



# **SUNNINGDALE 12 HOA**

## **HOME IMPROVEMENT** **GUIDE**

**for**  
**Alterations and Additions**  
**to**  
**Homes**



**GARDEN CITIES**

## **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 principal 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 homeowner's investment on the one hand, and to mitigate the visual impact of the development, 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 Garden Cities together with the relevant Homeowners Association shall appoint a Registered Professional 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.

1.3 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.”**

1.4 For home improvement planning applications a refundable deposit will 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 because of the construction. Major improvements will require an extra inspection at roof height.

1.5 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.

1.6 Each and every planning application will stand on its own merit and its own set of circumstances'. Precedence shall not constitute a binding form of motivation.

1.7 Any additions, alterations, or amendments to the original approved HOA planning applications, at any stage, are to be submitted to the supervising architect for further approval.

1.8 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 for the benefit of the built environment and for all homeowners may be considered by the supervising architect. Therefore, this document is and will be a living document, and will be revised, amended, and updated from time to time the rules and guidance 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.

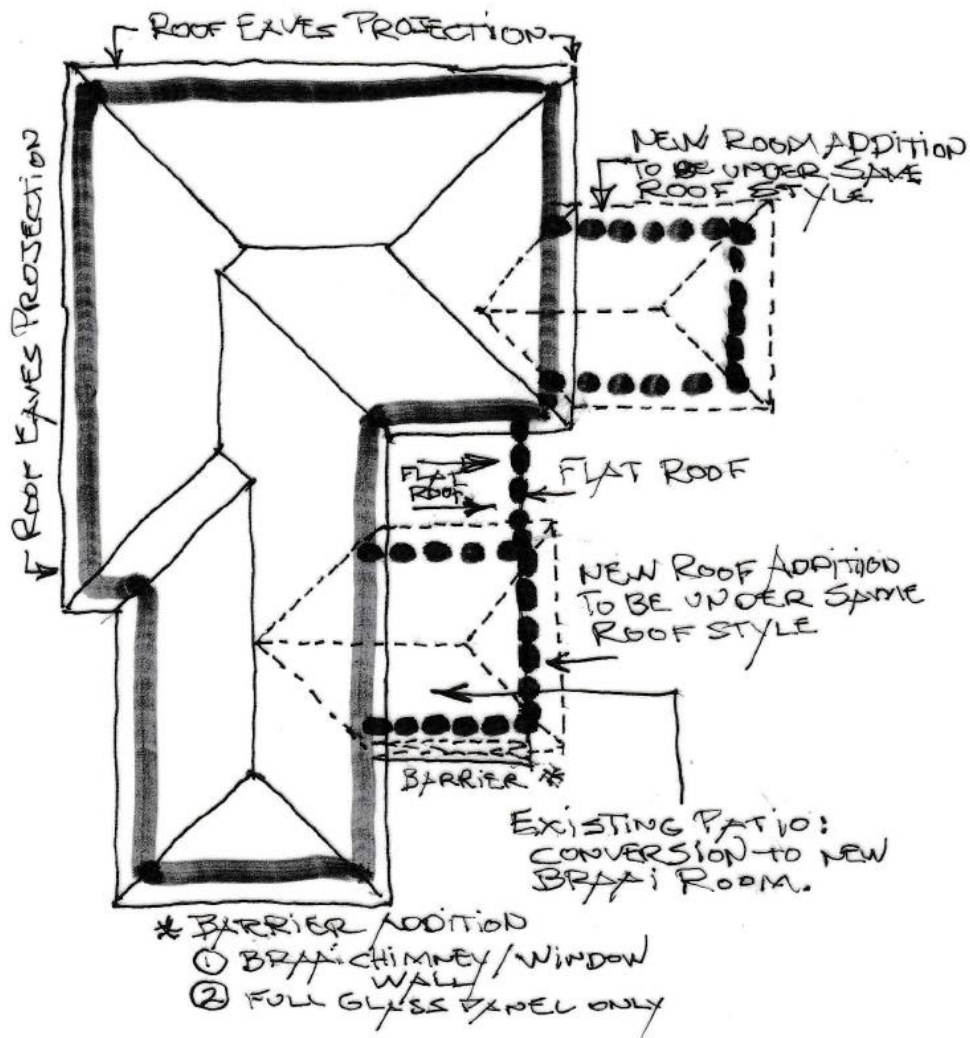
- 1.9 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have taken place without obtaining planning approval, or the property has not been maintained to acceptable standards.**
- 1.10 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – City of Cape Town Blaauwberg Administration – building plan approval. The HOA supervising architect plans approval process is not to be construed in any way whatsoever as City of Cape Town plans approval.
- 1.11 **No building work may commence until HOA and City of Cape Town plans 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 approval & City of Cape Town plans approval.**
- 1.12 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)
- 1.13 **All work by contractors ceases by 5pm on weekdays, 1pm on Saturdays, and no work allowed on Sundays.**
- 1.14 Completion date: Not later than 18 months from date of HOA approval of this application. If not completed, the application expires, and all fees paid including the HOA refundable deposit will be forfeited by the applicant.

