

# BUILDING CONTROL

- FROM SUBMISSION TO OCCUPATION -

Presented by: Hannes Labuschagne

# General Information on processes

Purpose is to outline the basic processes and general problems we experience to expedite plan approvals to completion of structures with occupation certificates

- Submissions  
Duties of Draftsmen of Plans, Specifications, Documents and Diagrams according to Section 3 the Act No. 103 of 1977 (Including SANS Forms)
- Workflow  
Circulations  
Review  
Negative outcome  
Amendments  
Re-submission
- Final outcome  
Approval in terms of Section 7 of the Act No. 103 of 1977
- Foundation inspections  
Site services – Metered water, toilet facilities, boundary pegs hoarding, pegs for foundation depths, etc.
- Drainage inspections  
Registered plumber, visible pipes and connections in open trenches, ready with pump and plugs for pressure test.
- Final inspections  
Practical completion with necessary documents required.  
Approved drawings on site to correspond. Request for professional to be present with final inspection.
- Occupation
- Questions and Answers

# SUBMISSIONS

- Pre-submissions
- SDP, Heritage and Aesthetic committee approvals
- Relevant signed documents and files i.e. Departures, OSCAE permits, Development Contributions and HOA approvals
- Collaborator portal
- File names and folders
- Identification of Work
- Ensure basics such as your registration number, necessary signatures, parking schedules, colours of new work, area tables and drainage reflect on the drawings, Part A of SANS check list.
- Drawings & Forms - Title block, registration numbers and forms to correspond
- Revised drawings/ As-builts to be correctly named and indicated with proper notes.
- Relevant professionals - Form 1 & 2 to correspond.
- Responsibility of applicant to ensure and check all documents to correspond, including structural, mechanical and fire layouts. All these need to be compared and aligned with the architectural drawings
- Payment received by client



# WORKFLOW

- The initial Collaborator workflow is a process that is implemented to expedite plan approvals
  - Proof of payment uploaded via portal
  - Circulation to Building Control, CES, Planning, Environmental, Sewer, Finance Departments to comment
  - Timelines 30 days and 60 days, but we aim for all comments received within 10 days.
  - Administration process to review all comments received and provide an outcome
  - Intervention by architectural professional or client during circulation to expedite approval, actually creates problems in the system, that takes longer for approval.
  - Reviewer to BCO to Manager for an outcome
  - Negative outcome with outstanding information
  - Response time from applicant creates delays
  - Application to commence with construction in terms of 7(6)
  - Revised or additional document uploaded and back in circulation to relevant departments
  - Administration process to review all comments received
  - Reviewer to BCO to Manager for Outcome



# FINAL OUTCOME

- Signed and stamped drawings on Collaborator portal including acceptance of professionals on form 2.
- Verify registration but not competency.
- Approval is granted in terms of Section 7 of the Act No. 103 of 1977
- Foundation or first inspection to be requested within in one year from approval date.
- Applicant or professional to notify and send approvals to client
- Changes to be discussed and submitted prior continuing construction
- Reason: It might have an impact on SDP with conditions, OSCAE permit, height restrictions and/or aesthetic committee outcome
- Minor revisions, variations to be submitted
- Clearly indicated with bubble diagrams notes and relevant colours as per National Building Regulations section
- As-builts after/or during construction prior occupation/ completion certificate request to be submitted and approved prior to OC request

A wide-angle photograph of a mountainous landscape. The foreground and middle ground consist of rolling green hills with a winding dirt road visible in the valley. In the background, there are several sharp, rocky mountain peaks under a bright blue sky with scattered white clouds.

## COMPLETING SANS 10400 FORMS 1 TO 4 – A VISUAL GUIDE

**Presented by: Eddie Koeberg**

# Overview of Forms SANS 1 to 4

- Form 1 – Declaration by Registered Architectural Professional
- Form 2 – Appointment of Competent Person
- Form 3 – Design Responsibility for Part of a System
- Form 4 – Completion Certificate by Competent Person
- Purpose: Ensure accountability, compliance, and quality



# Form 1 – Declaration by Registered Architectural Professional

- Completed by: Registered Architectural Professional
- Declares compliance with:
  - - a) SANS 10400 (Deemed to satisfy requirements)
  - - b) Rational Design (Reg A19)
  - - c) Agrément Certificate
- Changes before construction require amended Form 1

