



HOME IMPROVEMENT  
GUIDE  
for  
Alterations and Additions  
to  
Homes

## **HOME IMPROVEMENT GUIDE TO HOMEOWNERS**

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## 1. INTRODUCTION

- 1.1 Garden Cities is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this guide is to assist the new homeowner in ensuring that any form of improvement made to their home will add value to the architectural coherence of the built fabric of Sunningdale. The principle objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual home owner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended and updated from time to time.
- For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departures from the rules of the day.
- 1.2 This Guide is applicable to all single residential, group housing and general residential properties. Commercial properties will be subject to the pre-scrutiny and written approval of Garden Cities and the town planning scheme regulation of the local authority.
- 1.3 Garden Cities together with the relevant Home Owners Association shall appoint a Professionally Registered Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all that all standards are maintained throughout the lifespan of the HOA.
- 1.4 As stated in agreement of sale documentation and HOA constitution rules.
- “No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and HOA trustees and the relevant local authority where applicable.”**
- 1.5 Any additions, alterations, or amendments to the original planning applications' approved plans, at any stage, as well as colour changes, are to be submitted to the supervising architect for further approval.
- 1.6 A refundable deposit will also be collected; which will be refunded once an inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and HOA property have been made good by the homeowner as a result of the construction.
- 1.7 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has been commenced or completed at the time of the application.
- 1.8 Each and every planning application will stand on its own merit and its own set of particular circumstances'. Precedence shall not constitute a binding form of motivation.
- 1.9 In questions of interpretation of the Guide or in the event of matters arising from the design process which are not addressed by the Guide, the Trustees and supervising architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by Garden Cities and/or the H.O.A .from time to time.
- 1.10 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have been attended to without obtaining planning approval, or the property not be maintained to acceptable standards.**
- 1.11 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – Blaauwberg Administration – building plan approval. The HOA supervising architect plans approval process is not to be construed in any way whatsoever as Local authority, Town planning and/or National Building/SABS regulations plan approval.

- 1.12 **No building work may commence until HOA and local authority planning approval has taken place. Should deviations from the approved plans be required during the construction process, the entire application is to be re-lodged for new HOA & Local authority planning approval prior to the execution of the “Rider” plans. (Plans “over-riding” the approved plans.)**
- 1.13 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)

## **2. ARCHITECTURAL LANGUAGE**

This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

## **3. SITE LAYOUT**

All sites should endeavour to further promote the philosophy of the “Garden City Ideal” with the planting of trees and the theme of a flowing soft landscape, which penetrates between the buildings, complementing the extensive public open spaces, is being maintained.

- 3.1 Immediately upon handover of the house keys, all existing trees along the immediate road frontage become the full responsibility of the homeowner. Trees are to be regularly watered and cared for and are not to be removed without prior written consent.
- 3.2 The road reserve between the roadway and front boundary of the home is the property of the local authority and the relevant Homeowners Association (HOA) and as such requires their permission for alterations to same. The planting of and use of stone chips is to be controlled by the appointed Supervising Architect. Planning approval is required in this regard.

## **4. BUILDING MASS**

- 4.1 The addition of extra garaging is permissible provided that the addition is set back, or a method of softening the impact of the addition is set in place. For example, an added trellis/ pergola system in front of these doors would suffice.
- 4.2 Granny flats are permitted, however; with the consent of the neighbourhood – the number of affected homeowners are to be determined by the trustees and Supervising architect.
- 4.2.1 They shall be subject to the provisions of clause 1.8
- 4.2.2 An extra parking bay is to be provided on the property.
- 4.2.3 Each granny flat application WILL be dealt with on its own merits.
- 4.2.4 The granny flat addition should tie in with the main dwelling to ensure that it does not impact on the overall architecture of the individual dwelling and surrounding houses.
- 4.2.6 Apart from the living room, the Granny flat is permitted one bedroom, one bathroom and one kitchen only. A Study may be included if required.
- 4.2.7 The gross square metres of the granny flat may not be more than 30% of the main dwelling size. Up to a maximum of 120 square metres or 66% maximum coverage of all roofed area's on the site, including the granny flat.
- 4.3 Double storey additions will require numerous neighbours' consent, due to their impact upon the built environment.
- 4.3.1 Every application shall be subject to the provisions of clause 1.8
- 4.3.2 It is recommended that any upper level addition to the ground floor of a Single Residential building, may not be less than 75% of the total coverage of dwelling, excluding the garage if the garage is separated from the main building mass OR 75% of the total coverage of the dwelling, including its garage if the garage is an integral part of the main dwelling. Every endeavour must be taken to ensure that overlooking features are kept to the minimum, with special care taken to ensure that the core recreation

areas of neighbours' homes are not overlooked. It is preferable that the complete footprint be considered.

