



## **PROCEDURES FOR BUILDING Version 03(2017-02-07)**

Legal Status: Adopted as binding by members at a General Meeting held on 18 October 2016  
Amendment of 2.1 adopted by the board of directors on 28 December 2016 by circular  
Adopted as binding by members at a General Meeting held on 22 February 2017

Amendment of 1.5 on *Period of validity of BWEHOA-approved plans* adopted by board of directors at meeting on 30 January 2017. Amendments of 1.3, 2.2 on fifth inspection/ windows and doors and 2.5 adopted by board of directors via circular on 7 February 2017.

### **1. BUILDING PLAN SUBMISSION, ASSESSMENT AND APPROVAL.**

***All owners planning to build in Bluewater Estate are required to follow the procedures outlined below prior to commencing building.***

#### **1.1 INITIAL CONTACT WITH THE CONTROL ARCHITECTS:**

It is the responsibility of the architect / designer appointed by the owner to comply with the BWE Architectural Design Guidelines document and to ensure that the provisions and objectives of the guidelines are understood. Prior to the commencement of the design of a house, it is therefore recommended that contact be made with the Control Architects acting for the Bluewater Estate Home Owners Association (BWEHOA) who are available to answer any questions which may arise regarding the design parameters.

#### **1.2 BUILDING PLAN SUBMISSION:**

The house design proposal will be scrutinised for compliance with the guidelines by the BWEHOA in a two stage process:

##### **Stage 1.**

The proposal will firstly be submitted to one of the Control Architects as a design concept and it will be scrutinized to ensure that the principles and objectives of the guidelines have been adopted and integrated into the design proposal. In the event that the design concept is not compliant with the principles as outlined in the guidelines, the Control Architect will identify non-compliant aspects of the submission and will refer to the clause or clauses in the guideline that must be adhered to.

The following must be included in the concept drawings:

- Site and coverage area calculations
- Ground floor area calculations
- 1st floor area calculation

- Site number and north point
- Ground floor plan
- First floor plan
- Elevations
- Boundary wall/fence and retaining structures
- Pedestrian and vehicular gates
- Dimension showing overall external width of primary and secondary elements
- Dimension showing first floor finished level to wall plate height
- Highest and lowest points of house contiguous to Natural Ground Level (NGL)
- Mean Natural Ground Level (MNGL)
- Dimension showing ridge height above MNGL
- Dimension showing ground floor level to NGL

## Stage 2.

Once the design concept has been approved, the plans can be developed into a set of drawings that can be submitted to the municipality to obtain building plan approval – **after** approval by the BWEHOA i.e. the completed plans must be submitted to the Control Architect and approved prior to submission to the Council.

The stage 2 plan scrutiny will confirm that the municipal building plan submission set of drawings is consistent with the approved design concept drawings. In addition, the plans will be checked to ensure that all requirements of the Architectural and Landscaping Design Manual have been met.

### 1.3 INFORMATION REQUIRED:

The following documentation and information is required for the municipal building plan submission set of drawings:

- Site Development Plan with contours at 500mm intervals showing the boundary, boundary dimensions, building lines and setbacks at 1:100.
- Site and coverage area calculations
- Ground floor area calculations
- 1st floor area calculation
- Bulk earthworks plan at 1:100
- Plans for each level and roof plan at 1:100, including: dimension showing overall external width of primary and secondary elements; dimension showing first floor finished level to wall plate height; highest and lowest points of house contiguous to Natural Ground Level (NGL); Mean Natural Ground Level (MNGL); dimension showing ridge height above MNGL; dimension showing finished ground floor level to NGL
- A WINDOW AND EXTERNAL DOOR SCHEDULE MAY BE CALLED FOR BY THE CONTROL ARCHITECT
- Site number and north point
- Drainage plan
- Elevations and sections at 1:100
- Boundary wall/fence and retaining structures
- Pedestrian and vehicular gates
- External finishes and colour schedule
- External lighting and services layout
- Landscaping plan (as per Section 6 of the Architectural and Landscaping Design Manual).

Once the stage 2 plans have been approved, 3 coloured copies are to be issued to the Control Architect for stamping and signature. One of these will be returned to the owner for submission to the Council, one copy will be retained by BWEHOA for record purposes and one copy will be retained by the BWE Controlling Architect.

**NOTE:** The Council, in addition to signatures of the BHOA on the plans themselves, now also requires completion of a form verifying that the BHOA has approved the plans. This form is available from the Estate Manager and/or the BWE website ([www.bluewaterestate.co.za](http://www.bluewaterestate.co.za)).

#### 1.4 FEES FOR PLAN ASSESSMENT AND APPROVAL

There is a fee for the plan scrutiny process of **R5 500** payable to the Control Architect at the commencement of Stage 1. This scrutiny fee includes:

- The preliminary scrutiny of the concept
- The full scrutiny of the finished design (council submission drawings) and its associated amendments
- One design change
- Any further design changes will be charged at an hourly rate of R 1,200.00.

#### 1.5 PERIOD OF VALIDITY OF BWEHOA-APPROVED BUILDING PLANS

The purpose of this section is to ensure that any BWEHOA-approved building plans associated with an erf at the time of the sale of that erf, adhere to the Architectural and Landscaping Design Manual (Design Manual) and its amendments current at the time of the sale of that erf.