## **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 HOUSE ROOFS

3.1 Typical new rooms' improvements must be constructed under the same type of concrete tiled roof and the main house. (The sketch below shows typical new room additions to a home that has a hipped and valley roof, whilst other homes may have a gable end roof – therefore the new room would have a gable end).



### 4 LEAN-TO ROOFS (FLAT ROOFS)

- 4.1 The maximum amount of lean-to roofing on a property shall be 30% of the original house floor area.
- 4.2 The maximum span of a lean-to roof (Top end of slope to bottom end of slope may not be greater than 3,8m).
- 4.3 Each lean-to roof application is to be assessed on its own architectural merit.
- 4.4 **(Where applicable) Garden Patios** have been provided with a Braai together with a lean-to roof. The lean-to roof is to provide shade from the sun and shelter from the rain. **The Garden Patio roof has not been provided as the makings of a new room.** New rooms are required to be covered by the same style of roof as the main house. (See above clause 3, House Roofs).

- 4.5 New lean-to roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Small profile corrugated steel roofing should be used. (The industrial type of **IBR profile roofing sheets** **is not permitted**)
- 4.6 New lean-to roof supports must either be of timber or square steel sections.
- 4.7 Prefabricated adjustable louvred awnings are permitted.
- 4.8 **Carports** must have a horizontal roof, with sloping steel roofing sheets hidden behind a solid Nutec fibre cement fascia or solid (not slatted) aluminium fascia. Carport roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Carport roof supports are to be of square timber/steel posts placed upon 330x330x600xhigh plastered brick piers. IBR longspan steel roofing is permitted on Carports provided the roof sheet profile is screened from view. Carports are to be of the same style throughout Sunningdale Garden City.

**FIGURE 3: TYPICAL CARPORT**



## 5 STACKABLE-FOLDAWAY DOORS (FITTED TO GARDEN PATIO'S)

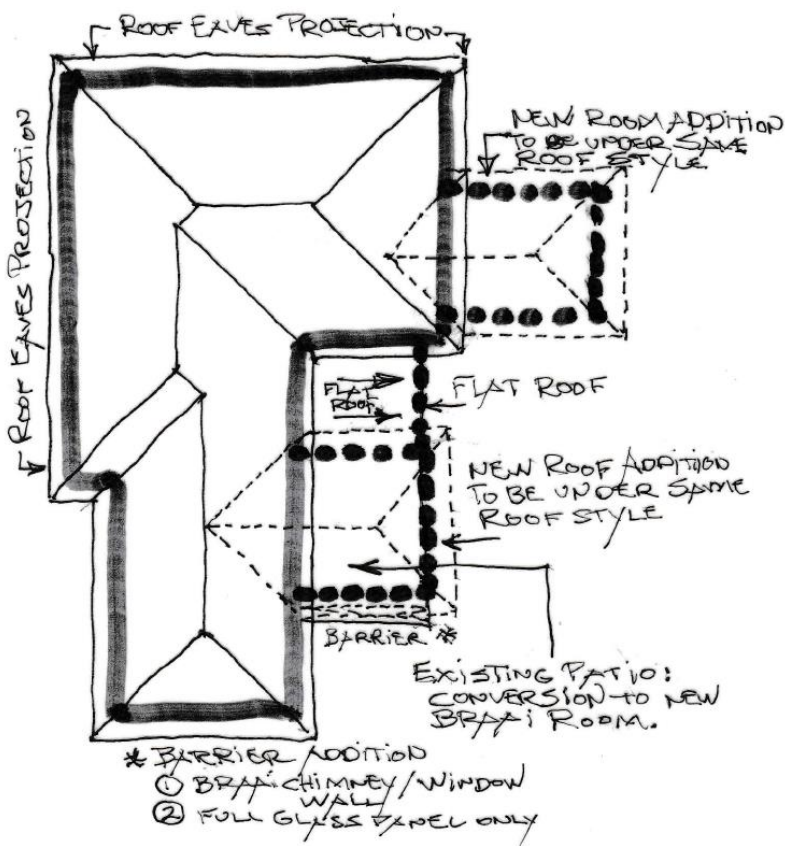
- 5.1 **Garden Patio's** are permitted to have stackable/fold-away doors fitted to the underside of the lowest end timber beam of the lean-to roof, to protect outdoor furniture. **(No plastered & painted brickwork or concrete beams or any other type of material may be placed above these types of stackable doors).**
- 5.2 Window sections are not permitted to be fitted into these stackable doors.
- 5.3 Stackable/fold-away doors should be permanently stacked away, as the name suggests, but can be closed during adverse weather or at night for security reasons. Adequate ventilation must be provided to rooms overlooking patios where stackable doors are installed.
- 5.4 **A full Garden Cities & COCT planning application is required for Stackable/fold-away doors.**

