



HEAD OFFICE  
012 809 0142  
27 Muirfield Boulevard, Silver Lakes, 0081

CLUBHOUSE  
012 809 0281  
La Quinta Street, Silver Lakes, 0081

PRO SHOP  
012 809 0430  
La Quinta Street, Silver Lakes, 0081

# **BUILDING PLAN APPLICATION FORM (HYBRID)**

FOR OFFICE USE:

REV DATE: APRIL 2026

<b>Non-refundable Administration Fee: R</b>	<b>Receipt Number:</b>
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<b>Builders Deposit Fee: R</b>	<b>Receipt Number:</b>
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<b>REGISTERED OWNER DETAILS</b>
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<b>Individual</b>		<b>Joint Owners</b>		<b>Close Corporation</b>		<b>Company</b>		<b>Trust</b>	
<b>Name:</b>					<b>Stand Number:</b>				
<b>Email Address:</b>					<b>Street Address:</b>				
<b>Phone:</b>									
<b>Estimated Value of Development:</b>									
<b>Concept</b>		<b>New Dwelling</b>		<b>Alt &amp; Additions</b>		<b>Swimming Pool</b>		<b>Amended</b>	
<b>Rear B/Wall</b>		<b>Side B/Wall</b>		<b>Street B/Wall</b>		<b>Historical Case</b>		<b>As Built</b>	

**IMPORTANT NOTE: NO INCOMPLETE OR LATE SUBMISSIONS WILL BE ACCEPTED**

**The following must be submitted for the proposed development (buildings and structures):**

- Fully completed, signed and dated HOA Building Plan Application Form.
- Applicable building plan submission fees are payable.
- A full colour high-quality electronic building/concept plan must be submitted. **No scanned building plans will be accepted.**
- Submitted plans must include aesthetic details of the proposed development (building or structure). Recommend submitting 3-D rendered images.
- All affected adjacent Registered Homeowners' consent signatures to reflect on the building plan application form.
- Resolution Form for a company, close corporation or trust regarding signing authority.
- Consent Form for joint owners regarding signing powers.
- Power of Attorney regarding the appointment of a Registered SACAP Architectural Practitioner to handle the building plan submission process at the HOA and Local Authority.
- When the construction work is completed, the Homeowner is to request a final inspection by the HOA before the occupation of the building (dwelling house). Submit a completed applicable HOA Application Form to the HOA to arrange an appointment with the Compliance Officer.

The appointed Architectural Practitioner is to provide a "practical completion certificate" of the works for use during the final inspection.

- The official Architectural & Aesthetic Committee (AAC) meets on the first Tuesday of every month and Building Plans and administration documentation need to be submitted to the HOA office the previous Wednesday by 13:00 or sooner. Submission fees are payable as well; **no exceptions will be made, and no late submissions will be accepted.**
- No AAC meeting scheduled during school holidays, including December and January (Contractor's break).
- Feedback from the AAC meeting can take up to 7 working days.
- Before any construction work may commence on site, the Homeowner and the appointed Building Contractor are to arrange a meeting with the HOA's Compliance Officer regarding the required Site Induction.
- Once the Building Plans are approved by the Local Municipality, a copy of the municipal-approved Building Plans is to be submitted to the HOA electronically in a high-quality PDF format, including the municipal plan approval letter.

**IMPORTANT REQUIREMENT:**

Before submitting a proposed development plan, a professional Land Surveyor must conduct a cadastral survey and provide a *Land Surveyor's certificate* and associated positioning, land rights and restrictions plan (hereinafter plan).

**This certificate and plan must attest to:**

- The physical boundaries and beacon features that are assumed to be the property's boundaries, as well as their agreement with the property's legal boundaries.
- The building footprints of existing buildings, the measurements from these buildings to the legal boundaries, and the consistency of the existing buildings with the approved building plans.
- Any encroachments on land rights or restrictions that have been registered or filed on the property or adjacent property.
- The proposed development plan must be based on the certificate and plan described above.
- The proposal will eliminate misrepresentations of existing buildings and the positioning thereof, and enhance the value of the proposals being received.

<b>Registered Homeowner Signature:</b>	<b>Date:</b>
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We are committed to protecting your privacy, ensuring that your Personal information is collected and used properly and lawfully for the following purpose: **Building Plan Application.**

We confirm that your Personal information collected will be used and disposed of as required by the Protection of Personal Information Act No 4 of 2013 (POPI Act).

**CONSENT SIGNATURES** - Contact the SLHOA Reception at [reception@silverlakes.co.za](mailto:reception@silverlakes.co.za) and request to get you the affected adjacent homeowner's contact details for their consent.

