

**THORNWOOD HOA BUILDING PLANS:
PLANS APPLICATION GUIDE AND
APPLICATION 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 **THORNWOOD Owners Association Home Improvement Guide which can be found on the Garden Cities & Supervising Architects' web sites. www.regwhittakerarchitect.co.za** Email:

info@regwhittakerarchitects.co.za & Claude@legocy.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.

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

SUPERVISING ARCHITECTS FOR THORNWOOD 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

| <u>Application Type</u> | <u>Fee</u> | <u>Email</u> | <u>Page</u> |
|---|--|-----------------------------------|-------------|
| A. Form A Application for review by (SA) Supervising architects. | R 1 512.00 (1 Preview Site inspection R 756 + Scrutiny review R 756) | Plans@regwhittakerarchitect.co.za | Page 2 & 3 |
| B. Form 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 |
| C. 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 1 512.00 (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.

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 TWHOA 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 TWHOA Improvements application form. (Please find this form below on pages 8 & 9).**

Why a pre-review—pre-construction site inspection?

As part of the Estate's regulations, all home improvements must be accurately depicted in your property's plans to facilitate the sale process.

Submitting a new home improvement planning application will initiate a pre-review site inspection by the Owners Association (HOA), conducted by the Supervising Architect (SA) or their staff.

This inspection offers several benefits:

- It provides assurance that your proposals are likely acceptable to the HOA.
- It identifies any existing non-compliant improvements, allowing you to include them in your current application.
- It addresses potential obstacles to HOA planning approval, offering solutions during the inspection.
- It creates a photographic record of the property before construction begins.

Please note, this inspection does not imply that the Supervising Architect or their staff are part of your project's professional team. They represent the Estate's HOA body and Trustees, prioritizing their interests and those of neighboring properties.

It is essential that you and your appointed architectural professional maintain full responsibility for the project at all times.

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 final 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.

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.

GATED VILLAGE SECURITY MEASURES.

Security cameras and electrical fencing are not permitted within the Estate

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 **TWAOA stamps of approval** on the drawings.

STEP 4> The Owners' Registered professional submits the TWAOA 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 TWAOA **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 HTWAOA 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 TWAOA building deposit – this should Step 7 be successful.

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A R 2 500.00 REFUNDABLE DEPOSIT IS REQUIRED BY THE TWHOA 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 TWHOA 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 TWHOA's Refundable deposit.
- Refundable deposits are to be withheld if unauthorised deviations are made from the TWHOA 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 TWHOA 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 in lieu of R 756.00(exVat@15%) should construction work have already commenced or have been completed at the time of the application.

The TWHOA 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 TWHOA 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 TWHOA 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 TWHOA "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 TWHOA planning applications at any stage—including revisions required by the City of Cape Town to achieve City ap-

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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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**TWAOA ESTATE BUILDING
PLANS:
PLANNING APPLICATION**



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) | |

- HAS THE TRANSFER OF REGISTRATION TAKEN PLACE INTO THE PROPERTY OWNERS NAME AS LISTED ABOVE. **(Kindly attach proof of registration of transfer document).**
- HAS THE WORK COMMENCED OR IS IT COMPLETE.

| | |
|----------|---------|
|YES |NO |
|YES |NO |

REGISTERED ARCHITECTURAL PROFESSIONAL'S DETAILS: (BUILDING PLANS):

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

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**TWAOA ESTATE BUILDING
PLANS:
PLANNING APPLICATION**



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

CLASSIFICATION OF WORKS IN

TERMS OF THE TWAOA GUIDELINE:

(Tick the applicable box for

Form "A" or Form "B")

FORM "A"

R 756.00

Review (Scrutiny)

FORM "B"

R 2 268.00

Review + 2 Site inspections
+ 1 extra inspection if roof height

DETAILED SCOPE OF THE WORK:

"POPIA" UNDERTAKING:

I/we as registered owners of Erf _____ in THORNWOOD HOA PINEHURST 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—0833093024

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Thornwood

HOME IMPROVEMENT
GUIDE
for
Alterations and Additions
to
Homes

THORNWOOD HOME OWNERS ASSOCIATION



GARDEN CITIES

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
Updated September 2023 Updated January 2025
Updated January 2026-February 2026*

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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 HHOA.
- 1.3 As stated in agreement of sale documentation and HHOA 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 HHOA 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

pervising 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 OOSTENBERG 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 to cease 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**