## 6 NEW ROOM ADDITIONS

- 6.1 **Formal room additions.** (For example, BRAAI-ROOM, BEDROOM, FAMILY ROOM etc).

Suchlike rooms must be constructed under a concrete tiled roof - the style of roof being dependent upon the main roof.

The figure below depicts the typical roofing requirement for new formal room additions. (Large dots indicate typical new room additions).



Short-portions of new structures, where pitched roofs are not possible, are permitted to have lean-to roofing – see “FLAT ROOF” depicted on the figure 4 above.

(Where the Industrial type of IBR longspan steel roofing sheets are used, the profile of these roofing sheets is to be screened from view by means of a parapet wall).

## **7. SITE LAYOUT**

All properties 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, by being properly maintained.

- 7.1 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.
- 7.2 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. A reasonably competent landscaping layout plan is to be provided with the application.
- 7.3 No home improvement may take place over a Servitude Area.

## **8. BUILDING MASS**

- 8.1 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 garage doors would suffice.
- 8.2 Granny flats are permitted, however; with the consent of the neighbourhood – the number of affected homeowners’ consents are to be determined by the trustees and Supervising architect.
  - 8.2.1 They shall be subject to the provisions of clause 1.6
  - 8.2.2 An extra parking bay is to be provided on the property.
  - 8.2.3 A guest bedroom sufficient in size to be deemed a flatlet shall be subject to the provision of an extra parking bay.
  - 8.2.4 Each granny flat application WILL be dealt with on its own merits.
  - 8.2.5 The granny flat addition should tie in with the main dwelling to ensure that it does not impact negatively on the overall architecture of the existing dwelling and surrounding houses.
  - 8.2.6 Apart from the living room, the Granny flat is permitted one bedroom, one bathroom and one kitchen, a study is permitted.
  - 8.2.7 The gross square metres of the granny flat may not be more than 30% of the original main dwelling size which includes the garage if the garage is part of the house and not freestanding.



8.3 Double storey additions will require numerous neighbours' consent, due to their impact upon the built environment.

8.3.1 Every application shall be subject to the provisions of clause 1.6

8.3.2 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 the original dwelling floor area. 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.

8.3.3 Double Storey additions shall not be permitted to encroach over building lines.

## 9. WINDOWS, DOORS & COLOURS

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

9.2 All new doors, including garage doors, are to match the existing ones.

## 10. BOUNDARY WALLS

10.1 Street frontage boundary walling should, as far as possible, be maintained, as originally developed, by Garden Cities. Only the Nu-tec fibre cement type panels may be used to screen openings in walls on street frontages.

Should a homeowner wish to erect a barrier along their street frontage, a low "werf-Muir" type of plastered and painted wall, 600mm in height is permissible. Straddling this low wall 330x330mm columns spaced at 2,400m apart are required. Palisade steel panels strictly matching existing palisade fencing, must be fitted above the low wall and in-between these columns, all types of gates are to match existing gates & steelworks in the estate. The barrier walling must terminate up to the position of the existing common boundary neighbours' screen walling, on both sides of the property. Neighbours consent will be required.

