



KENNERSLEY OWNERS ASSOCIATION

HOME IMPROVEMENT
GUIDE
for
Alterations and Additions
to
Homes

INCORPORATING OVERARCHING ~ PINEHURST DRIVE OWNERS ASSOCIATION



GARDEN CITIES NPC (RF)

HOME IMPROVEMENT GUIDE TO HOMEOWNERS

JUNE 2022, Revised-May 2024

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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 KENNERSLEY OA. 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 owner'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 departure from the rules of the day.
- 1.2 This guide is applicable to KENNERSLEY OA (KENOA) the Pinehurst Drive Owners Association (PDOA) which is zoned as "General residential" relating to the town planning scheme regulation of the local authority.
- 1.3 Garden Cities together with the relevant Owners Association (OA) shall appoint a Professionally Registered Supervising Architectural consultant who, in conjunction with the trustees, will ensure that all standards are maintained throughout the lifespan of the OA.
- 1.4 As stated in agreement of sale documentations and OA 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 OA 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 OA property have been made good by the homeowner because 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 planning application will stand on its own merit and its own set of 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 OA 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 - Oostenberg Administration – building plan approval. The OA 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 the OA and City of Cape Town approval has taken place. The KENNERSLEY OA (KENOA) and the Pinehurst Drive Owners Association (PDOA) shall be required to approve the application prior to submission to the City. Should deviations from the KENOA/PDOA approved plans be required during the construction process, the entire application is to be re-lodged for new KENOA/PDOA & Local authority planning approval prior to the execution of the “Rider” plans. (i.e 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).
- 1.14 **All work by contractors ceases by 5pm on weekdays, 1pm on Saturdays, and no work allowed on Sundays and Holidays.**
- 1.15 Completion date: Not later than 18 months from date of KENNERSLEY OA approval of this application. If not completed, the application expires, and all fees paid including the KENNERSLEY OA 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. 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 private open spaces, is being maintained.

- 3.1 Immediately upon the 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 (Road Kerb) and front boundary of the home is the property of the local authority and the relevant Homeowners Association (KENOA/PDOA) 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.
- 3.3 No home improvement may take place over a Servitude Area.

4. BUILDING MASS

- 4.1 Granny flats are not permitted.
- 4.2 Double storey additions are not permitted.
- 4.3 **Freestanding** workshop, hobby rooms and art studios are not permitted. These can however be added to the existing house as dwelling area with access from inside the house. The roofs to these new rooms are to match the existing house, that is pitched concrete roof tiles. Flat/Lean-to roofs are not encouraged for this type of addition.

5. EXTERIOR WINDOWS AND DOORS

- 5.1 All new windows are to match the existing home.
- 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 frontage boundary walling** should be maintained as originally developed by Garden Cities and **as approved by the City of Cape Town**. The City of Cape Town planning bye law 136 B boundary walls applies – this being as follows.
"All boundary walls that face a public street, public road or public open space and exceed 1,5m in height, when measured from the existing ground level on the public street or public open space side of the boundary wall to the top of the boundary wall, must comply with the following visual permeability requirements: a minimum of 25% of the total vertical area of the boundary wall, excluding any garage doors or visually permeable gates.
Therefore, palisade panels may not be sealed as this shall be a Municipal bylaw contravention – permissible screens can be live vegetation only.
- 6.2 Should a homeowner wish to erect a security barrier along their street frontage – please see Annexure "A" for guidance.
- 6.3 Vibracrete wall panels raised by 1 panel (8 panels total from ground level=2.400m) requires a full City of Cape Town building plan application as well as a KENOA/PDOA planning application with a site inspection, an OA Notification form is to be completed and the neighbour is to be notified prior to construction. **Be aware that the smooth face of the Vibracrete panel belongs to the property owner (applicant) whilst the neighbour will have the rough face of the panel.**
- 6.3.1 All Vibracrete panels are to step down and ultimately taper (chamfer) to the matching height of the street front wall. **Full building plans are required by the OA and the City of Cape Town for adding panels to Vibracrete walls.**
- 6.3.2 **SECURITY SPIKES**
The installation of security spikes or similar on top of walls or elsewhere is not permitted.