# Section A: Project, Owner Details & Declaration By Owner

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

## Annex A (normative)

### Form 1 referenced in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)

FORM 1 DECLARATION BY PERSON RESPONSIBLE FOR PREPARING AN APPLICATION FOR APPROVAL OF THE ERECTION OF THE BUILDING IN TERMS OF SECTION 4 OF THE ACT (To be completed and submitted for all applications prepared in accordance with the provisions of Regulation A2)	
To: .....	(Name of Local Authority)
Erf/Holding/Portion No.: .....	
Township/Agricultural holding/Farm name: .....	
Street address: .....	
Building classification / Prooiensn / Boustelling: J1: HI RISK STORAGE	
Nature of project: PROPOSED NEW BUILDING(S)	
(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)	
<b>SECTION 1: DECLARATION BY OWNER</b>	
Name of owner / s: .....	
Address: .....	
Cell. No.: .....	
E-mail: .....	
<input type="checkbox"/> I / We <input type="checkbox"/> hereby confirm that:	
(Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act 2000 (Act No. 43 of 2000))	
Category of registration: PROFESSIONAL ARCHITECT	
(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson or as approved by SACAP)	
Professional Registration Number: .....	

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# Section B: Professional's Details, Registration & Accepts Appointment

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

has been appointed to declare in terms of Regulation A2(1)(g) how the applicable functional regulations are to be satisfied, and I ☐ / we ☐ understand and accept that the onus is on me ☐ / us ☐ to:

- i) inform the above-named professional when the work is due to start on site, and if any changes are made as to how the functional regulations are to be satisfied, or any changes in the appointment of competent persons are made before the completion of the building; and
- ii) extend the above appointment to meet the requirements of Regulations A19(8) and A19(9) where applicable.

Signature of owner (s) ..... Date: .....

## SECTION 2: DECLARATION BY APPOINTED PROFESSIONAL PERSON

I, ..... (Name of professional)

Address: .....

Cell. No.: .....

E-mail: .....

of .....  
(Name of practice, partnership, association, company or incorporated body)

accept the appointment made in section 1 and declare, to the best of my knowledge, that the functional regulations are to be satisfied as set out in Section 3, with the assistance of the competent persons, if any, named in Section 3, and undertake to update this schedule whenever a change in approach to satisfying these Regulations arises.

Signature of professional: .....

Registration Council: SACAP .....

Category of registration: PROFESSIONAL ARCHITECT  
(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson, etc.)

Professional Registration Number: .....



# Section C: Declares how functional building regulations will be satisfied (Reg A2)

**SANS 10400-A:2022**  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

SECTION 3 DECLARATION ON HOW THE FUNCTIONAL BUILDING REGULATIONS IS TO BE SATISFIED IN TERMS OF REGULATION A2 Please select the relevant option(s). More than 1 option can be selected.					
<b>REGULATION B: STRUCTURAL DESIGN</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION C: DIMENSIONS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION D: PUBLIC SAFETY</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION F: SITE OPERATIONS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION G: EXCAVATIONS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION H: FOUNDATIONS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION J: FLOORS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION K: WALLS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION L: ROOFS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION M: STAIRWAYS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>

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# Section C: Declares how functional building regulations will be satisfied (Reg A2)

**SANS 10400-A:2022**  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>REGULATION N: GLAZING</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION O: LIGHTING AND VENTILATION</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION P: DRAINAGE</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION Q: NON-WATERBORNE MEANS OF SANITARY DISPOSAL</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION R: STORWATER DISPOSAL</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION S: FACILITIES FOR PERSONS WITH DISABILITIES</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION T: FIRE PROTECTION</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION V: SPACE HEATING</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION W: FIRE INSTALLATION</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>
<b>REGULATION XA: ENERGY USAGE IN BUILDINGS</b>					
Applicable	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>		
Deemed-to-satisfy Requirements	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>
				Agrément Certification	<input type="checkbox"/>

NOTE 1 Regulation A2 requires the owner to appoint a registered person to declare in Form 1 how the applicable functional regulations of the National Building Regulations should be satisfied.

NOTE 2 The Architectural Profession Act (Act 44 of 2000) makes it an offence for anybody not registered with The South African Council for the Architectural Profession to practice architecture – therefore the declaration contained in Form 1 (and the preparation of building plans for submissions for approval to a local authority can only be made by a person registered in a professional category as per the Architectural Professions Act.