4.3.3 Double Storey additions shall not be permitted to encroach over rear or lateral building lines.

4.3.4 Any addition to the ground floor of a General Residential dwelling (Grouped Housing) will require the consent of all homeowners in the development. Compliance with Clauses 4.3, 4.3.1, 4.3.2 and local authority consent approval will be required.

## 5. EXTERIOR WINDOWS AND DOORS

5.1 All new windows are to match not only the existing dwelling, but also the adjoining dwellings and those in the immediate area.

5.2 All new doors including garage doors, are to compliment the style and are not to be too ornate and out of context with the those in the area.

## 6. BOUNDARY WALLS

6.1 STREET BOUNDARY WALLING should, as far as possible, be maintained, as originally developed, by Garden Cities. The Maximum permissible height is 1,800mm. Additional walling is to be compliant with the City's "BOUNDARY WALLS AND FENCES POLICY FINAL 2009".

6.1.2 Steel palisade street boundary walls/ fences up to a maximum height of 1.800m may be permitted where security screen walling is required. It is preferable that the low "werf-muur" type of walling be introduced, 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm plastered and painted masonry/brick columns. These columns are to straddle the lower walling. All materials, including the steelwork are to match the existing dwelling.

6.1.1 Street boundary walling Panels: These panels, in the form of Steel Palisade or Nutec Handiplanks form a vital compliment to many streetscapes, creating a break between long tunnels of street boundary walling. The steel palisade panels are to remain as they have been installed as they complement the style of architecture. The Nutec Handiplanks complement that particular style of architecture. Live Vegetation or a new wall set back 600mm from the palisade type of panel mat be introduced for privacy. Planning application is required for all new building work. (Please see **ANNEXURE "D" in this regard**)

6.2 Sliding Steel palisade vehicular gates, although discouraged, may be permitted when incorporated with clause 6.2 above. Consideration will also be given to the amount of stacking distance (verge width) in order not to become a nuisance to neighbours and other residents with continued stacking into the road area.

6.3 COMMON BOUNDARIES: Smooth faced Vibracrete panels may be raised by 1 panel (7 panels total from ground level or 2.100m). All Adjoining owners are to be notified. Rough faced Vibracrete panels are the neighbours property. City of Cape Town planning approval is required for the raising of Vibracrete panels. In exceptional cases where privacy is required, panels may be raised by 2 panel's maximum (8 panels total from ground level or 2.400m in height measured from the first panel on the ground). Adjoining owners' consent is required. The City of Cape Town's planning approval is required. Further, 2,400m high walls will require a departure from the City's "BOUNDARY WALLS AND FENCES POLICY FINAL 2009". Full building plans are required showing Site Plan, Ground Plan, Sections and Elevations. Affected neighbours are to sign the plans.

6.3.1 In order to respect the aesthetic harmony of all neighbouring boundary walling and street boundary wall. All suchlike raised panels are to step down and ultimately taper (gently- chamfer) to the matching height of the neighbouring wall.

6.4.2 Clause 18.3.1 below has reference in this regard.

## 7. STONE CLADDING

Stonework is discouraged. Only natural light in colour stonework will be considered and would have to be made up of natural stone, cut and dressed on site and installed by a specialist stonemason only. The Supervising Architect is required to inspect the stonework at commencement, during and at completion.

## 8. BASEMENTS

Basements to comply with the National Building Regulations definition. (Ceiling at less than 1m above the average immediate natural ground level)

## 9. BALUSTRADES

Balustrades must be designed simply and elegantly. They must compliment the style of the main building and where applicable to match other suchlike in the immediate vicinity.

