



# **PLAN APPROVAL**

## 1. PLAN APPROVAL PROCESS

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**1.1 NOTE:** Before construction work can commence, the PURCHASER is required to pay a non-refundable **Plan Submission Fee** in the amount of **R11, 000.00** and a **Building Performance Deposit** in the amount of **R9, 000.00** to the Elements Body Corporate.

Total amount payable **R20, 000.00 (excl. VAT)**.

(The above fee may be reviewed and amended at the discretion of the EAC and is subject to an annual increase of 10%)

### **ELEMENTS PRIVATE GOLF RESERVE**

#### **Standard Bank**

**Branch:** Rivonia 001255

**Account No:** 420 047 956

**1.2** For alterations and/or additions to an existing residence whereby the estimated total value of work is equal to or less than R500, 000.00, the **Plan Submission Fee** will be halved to **R5, 500.00 (excl. VAT)**.

For alterations and/or additions exceeding R500, 000.00, the full fee as per point 1.1 above applies.

**1.3** Only Architects registered with the South African Council for the Architectural Profession (SACAP) may submit drawings for development within EPGR, and all Engineers must be registered with the South African Institution of Civil Engineering (SAICE).

**1.4** The EAC scrutinizes the Sketch Plans and either: -

- Approves the plans unconditionally
- Requests amendments
- Advises that the EAC will not object to the design in the case that it deviates from the already approved designs  
or
- Disapproves totally

**1.5** The Sketch Plans are collected by the architects and if approved, developed to Council / Working Drawings. If amendments are required, submit those amendments for approval. If disapproved, new designs need to be submitted.

**1.6** Upon completion of Council / Working Drawings, those are submitted to the EAC for scrutiny and approval. It is essential that these Working Drawings prove to be a development of the approved Sketch Plans. If approved, the EAC will apply the stamp of approval. The decision of the EAC is final.

**1.7** Architects and Landscape Architects may obtain all documentation and plans relevant to the site from the appointed architect of EPGR.

**1.8** This document should be considered supplementary to the National Building Regulations (N.B.R.) and cannot take precedence should any provision of this document be regarded as contrary to the N.B.R. Any variance to the N.B.R. or any other statutory requirements shall be brought to the attention of EAC.

**1.9** This document should be considered supplementary to the Local Authority requirements and cannot take precedence should any provision of this document be regarded as contrary to the Local Authority requirements, then the Local Authority requirements shall prevail. Any application for waivers of Local Authority requirements should meet first with the approval of EAC.

**1.10** The Local Authority will not scrutinize any plans without the EAC "Approved" stamp. It is understood that the approval of plans by the EAC does not supersede any legal, common or by-laws governing those issues.

**1.11** The Review Architects act in an advisory capacity only and all comments are at the discretion of EAC. Whilst a proposal may comply with the rules and guidelines contained in this document, the final design must in every way comply with the aesthetic purpose of Elements Private Golf Reserve. To this extent, each design will be reviewed in relation to its own merits.

**1.12** Proposed tender list to be submitted to EAC prior to issue to tenderers (allow 14 days).

## 2. PLAN APPROVAL PROCEDURE

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### 2.1 STEP 1 - SKETCH PLANS SUBMISSION

- 2.1.1. Submit an electronic copy of the Sketch Plan to [manager@elementsgolfreserve.co.za](mailto:manager@elementsgolfreserve.co.za) prior to preparing printed copies. The EAC will respond to this plan with comments and any requirements for change.
- 2.1.2. **Submit four (bound) A3 Sketch Plan booklets, two coloured and two monochrome.**
- 2.1.3. Dimensioned Site Plan showing North orientation, site entrance, all structures, landscaping, paving, pool and lapa positions etc.
- 2.1.4. Plans and elevations are to be printed to scale, with detailed descriptions of finishes.
- 2.1.5. A landscape plan demarcating the positions of all existing 'large' trees & specifying proposals for indigenous plants and structural planting.
- 2.1.6. The Architect should check the Development Design Controls and Development Control criteria relevant to the particular site.
- 2.1.7. On approval, **four A3 Sketch Plan booklets** will be stamped with an EAC "Approved" stamp. Two booklets will be returned to the Architect / Owner and two booklets will be retained by the EAC for their records.

### 2.2 STEP 2 - WORKING DRAWINGS SUBMISSION

- 2.2.1. Submit an electronic copy of the Working Drawings to [manager@elementsgolfreserve.co.za](mailto:manager@elementsgolfreserve.co.za) prior to preparing printed copies. The EAC will respond to this plan with comments and any requirements for change.
- 2.2.2. **Submit five sets of paper copies.** One set to be coloured as per local authority submission requirements.
- 2.2.3. Drawings to be in sufficient detail for the committee to understand the overall and detailed concepts.
- 2.2.4. Drawings to comply with;  
SANS 10400: The application of the National Building Regulations.  
SANS 10400-XA: Part X: Environmental sustainability & Part XA: Energy usage in buildings.  
SANS 204: Energy efficiency in buildings.
- 2.2.5. The following drawings are required:
  - Working Drawings: fully dimensioned & annotated set of site plan, floor plans, sections, elevations, roof plan, foundation plan and schedules (doors, windows and finishes).
  - All services proposed on the site, a sewer & drainage plan is compulsory.
- 2.2.6. On approval, **five sets of paper copies** will be stamped with an EAC "Approved" stamp. Three sets will be returned to the Architect / Owner and two sets will be retained by the EAC for their records.

## 3. PLAN SUBMISSION PROCEDURE

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- 3.1. Drawings for stamping and approval by EAC prior to submission to the Bela-Bela Municipality, shall be submitted to;  
**THE CHAIRMAN EAC**  
c/o The General Manager  
ELEMENTS Private Golf Reserve  
An electronic copy is also to be emailed to [manager@elementsgolfreserve.co.za](mailto:manager@elementsgolfreserve.co.za)
- 3.2. Sketch Plans & Working Drawings must be submitted to the EAC together with proof of payment for the Plan Submission Fee in the amount of **R11, 000.00 (excl. VAT)**.
- 3.3. Only after this approval has been obtained in writing can the plans be submitted to the local authority.  
***It is the PURCHASERS responsibility to ensure that all plans are submitted and approved by both entities prior to construction. No building work may commence without the approval of the EAC and the Local Authority.***
- 3.4. No deviations from the approved drawings will be permitted unless the deviation is re-submitted and approved by The EAC in writing prior to construction.
- 3.5. 2 x mandatory EAC Site Inspections:  
Inspection of building for compliance to Architectural Guidelines, approval of wall & roof tile colours.  
A full report shall be submitted to the owner detailing each site visit.