

SUNNINGDALE TWELVE HOA

BUILDING PLANS:

BUILDING PLAN APPLICATION GUIDE:



Planning Application Procedures: Forms A & B

The purpose of this Guide is to assist property owners and their appointed architectural professionals in preparing and submitting proposals for alterations and additions to properties within Sunningdale Twelve. The Guide explains the Owners Association's planning approval process, submission requirements and governance procedures to ensure that all proposed improvements contribute positively to the architectural character and long-term value of the Estate. **Sunningdale Twelve Home 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)**

Guiding Principles: The objectives of these Guidelines are to:

- preserve the architectural character of Sunningdale Twelve;
- protect and enhance property values;
- ensure fairness and consistency in the consideration of applications;
- promote high-quality architectural design;
- maintain good neighbour relationships;
- complement the statutory requirements of the City of Cape Town;

It is important to note that while the City of Cape Town remains the statutory authority responsible for the approval of building plans and the issuing of Occupancy Certificates, the Sunningdale Twelve Owners Association has an equally important governance responsibility to ensure that its own architectural approval procedures, inspections, sign-offs, and compliance requirements have been fully satisfied before Property Clearance can be considered. These two approval processes are complementary rather than interchangeable. Approval by one authority does not negate the obligations imposed by the other.

For this reason, homeowners are encouraged to ensure that all alterations and additions are properly approved at the time they are undertaken, rather than waiting until the property may be sold. Doing so avoids unnecessary delays, additional professional costs, and possible postponement of property transfers.

	<u>HOA Form A</u>	<u>HOA Form B</u>
City approval required for proposed works	*** X	X
Type of proposed works that are applicable:	Please see page 2:	Please see page 4:
Supervising Architects application form	X	X
Application Fees (All fees exclude VAT @ 15%)	X	X
Refundable Building deposit required		*** Refundable deposit required
Reviewed by HOA 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 HOA trustees.	X	X
A site inspection at Roof height & at Completion of the works		X
Clearance certificate issued upon presentation of COCT Occupancy certificate		X
Building deposit refunded if compliant		X

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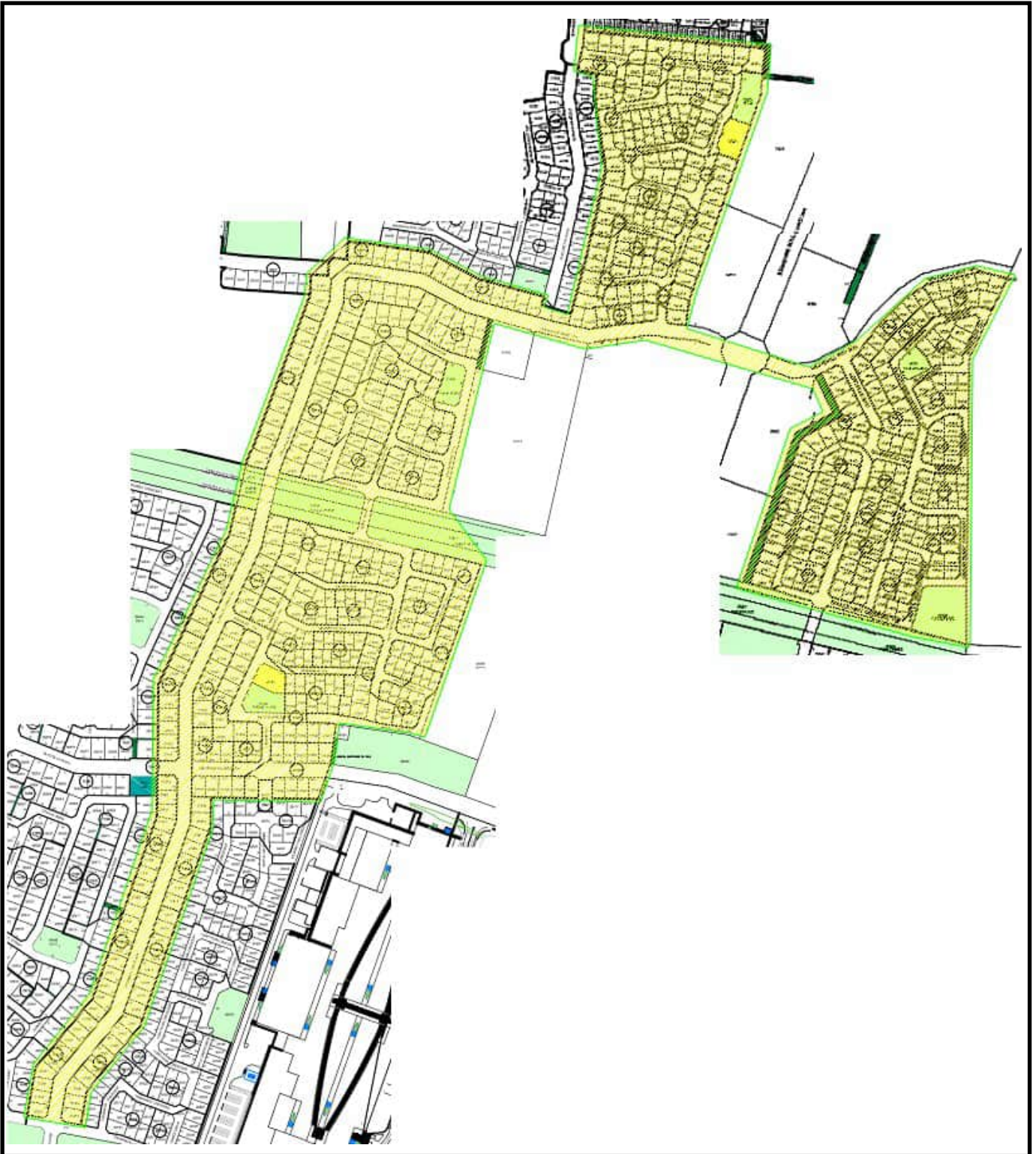


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MAP OF AREA OF JURISDICTION



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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)	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.
- Electrical Fencing.
- * 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 HOME OWNERS ASSOCIATION 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.

