

**SUNNINGDALE TWELVE HOA BUILDING  
PLANS: PLANS APPLICATION GUIDE AND AP-  
PLICATION FORMS A & B FOR SUBMISSIONS.**



The purpose of this document is to provide guidance to the owner for the submission of drawing proposals to improve their property. All submissions are reviewed/scrutinized in accordance with the current approved **SUNNINGDALE TWELVE Home Owners Association Home Improvement Guide which can be found on the Garden Cities & Supervising Architects' web sites. ([www.gardencities.co.za](http://www.gardencities.co.za) [www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za))** Email: [info@regwhittakerarchitects.co.za](mailto:info@regwhittakerarchitects.co.za)

The onus is on the property owner to ensure that the implications of any restrictions on Servitudes, Title Deeds and other By-Laws are clearly reflected in the relevant Building Plans. It is the property owner's duty to obtain the relevant South African National Standards Building Regulations and Local Authority Regulations approvals.

The Property Owner must appoint an architectural professional (Draughtsman/Technologist/Architect) registered with the South African Council of the Architectural profession (SACAP) to prepare and submit building plans. In this regard your Garden Cities sales agent handed the approved plans in the pack for the property, at hand-over, it best for you to contact the professional whose details are on this plan, or contact the previous owner of your property in this regard.

	<b>HOA Form A</b>	<b>HOA Form B</b>
City approval required for proposed works	<b>*** X</b>	<b>X</b>
<b>Type of proposed works that are applicable:</b>	<u>Please see page 2:</u>	<u>Please see page 4:</u>
Supervising Architects application form	<u>X</u>	<u>X</u>
Application Fees (All fees exclude VAT @ 15%)	<u>X</u>	<u>X</u>
Refundable Building deposit required		<b>*** Refundable deposit reqd.</b>
Reviewed by HOA Supervising Architect	<u>X</u>	<u>X</u>
Site inspection prior to review of documents		<u>X</u>
Submit Sketches/Drawings of proposed alterations & additions for review	<u>X</u>	<u>X</u>
Submit formal municipal building plans for supervising architect for final review.	<b>*** X</b>	<u>X</u>
Stamped drawings & conditions of approval letter issued by HOA trustees.	<u>X</u>	<u>X</u>
A site inspection at Roof height & at Completion of the works		<u>X</u>
Clearance certificate issued		<u>X</u>
Building deposit refunded if compliant		<u>X</u>

SUPERVISING ARCHITECTS FOR SUNNINGDALE TWELVE HOME OWNERS' ASSOCIATION:  
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<u>Application Type</u>	<u>Fee</u>	<u>Email</u>	<u>Page</u>
<b>A. Form A</b> Application for review by (SA) Supervising architects.	R 756.00 (Scrutiny/Review fee)	Plans@regwhittakerarchitect.co.za	Page 2 & 3
<b>B. Form B</b> Application for review by (SA) Supervising architects.	R 2 268.00 (1 Preview Site inspection R 756 + Scrutiny review R 756 + Completion Inspection R 756 : Extra Inspections @ R 756)	Plans@regwhittakerarchitect.co.za	Page 4 & 5
<b>C.</b> Pre-transfer Inspection.	R 1 575.00 (Inspection + Status of Site Report)	Info@regwhittakerarchitect.co.za	Page 7

**(A) FORM "A" APPLICATION (PREVIOUSLY MINOR WORKS ~ APPLICATION COST R 756.00 (Ex.vat))**

**What constitutes a form "A" application that is reviewed by the supervising architect**

- \* The development of the street frontage/verge area in roadway area. (See Guideline detail)
- \* Water & energy saving devices & technologies: Photovoltaic Solar (PV) panels, Solar water heating panels & Swimming pool heating mats, Water tanks)
- \* Free-standing Wendy house and garden sheds. Max. area 7.5m2 max. (3.5mx2.5m)\*\*\*
- \* The Installation of drop-down vertical blinds.
- \* Overly large structures including jungle gyms, pergolas & garden furniture structures.
- \* Air conditioning units.
- \* Any other minor works as so deemed at their time of application
- \* Indicates that no (SA) site inspection is required.

**What do you need to provide to apply for a Form "A" application.**

- You need to ensure that your levy is up to date at the time of your application.
- When required (see \*\*\* items above) you must appoint a professional registered with the South African Council of the architectural profession (SACAP) to prepare and submit building plans.
- **You or your appointed registered professional must complete the SUNNINGDALE TWELVE HOA Improvements application form. (Please find this below).**

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### **BUILDING PLANS REQUIREMENTS:**

The drawings must be in colour, drawn to scale and must be an accurate record of all improvements made on site (including all structures, electrical, mechanical and /solar equipment, water tanks, hard landscaping, and mature trees). If the building plans are not up to date, the drawings must be revised accordingly.

The building plans must be drawn up in accordance with current Local Authority by-laws and the current Architectural Home Improvement Guide.

Building plans must include the following:

- \* Minor works in relation to the existing house plan, located on the erf diagram.
- \* Erf number, building lines, neighbouring erf numbers.
- \* Street name and number.
- \* Title block with drawing number, drawing title, revision number and date.
- \* All elevations and cross sections as necessary.

The submission is in pdf format, via email. No hard copies of drawings are required.