**BUILDING PLAN PACK SUBMISSIONS** – To be submitted to [reception@silverlakes.co.za](mailto:reception@silverlakes.co.za)

**ENVIRONMENTAL OPERATIONS REQUIREMENTS:**

- The Homeowner agrees to plant an indigenous tree as approved by the HOA on the sidewalk as required by the *Aesthetic and Architectural Committee*. A list of approved trees is to be obtained from the HOA operations department.
- No existing trees on the pavement abutting the property may be removed without the HOA's approval and must be indicated on the site plans.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ARCHITECTURAL PRACTITIONER DETAILS**

Name:	Stand Number:
Company:	Phone Number:
Email Address:	SACAP Reg No:
<b>Signature (Architectural Practitioner):</b>	

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

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Email Address:	Phone Number:
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<b>Signature:</b>	<b>Date:</b>

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<b>Signature:</b>	<b>Date:</b>

**ADJACENT REGISTERED HOMEOWNER(S) CONSENT COMMENTS**

Name:	Stand Number:
Email Address:	Phone Number:
<u>Comments:</u>	
<b>Signature:</b>	<b>Date:</b>

# LIST OF INFORMATION REQUIRED TOGETHER WITH SUBMISSION OF BUILDING PLANS – HYBRID FORMAT

**All submitted documentation to be scanned individually, numbered and named as per the list below:**

## SUBMISSION REQUIREMENTS

ERF NO \_\_\_\_\_

<u>NO</u>	<u>DOCUMENT</u>	<u>√ / X</u>	<u>OBTAIN FROM</u>
00	BUILDING APPLICATION FORM		SLHOA
01	SANS 10400 – FORM 1 STANDARD NATIONAL APPLICATION FORM		Homeowner   Architectural Practitioner   Engineer <a href="http://www.sabs.co.za/index.php.?pages=standardforms">www.sabs.co.za/index.php.?pages=standardforms</a>
02	SANS 10400 – FORM 2 STANDARD NATIONAL APPLICATION FORM		Homeowner   Architectural Practitioner   Engineer <a href="http://www.sabs.co.za/index.php.?pages=standardforms">www.sabs.co.za/index.php.?pages=standardforms</a>
03	ZONING CERTIFICATES WITH APPROVED LAND-USE RIGHTS		LAND-USE LEGISLATION ADMINISTRATION (LULA) GeoInfoService@TSHWANE.GOV.ZA
04	S.G. DIAGRAM		OFFICE OF SURVEYOR GENERAL
05	DRAINAGE DIAGRAM		SEWERAGE DIVISION - (TSHWANE LOCAL MUNICIPALITY)
06	TITLE DEED / LETTER OF OWNERSHIP		OWNER
07	A FULL COLOUR HIGH QUALITY ELECTRONIC SET OF BUILDING PLANS. BUILDING PLANS TO BE IN COLOURED ACCORDING TO NBR REQUIREMENTS		OWNER & ARCHITECTURAL PRACTITIONER
08	CONSENT LETTER OF THE GROUP HOUSING / SECTIONAL TITLE		SILVER LAKES BOARD OF TRUSTEES / CO-OWNER
09	HOMEOWNERS ASSOCIATION - PROOF OF APPROVAL / STAMP (DATED & SIGNED)		SILVER LAKES HOMEOWNERS ASSOCIATION
10	POWER OF ATTORNEY		OWNER & ARCHITECTURAL PRACTITIONER
11	COPY OF SACAP COMPLIANCE CERTIFICATE		ARCHITECTURAL PRACTITIONER
12	COPY OF VALID SACAP REGISTRATION CERTIFICATE		ARCHITECTURAL PRACTITIONER
13	COMPLIANCE WITH SWIMMING POOL SAFETY ( <b>As per SANS 10400-D:2011</b> )		OWNER & ARCHITECTURAL PRACTITIONER