7. BALUSTRADES AND HANDRAILS

Balustrades and handrails, if required, must be designed simply and elegantly and is subject to the Supervising Architects approval. They must compliment the style of the main building and where applicable to match other suchlike in the immediate vicinity.

8. GARDEN PATIO'S (COVERED)

- 8.1 Garden Patios have been provided with a lean-to roof. The lean-to roof is to provide shade from the sun and shelter from the rain. The Garden Patio has not been provided as the makings of a new room. (All new rooms are required to have a pitched roof. (See clause 10 below).
- 8.2 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 is to be used.
- 8.3 New Patio lean-to roof upright support material must be either timber or steel sections to match existing, not plastered brick piers.
- 8.4 Prefabricated adjustable louvred awnings, horizontal or vertical are permitted. (A planning application needs to be submitted)

9. STACK-AWAY-FOLD-AWAY-BI-FOLD DOORS (FITTED TO GARDEN PATIO'S)

- 9.1 Roofed-over Garden Patio's are permitted to have stackable/fold-away/Bi-fold doors fitted to the underside of the lowest end of the lean-to roof. (No plastered & painted brickwork or RC Concrete beams or any other type of material may be placed above these stackable doors).
- 9.2 Window sections are not permitted to be fitted into or alongside these doors. They are not to be permanently shut. They may be closed at night and during adverse weather.
- 9.3 A full KENO/PDOA & City of Cape Town planning approval is required for Stackable/fold-away/Bi-fold doors. A Structural Engineer should approve their installation to ensure they are able to withstand global warming type wind forces.

10. NEW ROOM ADDITIONS

Formal **room additions, for example a Bedroom, Family Room, Braai-room etc.**, are to be constructed under a pitched roof, of the same type as the main house. Portions of home additions, where pitched roofs are not possible may be flat roofed. Flat roofs sheets are to be screened by parapet walling. (The industrial type of IBR profile roofing sheets is not permitted unless screened from view by means of a parapet wall with rainwater gutter placed behind the parapet wall.)

11. PAINT AND NEW BUILDING WORK COLOURS

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

12. VERGE PAVING

The road reserve between the roadway and front boundary of the home is the property of the local authority and the Homeowners Association and as such requires their permission for alterations to same. The planting of further vegetation and use of stone chips is to be controlled and KENO/PDOA. Planning approval is required in this regard. A reasonably competent landscaping layout plan is to be provided with the application. (Please see - Minor Works applications).

Verge frontages may be 30% tastefully hard landscaped. The remainder 70% is to contain live vegetation. (Bushes, Trees, Shrubs, Grass, pebbles & ground covers) Hard-Landscaping is defined as brick paving, which includes the existing driveway).

13. SWIMMING POOLS

- 13.1 The installation of swimming pools requires full planning approval. Applications are to be lodged with the supervising architect together with the pool supplier's/manufacturers' details.
- 13.2 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. They should not be visible from the road or adjacent open spaces either.

- 13.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceed 1.2m in height.
- 13.4 Back washing must be discharged in accordance with the local authority/municipality's requirements.
- 13.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

14. TV ANTENNAE – SATELLITE DISHES

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. FIRE APPLIANCES, BRAAI'S AND CHIMNEYS

- 15.1 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 alongside the ridgeline, 600mm minimum & maximum above the same ridgeline. All fire installations must comply with SANS10400 Part T – Fire Protection.**
- 15.2 Free standing braais: New free-standing braais may be built. Planning permission is required, and style must complement the existing architecture.

16. BURGLAR BARS AND SECURITY GATES

- 16.1 Burglar bars should be simple horizontal lines, without ornate detail. Example to be submitted and approved by Supervising Architect.
- 16.2 Security gates are discouraged, however if installed they are to compliment the house pedestrian garden gates.
- 16.3 External "basket type" steel burglar bars are not permitted.

17. WATER AND ENERGY SAVING DEVICES

Environment aesthetics take precedence over all unsightly installations.
All neighbourhood homeowners are to consent.

- 17.1 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. 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.
- 17.2 Photovoltaic Solar Panel System: Your solar PV system is a OA major 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.