### **Common boundary walling (Vibracrete)**

10.2 Vibracrete walling raised by 1 extra panel (8 panels total from ground level or 2.400m high max) measured from the existing ground level (EGL)) requires the City of Cape Town as well as the HOA planning approval. Please be aware that Vibracrete walling which has a rough and not a smooth finish facing your property, is walling which belongs to your neighbour, **although this must also be verified by way of the approved plans of the properties.** This form of planning application must be made by the owner of the walling.

10.3 Raised Vibracrete walling panels, when approaching the street frontage walls, are to step down and ultimately taper (chamfer) to meet the matching height of the street frontage walls and neighbouring common boundary walls.

10.4 The raising of property boundary walls by any means other than the original finished material, is not permitted.

10.5 Electric fencing is permitted with the consent of the impacted neighbours. P.I.R. Beams are permitted below boundary walling. Surveillance cameras are not permitted.

#### **11. STONE CLADDING**

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.

#### **12. BASEMENTS**

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

#### **13. BALUSTRADES**

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

#### **14. PERGOLAS, BLINDS & NON-PERMISSABLE HOME ADDITIONS**

14.1 Planning approval is required for any form of fixed Pergola or Awning.

14.2 Patio area drop-down vertical blinds are permitted if they do not have stripes of any kind.

14.3 They are not to be of a darker shade than the main house base colour.

14.4 They are not to have plastic widows embedded in the material.

14.5 They are not to be fixed in the closed position permanently.

#### **14.6 NON-PERMISSIBLE HOME ADDITIONS ARE:**

14.6.1 Solariums, Shade Ports, and "Sail" awnings.

14.6.2 Thatched Boma's.

14.6.3 Fencing spikes. (Please see item 10.5)

14.6.4 Overly large Jungle Gyms. (The invasion of privacy of neighbouring properties is to be carefully)

14.6.5 House numbers and/or post boxes that do not match the original.

14.6.6 Paint colours that do not match the original paintwork.

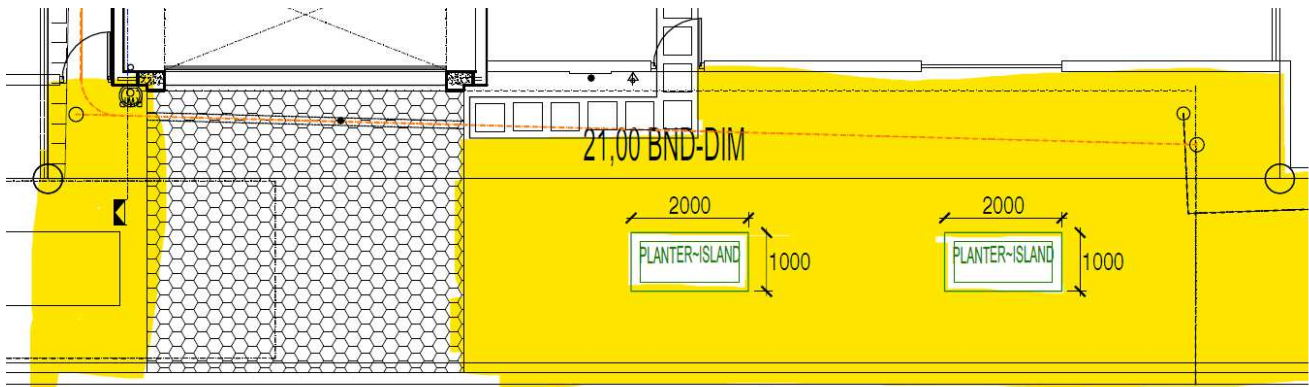
#### **15. PAINT AND NEW BUILDING WORK COLOURS**

15.1 All new paint and finishes are to match the existing dwelling.

15.2 All new steelwork is to match the steelwork on the existing dwelling.

## 16. VERGE LANDSCAAPING

The only form of treatment of your roadway verge in front of your property shall be per the “original new-home handover” state. (Similar to the example below).



The yellow area being stone pebbles with ground level Planter Islands placed within in the pebbled area. More planter Islands are permitted to be added to the pebbled area. Live vegetation (Grass if chosen) is encouraged within the stone pebbled area as well.