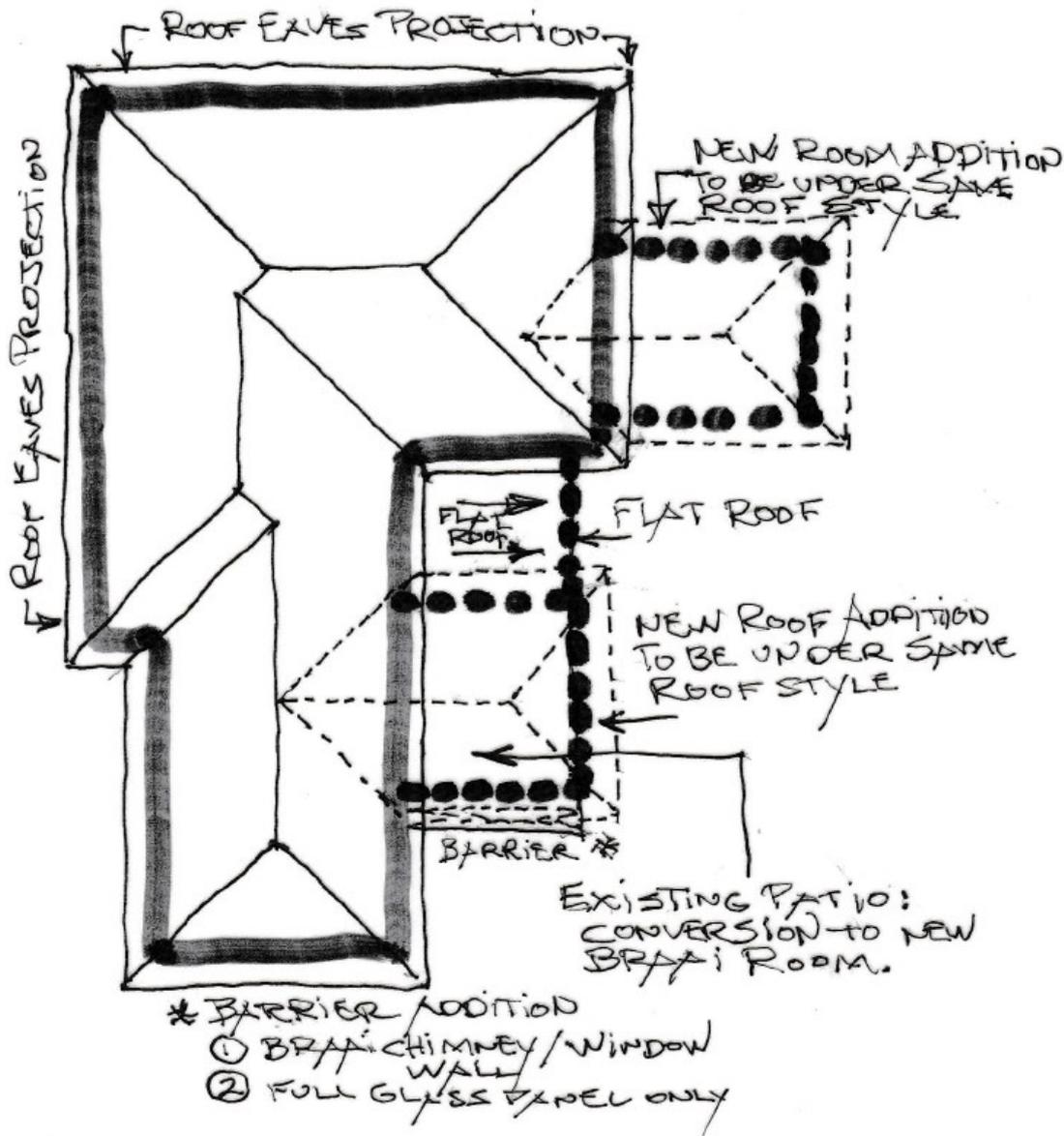
This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

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

FIGURE 1:



4 LEAN-TO ROOFS (FLAT ROOFS)

- 4.1 The maximum amount of lean-to roofing on a property shall be 35% of the original house floor area. (Excluding 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 4,5m.
- 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 - Kliplok-secret-fix steel roofing sheets are permitted. (The industrial type of **IBR profile roofing sheets is not permitted**)

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 the Estate.

FIGURE 2: 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 permitted to be embedded into these stackable door sections.

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 TWHOA & COCT planning application is required for Stackable/fold-away doors.