### **What is the application cost & scrutiny process for a Form “A” application.**

The cost of the application is R 756.00 (Scrutiny review R 756.00—Fees increase annually by 5% or the rate of inflation or the greater of the two). **(Should the work have commenced, or is complete at the time of the application—the Fee reverts to R 1 470.00 ExVat@15% inclusive of all stages)**

**WHERE A NEW HOME HAS RECENTLY BEEN HANDED OVER, PROOF OF REGISTRATION OF TRANSFER MUST ACCOMPANY A PLANNING APPLICATION— NO WORK IS PERMITTED ON UN-REGISTERED PROPERTIES.**

**Our role, for the benefit of all homeowners is to supervise and guide architectural professionals in their submitted proposals, for the ongoing improvement of properties, whose aesthetic and functional value is for the benefit of all - both now and into the future, even as regards new owners.**

**STEP 1>** The Applicant completes the **HOA application form “A”** for the works and emails it to the supervising architect together with a digital copy (PDF file) in colour of the proposal/s.

**STEP 2>** The Supervising Architect (SA) issues an **invoice** to the Owner for payment, and once proof of payment is received the SA will commence with the scrutiny / review of the application.

**STEP 3>** The SA provides written **comments** and feedback or **no objection** within 10 working days. Written approval comes in the form of a **Conditions of Approval** document and the **HOA stamps of approval** on the drawings.

**STEP 4>** The Registered professional submits the HOA approved plans to the City of Cape Town (where applicable). **The City charges a separate planning application fee.**

**STEP 5>** Once the **City’s approval** is obtained, the Owner/ applicant forwards a copy of the **City approved plans to the SA. Construction commences.** Should the work not be completed within **18 months** the **HOA application expires.**

**STEP 6>** Upon completion of the work a **Site Inspection** is conducted and if successful a **Works Clearance Certificate** is issued.

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**For Form "B" all HOA Approved plans must be submitted to the City of Cape Town.**

The cost of the application is R 2 268.00 (1 Preview Site inspection R 756 + Scrutiny review R 756 + Works Clearance inspection R756 —where a roof height inspection is necessary an extra inspection is required) (Fees increase annually by 5% or the rate of inflation or the greater of the two). **(Should the work have commenced, or is complete at the time of the application—the Fee reverts to R 2 982.00 ExVat@15% inclusive of all stages)**

**What constitutes a Form "B" Application that is reviewed by the SA (supervising architect).**

- \* New room additions , including Braai rooms, Braai Chimney's etc... \*\*
- \* Granny flats or Second dwellings. \*\*
- \* Garages & Carports.
- \* Swimming pools.
- \* Street boundary walling / Palisade Fencing.
- \* Flat or Lean-to roofs. (Covered Patio's, Porches, Pool Pavilions etc...)
- \* The raising of common boundary walling – **Vibracrete walls.**
- \* The Installation of stackable doors **only** to patio areas.
- \* Additional doors and windows or the closing up of existing openings.
- \* Two or more of Form A applications may be reviewed in conjunction with Form B.
- \* Any other major works as so deemed at their time of application. \*\*

\*\* Indicates that three (3) site inspections are required @ Pre-construction, Roof truss height & Completion.

**What do you need to provide to apply for a Form "B" application.**

- You need to ensure that your levy is up to date at the time of your application.
- You must appoint an Architectural professional who is registered with the South African Council of the architectural profession (SACAP) to prepare and submit your building plans.
- **You or your appointed registered professional must complete the SUNNINGDALE TWELVE HOA Improvements application form. (Please find this below).**

**SECURITY MEASURES.**

a) Security cameras are permitted b) Electric fencing is permitted: (Form "A" application is required without a site inspection for camera's)

a) Neighbours consent for cameras are required. A property plan (Site Plan) showing the positions **and line of camera sight for each camera installation** which must be depicted on such a plan for neighbour/s to sign approval thereof.

b) Neighbours consent for Electric fencing is required.

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## (B) FORM "B" APPLICATION : STEPS TO FOLLOW

### SCRUTINY / REVIEW OF BUILDING PLANS:

The standard scrutiny / review process allows for 3 reasonable rounds of scrutiny and written feedback.

Should the applicant fail to revise drawings and be compliant with the Home Improvement Guide after the third round of scrutiny, all further scrutiny and feedback will be charged as a new application and the final approved drawings will only be released once proof of payment is received.

Where applicable, once the works construction has reached roof height, the Property Owner notifies SA to arrange the second site inspection to verify that works in accordance with the HOA approved plans.

Once works construction is complete, The Property Owner notifies SA to arrange the second site inspection to verify that works are complete. If the as-built work deviates from the approved drawings, a new application is to be re-submitted to HOA for approval and the cost thereof will be for the Owners account.

**STEP 1>** The Applicant completes the **HOA application form "B"** for the works and emails it to the supervising architect together with a digital copy (PDF file) in colour of the proposal/s plan.

**STEP 2>** The Supervising Architect (SA) issues an invoice to the applicant for payment and once proof of payment is received, the SA will arrange for the **first site inspection** to ensure that the existing structures on the drawings are an accurate reflection of the property conditions. Following the site inspection, the SA will commence with scrutiny / review of the application.

**STEP 3>** The SA provides written **comments** and feedback or **no objection to the proposal/s** within 10 working days. Written approval is in the form of a **Conditions of Approval** document and the **HOA stamps of approval** on the drawings.

**STEP 4>** The Owners' Registered professional submits the HOA approved plans to the City of Cape Town. All Form "B" applications have to be submitted to the City. (**City charges a separate planning application fee**).

**STEP 5>** Once the **City's approval** is obtained, the Owner/ applicant forwards a copy of the **City approved plans to the SA & Construction may commence**. (Should the work not be completed within **18 months** the HOA application expires).

**STEP 6>** Where applicable, once works construction reaches roof height the owner notifies the SA to conduct a roof height inspection. This being the **second site inspection**. (If the as-built work deviates from the approved drawings, a new application is to be re-submitted to HHOA for approval and the cost thereof will be for the applicant's account).

