

**WOODS END OA BUILDING PLANS:
PLANS APPLICATION GUIDE & 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 **WOODS END Owners Association Home Improvement Guide** which can be found on the **Garden Cities & Supervising Architects' web sites.** (www.gardencities.co.za - www.regwhittakerarchitect.co.za) Email: 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.

	OA Form A	OA 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 WOODS END OA Supervising Architect	X	X
Site inspection prior to review of documents		X
Submit Sketches/Drawings of proposed	X	X
Submit formal municipal building plans for	*** X	X
Stamped drawings & conditions of approval	X	X
A site inspection at Roof height & at Comple-		X
Clearance certificate issued		X
Building deposit refunded if compliant		X

SUPERVISING ARCHITECTS FOR WOODS END OWNERS ASSOCIATION:
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<u>Application Type</u>	<u>Fee</u>	<u>Email</u>	<u>Page</u>
A. Form A Application for review by (SA) Supervising architects.	R 756.00 (Scrutiny/Review fee)	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 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 WEOA 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 **OA 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 **OA stamps of approval** on the drawings.

STEP 4> The Registered professional submits the OA 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 **OA 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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(B) FORM "B" APPLICATION (MAJOR WORKS APPLICATION COST R 2 268.00 (Ex.vat))

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 WEOA Improvements application form. (Please find this below).**

SECURITY MEASURES.

- a) Security cameras and b) Electrical fencing are permitted: (Form "A" application is required without a site inspection)
- a) Consent for cameras are required. A property plan (Site Plan) showing the positions **and line of camera sight of each camera installation** must be depicted on such a plan for neighbour/s to sign approval thereof.
- b) Consent for Electrical fencing (maximum 6 strands) is permitted. A property plan (Site Plan) showing the route line of the fencing must be depicted. Where neighbour/s are affected they must sign approval thereof on such plan. No electric fencing may be installed on garage parapet walls.

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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 OA 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 OA for approval and the cost thereof will be for the Owners account.

STEP 1> The Applicant completes the **OA 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 **WEOA stamps of approval** on the drawings.

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

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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 (OA), 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 OA.
- It identifies any existing non-compliant improvements, allowing you to include them in your current application.
- It addresses potential obstacles to OA 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 OA 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 OA 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 OA for approval and the cost thereof will be for the Owners account.

A R 2 500.00 REFUNDABLE DEPOSIT IS REQUIRED BY THE OA 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

Why do I need a Works Clearance Certificate.

- The issuing of the Clearance Certificate facilitates the return of OA's Refundable deposit.
- Refundable deposits are to be withheld if unauthorised deviations are made from the OA 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 OA 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 OA 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 OA 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 OA 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 OA "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.

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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 OA planning applications at any stage—including revisions required by the City of Cape Town to achieve City approval.

(C) PRE-TRANSFER INSPECTIONS: Fee — R 1 575.00 (Evat) 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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WEOA ESTATE BUILDING
PLANS:
PLANNING APPLICATION FORM



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.

.....YESNO
.....YESNO

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

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

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WEOA ESTATE BUILDING PLANS:

PLANNING APPLICATION

FORMS "A" and "B"



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

CLASSIFICATION OF WORKS IN

TERMS OF THE WEOA 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 WOODS END ESTATE Durbanville, agree that I am / we are bound by the OA 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 OA Constitution, Rules, and Home Improvement Guide. By signing hereto, I / we acknowledge and accept the conditions of approval by the OA Executive Committee as:

- 1) The approved application and plans being in full compliance with the OA 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 OA 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 OA 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 OA'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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WOODS END OWNERS ASSOCIATION

HOME IMPROVEMENT GUIDE for Alterations and Additions to Homes



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HOME IMPROVEMENT GUIDE TO HOMEOWNERS