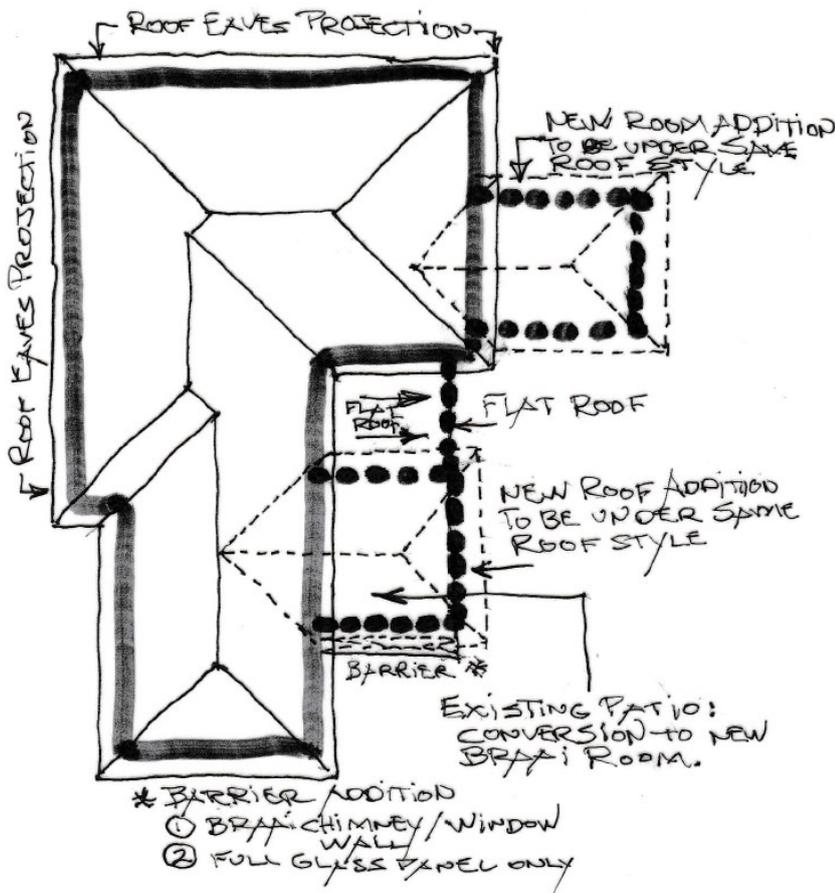
6 NEW ROOM ADDITIONS

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.

dots indicate typical new room additions).

FIGURE 3:



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 3 above.

7. SITE LAYOUT

All properties should endeavour to further promote the philosophy of the TWHOA/Garden Cities 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 All 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 (OA) 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.

- 8.1 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.

TWFOA 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. Neighbours consent will be required. A Land surveyors certificate should accompany applications for street walling.

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 TWFOA 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 Except for the Estate perimeter security wall, electric fencing is not permitted. 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. Facebrick is only permitted if screened from view of Roadways & Open Spaces / Parks and if viewed from common boundaries – neighbours' consent is required.

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.

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.