## 17. SWIMMING POOLS

- 17.1 The installation of a swimming pools requires a full planning approval. Applications including plans are to be lodged with the supervising architect together with the pool suppliers’/manufacturers’ details.
- 17.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours. (a min of 1,5m from common boundaries). They should not be visible from the road or adjacent open spaces.
- 17.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 17.4 The backwash is to discharge into the dwellings sewer system.
- 17.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

## 18. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

### 18.1 Aerials and satellite dishes:

To be obscured within the roof space or otherwise concealed. Where possible, dishes are to be placed away from roads. No suppliers’ advertising is to be affixed to satellite dishes.

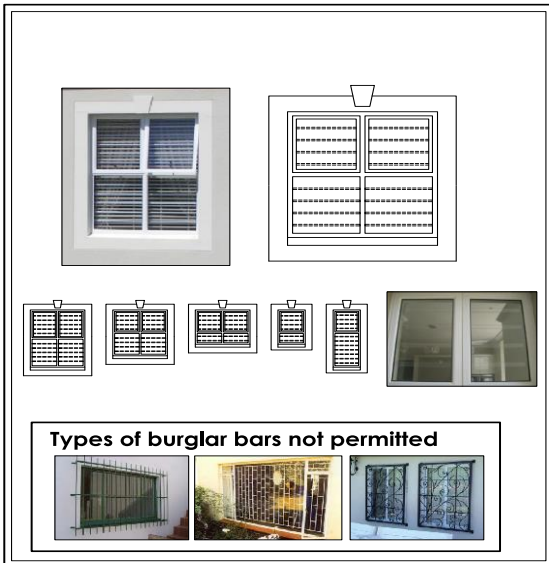
### 18.2 Fire appliances:

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 of a steel flue above the roof tile is to be 1 metre. If the flue is located on or close to the roof ridgeline (apex) it is permitted to be 600mm minimum & maximum above the same ridge line. (See SANS1400 fire regulations).

**19. BURGLAR BARS**

- 19.1 Burglar bars should be simple horizontal lines, without ornate detail. (Please see ANNEXURE “E” Burglar bars)
- 19.2 External “basket type” steel burglar bars are not permitted.
- 19.3 All bars must be white in colour and installed as unobtrusively as possible.



**20. WATER AND ENERGY SAVING DEVICES**

20.1 The use of water saving devices and technologies is encouraged. Environment aesthetics take precedence over all unsightly installations. Where necessary, all neighbourhood homeowners are to consent to energy saving installations.

20.2 Only flat, flush with roof tiles, solar PV energy panels are permitted. Acutely angled Solar panels set upon flat roofs (Garage) standing higher above parapet walls are not permitted. No roof storage cylinder type solar water heaters are permitted.

20.3 The tubular type of solar panel is not permitted. Exposed piping is to be kept to the minimum and is to be the same colour as the roofing tiles and main house base colour where applicable.

20.4 Photovoltaic Solar Panel System: Your solar PV system in not an OA minor works application. The fee for such solar PV application shall be without a site inspection fee and therefore a clearance certificate for a refundable deposit will not be applied.

20.5 A condition of approval of solar PV panels is that an electrical "CoC" Certificate of Compliance must be issued by the installer and sent to the supervising architect upon completion of the installation. Failure to do so will render any further home improvement to the property in question as unacceptable.

20.6 Gardens and irrigation systems are to be designed according to best practices for water conservation.

20.7 Rainwater harvesting tanks (Jo-Jo tanks) are to be kept out of sight of roadways and public open spaces.

Neighbours consent may be required where tanks project above common boundary walling.

Horizontally or obliquely installed long lengths of roof rainwater downpipes discharging into water harvesting tanks are not acceptable. Only vertically installed lengths of roof rainwater downpipes, discharging into water harvesting tanks are permitted.

20.8 Wind turbines are not permitted.

## 21. MINOR WORKS

(Please refer to clause 1.8 & 1.10 of this guide as regards deemed minor works).

21.1 Minor works applications are to take the following format.

21.2 Full contact details of the applicant/homeowner are required including email address.

21.3 The homeowners' 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.

21.4 A minor works application fee applies.

21.5.1 Minor works are categorized as.

**21.5.1 The development of the street frontage/verge area.** Application is to be submitted to the Garden Cities supervising Architect for approval.