## 10. AWNINGS, CARPORTS, LEAN-TO ROOFS AND PERGOLAS

10.1 Planning approval is required for any form of fixed Pergola, Awning, Lean-to Roof or Carport.

10.2 Only plain Awnings are permitted and are to be the same colour as the house – no stripes. The use of external drop-down blinds on Patios and Terraces is discouraged. They may be permissible only where completely out of roadway and open parks view and are to be rolled down only during adverse weather and at night if required. They may not be permanently fixed in position. Drop down blinds are to have no striped nor plastic windows. A minor works planning application is required for approval.

10.3 Solariums – sun rooms are not permitted.

10.4 Carport roofs must have a level profile finish with sloping roofing sheets hidden behind fibre cement or solid piece (not slatted) Aluminium or polyethene fascia's. Carport roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Carport roof supports to be of timber/steel sections, square or round depending upon the house style, situated on top of a 330x330x600mm high plastered brick piers. The sides of a carport may be trellised (square, not diagonal) and planted with creepers.

10.5 Shade ports are not permissible.

## 11. COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS.

11.1 Shade and shelter requirements over a Patio or Braai Terrace in the form of a lean-to roof (afdakkie) require special attention.

**This form of roofed-over home improvement is not to be construed as a new room addition.** Covered Braai patios may not be larger than 30% of the dwelling floor area, excluding the garage, and are recommended to not span more than between 3,500m & 3,800m. The roof structure is to fall over its shortest area. Victorian profile corrugated steel roofing is to be used.

Industrial IBR longspan steel roofing sheets are not permissible.

11.6 Formal **room additions eg. Bedroom, Family Room, Braai-room etc.**, are to be constructed under a pitched roof, of the same type as the main house. Small short portions of home additions, where pitched roofs are not possible, may be flat roofed. Where Industrial IBR longspan steel roofing sheets are incorporated into small short portions of flat roofs, these sheets are to be screened by parapet walling.

11.7 For the installation of Stack-away fold-up doors to covered Patios; HOA conditions of approval for these doors are such that as their name suggests, they are to be stacked away. However, they may be used during adverse weather and at night for security. (Often, with them in place, the natural ventilation to bedrooms is cut off and this is not only unhealthy but is also contravening National Building Regulations). A further HOA condition of approval for these doors, is that they are not to have any window sections implanted into them. This form of HOA planning application requires a full building plans submission, and inspection not only to the HOA but also to the City of Cape Town.

11.8 Prefabricated Aluminium awnings erected over patios are permissible.

## 12. PAINT AND NEW BUILDING WORK COLOURS

All new paintwork and finishes are to match the existing dwelling. New Steelwork is to match the steelwork on the main dwelling.

## 13. VERGE PAVING

All paving visible from the street and on road reserve ground levels, must be in keeping with other paving in the immediate area. Minor works planning approval is required for any new paving or landscaping within the road reserve, this being the verge area, between roadway and property boundary line.

## 14. SWIMMING POOLS

- 14.1 The installation of swimming pools requires full planning approval. Applications are to be lodged with the supervising architect together with the pool suppliers/manufacturers' details.
- 14.2 Pumps and filtration systems are to be indicated on the plan and are to be located a minimum of 1,5m from common boundaries so as not to cause a disturbance to neighbours.
- 14.3 Pool enclosures (safety fencing & self-closing – self-locking gates) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 14.4 Back washing must be discharged in accordance with the local authority/municipality's requirements.
- 14.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

## 15. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

- 15.1 Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are to be placed away from roads.
- 15.2 Fire appliances; New free standing fire appliances may be installed. The positioning of steel flues would be preferred on the far side of the roof ridge line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof. **The minimum and maximum height above the roof tile is to be 1 metre. If located on or close to the roof ridgeline, 600mm minimum & maximum above the same ridgeline.** (Please see ANNEXURE "C" for non-permissible chimney's and steel flues)

## 16. BURGLAR BARS AND SECURITY GATES

- 16.1 Burglar bars should be simple horizontal lines, without ornate detail. (Please see ANNEXURE "B" Burglar bars)
- 16.2 Security gates are discouraged; however if installed it is recommended that they be similar to the house garden gates. (Please see ANNEXURE "B" Security Gates)
- 16.3 External "basket type" steel burglar bars are not permitted.

