submit an application for consolidation. The following are the permitted uses on different Land Use Zones :

### 4. What are the site requirements in the event of rezoning ?

- 4.1 Both properties must have the same owner.  
*In the event where the second property forms part of a purchase agreement copy of such contract must be attached.*
- 4.2 Both properties must have the same zoning.
- 4.3 The purpose of the consolidation must conform to the applicable details as set out in the Town Planning Scheme

**5. The channels an application will follow in order for Council to consider the application for approval :**

- 5.1 Each application is subject to approval at each of the following meetings. If the application is approved at the first meeting it goes to the second and so forth.
  - 6.1.1 Portfolio Meeting
  - 6.1.2 Exco Meeting (Executive Committee)
  - 6.1.3 Council Meeting
- 5.2 Council has the ultimate authority to deny or approve applications. After Council has reached a resolution, a letter will be drawn up and sent to the applicant conveying all the recommendations.
- 5.3 Here after it is the owner / consultant's own responsibility to forward the application to Free Sate Province. At Free State Province an application for the Changes of Land Use application form must be completed and follow their routes for approval.

## APPLICATION FORM – CONSOLIDATION

Please ensure that **all** the information on this form is completed. If any information is missing or incomplete it might result in the rejection of the application.

This application can be submitted at the Directorate Public Works, 9 Muller street East, Second Floor.

<p><b>Confirm that following documentation accompanies application :</b></p> <p>Please tick applicable blocks to confirm</p>	<input type="checkbox"/> Covering letter explaining purpose and short description of application. <input type="checkbox"/> Motivating report enclosing details of application <input type="checkbox"/> Copy of the Title Deed <input type="checkbox"/> Layout plan on A4 <input type="checkbox"/> Completed service availability form <input type="checkbox"/> Power of attorney if consultant is appointed <input type="checkbox"/> Copy of latest Municipal account
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<b>Registered Owner :</b>	
Name and surname:	
Email :	
Telephone number :	
Fax number :	
Cellular Phone nr:	
Physical adress :	
Postal adress :	

<b>Property details :</b>	<b>Applicable to the properties that will be consolidated All detail as requested must be filled in</b>
<b>Explain reason for consolidation :</b>	
<b>Property 1 :</b>	
Erf / stand number :	
Erf / stand size :	
Area :	
Street Address:	
Current zoning :	
Title Deed number :	
<b>Property 2 :</b>	
Erf / stand number :	
Erf / stand size :	
Area :	
Street Address:	
Current zoning :	
Title Deed number :	
<b>Rezoning details: (if applicable)</b>	
Current zoning :	
Proposed new zoning:	

<p><b>Services :</b></p> <p>Please tick applicable blocks</p>	<p><b>Water</b>            Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>Sewerage</b>            Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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	<p><b>Electricity</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b><u>Important Note 1:</u></b> Fully completed service availability form must accompany application.</p> <p><b><u>Important Note 2 :</u></b> All costs for the installation of services will be for the account of the developer. It is the responsibility of the owner / developer to obtain quotations for the installations of these services from the relevant Departments.</p>

<p><b><u>Signature of owner / consultant + date :</u></b></p>	
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## SERVICE AVAILABILITY FORM : DIHLABENG LOCAL MUNICIPALITY

This document confirms the availability of Municipal services on a site for the purposes of any application that might impact on the existing or proposed service load on a site.

### Important Notes :

- It is the owner's / consultant's OWN responsibility to confirm the availability of these services and to reserve these services with a quotation where applicable.
- This document is only valid for a period of 1 (one) year from date of signatures.
- This document serves only as preliminary proof of availability of services. Due to high service demand, service capacity may become depleted at any stage if services are not reserved by the owner / applicant.

<b><u>Property details :</u></b>	
Erf / stand number :	
Street Address / Area :	
Shortly Describe type of application :	

<b><u>Electricity Availability on site</u></b>	<b><u>Water Availability on site</u></b>	<b><u>Sewerage Availability on site</u></b>
YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>
NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
Current amount of kVa on site : _____	Existing connection : YES <input type="checkbox"/>	Existing connection : YES <input type="checkbox"/>
Additional amount of kVa available : _____	New connection : YES <input type="checkbox"/>	New connection : YES <input type="checkbox"/>
_____ Signature Department	_____ Signature Department	
_____ Date	_____ Date	
Comments :	Comments :	