



ADMINISTRATIVE PENALTY APPLICATION in terms of the City of Cape Town Municipal Planning By-Law 2015 (MPBL)

Please note that this application is **solely** for the unauthorised structures or land use which is in contravention of the City of Cape Town Municipal Planning By-Law, 2015.

SECTION A: APPLICANT / AGENT DETAILS

First names Surname

Company / Trust Name VAT no

Contact number Cell number

Business address Postal code

Business partner no Email

SECTION B: SUBJECT PROPERTY DETAILS

Erf / Erven / Farm no Allotment area

Street address

Suburb

Current Zoning Property Extent m²/ha

SECTION C: OWNERS DETAILS (compulsory if different from the applicant)

First names Surname

First names Surname

(1) Business partner no (2) Business partner no

Company / Trust Name VAT no

Contact number Cell number

Business address Postal code

Email address

SECTION D: APPLICATION TYPE

Verification of the below is required for an application for the determination of an administrative penalty made in terms of section 42(r) of the MPBL

Land use

Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful landuse(s) on the property? Y N

Building work

Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful building work / structures on the property? Y N

Is the current property owner responsible for the unlawful building work / structures or land use? Y N

SECTION E: SUBMISSION DOCUMENTATION FOR ADMINISTRATIVE PENALTY APPLICATION

Power of attorney (including company / trust resolution) Motivation in terms of section 129(8) of the MPBL

Notices served on owner (if applicable) Motivation in addition to that contained in Section F. (optional)

Previous approval granted (if applicable) Quantity surveyor calculations to support motivation (optional)

Plan to only highlight the unauthorised building work / structures or land use that contravenes the Municipal Planning By-Law.

SECTION F: MOTIVATION TO SECTION 129(8) OF THE MUNICIPAL PLANNING BY-LAW

Give a description of the land use or structure(s) / building work that are in contravention on the property.

[Empty text box for description of land use or structure(s) / building work]

Provide the extent(s) in m² of the property used for the unlawful use activity, and unlawful building work / structure(s) that contravene the MPBL. (Indicate extent(s) on a building plan / map / plan / diagram)

[Empty text box for extent of property used for unlawful use activity]

Provide explanatory motivation addressing the circumstances in which the land use or structure(s) / building work has occurred.

[Empty text box for explanatory motivation]

Describe the duration of the contravention(s).

[Empty text box for duration of contravention(s)]

Has the unlawful activity ceased? Y N If yes, provide the date when the activity ceased

Has the owner / person previously contravened the MPBL, or a previous Planning Law? Y N If yes, please provide more details below.

[Empty text box for details of previous contraventions]

Provide the municipal valuation of the erf. R

State and provide supporting documentation for your determination of the value of the unauthorised building work / structures or land use that is in contravention of the MPBL. R

SECTION G: DECLARATION

I/we hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/we am/are properly authorised to make this application on behalf of the owner and (where applicable) that copies of such full relevant powers of attorney are attached hereto.[#]
3. That where an agent is indeed appointed to submit this application on the owner's behalf, it is accepted that correspondence and formal notification as required in terms of Planning law will only be sent to such consultant / agent and that the owner will regularly consult with the agent / consultant in this regard.
4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.
5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.
6. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law is being made. I/we confirm that I/we have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
7. That, as owner / applicant / developer, I am/we are aware of the state of existing bulk services provision and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable).
8. The email address and cell number provided on this form is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

[#] If the application is made by a person other than the registered owner(s) (e.g. an agent / consultant) the requirements in terms of section 71(1)(b) of the MPBL must be adhered to.

Registered owner's signature Date

Full name and surname

Registered owner's signature Date

Full name and surname

Applicant / Agent's signature Date

Full name and surname

Professional capacity Applicant's ref