STEP 1> The Applicant completes the HOA Form "A" application and submits it to the Supervising Architect (SA), together with a digital copy (PDF format) in colour of the proposed works.

STEP 2> The SA issues an invoice to the Applicant. Upon receipt of proof of payment, the SA will commence the scrutiny and review of the application.

STEP 3> The SA will provide written comments, recommendations, or confirmation of no objection within ten (10) working days. Where the application is found to be acceptable, approval will be granted by means of a **Conditions of Approval** document, and the drawings will be stamped as approved by the Owners Association.

STEP 4> Where applicable, the Owner's appointed registered architectural professional must submit the HOA-approved building plans to the City of Cape Town (COCT) for statutory approval. The City charges a separate planning application fee.

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.

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A Form "B" application is required for the following categories of work:

- New room additions, including braai rooms and braai chimneys. **
- Granny flats or second dwellings. **
- Garages and carports.
- Swimming pools.
- Street boundary walls and palisade fencing.
- Flat or lean-to roofs, including covered patios, porches and pool pavilions.
- The raising of common boundary (Vibracrete) walls.
- The installation of stackable or fold-away doors to patio areas.
- Additional doors and windows, or the closing up of existing openings.
- Two or more Form "A" applications submitted as a single combined application.
- Any other major works, as determined by the Supervising Architect or the Owners Association.

Applications marked () require three (3) site inspections: ****

- Pre-construction Inspection
- Roof-height Inspection **
- Final Works Clearance Inspection

What is required when submitting a Form "B" application?

Applicants **must** ensure that:

- Their Owners Association levy account is fully paid up at the time of submission.
- A registered architectural professional, registered with the **South African Council for the Architectural Profession (SACAP)**, has been appointed to prepare and submit the building plans.
- The Applicant, or the appointed registered architectural professional, completes the **Sunningdale Twelve Owners Association Form "B" Application**. (Please refer to page 8.

SECURITY MEASURES.

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

- a) Neighbour Consent for cameras is 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) Neighbour Consent for Electric Fencing is required. A property plan (Site Plan) showing the path of the fencing must be in red depicted on such a plan for neighbour/s to sign approval thereof.

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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 Form "B" application and submits it to the Supervising Architect (SA), together with a digital copy (PDF format) of the proposed building plans.

STEP 2> The SA issues an invoice to the Applicant. Upon receipt of proof of payment, the SA arranges a **Preview Site Inspection** to verify that the existing structures depicted on the drawings accurately reflect the current conditions on the property. Following the inspection, the SA commences the scrutiny and review of the application.

STEP 3> The SA provides written comments and feedback within 5–10 working days. Where the application is found to be acceptable, approval is granted by means of a **Conditions of Approval** document, and the drawings are stamped as approved by the Owners Association.

STEP 4> The Owner's appointed registered architectural professional submits the HOA-approved building plans to the City of Cape Town (COCT) for statutory approval.

STEP 5> Once the COCT has approved the building plans, the Owner **must** forward a copy of the approved plans to the SA, whereafter construction may commence. Should the approved works not be completed within eighteen (18) months of the HOA approval date, the HOA approval will expire.

STEP 6> Where applicable, once construction has reached roof height, the Owner **must** notify the SA to arrange the roof-height inspection. Should the work, as constructed, deviate from either the HOA or COCT approved drawings, a revised application **must** be submitted to the HOA for approval. Any costs associated with such re-submission will be for the Owner's account.

STEP 7> Upon completion of the building works and the City of Cape Town's inspection process, the COCT will issue an **Occupancy Certificate (OCC)** confirming compliance with its statutory requirements. A copy of the Occupancy Certificate must be submitted to the SA.

STEP 8> Upon receipt of the Occupancy Certificate, the SA will arrange the final **Works Clearance Site Inspection** to verify that the completed works have been constructed in accordance with both the HOA and COCT approved plans and comply with the Estate's approved documentation. This inspection constitutes the second and final HOA site inspection. (Where a roof height in section, it would be the third).

STEP 9> Subject to satisfactory compliance, the SA will issue the Estate's **Works Clearance Certificate**. This certificate must be submitted to the Estate Managing Agent, who will proceed with the Association's Property Clearance process, including the refund of the refundable HOA building deposit.

Where the property has been sold, the issuing of the Works Clearance Certificate will enable the Estate's Property Clearance process to be concluded, allowing the transfer of ownership to proceed.

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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 (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 and roadway verge 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 ensure that the roadway verge is neat and tidy.

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.

Why is a Works Clearance Certificate Required?

The **Works Clearance Certificate** forms an essential part of the Estate's governance process. While the **City of Cape Town (COCT)** is responsible for approving building plans and issuing an **Occupancy Certificate (OCC)**, the **Sunningdale Twelve Owners Association (SD12HOA)** is responsible for ensuring compliance with the Estate's Architectural Guidelines.

These approval processes are **complementary, not interchangeable**. Approval by one authority does **not** remove the obligations imposed by the other.

- The COCT Occupancy Certificate enables the Property Owner to apply to the SA for the Estate's Works Clearance Certificate.
- The Works Clearance Certificate enables the refund of the refundable HOA building deposit.
- The refundable deposit will be withheld where unauthorised deviations from the approved plans exist.
- If the works are not completed within eighteen (18) months of HOA approval, the approval may expire and the refundable deposit and application fees may be forfeited.
- Unless otherwise agreed, the eighteen (18) month period commences on the date of the HOA approval stamp. Where work has commenced or been completed before application, the applicable penalty fee will apply.

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.