- 17.3 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 applications to the property in question as unacceptable.
- 17.4 Gardens and irrigation systems are to be designed according to best practises for water conservation.
- 17.5 “Jo-Jo” type water storage tanks are permitted; however, they are to be completely hidden from all views including roadways, parks, and neighbours. Exposed tank’s view will be required to be relocated/hidden immediately.
- 17.6 The collection of rainwater by means of roof rainwater downpipes to fill water storage tanks, may only be put in place at a position below all boundary screen walls. No diagonal or semi-horizontal or cantilevered unsightly rainwater downpipes are permitted in the estate, other than the standard vertical roof rainwater pipes.
- 17.7 All other energy saving devices including, rain-storage tanks, etc. requires 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.

18. PERGOLAS, BLINDS & NON-PERMISSABLE HOME ADDITIONS

- 18.1 Planning approval is required for any form of fixed Pergola or awning.
- 18.2 Roofed-over Patio area drop-down vertical blinds are permitted with the provision that they are not to have stripes of any kind.
- 18.3 They are not to be of a darker shade than the main house base colour.
- 18.4 They are not to have plastic widows embedded in the material.
- 18.5 They are not to be fixed in place permanently.

19. NON-PERMISSABLE HOME ADDITIONS

NON-PERMISSIBLE HOME ADDITIONS ARE.

- 19.1 Solariums, Shade ports and “Sail” awnings.
- 19.2 Thatched Boma’s.
- 19.3 Fencing spikes.
- 19.4 Overly large Jungle Gyms. (The invasion of privacy of neighbouring properties is to be carefully considered).
- 19.5 House numbers and/or post boxes that do not match the original.
- 19.6 Paint colours that do not match the original dwelling colours.

20. MINOR WORKS

MINOR WORKS ARE CATEGORIZED AS FOLLOWS.

20.1 The development of the street frontage/verge area (NOT ENCOURAGED). Application is to be submitted to the KENOA\PDOA supervising Architect for approval as a minor works planning application.

20.2 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 owners' will be required to consent where the common building lines are encroached upon. Minimum distance from a common boundary for a Wendy house must be 1,5m. (If required closer, the affected neighbour must consent) (The KENOA\PDOA maximum permissible Wendy house size is 2.0x2.0)

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

TO BE NOTED AND CAUTIONED:

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

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

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

Minor works applications are to take the following format:

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

The Owners' house plan, including the site, captured on an A4 sheet is to be lodged with the supervising architect for minor works planning approval.

A reduced application fee is payable for minor works. See Annexure "C" (However, item 26.6 applies)

No building refundable deposit is required.

21. STREET NUMBERS

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

22. 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 manager.

23 PLAN SUBMISSION PROCEDURE

23.1 All applications may to be submitted by email to the appointed Supervising Architect.

Reg Whittaker Architect: Tel 021-975 9083: Cell 083 309 3024 email: info@regwhittakerarchitect.co.za

23.2 All homeowners' contact details, including email address, are to be made available with the application. (In this regard an KENNERSLEY OA planning application form can be found at the bottom of this document).

23.3 Plan applications not bearing the KENNERSLEY OA & PDOA stamp of approval, will not be accepted by the City of Cape Town.