## 17. WATER AND ENERGY SAVING DEVICES

- 17.1 Environment aesthetics take precedence over all unsightly installations. *Where affected*, all neighbourhood homeowners are to consent.
- 17.2 The use of water saving devices and technologies is encouraged with all home improvements. See Annexure "G" for permissible solar water heaters. Only flat and not tubular panels are permitted with the minimum of exposed piping. Exposed piping is to be the same colour as its background colour- example house paint colour or concrete roof tile colour.
- 17.3 Gardens and irrigation systems are to be designed according to best practices for water conservation. Rainwater harvesting tanks (Jo-Jo tanks) are to be kept out of sight of roadways and public open spaces). *Where aesthetically affected*, neighbours are to consent to their positions. Horizontally or obliquely fitted long lengths of roof rainwater downpipes discharging into water harvesting tanks are not acceptable. Only vertically discharging lengths of roof rainwater downpipes into water harvesting tanks are permitted.
- 17.4 The roadway verge between the roadway and house street boundary remains the property of the HOA. **Minor works planning approval is required for any development of verges.** (Please see clause 18.3.2below)
- 17.5 All other energy saving devices; whether wind turbines, rain-storage tanks, etc. requires HOA approval in terms of sizing and placement prior to proceeding with such projects. Fully detailed plans, specifications and fixing/installation details will be required. Minor/major works planning applications are required. The roof solar water heater with cylinder type is not permitted.

## 18. DEEMED MINOR WORKS

### 18.1 Clause 1.10 of the guide is applicable to all Minor works applications as well.

### 18.2 Minor works applications are to take the following format;

- 18.2.1 Full contact details of the applicant/home-owner are required including email address.
- 18.2.2 The home-owners' house plan, including the site, captured on an A4 or A3 sheet is to be emailed to the supervising architect for minor works planning approval.
- 18.2.3 A reduced application fee of R 309.00 (excluding VAT) is payable.
- 18.2.4 No building refundable deposit is required.

### 18.3 Minor works are categorized as the following;

- 18.3.1 The installation of electric fencing is permitted with the consent of all affected adjoining owners. The maximum number of strands are to be 6 (Six). Once an electric fencing planning approval has been granted, any raising of vibracrete panels will require the re-approval and re-consent of the electric fencing by all affected adjoining homeowners. The making good of the reverse side of the newly raised panels should they require painting to match the existing, should be for the account of the homeowner making application for the extra panels.
  - 18.3.2 The development of the street frontage verges are to be submitted to the HOA supervising Architect for approval as a minor works planning application.
  - 18.3.3 The installation of air conditioning units. (To be installed below boundary screen walls)
- 18.4 Free-standing Wendy house sheds are permitted only if not visible from any streets or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining owners' consent will be required where the common building lines are encroached upon.
  - 18.4.1 The installation of retractable awnings and/or roll down vertical blinds. (Full specifications are required.)
  - 18.4.2 For overly large structures including overly large Jungle Gyms and Garden type furniture. (Full specifications are required, Size, Height, finishes and site situation.)
  - 18.4.3 Water & energy saving devices and technologies. (Please see Annexure "F")
  - 18.4.4 Any other minor works as so deemed at their time of application.
- 18.5 Air conditioning condenser units are to be well concealed and not visible from roadways and/or open spaces and are to be installed at natural ground level or well below boundary screen walls. As with swimming pool pumps, A/C units are to be sited so as not to cause a disturbance to neighbours.
- 18.6 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

## 19. STREET NUMBERS

All street numbers and postboxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## 20. SAFETY.

All area's under development that are seen to be building sites, demarcated or not, are deemed to be out of bounds to all residents. Homeowners are to report any transgressions of these rules to the estate management.

## 21. PLAN SUBMISSION PROCEDURE

- 21.1 All applications may be submitted by email to the appointed HOA Supervising Architect:  
  
Reg Whittaker Architect | tel. 021-975 9083 | cell. 083 309 3024 | Fax. 086 672 9434 | email.  
[info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)
- 21.2 All homeowners' contact details, including email address, are to be made available with the application. (In this regard an HOA planning application form can be found at the bottom of this document).
- 21.3 Plan applications not bearing the HOA stamp of approval, will not be accepted by the City of Cape Town.
- 21.4 Please see **ANNEXURE "A"** for a detailed planning submissions procedure.
- 21.5 Please **ANNEXURE "H"** for planning application submission fees and building refundable deposits.
- 21.6 Where building works deviate from the approved plans a "Stop-works" order may be executed where necessary.
- 21.7 For minor works plan submission procedure, please see clause 18.
- 21.8 No planning applications will be considered until registration of the property has taken place.