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

(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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SD12HOA 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)	

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

2. HAS THE WORK COMMENCED OR IS IT COMPLETE.

.....YES

.....NO

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

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

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SD12HOA ESTATE BUILDING PLANS: PLANNING APPLICATION



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

CLASSIFICATION OF WORKS IN
TERMS OF THE SD12HOA GUIDE-
LINE:

☐

FORM "A"
R 756.00

Scrutiny Review

☐

FORM "B"
R 2 268.00

Review + 2 Site inspections
+ extra inspections if roof height

(Tick the applicable box for

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—0833093024

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HOME IMPROVEMENT
GUIDE
for
Alterations and Additions
to
Homes

SUNNINGDALE TWELVE OWNERS ASSOCIATION



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SUNNINGDALE TWELVE HOME OWNERS ASSOCIATION

HOME IMPROVEMENT GUIDE TO HOMEOWNERS

December 2022; Updated January 2023; Updated June 2023 Updated August 2023; Updated January 2025

Updated June 2025

Updated January 2026

February 2026

Updated July 2026

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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 Owners Association (**SD12HOA**) shall appoint a Registered Professional Architect as the Supervising Architect (**SA**) who, in conjunction with the trustees, will ensure that all standards are maintained throughout the lifespan of the SD12HOA.

- 1.1 As stated in the agreement of sale documentation and SD12HOA 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 SD12HOA trustees and the relevant local authority."**
- 1.2 For home improvement planning applications, a refundable deposit will be collected, which will be refunded once a Works Clearance inspection has been concluded, this inspection by the cannot take place without the Supervising Architect being in possession of the COCT's granting an Occupancy Certificate for the works. The SA inspection is to take place to determine that the building has been constructed in accordance with the Estate & COCT approved building plans and that repair, if any, to the road, kerb and verge areas and SD12HOA property have been made good by the homeowner as a result 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 approved SD12HOA planning application **must** be submitted to the Supervising Architect for further approval. Where interpretation of these Guidelines is required, or where matters arise that are not specifically addressed herein, the Trustees and the Supervising Architect **will** make the final and binding determination.

1.6 Minor variations that are considered to be compatible with the architectural character of the Estate and in the interests of the built environment may be approved by the Supervising Architect and/or the SD12HOA.

1.7 The SD12HOA Clearance Certificate required by the transferring attorneys upon the sale of a property may be withheld where unauthorised building work has been undertaken, or where the property has not been maintained to an acceptable standard.

1.8 Where applicable, all SD12HOA-approved planning applications **must** be submitted to the City of Cape Town (COCT). A copy of the COCT-approved building plans **must** be lodged with the Supervising Architect before the Works Clearance Inspection can be undertaken. Where unauthorised works have been regularised through the OA approval process, the subsequent COCT-approved plans and Occupancy Certificate **must** likewise be submitted before the Estate's Works Clearance Certificate can be issued. The Works Clearance Certificate enables the refund of the refundable building deposit and the issuing of the Estate Clearance Certificate by the Managing Agent for property transfer purposes.

1.9 The SD12HOA planning approval process is entirely separate from, and **must not** be construed as, approval by the City of Cape Town or compliance with the National Building Regulations.

1.10 No building work **may** commence until both SD12HOA and City of Cape Town (COCT) approval have been obtained. Where revisions to, or deviations from, the submitted or approved COCT plans become necessary during the submission or construction process, the revised proposal **must** be re-submitted to the SD12HOA for approval. All construction materials, plant and building supplies **must** be stored within the property boundaries and **must not** be placed on the roadway verge or street frontage.

1.11 All building plans **must** be prepared and submitted by an architectural professional registered with the South African Council for the Architectural Profession (SACAP).

1.12 Contractors' working hours are restricted to **07h00–17h00** on weekdays and **07h00–13h00** on Saturdays. No construction work is permitted on Sundays or public holidays.

1.13 All approved works **must** be completed within eighteen (18) months of the date of SD12HOA approval. Failing this, the approval will expire, and all fees paid, including the refundable building deposit, may be forfeited.

2. ARCHITECTURAL LANGUAGE

2.1 These Guidelines do not seek to prescribe a particular architectural style. Rather, they promote architectural harmony, proportion and cohesion with the established character of the Estate, ensuring that all alterations and additions complement the existing built environment.

3. HOUSE ROOFS

3.1 All Estate homes have been constructed with **hipped and valley roofs** of one of the following two roof styles:

- **Type One** – Clipped eaves (Figure 1)
 - **Type Two** – Overhanging eaves (Figure 2)
-

FIGURE 1: TYPE ONE ROOF – CLIPPED EAVES

Type One homes are characterised by **clipped eaves** incorporating a vertical **Dutch gable** finished with horizontal Nutec cladding, enclosing the roof space within the gable.