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

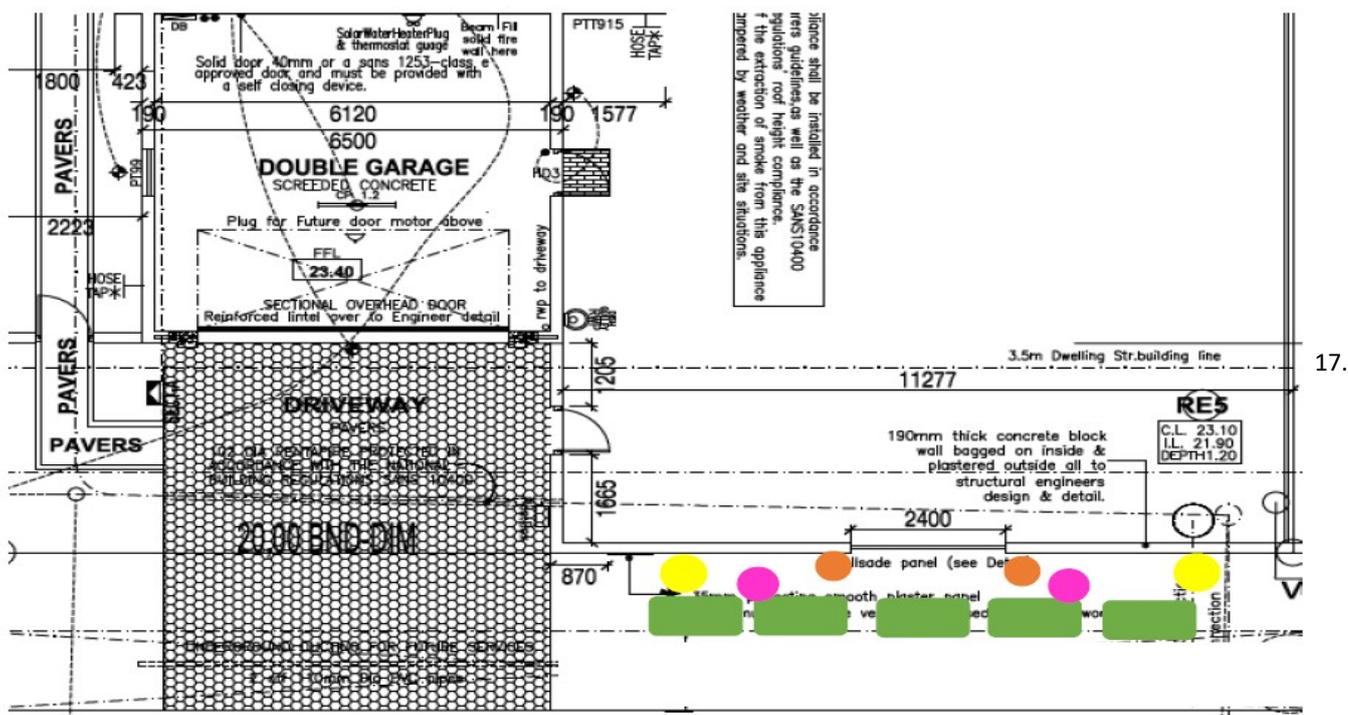
16. VERGE LANDSCAPING

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

Applications to develop the roadway verge may follow the example on the next page.



| 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 |



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.

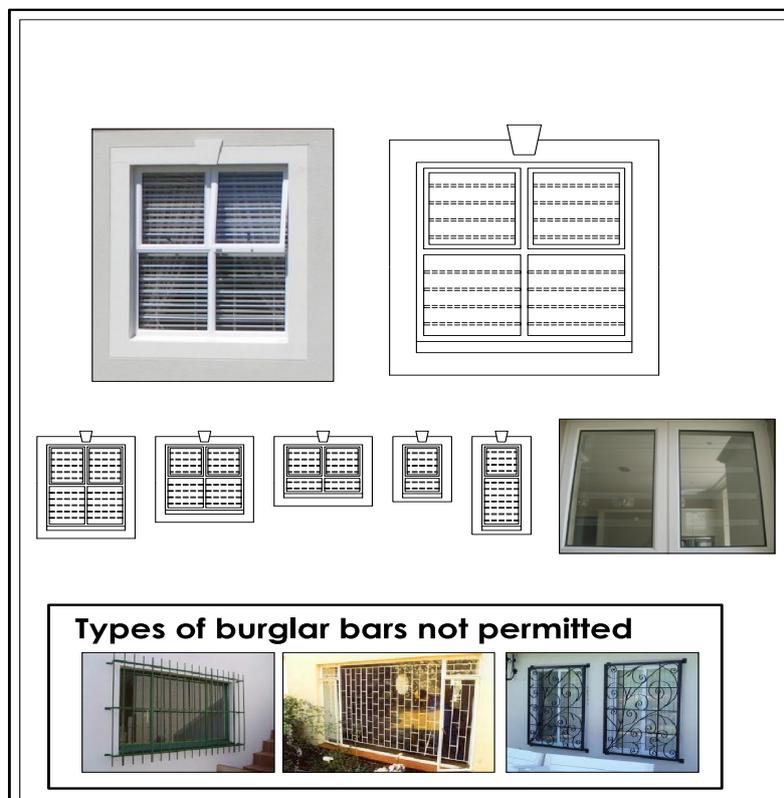
The minimum and maximum height of a steel flue above the roof tile is to be 1 metre. If the flue is located on or close to the roof ridgeline (apex) it is permitted to be 600mm minimum & maximum above the same ridge line. (See SANS1400 fire regulations).

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 is a Form "A" 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.

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

20.9 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.

20.10 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.

24. TWHOA LANDSCAPED PROPERTY: Street verge trees are not to be removed without the prior consent of the NCEOA and/or its representatives.



OA 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. |
|-----------|----------|

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 THORNWOOD 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