*June 2025
January 2026-February 2026*

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- 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 WOODS END OA. The principal objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual owner's investment on the one hand, and to mitigate the visual impact of the development, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended, and updated from time to time.
- For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departure from the rules of the day.
- 1.2 This guide is applicable to WOODS END Owners Association. **(WEOA)**
- 1.3 Garden Cities together with the relevant Owners Association (OA) shall appoint a Professionally Registered Supervising Architectural consultant who, in conjunction with the trustees, will ensure that all standards are maintained throughout the lifespan of the OA.
- 1.4 As stated in agreement of sale documentations and OA constitution rules:
"No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and OA trustees and the relevant local authority where applicable."
- 1.5 Any additions, alterations, or amendments to the original planning applications' approved plans, at any stage, as well as colour changes, are to be submitted to the supervising architect for further approval.
- 1.6 A refundable deposit will also be collected, which will be refunded once an inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and OA property have been made good by the homeowner because of the construction.
- 1.7 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has been commenced or completed at the time of the application.
- 1.8 Each planning application will stand on its own merit and its own set of circumstances'. Precedence shall not constitute a binding form of motivation.
- 1.9 In questions of interpretation of the Guide or in the event of matters arising from the design process which are not addressed by the Guide, the Trustees and Supervising Architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by Garden Cities and/or the WOODS END OA from time to time.
- 1.10 Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have been attended to without obtaining planning approval, or the property not be maintained to acceptable standards.**
- 1.11 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – Blaauwberg Administration – building plan approval. The WEOA supervising architect plans approval process is not to be construed in any way whatsoever as Local authority, Town planning and/or National Building/SABS regulations plan approval.
- 1.12 No building work may commence until the planning application approval has taken place. The WOODS END OA shall also be required to approve the application prior to submission to the City. Should deviations from the WEOA approved plans be required during the construction process, the entire application is to be re-lodged for new WEOA and Local authority planning approval prior to the execution of the deviations.
- 1.13 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural Profession (SACAP).
- 1.14 All work by contractors ceases by 5pm on weekdays, 1pm on Saturdays, and no work allowed on Sundays and Holidays.**

1.15 Completion date: Not later than 18 months from date of WOODS END OA approval of this application. If not completed, the application expires, and all fees paid including the WOODS END OA refundable deposit will be forfeited by the applicant.

2. ARCHITECTURAL LANGUAGE

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

3. SITE LAYOUT

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

- 3.1 Immediately upon the handover of the house keys, all existing trees along the immediate road frontage become the full responsibility of the homeowner. Trees are to be regularly watered and cared for and are not to be removed without prior written consent.
- 3.2 The road reserve between the roadway (Road Kerb) and front boundary of the home is the property of the local authority and the relevant Homeowners Association (WEOA) and as such requires their permission for alterations to same. The planting of and use of stone chips is to be controlled by the appointed Supervising Architect. Planning approval is required in this regard.
- 3.3 No home improvement may take place over a Servitude Area.

4. BUILDING MASS

- 4.1 Granny flats/Second Dwelling's are not permitted.
- 4.2 Additional floors added above the single storey homes (simplexes) in the estate are not permitted.
- 4.3 **Freestanding** workshops, hobby rooms, Studios, etc are not permitted. These can however be built-onto to the existing house as dwelling floor area, with access from inside the house. The roofs to these new rooms are to match the existing house, that is, pitched concrete roof tiles. (Flat/Lean-to roofs are not encouraged for this type of addition).

5. EXTERIOR WINDOWS AND DOORS

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

- 6.1 **Street frontage boundary walling** should be maintained as originally developed by Garden Cities and **as approved by the City of Cape Town. It is recommended**

6. BOUNDARY WALLS

that a Land surveyors certificate is accompanied with applications for street walling. 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.*

- 6.2 Vibracrete wall panels raised by 1 panel (8 panels total from ground level=2.400m) requires a full City of Cape Town building plan application as well as a WEOA the neighbour is to be notified prior to construction.
Be aware that the smooth face of the Vibracrete panel belongs to the property owner (applicant) whilst the neighbour will have the rough face of the panel.
- 6.3 All Vibracrete panels are to step down and ultimately taper (chamfer) to the matching height of the street font wall. Full building plans are required by the WEOA and the City of Cape Town for raising adding panels to Vibracrete walls.
- 6.4 **SECURITY SPIKES**
The installation of security spikes or similar on top of walls or elsewhere is not permitted

6.5 Electric fencing is permitted—maximum 6 strands. Neighbours no-objection is required.

7. PERGOLAS, BLINDS CAUTION & NON-PERMISSABLE ADDITIONS

7.1 Planning approval is required for any form of fixed Pergola or awning.

Patio area drop-down vertical blinds are permitted with the proviso that they are not to have stripes of any kind. That they are not to be of a darker shade than the main house base colour and with no plastic windows embedded into them. Finally, they are not to be fixed permanently in place.

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

NON-PERMISSIBLE HOME ADDITIONS ARE.

7.2 Solariums, Shade Ports, and “Sail” awnings.

7.3 Thatched Boma’s.

7.4 Fencing spikes.

7.5 Overly large Jungle Gyms. (The invasion of privacy of neighbouring properties must be considered).

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

7.7 Paint colours that do not match the original paintwork.

7.8 Caravans, Boats, trailers are not permitted within the complex.

8. GARDEN PATIO’S (Lean-To/Flat Roofs)

8.1 Garden Patios have been provided with a lean-to roof. The lean-to roof is to provide shade from the sun and shelter from the rain. The Garden Patio has not been provided as the makings of a new room. **(All new rooms are required to have a pitched roof.** (See clause 10 below).