**STEP 7>** Once works construction is complete, The Owner notifies the SA to arrange the **third site inspection** to verify that works are complete.

**STEP 8>** The SA issues a **Works Clearance Certificate** to enable the **refund of the HOA building deposit** – this should Step 7 be successful.

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**A R 2 500.00 REFUNDABLE DEPOSIT IS REQUIRED BY THE HOA FOR ALL APPLICATIONS THAT ARE ELLIGBLE FOR SUBMISSION TO THE CITY OF CAPE TOWN.**

**A successful Works Clearance Site Inspection will trigger the granting of a Works Clearance Certificate, this to enable the HOA Estate management agents to refund the deposit.**

### **Why do I need a Works Clearance Certificate.**

- The issuing of the Clearance Certificate facilitates the return of HOA's Refundable deposit.
- Refundable deposits are to be withheld if unauthorised deviations are made from the HOA approved plan.
- The refundable deposit & application fees will be forfeited if the works are not completed within 18 months.
- The commencement of the 18 months period is reflected on the HOA stamps of approval on the plans.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- The Planning application review fee shall increase to R 1 470.00 (exVat@15%) should construction work have already commenced or have been completed at the time of the application.

The HOA approval of this planning application is based entirely upon the merit of the reasonably acceptable aesthetics of the application in this built environment and the reasonable compliance with HOA Architectural Guide manual.

**The final onus rests with this Property Owner, his appointed Architectural Professional and Contractor to ensure that these abovementioned values are upheld in confidence by themselves, so as not to de-value any of the aforementioned built environment, to the detriment of other property owners.**

The approval of any HOA planning application by this Supervising Architect partnership not absolve the homeowner from his/her responsibility to obtain City of Cape Town building plan approval. The HOA "Plans-approval-process" is not to be construed in any way whatsoever as City of Cape Town or South African National Standards (SANS) Building regulations' planning approval.

**Work may not commence until approval is granted by the City of Cape Town.**

### **ADDITIONAL COSTS (Excluding VAT @ 15%)**

#### Additional site visits: R756.00

Applicable if additional site inspections are necessary, for reasons for such as, but not limited to:

- A). Incomplete building works upon completion inspection.
- B). Valid complaints from neighbours.

#### Additional Fees: R756.00

Applicable if additional review of building plans is required, for reasons such as, but not limited to:

- C). Failure to comply with required revisions after 3 reasonable rounds of scrutiny.
- D). Any additions, alterations, or amendments to the original approved HOA planning applications at any stage—including revisions required by the City of Cape Town to achieve City approval.

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**(C) PRE-TRANSFER INSPECTIONS: Fee — R 1 575.00 (ExVAT) For Inspection & Report.**

**When you want to sell your property, you need to arrange for a pre-transfer inspection.**

The Supervising Architect will conduct a site inspection of the property and need access to all areas. The applicant must provide the Supervising Architect with a set of drawings that accurately reflect all the structures on site (including AC units, water tanks, solar heaters, landscaping, etc), prior to the site inspection.

The Supervising Architect will do the pre-transfer inspection and provide a report with findings. This service includes one site inspection and one report (including stamped drawings and recommendation of approval letter if there are NO major revisions required to the drawings. Any additional site inspections to ensure that removal / demolition / remedial work was done will be charged at the site inspection fee.

If the property is found to have illegal building structures that are not on the current approved drawings, the applicant will have to submit drawings as per the normal application process, which will be invoiced on a case-to-case basis (some might require demolition, some might merely be updated drawings). The relevant Form A / Form B application will be applicable and is charged in addition to the Pre-transfer application fee.

**\*\*\*\*\*THE PLANNING APPLICATION FORMS "A" and "B" FOLLOW ON FROM THIS PLANING GUIDE\*\*\*\*\***

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# SUNNINGDALE TWELVE HOA ESTATE BUILDING PLANS: PLANNING APPLICATION



## FORMS "A" and "B"

### APPLICANTS DETAILS AND PROPERTY STATUS:

ERF NUMBER:	
STREET ADDRESS OF PROPERTY:	
NAME OF PROPERTY OWNER /COMPANY: (That the invoice should be addressed to)	
NAME OF THE PERSON ON THE INVOICE:	
CONTACT NUMBER: (Property Owner)	
EMAIL ADDRESS: (Property Owner) SIGNATURE: (Property Owner)	

1. HAS THE TRANSFER OF REGISTRATION TAKEN PLACE INTO THE PROPERTY OWNERS  
NAME AS LISTED ABOVE. **(Kindly attach proof of registration of transfer document).**

.....YES	.....NO
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2. HAS THE WORK COMMENCED OR IS IT COMPLETE.

.....YES	.....NO
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### REGISTERED ARCHITECTURAL PROFESSIONAL'S DETAILS: (BUILDING PLANS):

NAME OF REGISTERED PROFESSIONAL:	SACAP REG.NUMBER:.....
CONTACT NUMBER:	
EMAIL ADDRESS:	

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**SUNNINGDALE TWELVE HOA  
ESTATE BUILDING PLANS:  
PLANNING APPLICATION**



**SCOPE OF WORKS: (TO BE COMPLETED BY THE REGISTERED PROFESSIONAL)**

**CLASSIFICATION OF WORKS IN  
TERMS OF THE SUNNINGDALE  
TWELVE HOA GUIDELINE:**

**FORM "A"**  
**R 756.00**  
Review (Scrutiny)

**FORM "B"**  
**R 2 268.00**  
Review + 2 Site inspections  
+ extra inspection if Roof height

(Please tick the applicable box )