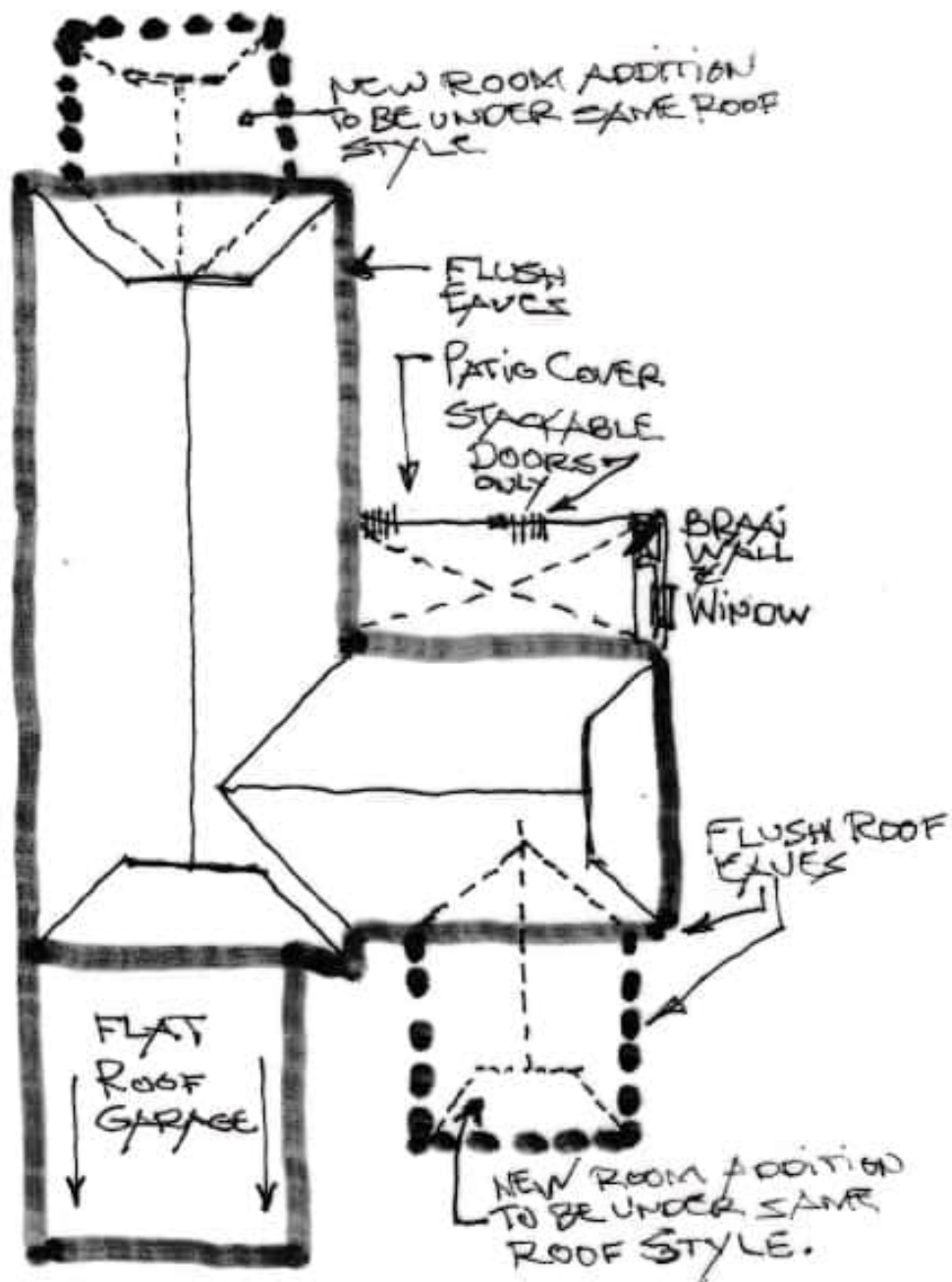
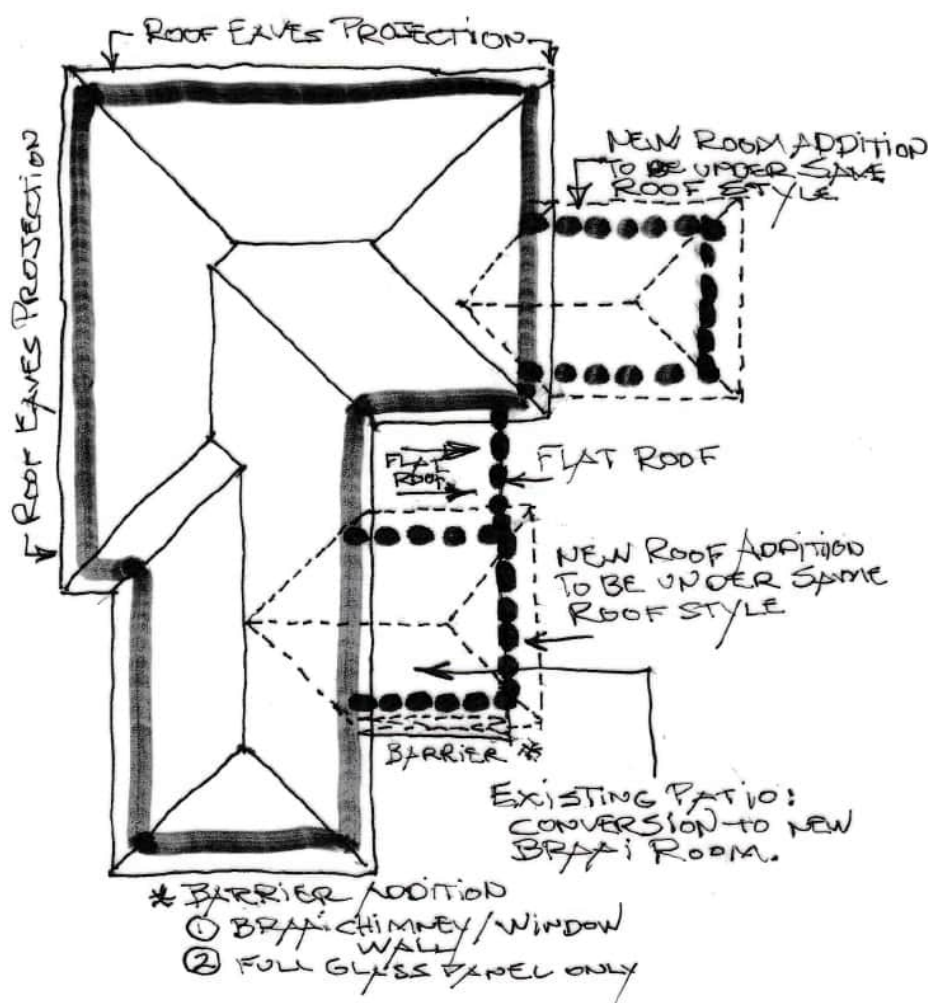


Figure 2 – Type Two Roof (Overhanging Eaves)

Type Two homes are characterised by **overhanging roof eaves** with exposed timber rafter ends.



4. LEAN-TO ROOFS (FLAT ROOFS)

Large expanses of flat or lean-to roofing can detract from the architectural character of the Estate. Accordingly, the following requirements apply:

- 4.1 The total area of lean-to roofing on a property **must not** exceed **30%** of the original dwelling floor area, excluding the garage.
- 4.2 The maximum span of a lean-to roof, measured from the highest to the lowest point of the roof slope, **must not** exceed **3.8 metres**.
- 4.3 **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 page 15—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 painted white.
- 4.7 White prefabricated adjustable louvred awnings are permitted.

