

Directorate: Human Settlements, Planning and Development

29 September 2023

To whom it may concern

**APPLICATION SUBMISSION AND PUBLIC PARTICIPATION DURING THE
DECEMBER SCHOOL HOLIDAYS
2023/2024**

1. No pre application meetings will take place between 18 and 29 December 2023.
2. In terms of Section 36(3) of the Land Use Planning By-Law for George Municipality, the advertisement and comment period (Public Participation Process) may not occur during or coincide with the December School Holidays which is from 13 December 2023 to 17 January 2024.
3. The Public Participation Process may proceed from 17 January 2024.
4. Notwithstanding paragraphs 2 and 3 the commenting period for all external departments and/or IAPs may proceed during the December School Holidays provided that an additional 14 days are given (i.e., 74 days) to these bodies and that they are also reminded in January 2024 (14 days before closing date of the commenting period) to submit their comment by the due date.
5. Paragraphs 2 and 3 do not apply to applications where the consent from the adjacent property owners were obtained or where no public participation is required.
6. The Section 38 request should be sent as follows:
 - i. Applications that require a notice in the press: Applicant submits request by 20 October 2023. Last S38 issued by 3 November 2023. To ensure due dates for publication by 9 November 2023 are met.
 - ii. Applications that do not require a notice in the press: Applicant submits request by 23 October 2023. Last S38 issued by 12 November 2023. To ensure due dates for issue of notice by 6 November 2023 are met.
 - iii. Applications submitted with the neighbour's consent: Applicant submits request by 1 December 2023. Last S38 issued on 15 December 2023.

Incomplete applications will be returned to the applicant and the revised submission will be addressed in a chronological order. Should amendments to the application be required, the final complete application must reach the department by the dates as stipulated above. This will enable applicants to commence with the public participation within the given timeframe.

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7. These measures are applied to ensure the SPLUMA principle of good administration is endorsed in the land development processes whereby an open and transparent participation process is promoted, affording interested and affected parties a fair opportunity to participate in the public participation processes.
8. The last decision letter for 2023, to which an appeal period applies, will be issued on 24 November 2023. These letters will thereafter only be issued on 12 January 2024.
9. Notwithstanding paragraph 8, the letter that confirms the decision (final notice) as well as letters of decision where no appeal period applies, will be issued throughout this period.

Yours Faithfully,



DELIA POWER

DEPUTY DIRECTOR: PLANNING AND ENVIRONMENTAL MANAGEMENT