1. A set of BWEHOA-approved building plans is associated with the erf for which the building has been designed and not with the owner of the erf. Therefore, should an erf be sold with a set of approved plans, the plans may pass to the new owner. This is in alignment with the local authority.
2. BWEHOA-approved building plans are valid for 12 months from the date of the BWEHOA Approval Stamp, regardless of whether the erf is sold or not. This is in alignment with the local authority's validity period for approved plans. The validity may be extended by the period between plan submission to the local authorities and their plan approval. This means, if plans are submitted promptly to the local authority after BWE approval, the validity date of the local authority will also be considered the BWE validity. However this period will not be extended beyond **18 months from date of BWE HOA stamp of approval**.
3. If the Design Manual is reviewed and amended between the approval of a set of plans and commencement of building from those plans, the approval will remain valid if building is commenced in the period of validity.
4. If due to the lapse of validity of approval, a later rescrutiny becomes necessary, the Design Manual and its amendments current at the time of rescrutiny will be the standard.
5. Any plans approved prior to 31 August 2015 will not be considered valid by the BWEHOA and must be re-scrutinised by the current Estate Control Architects.

## 2. CONSTRUCTION PHASE

***The following procedures apply to the construction phase.***

## 2.1 COMMENCEMENT OF CONSTRUCTION

**No work may commence until the steps outlined below have been completed:**

**Inclusions:** Work is defined as any alteration to the virgin state of the plot including (but not exclusively) clearing, backfilling with any material, excavation of the plot or delivery and storage of building materials or any ancillary materials, vehicles, trailers, equipment or machinery, or erection of storage sheds, huts or containers, the building of fences or boundary walls.

**Exceptions:** Not covered by this definition of work are the following: Quarterly prescribed clearing of erven from alien vegetation and the mowing of grass, surveyor's work, owners' assessment of the site and the position of the planned build. The planting of perimeter hedges or any trees and bushes is allowed, as the Estate encourages any greening measures.

**Enforcement:** Contraventions to this stipulation will carry a fine. In addition the date of any work will be considered commencement of construction, the building levy and deposit will be due with immediate effect from that month, and the 12-months time frame for completing construction before a non-completion penalty kicks in will start on that same day.

### Steps:

- Once the municipality has approved the building plans, a copy of the approved plans must be provided to the Estate Manager. Any changes to the plans during the municipal approval process must be drawn to the attention of the Estate Manager/Control Architect.
- A signed Builder's Code of Conduct must be provided to the Estate Manager.
- The Owner will then be required to pay a Deposit of R 5 000.00 – refundable on completion of the building process provided that there has been no damage to the Estate.
- In addition, the Owner will be charged a monthly building fee of R 700 from the date that building commences until such time as the completion certificate has been issued by the Control Architect.
- Following payment of the deposit, approval will be given to commence construction. The Owner must also notify the Estate Manager when construction will commence so that, amongst others, security can be advised to allow access to the Builder.

## 2.2 BUILDING INSPECTIONS

Once construction has commenced, and at each stage of the building process, the Estate Manager will notify the Control Architect. During the construction phase the Control Architect and/or Surveyor will inspect construction at the following points in the construction process to ensure that the building is progressing according to the approved plans:

- First Inspection: **Ground Floor Slab:** Prior to the pouring of the ground floor slab to ensure that the levels on the approved plans are adhered to;
- Second Inspection: **First Floor Slab:** Finished level of the first floor slab will be checked;
- Third inspection: **Wall Plate:** The relationship between the wall plate and the first floor slab will be checked
- Fourth Inspection: **Ridge:** When the trusses are in place and **before** the roofing material is added, the ridge height will be checked
- Fifth Inspection: **Windows and External Doors:** When the windows and external doors have been delivered to the site and before they are fixed in position, the shape, proportion, glazing type and colour will be checked

It is the responsibility of the builder to ensure that the building complies with the approved plans.

The builder is required to give the Estate Manager/Control Architect at least 48 hours' notice of when the building reaches each of the points at which an inspection is due. Failure to do so may result in the issuance of a Cease Building Order.

### 2.3 COMPLETION

On completion of the building work, including external works, boundary walls/fences and the reinstatement of the side walk in good order, the Control Architect will inspect the works and, if compliant in every respect with the approved municipal building plans, will issue a completion certificate on behalf of the BWEHOA. This is in addition to the Occupancy Certificate issued by the Municipality on completion of the building. The BWEHOA completion certificate will not be issued until a copy of the Occupancy Certificate from the Municipality has been provided.

### 2.4 OCCUPATION

Residents may only occupy a new building once a copy of the Municipality's Occupancy Certificate has been provided to the Estate Manager. Preferably, occupation should only take place once the BWEHOA completion certificate has also been issued. However, owners may request **early occupation** from the Board if they have valid reasons for doing so (eg. they are required to vacate previous accommodation). Such requests must be submitted at least a week prior to the planned occupation.

### 2.5 FEES FOR INSPECTIONS

The fees for interim building inspections and for the final inspection are payable to the Control Architect by the BWEHOA from funds received via the monthly building fee.

If non-compliance causes additional work to the Control Architect, any additional fees will be on the member's account.

### CONTACT DETAILS

#### **Control Architects:**

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