## 22. WORKING DOCUMENT

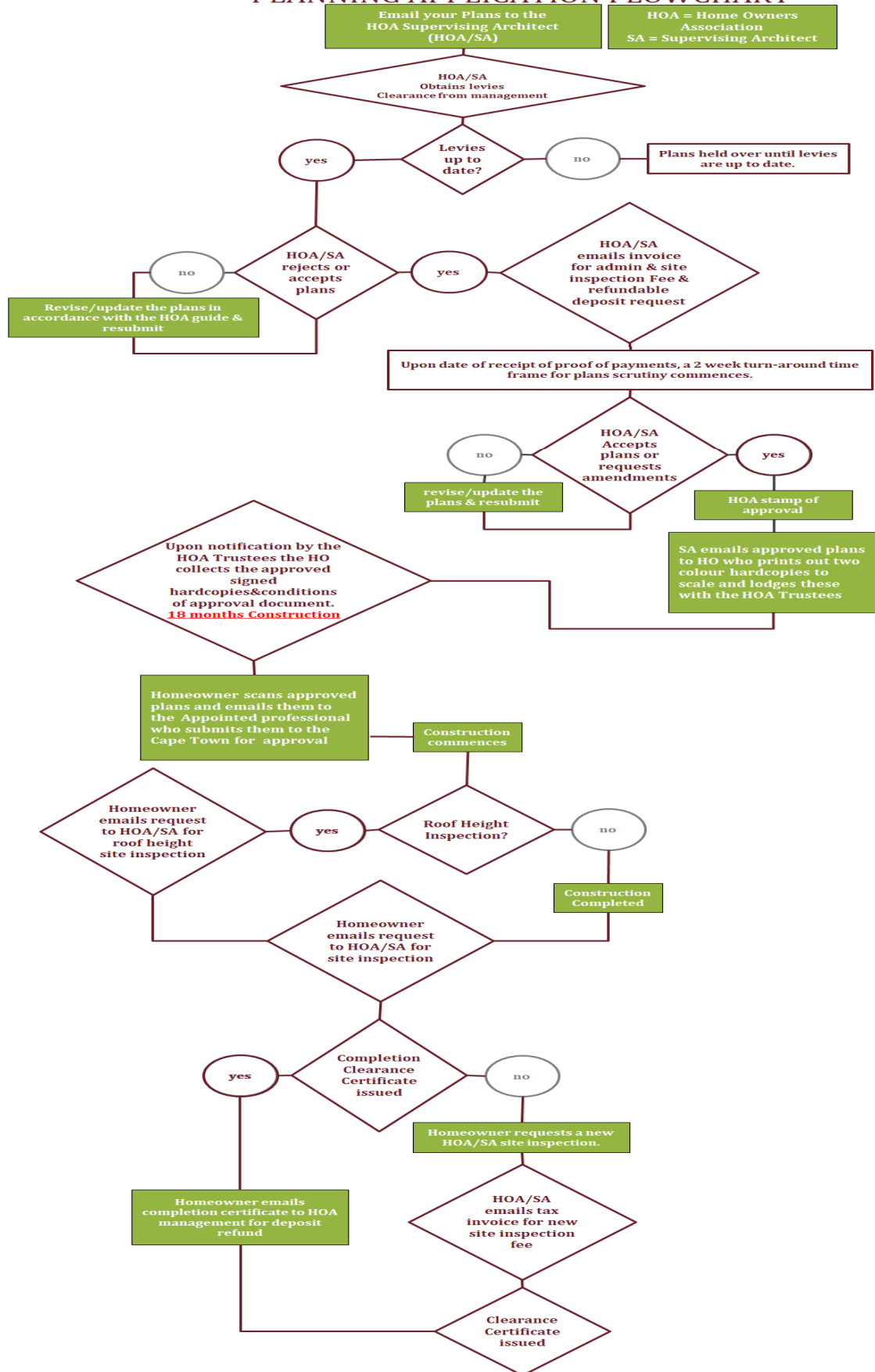
- 22.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect.