23.4 Please see **ANNEXURE "B"** for a detailed planning submissions procedure.

23.5 Please **ANNEXURE "C"** for planning application submission fees and building refundable deposits.

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

23.7 For minor works plan submission procedure, please see clause 20.

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

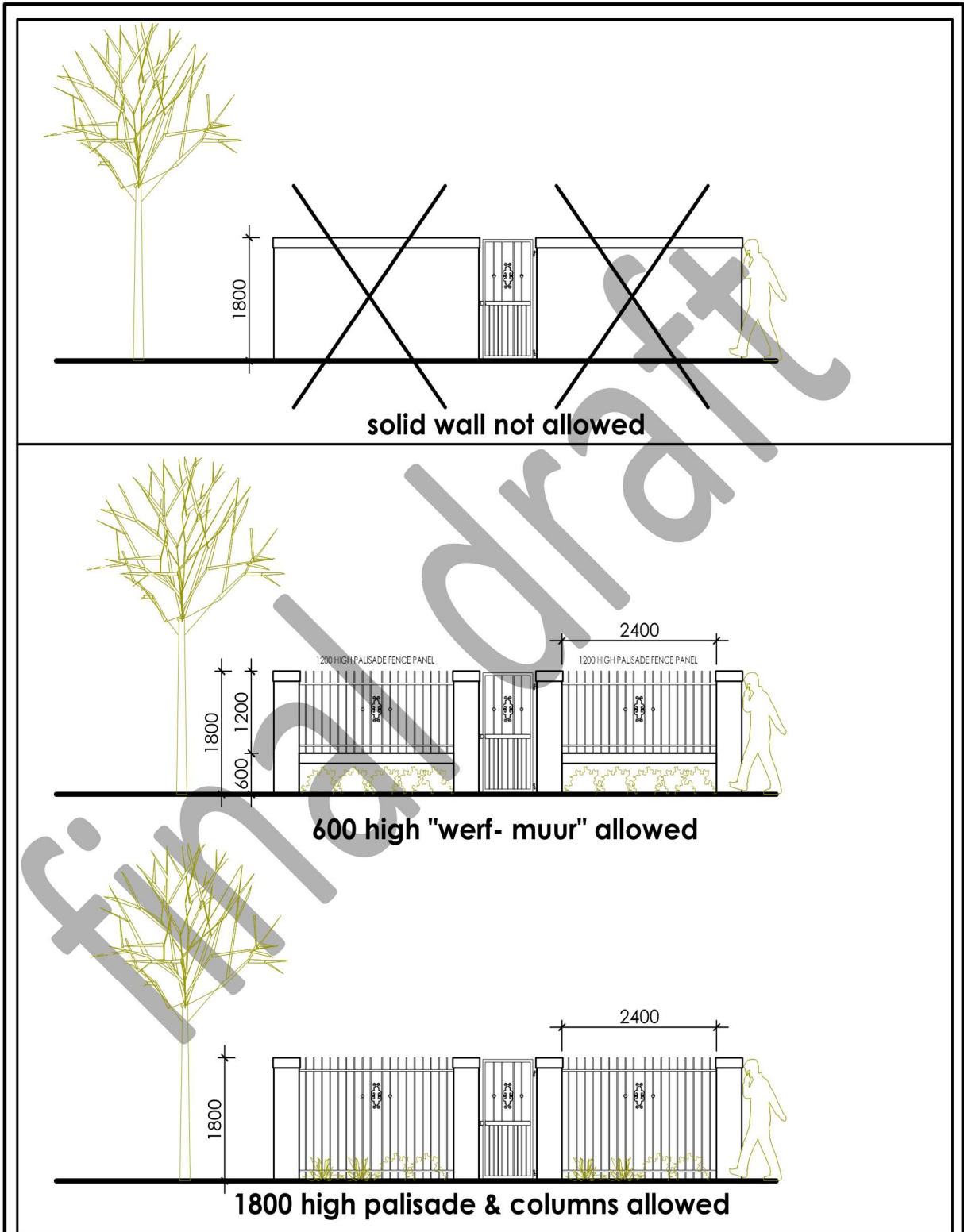
24 WORKING DOCUMENT

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. www.gardencities.co.za (Also available for download from the appointed Supervising Architects web site). www.regwhittakerarchitect.co.za