**DETAILED SCOPE OF THE WORK:**

**"POPIA" UNDERTAKING:**

I/we as registered owners of Erf \_\_\_\_\_ in SUNNINGDALE TWELVE Milnerton, agree that I am / we are bound by the HOA Constitution, Rules, and Home Improvement Guide and that I / we have read and am / are familiar with contents and my / our obligations as set out in the HOA Constitution, Rules, and Home Improvement Guide. By signing hereto, I / we acknowledge and accept the conditions of approval by the HOA Executive Committee as:

- 1) The approved application and plans being in full compliance with the HOA Constitution, Rules of Conduct, and Home Improvement Guide; and
- 2) That the application and plans are to be re-submitted for approval should any changes or deviations from the approved plans be required during the process of Local Authority approval or construction; and
- 3) That the approval is subject to, and does not guarantee, Local Authority approval; and
- 4) That the Supervising Architects are appointed by the HOA and is not my /our representative.
- 5) And that I/we herewith give consent in terms of section 11 of the Protection of Personal Information Act 4 of 2013 (Hereinafter referred to as "POPIA"), that the Home Owners' Association may collect and process all data I have furnished them in terms of this application for the purpose the HOA deems fit and is reasonably required for any administration process in terms of the Companies Act 71 of 2008 (as amended) to comply with the HOA's Constitution and relevant rules adopted in terms of this Constitution.

**Property Owners Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE EMAIL THIS FORM "A" OR "B" TO [INFO@REGWHITTAKERARCHITECT.CO.ZA](mailto:INFO@REGWHITTAKERARCHITECT.CO.ZA)—0833093024**

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HOME IMPROVEMENT  
GUIDE  
for  
Alterations and Additions  
to  
Homes

SUNNINGDALE TWELVE HOME OWNERS ASSOCIATION



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## SUNNINGDALE TWELVE HOA

### HOME IMPROVEMENT GUIDE TO HOMEOWNERS

*January 2019*                      *Updated July-2019*  
*Updated April 2020*           *Updated June 2020*  
*Updated September 2020*   *Updated December 2022*  
*Updated January 2023*       *Updated August 2023*  
*Update January 2025*         *Updated January 2026-February 2026*

#### Index

Clause 1	Introduction
Clause 2	Architectural Language
Clause 3	House Roofs
Clause 4	Lean-to Roofs/Carports
Clause 5	Stackable/Fold-away Doors
Clause 6	New Room Additions
Clause 7	Site Layout
Clause 8	Building Mass
Clause 9	Windows Doors & Colours
Clause 10	Boundary Walls
Clause 11	Stone Cladding
Clause 12	Basements
Clause 13	Balustrades
Clause 14	Pergola's-Blinds-Non-Permissible Home Additions
Clause 15	Paint & New Building work colours
Clause 16	Verge Landscaping
Clause 17	Swimming Pools
Clause 18	TV Antennae and Satellite Dishes
Clause 19	Burglar Bars
Clause 20	Water & Energy saving devices.
Clause 21	Minor Works
Clause 22	Safety
Clause 23	Plumbing

## 1. INTRODUCTION

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 SUNNINGDALE TWELVE Owners in ensuring that any form of improvement made to their home will add value to the architectural coherence of the built fabric of the Estate. 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 new 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.

Garden Cities together with the relevant SUNNINGDALE TWELVE Home Owners Association (SUNNINGDALE TWELVE HOA) shall appoint a Registered Professional Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all standards are maintained throughout the lifespan of the SUNNINGDALE TWELVE HOA.

1.1 As stated in the agreement of sale documentation and SUNNINGDALE TWELVE 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 SUNNINGDALE TWELVE HOA trustees and the relevant local authority."**

1.2 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 SUNNINGDALE TWELVE HOA property have been made good by the homeowner because of the construction. Major improvements will require an extra inspection at roof height.

1.3 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has commenced or is complete at the time of the application.

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

- 1.5 Revisions to or deviations from an originally approved SUNNINGDALE TWELVE HOA planning application must be submitted to the supervising architect for further approval. 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.
- 1.6 Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by the supervising architect and/or the SUNNINGDALE TWELVE HOA from time to time.
- 1.7 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.**
- 1.8 The approval of any planning application by the SUNNINGDALE TWELVE HOA does not absolve the property/homeowner from the responsibility of obtaining local authority – City of Cape Town BLAAUWBERG Administration – building plan approval.
- 1.9 The SUNNINGDALE TWELVE HOA supervising architect plans approval process is not to be construed in any way as part of the City of Cape Town’s plans approval process.
- 1.10 No building work may commence until SUNNINGDALE TWELVE HOA, and City of Cape Town (COCT) plans approval has taken place. Should revisions to or deviations from the COCT submission or approved plans be required during the COCT Submission or Construction process, the entire application is to be re-lodged for new SUNNINGDALE TWELVE HOA approval. (All construction materials, plant & building supplies are to be stored upon the Homeowners’ property on NOT on the roadway verge/street frontage area).**
- 1.11 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)
- 1.12 All work by contractors is to cease by 5pm on weekdays, 1pm on Saturdays, and no work is permitted on Sundays and public holidays.**
- 1.13 Completion date: Not later than 18 months from date of SUNNINGDALE TWELVE HOA approval of the application. If not completed, the application expires, and all fees paid including the SUNNINGDALE TWELVE HOA refundable deposit will be forfeited by the applicant.