FIGURE 3: TYPICAL CARPORT



4.8 Carports **must** closely resemble the example shown in **Figure 3 – Typical Carport**. IBR longspan steel roof sheeting with a white underside is the preferred roofing material, installed at a maximum roof pitch of **3°**. A combination of translucent and opaque roofing materials is not permitted. Roof supports **must** comprise square timber or square steel posts erected on **330 × 330 × 600 mm** high plastered brick piers. To maintain architectural consistency throughout the Estate, all carports **must** be of a similar style. **Shade-ports are not permitted.**

4.9 Where carports are not of the prefabricated type, the side bargeboards **must** be constructed of Nutec material with a maximum width of **280 mm**. All carports **must** be finished in white.

5. STACKABLE / FOLD-AWAY DOORS (GARDEN PATIOS)

5.1 To provide weather protection for outdoor furniture, garden patios may be enclosed with stackable or fold-away doors installed beneath the lowest timber beam of the lean-to roof. No plastered brickwork, reinforced concrete beams, or any other permanent structure is permitted above these doors. Where required, the triangular side sections between the top of the doors and the sloping roof **must** be enclosed with aluminium infill panels finished to match the external window and door frames of the dwelling.

5.2 Stackable or fold-away doors are the **only** form of weather enclosure permitted to lean-to roofed garden patios.

5.3 Individual door leaves **must not** incorporate window sections. Fixed full-height glazed side panels matching the height of the doors may be permitted at the ends of the patio.

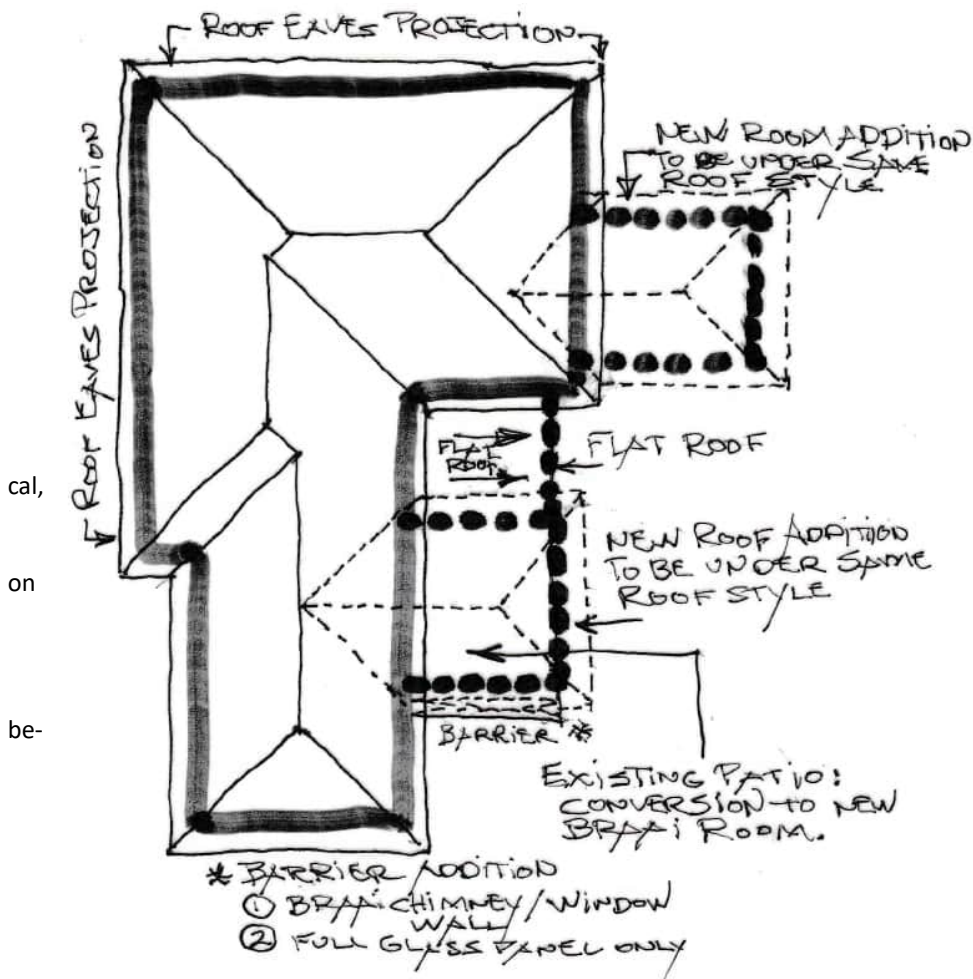
5.4 Stackable or fold-away doors **must not** remain permanently closed and are intended for use during adverse weather or at night. Adequate natural ventilation **must** be maintained to all habitable rooms adjoining enclosed patios.

5.4 A full SD12HOA & COCT 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, including **braai rooms, bedrooms, family rooms** and similar habitable rooms, **must** be constructed under a concrete tiled roof matching the style, pitch and character of the existing dwelling. (Refer to **Clause 3.1 – House Roofs.**)

Figure 4 illustrates the typical roofing arrangement for formal room additions. (Large dots indicate typical new room additions.)



Small sections of new additions, where a pitched roof is not practical, may be constructed with a lean-to roof, as indicated by the **Flat Roof** the figure. Where IBR longspan steel roof sheeting is used, the roof profile **must** be concealed behind a parapet wall, similar to the treatment of the Estate's flat-roofed double garages.

7. SITE LAYOUT

7.1 Property owners are encouraged to uphold the **Garden City** philosophy by maintaining a well-landscaped environment with trees, shrubs and soft landscaping that complements the built environment and the Estate's extensive public open spaces.

7.2 Upon handover of the property, all live vegetation within the SD12HOA roadway verge adjoining the property becomes the responsibility of the homeowner.

7.3 Trees **must** be properly maintained, regularly watered and **must not** be removed without the prior written approval of the SD12HOA.