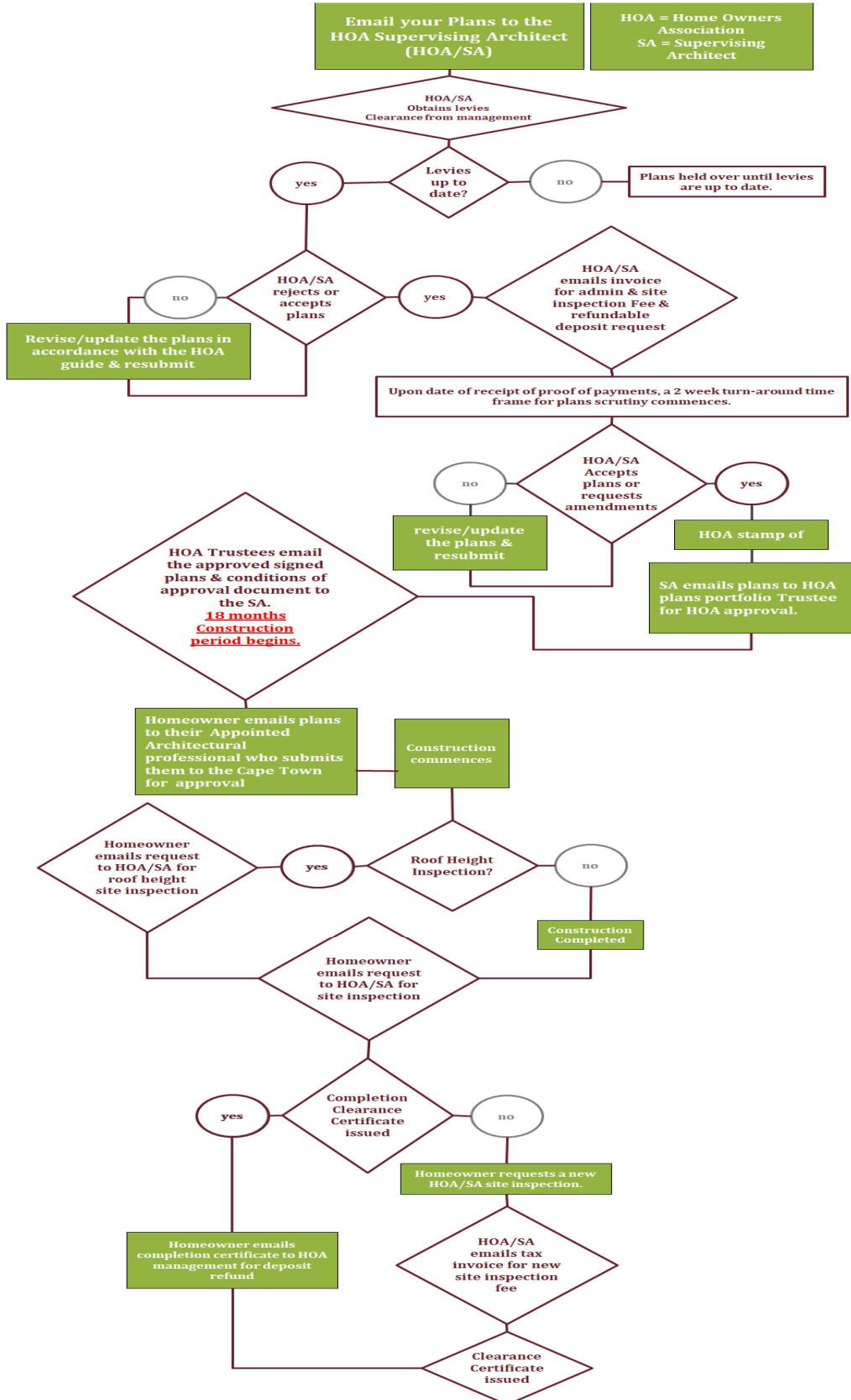
25 KENNERSLEY OA LANDSCAPED PROPERTY

Street verge trees are not to be removed without the prior consent of the KENNERSLEY OA and/or its representatives.

Annexure "A" – Street boundary barrier walling/fencing



Annexure “B” – Planning Application Scrutiny Process



Annexure “C” – Plan submission fees
PLANNING SUBMISSION FEES SCHEDULE

26 PLANNING APPLICATIONS FEES & 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	R 680.00	R 782.00	Written approval issued with comments where required.
Minor works scrutiny of A4-A3 sheets	R 380.00	R 437.40	Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 680.00	R 782.39	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.

- 26.1 Refundable deposits to be withheld if unauthorized deviations are made from the approved plan.
- 26.2 Refundable deposits to be withheld to offset damages to common property not repaired: where applicable.
- 26.3 Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of KENNERSLEY OA planning approval.
- 26.4 Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- 26.5 Refundable deposits to be refunded subject to the conditions above.
- 26.6 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 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

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EMAIL info@regwhittakerarchitect.co.za

whitplan@iafrica.com

WEB www.regwhittakerarchitect.co.za



1. HOMEOWNER DETAILS

ERF NO.....

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

2. DETAILED 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:
.....

6. DATE:.....

The approval of any OA 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 OA/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 OA approval of this planning application is based entirely upon the merit of acceptable aesthetics and the reasonable compliance with OA Architectural Guide manual.
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