# CHECKLIST GUIDELINES FOR SUBMISSION OF ARCHITECTURAL BUILDING PLANS FOR THE SUBMISSION TO THE COUNCIL

1.	2x Sets of coloured HOA-approved copies to be submitted to TLM for consideration.	
2.	Elevation treatment – coloured elevation to be submitted with Building Plans showing the colour palette of the finished proposed building. Sensitivity towards the environment and the character of the Estate (earthy colours) is important.	
3.	Site plan – Outline of ground and first floor, layout of buildings, pools, courtyards, boundary wall, yard walls, screen walls, contour lines, open balconies and covered balconies, the position of the washing line, servitudes, building lines, the position of the swimming pool pump and filter (housed). Indicate landscape on pavement and municipal services. (e.g. existing trees, streetlight pole, water connection, electrical meter kiosk). The north point, street name and number, stand number, adjacent stand numbers and average height of existing boundary walls.	
4.	Schedule of rights tabulated (clearly indicate existing, new, ground floor and first floor). Indicating area of the stand, zoning, permissible coverage, actual coverage, building lines and servitudes.	
5.	Height restrictions as per HOA Rules and Municipal Land Use Management Scheme. Maximum 2 storeys. Balconies: All affected adjacent Homeowner's consent is required regarding the privacy and view. Indicate max height of the building on the elevations and sections.	
6.	Swimming pools: privacy, swimming pool discharge water may not enter the stormwater system and safety requirements according to SANS 10400 as well as SABS 1390.	
7.	Main building minimum 220m <sup>2</sup> excluding garages and outbuildings.	
8.	Indicate stand number, street name, street number and existing landscaping on the site plan, as well as municipal services such as street light poles, electrical kiosk, sewage and water connections.	
9.	No galvanised metal roofing covering, garage doors, fencing or gates are permitted. Specify the material to be used for the finishing of such items. Only Chromadek or similar manufacturer-prepared finishes are permitted, subject to approval by the HOA.	
10.	All plumbing pipes are to be enclosed in integrated accessible drainage ducts. Specify the material used to cover drainage ducts. Show access to drainage ducts (provide details on plans).	
11.	Solid boundary walls have <b>30% maximum</b> coverage on the street frontage and <b>50% maximum</b> coverage on corner stands - coverage on the street front (Refer to Rules). Indicate calculations on the building plans in this regard. Foundations not to encroach cadastral boundary. Indicate the details on the building plans (Also, a section through the wall clearly indicates the cadastral building line, foundation, height of wall and thickness of wall).	
12.	Outbuildings and additions to match the existing structure.	
13.	Staff accommodation and kitchens to open in screened yards – walls to be 2.1m. All gates leading into yards are to be solid gates 2.1m high (not see-through). Washing lines are to be adequately screened (Indicate position on site plan).	
14.	Entrance into staff accommodation to lead off a lobby. Staff accommodation not to face the Golf Course.	
15.	Yard walls to match buildings. Show on elevations, show details (provide cross-section and details).	
16.	All the affected adjacent Homeowners' signatures should be on the HOA building plans application form and the HOA building plan application form as provided. (Recommendation: adjacent homeowners to sign off on building plans submitted to the local council. Once approved, the approved plans will be scanned in a PDF format and submitted to the HOA electronically to <a href="mailto:reception@silverlakes.co.za">reception@silverlakes.co.za</a> The registered Homeowner or appointed representative is to sign the building plans (provide power of attorney as applicable or consent form for joint owners).	
17.	Paving: no half-brick or imprint permitted. Specify the type of material used.	
18.	Subdivided stands: Copy of Tshwane approval (forms), conditions of subdivision and SG Diagram required. No further duets or sectional title stands permitted within the Estate.	
19.	Changes to duets: both owners' consent is required on building plans and application forms.	
20.	Granny Flats and Home Enterprises: A letter of intent is required. Affected adjacent Homeowners are to sign this letter. An application form for Home Enterprises is required.	
21.	No temporary carports and lean-to roofs are permitted. No Wendy houses permitted.	
22.	Golf course and Game reserve stands: building lines and boundary walls as per specific Rules.	
23.	Golf Course stands Precautionary measures (Golf Balls in flight) Homeowners to be re-affirmed of dangers, no safety nets permitted.	

# PLAN SUBMISSION FEE

TYPE OF SUBMISSION	PLAN FEE
Concept Plan	R361.00

TYPE OF SUBMISSION	PLAN FEE	BUILDERS DEPOSIT
Proposed New Dwelling	R2,802.00	R6,000.00 (fully refundable)

TYPE OF SUBMISSION	PLAN FEE	BUILDERS DEPOSIT
Proposed Alterations & Additions (bigger than 100m <sup>2</sup> )	R1,682.00	R6,000.00 (fully refundable)
Proposed Alterations & Additions (0-100m <sup>2</sup> )	R844.00	

TYPE OF SUBMISSION	PLAN FEE
Any amendments on New / Alterations & Additions / As-Built Plans (bigger than 100m <sup>2</sup> )	R1,682.00
Any amendments on New / Alterations & Additions / As-Built Plans (0-100m <sup>2</sup> )	R844.00

TYPE OF SUBMISSION	PLAN FEE
As-Built Plans	R844.00
TYPE OF SUBMISSION	PLAN FEE
New / As-Built Swimming Pool Plans	R606.00

TYPE OF SUBMISSION	PLAN FEE
Reinstatement of Approved Building Plans	R361.00

REQUEST FOR COPY OF EXISTING BUILDINGS PLANS (ELECTRONIC COPY)	PLAN FEE
Standard Admin Fee	R215.00

REQUEST FOR COPY OF EXISTING BUILDINGS PLANS (HARD COPY)	PLAN FEE	ADDITIONAL COSTS BLACK & WHITE (SINGLE SIDED)	ADDITIONAL COSTS FULL COLOUR (SINGLE SIDED)
Standard Admin Fee	R215.00+		
<b><u>PRINTABLE SIZES:</u></b>			
A4		+R 5.00	+R 5.00
A3		+R 5.00	+R 5.00
A2		+R28.50	+R44.50
A1		+R39.00	+R56.50
A0		+R45.00	+R67.50

Payment can be made via cash, cheque, debit card/credit card at our office or via electronic transfer, as follows:

<b>Bank</b>	Nedbank
<b>Account Name</b>	Silver Lakes HOA
<b>Account Number</b>	163 104 8759
<b>Branch Code</b>	163 145
<b>Branch Name</b>	Brooklyn
<b>Reference</b>	Plans / Erf No

Please send proof of payment to [reception@silverlakes.co.za](mailto:reception@silverlakes.co.za)