## Form 2 – Appointment of Competent Person (Reg A19)

- Completed by: Competent Person (Engineer, etc.)
- Submitted to: Local Authority
- Local authority: Accepts or declines based on SANS 10400
- Response in writing via Section 4 of Form 2
- Local Authority Does not confirm competency but acknowledges submission compliance



# Definition Of A Competent Person In Terms Of The NBR

## **"competent person"**

means a person who is qualified by virtue of his education, training, experience and contextual knowledge to

make a determination regarding the performance of a building or part thereof in relation to a functional regulation

or to undertake such duties as may be assigned to him in terms of these regulations;

## **competent person (structures) – (SANS 10400 Part B)**

person who

- a) is registered in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000), as either a Professional Engineer or a Professional Engineering Technologist, and
- b) is generally recognized as having the necessary experience and training to undertake rational assessments or rational designs in the field of structural systems

# Section 1 – Owner's declaration and appointment of a competent person

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

## Annex B (normative)

### Form 2 referenced in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)

<p align="center"><b>FORM 2</b> <b>APPLICATION FOR ACCEPTANCE</b> <b>AS AN APPROVED COMPETENT PERSON IN TERMS OF REGULATION A19</b> <i>(To be completed and submitted for appointments in terms of Regulation A19)</i></p>
<p>To: ..... (Name of Local Authority) Erf/Holding/Portion No.: ..... Township/Agricultural holding/Farm name: ..... Street address: ..... ..... Building classification / Occupancy (Regulation A20): . J1: HI RISK STORAGE Nature of project: PROPOSED NEW BUILDING(S) (Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)</p>
<p><b>SECTION 1: DECLARATION BY OWNER</b> Name of owner / s: ..... Address: ..... Cell. No.: ..... Email: ..... I <input type="checkbox"/> / We <input type="checkbox"/> hereby confirm that: ..... (Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act, 2000 (Act No. 43 of 2000)) Category of registration: . PROFESSIONAL ARCHITECT Professional Registration Number: ..... in terms of Regulation A19(1) as the competent person for the work, duties and responsibilities set out herein, and I <input type="checkbox"/> / we <input type="checkbox"/> understand and accept that the onus is on me <input type="checkbox"/> / us <input type="checkbox"/> to: a) inform the above-named professional when the work is due to start on site, notify the local authority in writing should the appointment be terminated before the work for which this person was appointed is completed, and to make another appointment in terms of Regulation A19(2); extend the above appointment to meet the requirements of Regulations A19(7) and A19(8) where applicable.</p>
<p>Signature of owner (s) ..... Date: .....</p>

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# Section 2 – Competent person’s declaration of responsibility and qualifications

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

SECTION 2: DECLARATION BY APPOINTED COMPETENT PERSON

I, ..... (Name of professional)  
Address: .....  
Cell. No.: .....  
E-mail: .....  
of .....  
(Name of practice, partnership, association, company or incorporated body) accept the appointment made in section 1 and undertake and accept full responsibility for  
  
a) The rational design /rational assessment /geotechnical investigation in respect of the above project and in accordance with the \*rational design/rational assessment/geotechnical investigation requirements of the National Building Regulations for the applicable work described herein, and, where relevant, for the inspection, in respect of work contemplated in section 3 of this Form, and accept that the provisions of Regulations A19(6), (7) and (8), and, where applicable, Regulation A14 shall apply to the duties and responsibilities of any appointment;  
  
b) providing the local authority with such drawings, details and particulars as are and may be required by the National Building Regulations;  
  
c) notifying the local authority in writing should  
  
i) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and  
  
ii) my appointment be terminated before the work for which I was appointed is complete;  
  
d) submitting to the local authority in terms of section 14(2A) of the National Building Regulations and Building Standards Act, Form 4 on completion of the relevant work, where required, and  
  
e) maintaining contact with the owner of the project as to when my services may be required  
  
and declare that –  
  
i) I am competent to undertake the rational design ☐ rational assessment ☐ /geotechnical investigation ☐ and any associated inspection work in relation to the applicable work(s) contemplated in section 3 of this Form and in support of my declaration of competence submit that (tick appropriate option)  
  
ii) ☐ I satisfy the relevant definition for competent person contained SANS10400 in all respects in relation to the works contemplated; or  
  
iii) ☐ I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration;



# Section 3 – Detailed list of disciplines (e.g., structural, drainage)

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

I shall satisfy Regulation AZ4 by (tick appropriate option)

i) ☐ complying with all the relevant requirements of SANS 10400; or

ii) ☐ reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400.

iii) I am ☐ /am not ☐ an employee of the owner and have ☐ /do not have ☐ professional indemnity cover;

iv) my professional registration is current and is not suspended or terminated and is appropriate in relation to the services required; and

v) all the information given is, to the best of my knowledge and belief, true and correct.

(Attach declaration setting out qualifications, experience and contextual knowledge, proof of PI Insurance etc relating to the work contemplated)

Signature of professional.....Date.....

Registration Council ..SACAP.....

Category of registration: PROFESSIONAL ARCHITECT.....