**21.5.2 Wendy house sheds** are permitted only if not visible from any street or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining neighbours will be required to consent where the common building lines are encroached upon. Minimum distance from a common boundary to be 1,5m. (Garden Cities maximum permissible Wendy house size is 3.0m x 2.5m)

**21.5.3 Jungle Gyms/large structures.** Jungle Gyms (extra-large) and play equipment. (Full specifications are required, Size, Height, Finishes and the envisaged position on the property.

**21.5.4** Any other minor works as so deemed at their time of application.

### **TO BE NOTED AND CAUTIONED:**

**21.5.5** Air conditioning condenser units are to be well concealed and not visible from roadways and/or or open spaces.

**21.5.6** Air conditioner units to be installed at natural ground level or well below boundary screen walls.

21.5.7 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

## 22. 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.

## 23. SAFETY.

All areas 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.

## 24 PLAN SUBMISSION PROCEDURE

24.1 All applications may be submitted by email to the appointed Garden Cities Supervising Architect:

Reg Whittaker Architect: Tel/Cell 083 309 3024 email: [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)

24.2 All homeowners' contact details, including email address, are to be made available with the application. (In this regard a home improvement planning application form can be found at the bottom of this document).

24.3 All Plan applications not bearing the SD12HOA/Garden Cities stamp of approval, will not be accepted by the City of Cape Town.