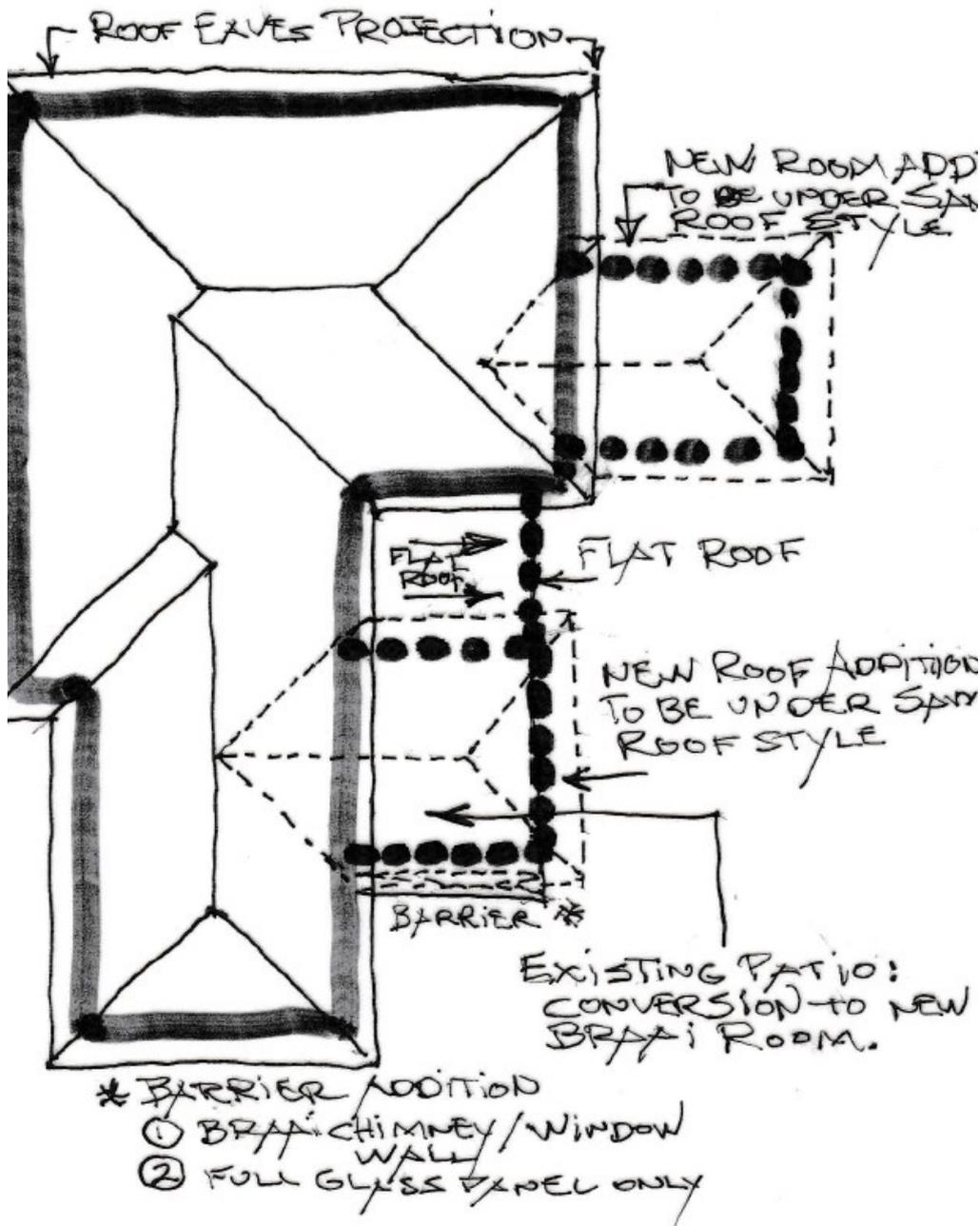
## 2. ARCHITECTURAL LANGUAGE

2.1 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 built environment of the estate.

### 3 TYPICAL HOUSE ROOFS

3.1 All Estate homes are constructed under Gable-end-to-end or Hipped & valley roofs, all new roofs must be the same.

A typical roof sketch follows below (Figure.1).



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

4.1 The maximum amount of lean-to roofing on a property shall be 30% of the original dwelling floor area (Including the garage).

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.

4.4 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 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 is to be used.
- 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 Carpports** are to be as close as possible to the Figure 2 below “TYPICAL CARPORT”. IBR Longspan steel roofing sheets, white underside, are preferred @ max. slope of 3 Deg. A patchwork of translucent and other material is not permitted. Carpport roof supports are to be of square timber/steel posts placed upon 330x330x600mm high plastered brick piers. Carports are to be of the same style throughout the estate.
- 4.9 **Shade-ports are not allowed.**
- 4.9 if not of the prefabricated type, the Carport roof side bargeboards are to be of Nutec material Maximum width ,280mm—Carports to be entirely white.

**FIGURE 2: TYPICAL CARPORT**



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

- 5.1 To protect outdoor furniture **Garden Patio's** are permitted to have stackable/fold-away doors fitted to the underside of the lowest end of the timber beam 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)**. Where applicable the sides of the lean-to roof between the top of the stackable doors on the sides and the sloping roof are to be closed with aluminium closers the same colour as the main house external doors.
- 5.2 Window sections are not permitted to be fitted into these individual stackable door leaf's'.
- 5.3 Stackable/fold-away doors are not to be permanently shut – they are to be used at night and during adverse weather. Adequate ventilation must be provided to habitable rooms looking into the patios where stackable doors are installed.

