

Thorn Valley Estate
GREENSTONE HILL

**ALTERATIONS & ADDITIONS PLAN APPROVAL &
BUILDING COMMENCEMENT PROCESS
STATUTORY ASSOCIATION DOCUMENTATION**

THORN VALLEY ESTATE – ALTERATIONS & ADDITIONS PLAN APPROVAL & BUILDING COMMENCEMENT PROCESS

The following is the prescribed protocol applicable to Thorn Valley Estate.

Owners are reminded of the requirements on owners to commence construction of the dwelling within twelve months of the original date of registration of the property after the development was initially completed and that there is a further twelve-month construction period.

In the event that either cut-off date is not complied with, the TVEHOA shall impose a penalty of two-times the monthly levy and in addition to the monthly levy due by the registered owner.

Owners are encouraged to comply with the stated time frames, which primarily are in order to reduce inconvenience to neighbours and unsightliness, disturbance and general nuisance and where the entire Estate will not remain a building site indefinitely.

1.0 PLAN APPROVAL PROCESS

- 1.1 To commence the process, the individual member must be in good standing with the TVEHOA, being fully paid up in terms of monthly levy payments.
- 1.2 The member must submit the full payment of all statutory costs associated with the Plan Approval process : Total Architectural Review Cost : R1,539 Including VAT
 - 1.2.1 Plan Scrutiny Fee
 - 1.2.2 Pre-Construction Site Inspection
 - 1.2.3 Completion Inspection for issue of Completion Certificate
 - 1.2.4 TVEHOA Plan Administration Fee
- 1.3 The member must submit the full payment of all statutory costs associated with the Building Control Process : Total Building Control Cost : R6,140. Inc VAT.
 - 1.3.1 R5,000 Refundable Deposit – No VAT Applicable
 - 1.3.2 R1,140 Builder's Board incl VAT
NOTE : NOT APPLICABLE FOR SHORT DURATION BUILDS
- 1.4 After payment of Items 1.1 – 1.3 to the TVEHOA in the gross amount of R6,539 (or R7,679 if builders boards apply), the member must initially submit 1 electronic copy and 3 paper copies (1 for the TVEHOA, 1 for the TVEHOA architect and 1 for return to the member with comments) of the plans to the Managing Agents for due process by the Architectural Review Committee.
- 1.5 After the various changes and suggestions made by the TVEHOA have been implemented, the final plans to be submitted to the TVEHOA for approval should be as follows: 1 electronic copy and 4 paper copies (with signatures of the owners of the neighbouring properties signed on the relevant stands shown on the plans – to indicate their approval of the plans).
- 1.6 It is a requirement of the plan submission process that a site plan be included, where such plan indicates all surrounding stands on all four sides – even if across the road. Neighbours' signatures of consent must be recorded against their own respective stand, with the signature also accompanied by the name being verified and dated in block capitals.
- 1.7 The approved TVEHOA plans must then be submitted to the Local Authority for approval by that body.
- 1.8 The member must submit full contact details of building contractor, whereupon the TVEHOA shall convene an "accreditation meeting" with the building contractor.

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- 1.9 The building contractor shall be issued with a “contractor’s pack” and shall be required to sign acceptance of the same and offer an undertaking to abide with the TVEHOA rules and guidelines. If such conditions are not accepted, the building contractor shall not be permitted access to the Estate.
- 1.10 The builder’s board must be erected on site. (if required see 1.3.2)
- 1.11 The member shall advise the TVEHOA when the plans have been approved by the Local Authority and make available 2 sets of approved plans for the records of the TVEHOA.

2.0 COMMENCEMENT OF BUILDING ACTIVITIES

- 2.1 A site handover shall be conducted between the TVEHOA and the building contractor after notification that the builder’s board and the municipal connections for water and sewerage have been commissioned and a temporary chemical WC installed on site.
- 2.2 Photographs shall be taken to record the status of the site, sidewalk and immediate road carriageway.
- 2.3 Permission to commence construction shall be issued but shall be applicable only for the excavation of foundations.
- 2.4 Full formal permission to continue with the balance of the dwelling shall be given after the casting of the ground floor slab.

3.0 DURING CONSTRUCTION

- 3.1 The TVEHOA shall conduct inspections from time-to-time to ensure compliance with the TVEHOA rules & guidelines.
- 3.2 Members are advised that, should specific ad-hoc Inspections be required due to suspected deviation or non-conformance, such individual inspections will be charged at R500, exclusive of VAT, for the Design Review Architect.
- 3.3 In the event of any non-conformance, the member shall be subject to the administration costs of the Managing Agent in the amount of R350, exclusive of VAT.
- 3.4 Personnel ID cards. ID cards shall be required in duplicate for each member of a building contractor’s workforce. Cards are supplied at R150 each, exclusive of VAT, R50 being refundable on completion of the works.
- 3.5 Vehicle ID cards shall be provided and must be displayed at all times whilst in operation within the Estate.

4.0 SPECIFIC PENALTIES APPLICABLE DURING THE CONSTRUCTION PHASE

Note : Penalties shall be levied by the TVEHOA to the owner and directly to the building contractor, or his agents. Where applicable, access shall be denied to the building contractor or his workforce where such parties are in transgression

Refer to separate Fines & Penalties schedule

5.0 COMPLETION, HANDOVER AND OCCUPATION

- 5.1 Upon notification by the member that the construction activities have been completed, the TVEHOA shall conduct a site inspection to ensure that the sidewalks, road carriageway, landscaping, existing municipal services, etc are all intact, in full working order and acceptable to the Estate.
- 5.2 Deposits shall be released upon the satisfactory acceptance of the site
- 5.3 A TVEHOA Completion Certificate shall be issued which can then be submitted to the Building Control Officer of the Local Authority, who will then undertake the formal Occupation Certificate

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- 5.4 The TVEHOA shall not permit occupation of any house within the Estate where the Local Authority has not issued an Occupation Certificate.

6.0 GENERAL

- 6.1 The process has been clearly defined and the TVEHOA will accept no responsibility whatsoever for any delays or associated costs should construction not commence within twelve months from date of the original registration of transfer of ownership of the individual stand from the original Estate developer.
- 6.2 The TVEHOA will accept no responsibility whatsoever for any delays or associated costs should the plans as submitted be rejected due to blatant disregard for the town planning, architectural or aesthetic guidelines as applicable to the Estate.
- 6.3 The process has been clearly defined and the TVEHOA will accept no responsibility whatsoever for any delays or associated costs should construction not be completed within twelve months of commencement – for whatever reason.
- 6.4 The TVEHOA reserves the right to deny access to the Estate to any building contractor who blatantly disregards the rules and regulations of the TVEHOA and persistently is the cause of infringements of such rules.