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

8.3 The maximum span of a lean-to roof (Top end of slope to bottom end of slope) **may not be greater than 3,8m.**

8.4 New lean-to roofing is to be of one roofing material only. A patchwork of translucent and other material is not permitted. Small profile corrugated steel roofing is to be used.

8.5 New Patio lean-to roof upright support material must be either timber or steel sections to match existing, not plastered brick piers.

8.6 Prefabricated aluminium adjustable louvred awnings, horizontal or vertical (American Shutters) are permitted. (A planning application needs to be submitted)

9. **Carport (Lean-to roofs)** are to be as close as possible to the Figure 3 below “TYPICAL CARPORT”. IBR Long-span steel roofing sheets, white underside, are preferred @ max. slope of 3 Deg. A patchwork of translucent and other material is not permitted. Carport 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.

Shade-ports are not allowed.

9.1 If not of the prefabricated type, the Carport roof side bargeboards to be of Nutec material Maximum width ,280mm - Carports to be entirely white.

FIGURE 3: TYPICAL CARPORT



10 Roofed-over Garden Patio's are permitted to have stackable/fold-away/Bi-fold doors fitted to the underside of the lowest end of the lean-to roof.

- 101 Roofed-over Garden Patio's are permitted to have stackable/fold-away/Bi-fold doors fitted to the underside of the lowest end of the lean-to roof. (No plastered & painted brickwork or RC Concrete beams or any other type of material may be placed above these stackable doors).
- 10.2 Window sections are not permitted to be fitted into or alongside these doors.
They are not to be permanently shut. They may be closed at night and during adverse weather.
- 10.3 A full WEOA and 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.

11. NEW ROOM ADDITIONS

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

12. PAINT AND NEW BUILDING WORK COLOURS

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

13. VERGE LANDSCAPING

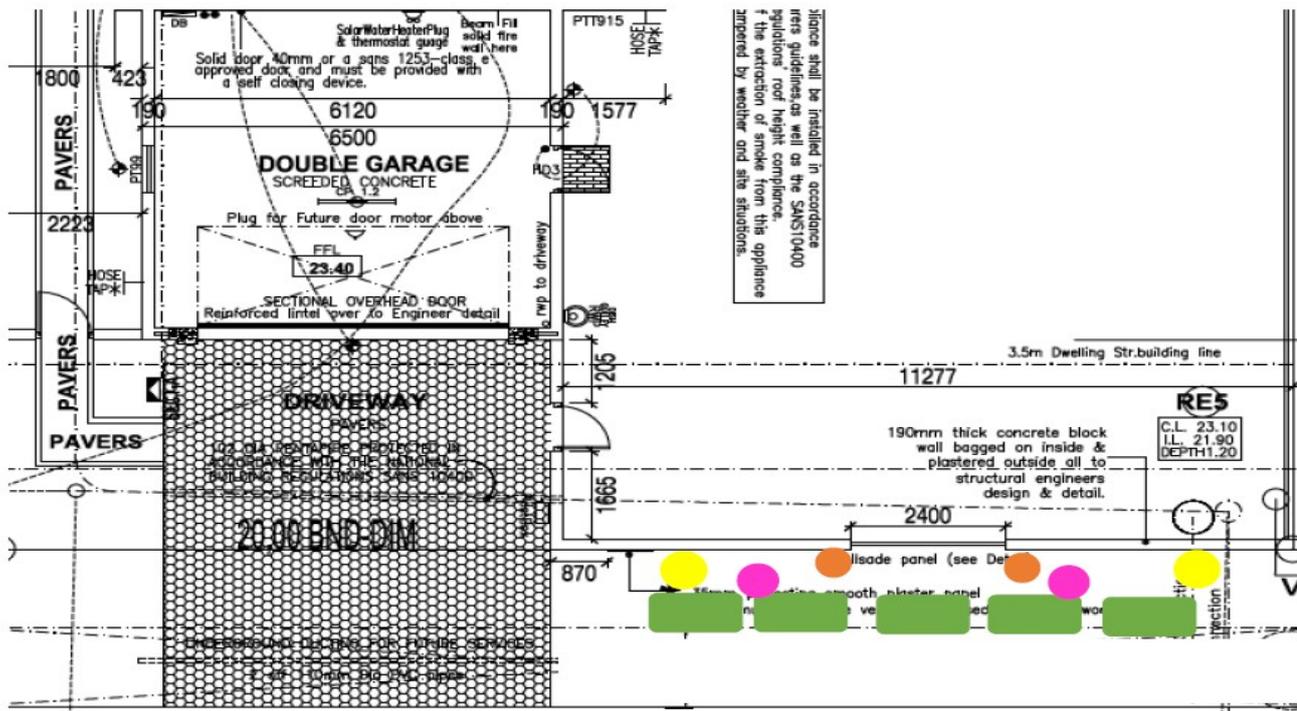
Typical treatment of your roadway verge in front of your property shall be per the "original new-home handover" state.