5.4 A full SUNNINGDALE TWELVE HOA & 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.

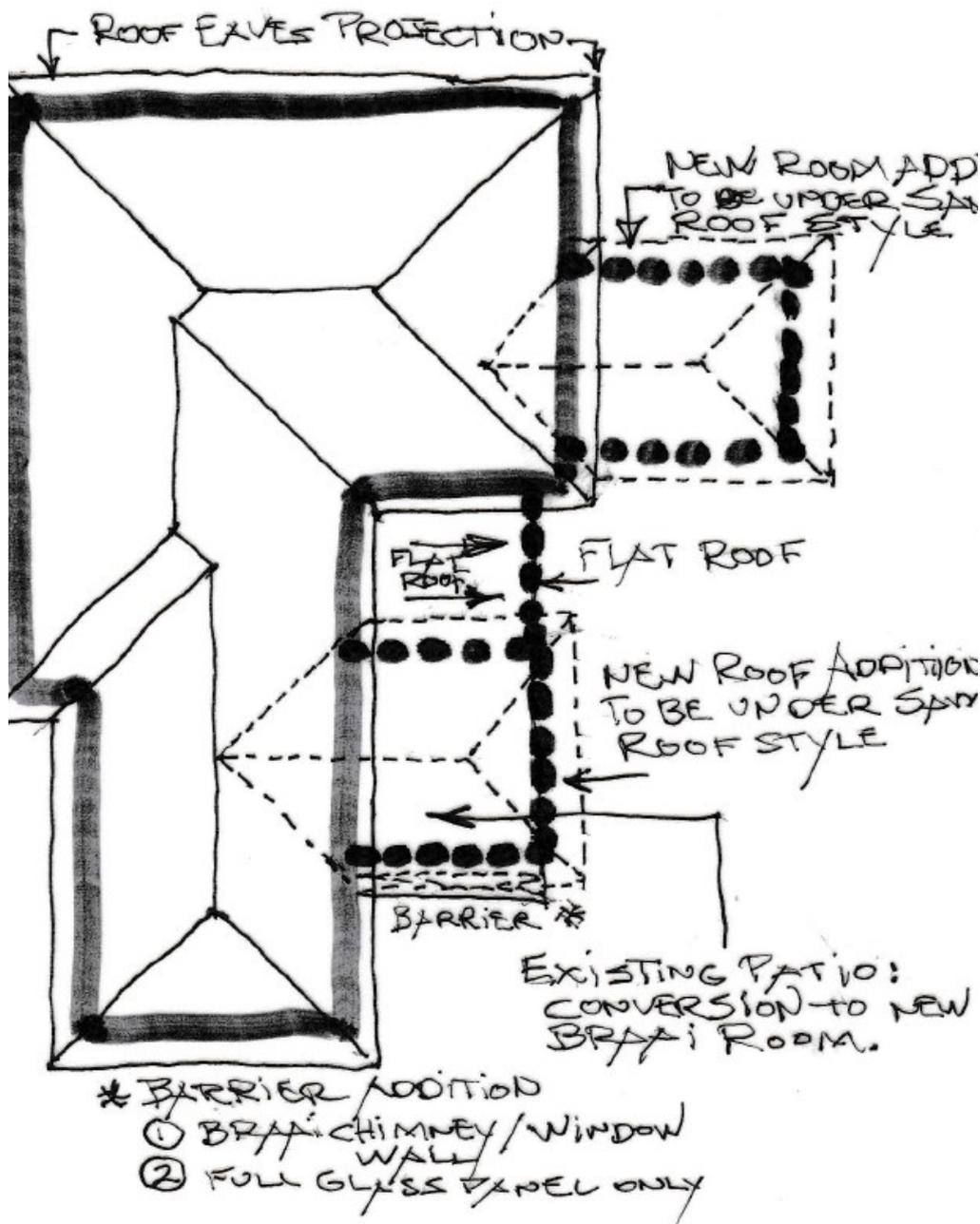
## 6 NEW ROOM ADDITIONS

6.1 **Formal room additions.** e.g., BEDROOM, FAMILY ROOM, BRAAI-ROOM etc.

Suchlike rooms must be constructed under a concrete tiled roof - the style of the roof being the same as the main house.

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

A typical roof layout sketch (Figure.1).



Small-short-portions of new additions where pitched roofs are not possible, are permitted to have lean-to roofing, see “FLAT ROOF” notation depicted on the Figure 1 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 way of a parapet wall).

## **SITE LAYOUT**

- 7.1 All property owners 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.
- 7.2 Immediately upon handover of the house keys all live vegetation along the immediate road frontage become the responsibility of the homeowner.
- 7.3 Trees are to be regularly watered and cared for and are not to be removed without prior written consent.
- 7.4 The road reserve between the roadway and front boundary of the home is the property of the Home Owners Association (SUNNINGDALE TWELVE HOA) and as such requires their permission for alterations to same. (See clause 16.1) The planting of further vegetation and use of stone chips is to be controlled and SUNNINGDALE TWELVE HOA 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).
- 7.5 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 new single garage addition is set back from the existing garage. A possible method of softening the impact of the addition is to set in place a short pergola system in front of the new garage door.
- 8.2 **Granny flats** are permitted. (Neighbours consent will be required – the number of affected homeowners’ consents are to be determined by the trustees and Supervising architect). They shall be subject to the provisions of clause 1.4
  - 8.2.1 An extra “Dedicated” parking bay is to be provided on the property for the flat.
  - 8.2.2 A guest bedroom, sufficient in size to be deemed a flatlet, shall be subject to the provision of 8.2.1.
  - 8.2.3 **Each granny flat application WILL be dealt with on its own merit and site situation.**
  - 8.2.4 The granny flat addition should tie in with the main dwelling roof to ensure that it does not impact negatively on the overall architecture of the existing dwelling and surrounding houses.
  - 8.2.5 Apart from the living room, the Granny flat is permitted one bedroom, a study, one bathroom and a kitchen.
  - 8.2.6 The gross square metres of the granny flat may not be more than 30% of the original main dwelling & Garage.
- 8.3 **Double storey** additions will require numerous neighbours’ consent, due to their impact upon the built environment.
  - 8.3.1 Every double storey addition application shall be subject to the provisions of clause 1.4

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 main 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 the existing dwelling.