7.4 The roadway verge between the kerb and the front boundary of the property forms part of the Owners Association's common property. Any alterations, additional planting or the use of stone chips **must** receive prior SD12HOA approval. A suitably detailed landscaping layout plan **must** accompany the application. (Refer to **Clause 16 – Verge Landscaping and Minor Works Applications.**)

7.5 No building work or other home improvements are permitted within a registered servitude area.

7.4 The road reserve/Verge area between the roadway kerb & front street boundary of the home is the property of the Owners Association (SD12HOA) and as such requires their permission for alterations to same. (See clause 16 –Verge Landscaping) The planting of further vegetation and use of stone chips is to be controlled and SD12HOA 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 or forwards 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. Where the change of use on an existing double garage occurs, the minimum permissible distance from the roadway kerb to the compulsory new double garage frontage must be 5,5m.

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.

9. WINDOWS AND DOORS

9.1 All new windows are to match the existing dwelling.

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

9.3 **For all paint colours contact the sales office on Phone 021 554 2121—email: vegaprop@iafrica.co.za**

10. BOUNDARY WALLS

10.1 Street frontage boundary walls should be maintained in the style originally developed by Garden Cities.

10.2 Where the bylaw permits—Only **Nutec fibre-cement panels** may be used to screen openings in street frontage boundary walls.

10.3 Where a homeowner wishes to erect a **1.8 m** high street frontage barrier, it **must** comprise a **600 mm** high plastered and painted "werfmuur" with **330 × 330 mm** plastered columns spaced at a maximum of **2.4 m** centres. Matching palisade panels **must** be installed between the columns, and all gates **must** match the existing Estate steelwork. SD12HOA approval is required. The barrier wall **must** terminate at the existing neighbouring screen walls on both sides of the property. A Land Surveyor's Certificate and the written consent of affected neighbours **must** accompany the application.

Common Boundary Walling (Vibracrete)

10.4 The raising of Vibracrete boundary walling by **one additional panel** (maximum **8 panels** or **2.4 m** above Existing Ground Level (EGL)) requires both **SD12HOA** and **City of Cape Town** approval. Where the rough face of a Vibracrete wall faces your property, the wall will generally belong to the adjoining owner, although ownership **must** be confirmed from the approved building plans. The application **must** be submitted by the owner of the wall.

10.5 Raised Vibracrete walls **must** step down and taper (chamfer) where they meet the **1.8 m** high street frontage wall, ensuring a smooth transition to adjoining boundary walls.

10.6 Boundary walls **must not** be raised using materials other than those matching the original wall construction and finish.

11. FACEBRICK WORK & STONE CLADDING

11.1 Facebrick is permitted only where it is screened from view from roadways and public open spaces. Where visible from adjoining properties, the written consent of affected neighbours **must** accompany the application.

11.2 Stone cladding **must** complement the established architectural character of the Estate and **must not** dominate the building design. Only natural, light-coloured stone, cut and dressed on site by a specialist stonemason, is permitted. The Supervising Architect **will** inspect the stonework at commencement, during construction and upon completion.

12. BASEMENTS

12.1 Basements **must** comply with the definition contained in the National Building Regulations, namely that the ceiling level does not project more than **1.0 metre** above the average natural ground level.

13. BALUSTRADES

13.1 Balustrades **must** be of simple, elegant design and complement the architectural style of the dwelling. Where applicable, they **must** be compatible with similar balustrades in the immediate vicinity.

14. PERGOLAS, BLINDS & NON-PERMISSIBLE HOME ADDITIONS

14.1 Planning approval is required for all fixed pergolas and awnings.

14.2 Patio drop-down vertical blinds are permitted, provided they:

- are plain, without stripes or patterns;
- are no darker than the base colour of the dwelling;
- do not incorporate clear plastic viewing panels; and
- are not permanently fixed in the closed position.

14.3 **CAUTION:** Air-conditioning condenser units **must** be installed at natural ground level or below the height of boundary screen walls and should not be visible from roadways or public open spaces.

14.6 NON-PERMISSIBLE HOME ADDITIONS

The following are **not permitted** within the Estate:

14.6.1 Solariums, shade ports and sail awnings.

14.6.2 Thatched bomas.

14.6.3 Fencing spikes and suchlike.

14.6.4 Overly large jungle gyms where they adversely affect neighbouring properties.

14.6.5 House numbers and post boxes that do not match the original Estate design.

14.6.6 Paint colours that do not match the approved Estate colour palette.

14.6.7 Caravans, boats and trailers.

15. PAINT AND NEW BUILDING WORK COLOURS

15.1 All new paintwork and external finishes **must** match the approved colours of the existing dwelling. (*Refer to Clause 9.3.*)