24.4 Please see **ANNEXURE "A"** for a detailed planning submissions procedure.

24.5 Please see ANNEXURE **"B"** for planning application submission fees and building refundable deposits.

24.6 Please use **ANNEXURE "C"** for all planning applications submissions.

24.7 Where building works deviate from the approved plans a "Stop-works" order may be executed where necessary.

24.8 For minor works plan submission procedure, please see clause 21.

24.9 No planning applications will be considered until transfer & registration of the property have taken place.

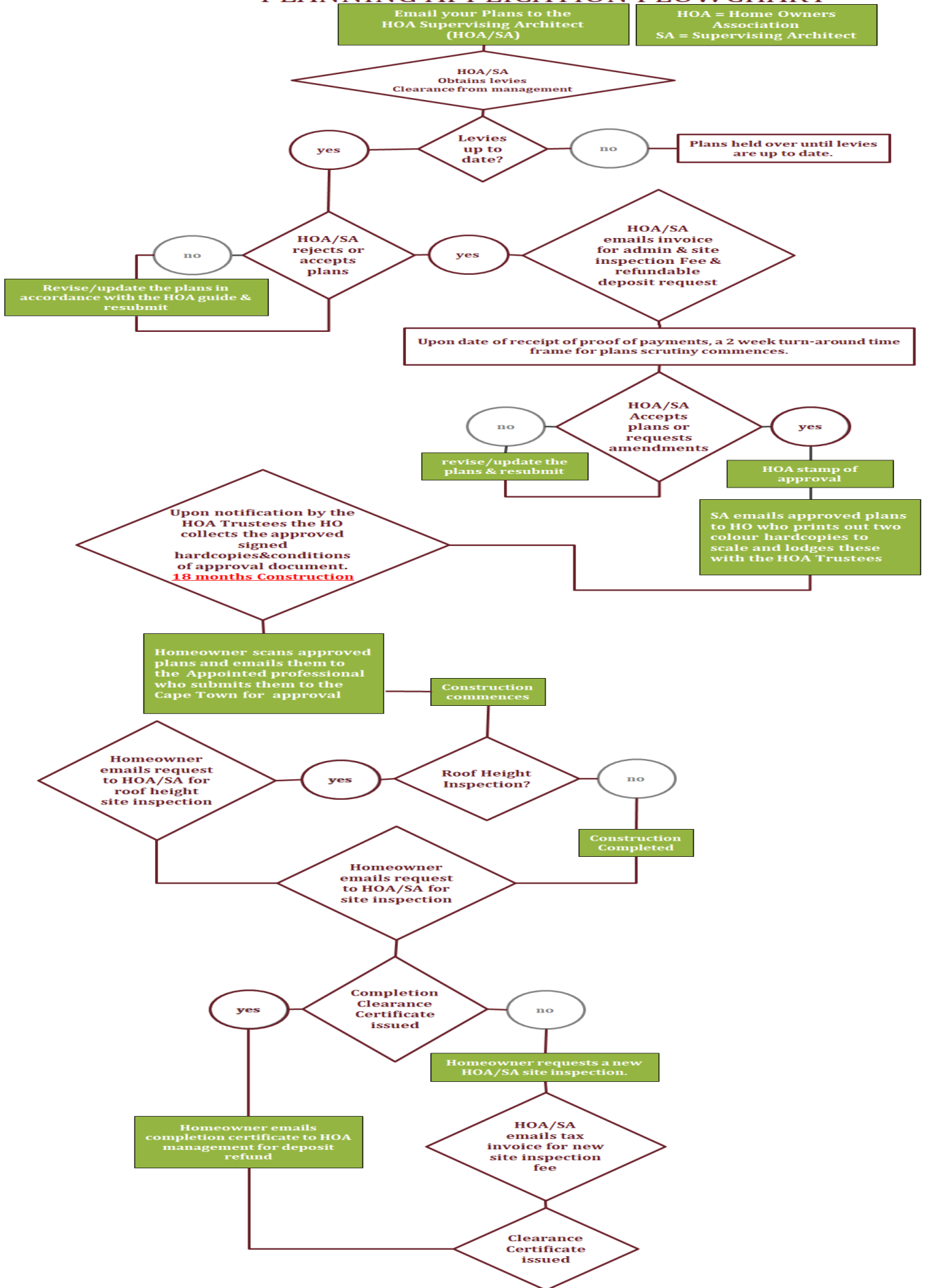
## 25 WORKING DOCUMENT

This document is a work-in-progress document and will be updated from time to time. The latest updated guide can be found on the Garden Cities' web site at [www.gardencities.co.za](http://www.gardencities.co.za)  
(Also available for download from the appointed Supervising Architects web site ([www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za)))

## 26 LANDSCAPED PROPERTY (ALL STREET VERGES)

**Street verge trees are not to be removed without the prior consent of the Garden Cities and/or its representatives.**

**PLANNING SUBMISSION FLOWCHART**  
**PLANNING APPLICATION FLOWCHART**



## 27 PLANNING APPLICATIONS FEES &amp; REFUNDABLE BUILDING DEPOSIT

(Application fees increase in accordance with the projected rate of inflation annually).

Item	Amount (Excl. VAT)	Amount (Incl. VAT)	Additional Information
Scrutiny and Approval of Building Plans Minor works scrutiny of A4-A3 sheets	R 647.00 R 375.00	R 744.05 R 431.25	Written approval issued with comments where required. Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 647.16	R 744.05	Issuing of Completion Certificate to facilitate return of Builder's Refundable deposit.
Per site inspection – "Minor works"	Zero	Zero	No site inspection for "Minor works"
Applicants refundable deposit – "Minor works:" Applicants refundable deposit – All other works:	Zero R 2 500.00	Zero Zero	For all structural building work.

- 27.1 Refundable deposits to be withheld if unauthorized deviations are made from the approved plan.  
 27.2 Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.  
 27.3 Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of NWOA planning approval.  
 27.4 Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.  
 27.5 Refundable deposits to be refunded subject to the conditions above.  
 27.6 The Planning application fee shall increase to R 1 400.00 should construction work have already commenced or have been completed at the time of the application.

NOTE: ON THE 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 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**

<b>ERF NO.....</b>
<b>NAME OF OWNER.....(PROPERTY OWNER)</b>
<b>CELL NUMBER.....(PROPERTY OWNER)</b>
<b>STREET ADDRESS OF PROPERTY. ....</b> ..... <b>(PROPERTY OWNER)</b>
<b>EMAIL ADDRESS .....(PROPERTY OWNER)</b>

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

.....  
.....

**3. HAS THE TRANSFER OF REGISTRATION TAKEN PLACE INTO THE PROPERTY OWNERS NAME AS LISTED BELOW?**

.....YES (Please Tick)      .....NO (Please Tick)

**4. IS THE WORK COMPLETE OR HAS IT COMMENCED?**

.....YES (Please Tick)      .....NO (Please Tick)

**5. PROPERTY OWNER/s SIGNATURE/s:**

.....

The approval of any planning application by the Supervising Architect does not absolve the homeowner from the responsibility to obtain City of Cape Town building plan approval. The 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 approval of this planning application is based entirely upon the merit of acceptable aesthetics and the reasonable compliance with this architectural Guide manual.