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

## 10 BOUNDARY WALLS

10.1 **Street frontage boundary walling** should be maintained as originally developed by Garden Cities.

10.2 **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.*

10.3 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. SUNNINGDALE TWELVE HOA planning approval is required for this barrier walling. The barrier walling must terminate up to the position of the existing common boundary neighbours' screen walling, on both sides of the property.

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

10.4 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 SUNNINGDALE TWELVE 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.

10.5 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.

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

10.7 Electric fencing is permitted—5 strands maximum. P.I.R. Beams are permitted below boundary walling.

**Surveillance cameras are not permitted.**

**11 FACEBRICK WORK & STONE CLADDING**

11.1 Facebrick is only permitted if screened from view of Roadways & Open Spaces / Parks and if visible common boundaries – neighbours consent is required.

11.2 Natural, light coloured stonework, 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**

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

**13 BALUSTRADES**

13.1 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, CAUTION & 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 with the proviso that they are not to have stripes of any kind. They are not to be of a darker shade than the main house base colour. They are not to have plastic widows embedded in the material. They are not to be fixed in place permanently.

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

**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 Electric fencing. Fencing spikes. (Please see item 10.7)

14.6.4 Overly large Jungle Gyms. (Privacy invasion of neighbours properties must be considered).

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.

14.6.7 Caravans, Boats, trailers are not permitted.

15 PAINT AND NEW BUILDING WORK COLOURS

15.1 All new paint and finishes are to match the existing dwelling. (please see item 9)

15.2 All new steelwork is to match the steelwork on the existing dwelling. The Industrial pre-fab steel palisade is not permitted.

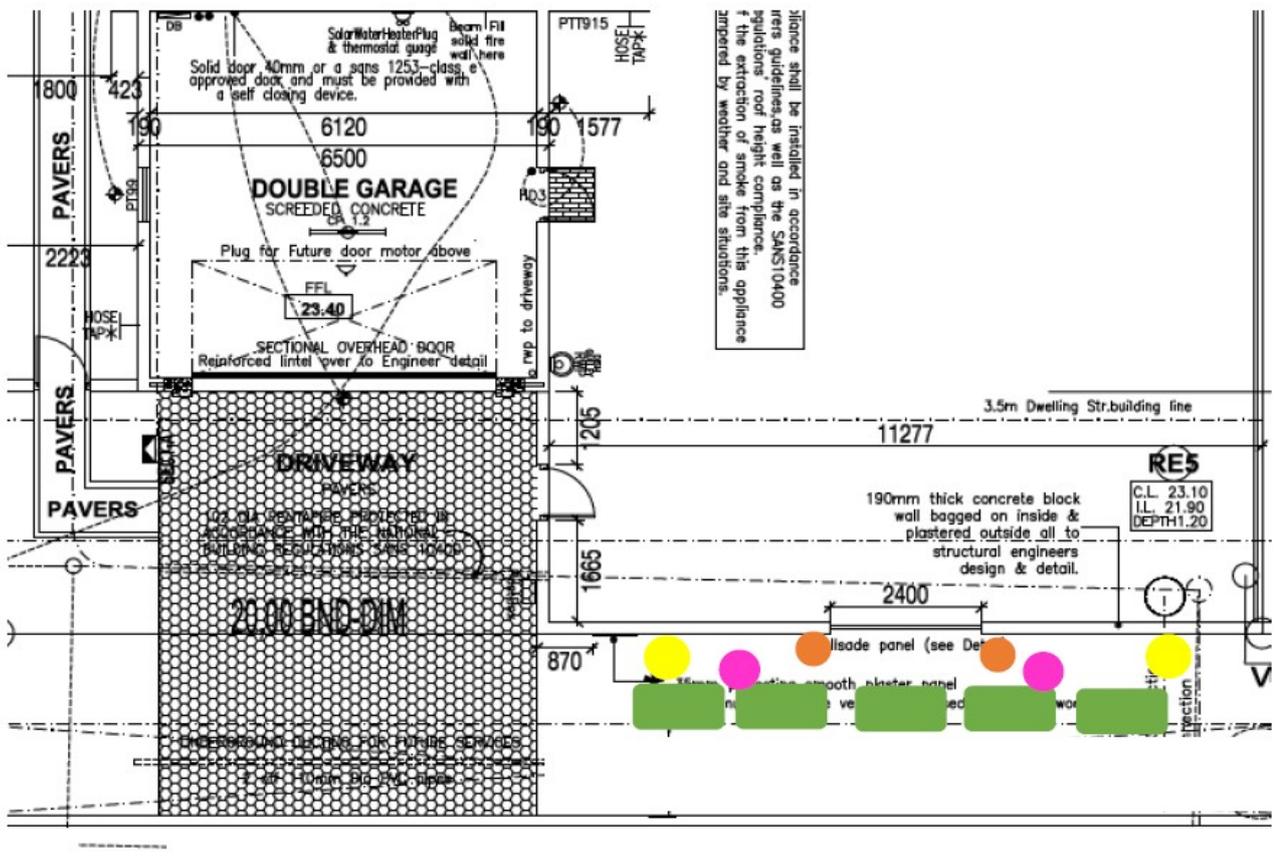
16 VERGE LANDSCAPING

Typical treatment of your roadway verge in front of your property shall be per the “original new-home handover” state.