15.2 For all paint colours contact the sales office on Phone 021 554 2121—email: vegaprop@iafrica.co.za

15.3 All new steelwork **must** match the existing steelwork of the dwelling, including colour.

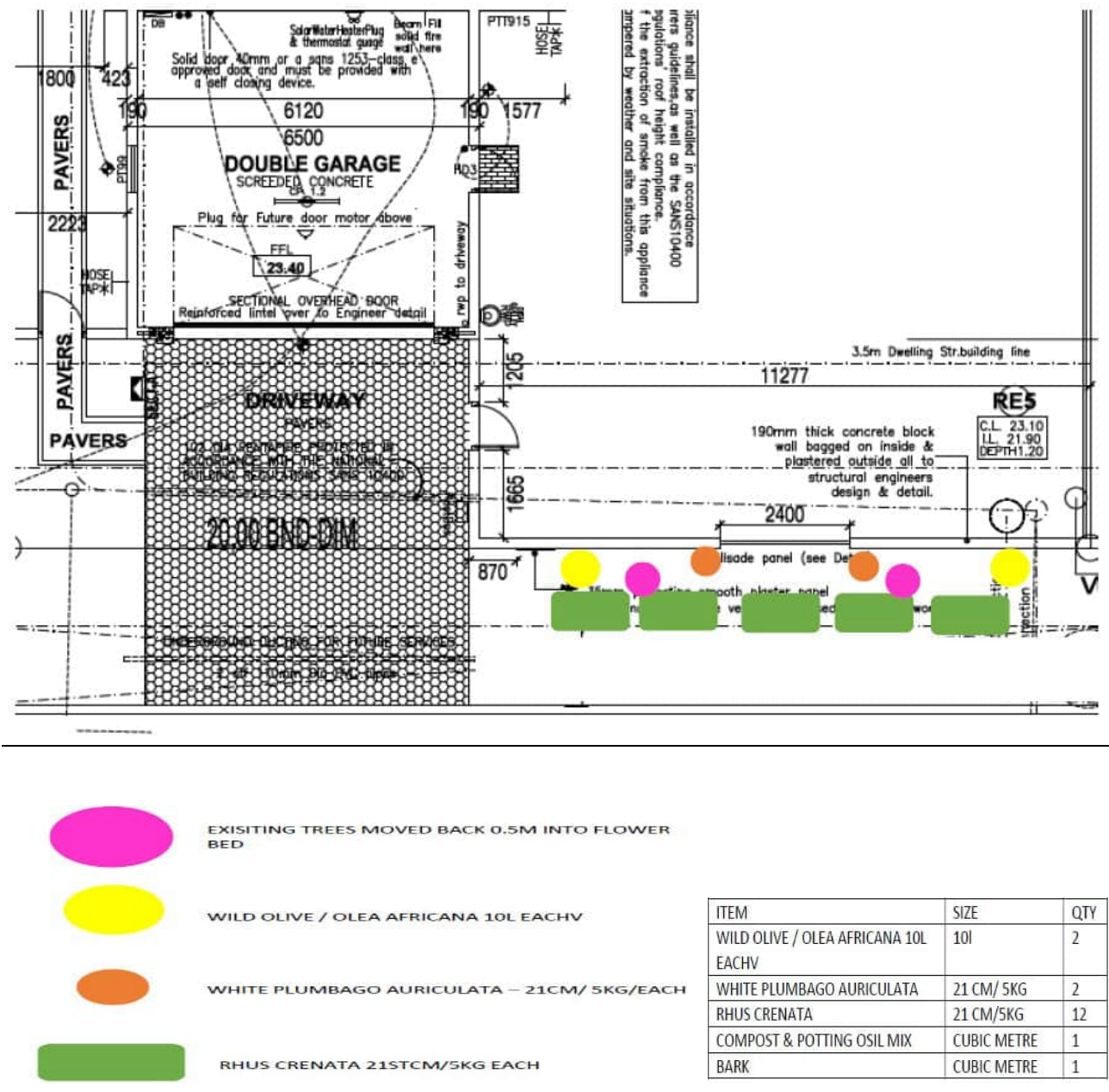
16. VERGE LANDSCAPING

The roadway verge adjoining each property **must** generally be maintained in the condition established at the original handover of the dwelling.

The roadway verge between the kerb and the front boundary forms part of the Owners Association's common property. Any alterations, additional planting or the use of decorative stone **must** receive prior SD12HOA approval. A suitably detailed landscaping layout plan **must** accompany the application. (*Refer to the Minor Works Application requirements.*) 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).

Additional planter islands may be incorporated into the verge landscaping. Kikuyu grass and artificial turf are not permitted.

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



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
- ☐ Eragrostis tectorum
- ☐ Eragrostis 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
- ☐ Helichrysum splendidum
- ☐ Pelargonium capitatum
- ☐ Pelargonium citronellum
- ☐ Pelargonium tomentosum
- ☐ Portulacaria afra



SHURBS AND GROUNDCOVERS

- | | |
|---|---|
| ☐ Agapanthus africana & nana | ☐ Lampranthus coccineus |
| ☐ Agathosma capensis | ☐ Leucospermum cordifolium |
| ☐ Aloe arborescens, chabaudii, cooperi & striata | ☐ Limonium peregrinum |
| ☐ Aptenia Corrifolia | ☐ Metalasia muricata |
| ☐ Arctotis acaulis | ☐ Myrica serrata |
| ☐ Aristea major | ☐ Osteospermum fruticosum |
| ☐ Athanasia trifurcata | ☐ Pelargonium cordifolium |
| ☐ Barleria repens | ☐ Pelargonium graveolns |
| ☐ Bulbinella spp. | ☐ Pelargonium peltatum |
| ☐ Carissa macrocarpa & 'Green carpet' | ☐ Plectranthus ciliatus |
| ☐ Crassula multicaeva & ovata | ☐ Plectranthus neochilus |
| ☐ Carpobrotus acinaciformis | ☐ Plumbago auriculata |
| ☐ Chrysanthemoides incanum | ☐ Polygala myrtifolia |
| ☐ Coleonema album | ☐ Polygala virgata |
| ☐ Cotyledon orbiculata | ☐ Portulacaria affra |
| ☐ Dietes grandiflora | ☐ Searsia crenata |
| ☐ Delosperma spp. | ☐ Ruschia macrowanii |
| ☐ Drosanthemum spp | ☐ Rhus Crenara |
| ☐ Elegia tectorum | ☐ Salvia chamelaeagnea |
| ☐ Erioccephalus africanus | ☐ Scabiosa africana |
| ☐ Felicia filifolia | ☐ Stachys aethiopica |
| ☐ Felicia amelloides | ☐ Thamnocortus insignis |
| ☐ Gazania rigens | ☐ Tulbaghia violacea |
| ☐ Gernanium incanum | ☐ Watsonia marginata |
| ☐ Helichrysum cymosum | |



17. SWIMMING POOLS

17.1 The installation of a swimming pool requires full SD12HOA and, where applicable, City of Cape Town planning approval. Applications **must** be submitted to the Supervising Architect together with the building plans and the pool supplier's specifications.

17.2 Pool pumps and filtration equipment **must** be shown on the building plans and located so as not to cause a nuisance to neighbouring properties. They **must** be positioned at least **1.5 m** from common boundaries and **must not** be visible from roadways or public open spaces.