## 23. MISCELLANEOUS

- 23.1 **Street (verge) trees are not to be removed without the prior consent of the HOA and/or its representatives.**



PLANNING APPLICATION FLOWCHART



**ANNEXURE”B”**

**Burglar bars .**



**Security gates.**



**ANNEXURE”C”**

**Fireplaces...Steel Flue's - Not permissible!!**



**ANNEXURE “D”**

**Steel Palisade Fencing**



**Nutec Handiplank panel. (not permissible to be fixed over Palisade)**



**Steel Palisade Fencing – live vegetation privacy.**



**Steel Palisade Fencing – 600mm new wall setback from fence.**



**ANNEXURE “E” Awnings: Typical permissible type of awning – White or same as house colour only – no alternating colours or stripes. Not permitted on the streetscape.**



**ANNEXURE ‘F’ Solar Panels: Type ‘A’ is permissible – Type ‘B’ is not permissible.**

**Type ‘A’ Flat panel is permissible.**



**Type ‘B’ tubular panel is not permissible.**



**ANNEXURE “G” Current Plan Submission Fees and Building Refundable deposits**

Item	Amount (Excl. VAT)	Amount (Incl. VAT)	Additional Information
Scrutiny and Approval of Building Plans	R 536.00	R 616.40	Written approval issued with comments where required.
Minor works scrutiny of A4-A3 sheets	R 309.00	R355.35	Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 536.00	R 616.40	Issuing of Completion Certificate to facilitate return of Builder’s Refundable deposit.
Per site inspection – “Minors works”	Zero	Zero	No site inspection for “Minor works”
Applicants refundable deposit – “Minor works:”	Zero	Zero	
Applicants refundable deposit – All other works:	R 2 500.00	Zero	For all structural building work.

- Refundable deposits to be withheld if deviations are made from the approved plan.
- Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.
- Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of commencement of the building work.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- Refundable deposits to be refunded subject to the conditions above.
- The Planning application fee shall increase to R 1 250.00 (ex.vat) should construction work have already commenced or have been completed at the time of the application.

NOTE: ON COMPLETION OF YOUR PLANNING APPLICATION, THE SUPERVISING MUST BE CONTACTED TO EXECUTE A FINAL SITE INSPECTION. HE WILL ISSUE A COMPLETION CERTIFICATE AND YOUR REFUNDABLE DEPOSIT WILL BE REFUNDED.

**YOUR CURRENT APPOINTED SUPERVISING ARCHITECT IS:**



PO BOX 5293 TYGERVALLEY 7536  
 TIEKIEDRAAI 8 VIERLANDEN DURBANVILLE 7550  
 TELEPHONE 021 975 9083 FACIMILE 086 672 9434  
 TELEPHONE MOBILE 083 309 3024  
 EMAIL [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)  
[whitplan@iafrica.com](mailto:whitplan@iafrica.com)  
 WEB [www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za)  
 SACAP-PrArch.Reg.No.6572



# **:HOME IMPROVEMENT PLANNING APPLICATION FORM:**

## **1.HOMEOWNER DETAILS**

ERF NO.....

NAME.....(PROPERTY OWNER)  
CELL NUMBER.....(PROPERTY OWNER)  
STREET ADDRESS OF PROPERTY.....  
EMAIL ADDRESS.....(PROPERTY OWNER)

## **2. DETAILED SCOPE OF WORKS: (to be completed by Appointed Architectural Professional)**

.....  
.....  
.....  
.....

## **3. PROPERTY OWNERS SIGNATURE:**

.....

## **4. DATE SUBMITTED**

The approval of any HOA planning application by this Supervising Architect does not absolve the homeowner from his/her responsibility to obtain City of Cape Town building plan approval. The HOA/Supervising Architect "Plans-approval-process" is not to be construed in any way whatsoever as City of Cape Town or SANS/Building regulations' planning approval. The HOA approval of this planning application is based entirely upon the merit of acceptable aesthetics and the reasonable compliance with HOA Architectural Guide manual.

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