The road reserve between the roadway and front boundary of the home is the property of the Home Owners 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 by the SUNNINGDALE TWELVE HOA. Planning approval is required in this regard. A reasonably competent landscaping layout plan is to be provided with the application. (Please see below).

Verge frontages may be 30% tastefully hard landscaped to match the built environment. 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).

Applications to develop the roadway verge may follow the example below.



-  EXISTING TREES MOVED BACK 0.5M INTO FLOWER BED
-  WILD OLIVE / OLEA AFRICANA 10L EACHV
-  WHITE PLUMBAGO AURICULATA – 21CM/ 5KG/EACH
-  RHUS CRENATA 21STCM/5KG EACH

ITEM	SIZE	QTY
WILD OLIVE / OLEA AFRICANA 10L EACHV	10L	2
WHITE PLUMBAGO AURICULATA	21 CM/5KG	2
RHUS CRENATA	21 CM/5KG	12
COMPOST & POTTING OSIL MIX	CUBIC METRE	1
BARK	CUBIC METRE	1

More planter Islands are permitted to be added to the area.

PLEASE USE THIS LIST AS A  
GUIDE TO YOUR HOME  
LANDSCAPING. ALL PLANTS  
MUST BE INDIGENOUS TO  
SOUTH AFRICA.

### TREES

- Celtis africana
- Ceratonia seliqua
- Combretum erythrophyllum
- Combretum kraussii
- Ekebergia capensis
- Erythrina spp.
- Harpephyllum caffrum
- Nuxia floribunda
- Olea europaea subsp. africana
- Sideroxylon inerme
- Syzigium cordatum (Use sparingly)
- Syzigium guineense
- Trichilia emetica

All vegetable/edible/  
herbs and seeds planted to be  
non-invasive species owing to the  
green rating of the precinct.

### LAWN

- Stenotaphrum spp (Buffalo Grass)
- Cynodon dactylon (Kweek Grass)

### SEDGES AND AQUATIC PLANTS

- Cyperus textilis
- Elegia tectorum
- Elegia nudum
- Juncus effusus
- Juncus kraussii
- Juncus 'Sunningdale'
- Scirpus nodosus
- Zantedeschia aethiopica

### FOR THE SENSES

- Acmadenia heterophylla
- Agathosma apiculata
- Agathosma ciliaris
- Coleonema pulchellum
- Eriocephalus africanus
- Helichrysum cymosum
- Helicrysum spendidum
- Pelargonium capitatum
- Pelargonium citronellum
- Pelargonium tomentosum
- Portulacaria afra



## 17 SWIMMING POOLS

- 17.1 The installation of a swimming pool requires 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). Pumps should not be visible from the road or adjacent open spaces.
- 17.3 Pool enclosures (safety fencing) must comply with National building regulations SANS10400 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 properties' sewer system.
- 17.5 The developer will not be held accountable for any underground services which may transverse the swimming pool excavation area.

## 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 regulations).

## 19 BURGLAR BARS AND SECURITY GATES

- 19.1 Burglar bars should be simple horizontal lines, without ornate detail.
- 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. 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.
- 20.3 Photovoltaic Solar Panel System: Your solar PV system is a HOA 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.
- 20.4 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.
- 20.5 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 20.6 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.
- 20.7 Wind turbines are not permitted.

## 21 MINOR WORKS (For planning applications and to be noted).

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. **Wendy houses greater than 5 square metres require full building plans for the City of Cape Town. (The HOA maximum permissible size 3mx2.5m)** 18.4.1 The installation of retractable awnings and/or roll down vertical blinds. (Full specifications are required.)

Overly large structures including overly large Jungle Gyms and Garden type furniture. (Full specifications are required, Size, Height, finishes and site situation.)

NOTE: All street numbers and postboxes are to remain as originally developed.

NOTE: 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.

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

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

## 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 management.

## 23. PLUMBING

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

**SUNNINGDALE TWELVE HOA LANDSCAPED PROPERTY: Street verge trees are not to be removed without the prior consent of the SUNNINGDALE TWELVE HOA and/or its representatives.**



**HOA NO OBJECTION FORM**

TO BE USED ONLY UNDER THE INSTRUCTION & GUIDANCE OF THE SUPERVISING ARCHITECT:

This letter serves to notify affected parties of the application as set out hereunder.

APPLICANTS DETAILS:

ERF NO.

NAME. EMAIL:

PHONE NO. CELL NO.  
ADDRESS.

Declaration by affected Homeowner/s:

I/we, the registered owners of the undermentioned property have been shown the plans with reference/drawing number: Ref.No. Dated: .

*(These plans, A4 in size, have been attached to this form and signed by us.)*

That the motivations for the planning application is for the establishment of.

\*\*\*\*\*

We wish to place on record that we are.

..... not adversely affected by the proposal, and therefore have no objection.

..... adversely affected by the proposal, and therefore object on the following grounds.

Reasons for objection:.....  
.....  
.....

NEIGHBOURS DETAILS:

ERF NO.

NAME. EMAIL:

CELL NUMBER SIGNATURE: DATE:

SUPERVISING ARCHITECTS FOR SUNNINGDALE TWELVE HOME OWNERS ASSOCIATION:  
**Reg Whittaker Pr.Arch.** SACAP 6572 SAIAT 33253:  
**Claude Vanderstraeten Pr.S.Arch.T - B.Tech Arch (Applied Design)** SACAP 54999738:  
EMAIL\_info@regwhittakerarchitect.co.za: Claude@legocy.co.za