17.3 Pool safety enclosures **must** comply with the National Building Regulations (SANS 10400), be of simple design compatible with the dwelling, and **must not** exceed **1.2 m** in height.

17.4 Pool backwash **must** discharge into the property's sewer system.

17.5 The Developer accepts no responsibility for underground services that may be encountered within the proposed pool excavation area.

17.6 Upon completion of the swimming pool and the COCT approval process, the Property Owner must submit the Occupancy Certificate (OCC) to the Supervising Architect to arrange the final Works Clearance Inspection. Subject to satisfactory compliance, a Works Clearance Certificate will be issued, enabling the Estate Managing Agent to proceed with the refund of the refundable building deposit and, where applicable, the Estate's Property Clearance process.

18. TV ANTENNAE, SATELLITE DISHES & CHIMNEYS

18.2 Fire Appliances

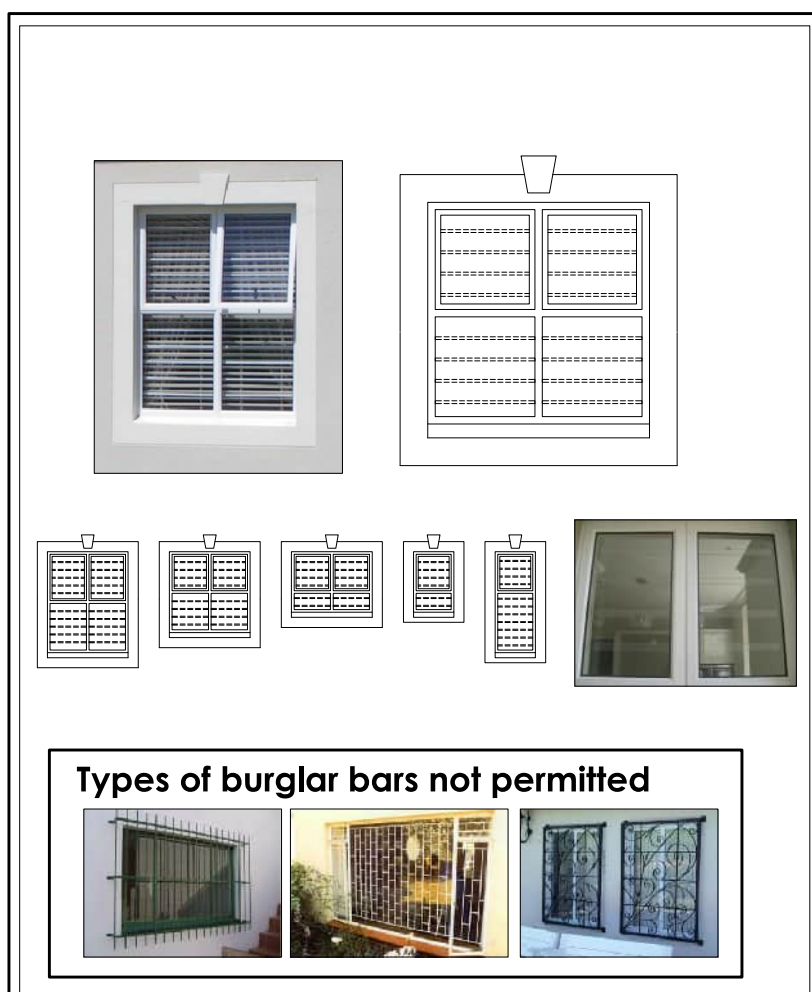
Freestanding fire appliances are permitted. Steel flues should, where practicable, be positioned on the side of the roof ridge furthest from the roadway. Flues **must** be maintained to prevent rust staining of the roof finish. Where located below the roof ridgeline, the flue **must** project **1.0 m** above the roof surface. Where positioned on or adjacent to the roof ridge, the flue may project **600 mm** above the ridge line. (Refer to the applicable SANS regulations.)

19. BURGLAR BARS AND SECURITY GATES

19.1 Burglar bars **must** be of simple horizontal design without ornate detailing.

19.2 External basket-type burglar bars are not permitted.

19.3 Burglar bars and security gates **must** be white and installed as unobtrusively as possible.



20. WATER AND ENERGY SAVING DEVICES

20.1 The use of water and energy saving devices is encouraged, provided that the visual character of the Estate is not compromised. Where applicable, the written consent of affected neighbours **must** accompany the application.

21. MINOR WORKS

Planning approval is required for the following minor works:

- Free-standing Wendy houses, provided they are not visible from roadways or public open spaces. Roof colours **must** match the dwelling roof. Where common building lines are encroached upon, affected neighbours' written consent is required. **According to the City—Wendy houses exceeding 5 m² require City approval.** The maximum size permitted by the SD12HOA is **3.0 m × 2.5 m**.
- Retractable awnings and roll-down vertical blinds. (Full specifications required.)
- Overly Large garden structures, including jungle gyms and permanent garden furniture. (Full specifications required.)
- Air-conditioning condenser units.
- Any other minor works as determined by the Supervising Architect or the SD12HOA.

22. NOTES

- Street numbers and post boxes **must** match the original Estate design.
 - Air-conditioning condenser units **must** be screened from view, installed at natural ground level or below boundary walls, and positioned so as not to create a nuisance to neighbouring properties.
 - All external sewer and plumbing pipework **must** be concealed.
 - Street verge trees **must not** be removed without the prior written approval of the SD12HOA.
-

22. SAFETY

All building sites, whether fenced or not, are regarded as restricted areas. Residents are requested not to enter active construction sites and to report any safety concerns or transgressions to the Estate Management.

23. PLUMBING

23.1 All external sewer and plumbing pipework **must** be concealed and **must not** be visible on external walls.

24. BOREHOLES

The installation of a borehole requires a signed indemnity together with a site plan indicating the proposed borehole or wellpoint location. Applicants **must** obtain the written consent of all affected neighbouring property owners. A copy of the signed indemnity will be provided by the estate for presentation to the affected neighbours for their records.



Sunningdale Twelve 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 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