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 WEOA. 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 WEOA and/or its representatives.

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



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



14. SWIMMING POOLS

- 13.1 The installation of swimming pools requires full planning approval. Applications are to be lodged with the supervising architect together with the pool supplier's/manufacturers' details.
- 13.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours. They should not be visible from the road or adjacent open spaces either.
- 13.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceed 1.2m in height.
- 13.4 The pool backwash must be discharged in accordance with the local authority/municipality's requirements.
- 13.5 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

15. TV ANTENNAE – SATELLITE DISHES

Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are to be placed away from roads.



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

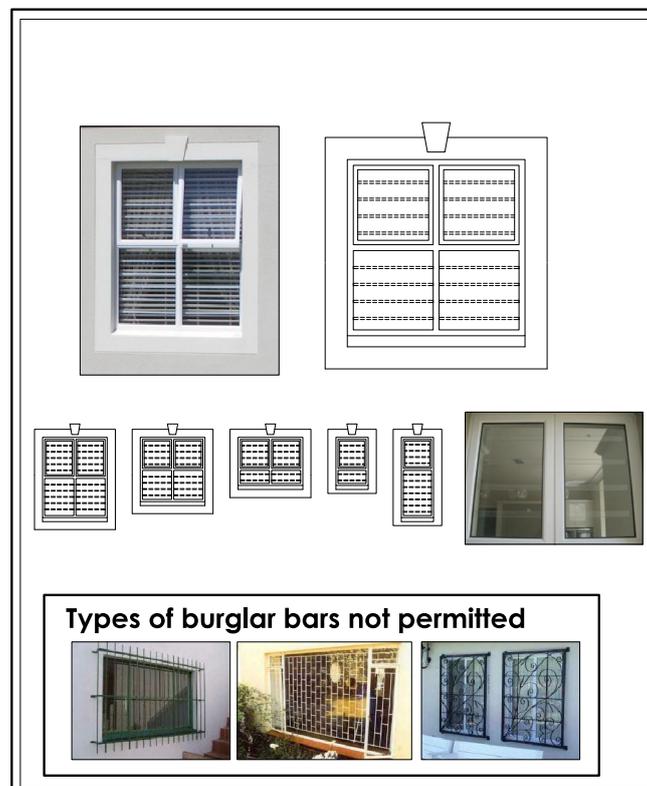


16. FIRE APPLIANCES, BRAAI'S AND CHIMNEYS

- 16.1 Fire appliances: new free-standing fire appliances may be installed. The positioning of steel flues would be preferred on the far side of the roof . line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof. **The minimum and maximum height above the roof tile is to be 1 metre. If located on or alongside the .line, 600mm minimum & maximum above the same .line. All fire installations must comply with SANS10400 Part T – Fire protection.**
- 16.2 Free standing braais: New free-standing braais may be built. Planning permission is required, and style must complement the existing architecture.

17. BURGLAR BARS AND SECURITY GATES

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



18. WATER AND ENERGY SAVING DEVICES

- 18.1 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.
- 18.2 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.

- 18.3 Photovoltaic Solar Panel System: Your solar PV system is a OA 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.
- 18.4 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.
- 18.5 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 18.6 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.
- 18.7 Wind turbines are not permitted.
- 18.8 **CAUTION:** Air conditioner units to be installed at natural ground level or well below boundary screen walls.

19 **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 OA 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.)

Extra Parking Bay on Roadway Verge: 5,2mx2,1m max size. Paved per main Driveway— Planter island to remain where possible or reduced in size.

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.

20 **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.

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



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ERF NO.

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CELL NO. SIGNATURE. Date.

SUPERVISING ARCHITECTS FOR WOODS END OWNERS ASSOCIATION:
Reg Whittaker Pr.Arch. SACAP 6572 SAIAT 33253:
Claude Vanderstraeten Pr.S.Arch.T - B.Tech Arch (Applied Design) SACAP 54999738:
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