(Insert Professional Engineer/Professional Engineering Technologist/Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist, etc.)

Professional Registration Number: .....

SECTION 3: DESCRIPTION OF APPLICABLE WORK

3.1 REGULATION B: STRUCTURAL DESIGN

Competent Person (Structures) .....

Signature of Competent Person: .....

Signature of Owner.....

Competent Person (Civil Engineering) .....

Signature of Competent Person: .....

Signature of Owner.....

Competent Person (Dolomite Land) .....

Signature of Competent Person: .....

Signature of Owner:.....

3.2 REGULATION C: DIMENSIONS

Competent Person.....

Signature of Competent Person: .....

Signature of Owner:.....

# Section 3 – Detailed list of disciplines (e.g., structural, drainage)

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>3.3 REGULATION D: PUBLIC SAFETY</b> Competent Person (Structures) ..... Signature of Competent Person: ..... Signature of Owner:.....
<b>3.4 REGULATION G: EXCAVATIONS</b> Competent Person (Structures):..... Signature of Competent Person: ..... Signature of Owner:.....  Competent Person (Engineering Geology) ..... Signature of Competent Person: ..... Signature of Owner:.....
<b>3.5 REGULATION H: FOUNDATIONS</b> Competent Person (Geotechnical) ..... Signature of Competent Person: ..... Signature of Owner:.....  Competent Person (Structures) ..... Signature of a competent person: ..... Signature of Owner:.....  Competent Person (Civil Engineering) ..... Signature of Competent Person: ..... Signature of Owner:.....
<b>3.6 REGULATION J: FLOORS</b> Competent Person (Structures) ..... Signature of Competent Person: ..... Signature of Owner:.....  Competent Person (Civil Engineering) ..... Signature of Competent Person: ..... Signature of Owner:.....
<b>3.7 REGULATION K: WALLS</b> Competent Person (Structures) ..... Signature of Competent Person: ..... Signature of Owner:.....

# Section 3 – Detailed list of disciplines (e.g., structural, drainage)

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>3.8 REGULATION L: ROOFS</b>  Competent Person (Built Environment) ..... Signature of Competent Person ..... Signature of Owner .....  Competent Person (Structures) ..... Signature of Competent Person ..... Signature of Owner .....
<b>3.9 REGULATION M: STAIRWAYS</b>  Competent Person (Structures) ..... Signature of Competent Person ..... Signature of Owner .....
<b>3.10 REGULATION N: GLAZING</b>  Competent Person (Structures) ..... Signature of Competent Person ..... Signature of Owner .....  Competent Person (Glazing) ..... Signature of Competent Person ..... Signature of the Owner .....
<b>3.11 REGULATION O: LIGHTING AND VENTILATION REQUIREMENT</b>  Competent Person (Mechanical Engineering) ..... Signature of Competent Person ..... Signature of Owner .....
<b>3.12 REGULATION P: DRAINAGE</b>  Competent Person (Sanitation) ..... Signature of Competent Person ..... Signature of the Owner .....
<b>3.13 REGULATION Q - NON-WATER-BORNE MEANS OF SANITARY DISPOSAL</b>  Competent Person (Sanitation) ..... Signature of Competent Person ..... Signature of the Owner .....

# Section 4 – Local authority acceptance or reasons for rejection

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

**SECTION 4: ACCEPTANCE OF APPOINTED COMPETENT PERSON BY A LOCAL AUTHORITY**  
(To be completed and returned to the Approved Competent Person)

Based on the information and undertakings provided, the competent person is

☐ accepted as an approved competent person

☐ not accepted as an approved competent person for the following reasons:

1) ☐ incorrect or incomplete information has been provided (Regulation A19(9)(c)(i));

2) ☐ is not in possession of the required professional indemnity insurance cover (Regulation A19(9)(c)(ii));

3) ☐ is not professionally registered with a relevant statutory council (Regulation A19(9)(c)(iii));

4) ☐ is inadequately qualified or has insufficient experience or contextual knowledge to make the required determinations (Regulation A19(9)(c)(iv));

5) ☐ is under investigation by a relevant disciplinary tribunal (Regulation A19(9)(c)(v)).

For and on behalf of the Local Authority: .....(Name of official)

Signature: .....

Date:.....

NOTE1 Regulation A19 requires the owner to appoint a competent person responsible for design, inspection and assessment duties where in terms of The National Building Regulations a rational design or assessment (or both) is required in terms of Regulations AZ4(1)(b)(ii), A1(3), A23(4), G1(3), O4, P2(2), Q3, R3, T1(2), W4 and XA3 in respect of a system, measure, facility or parameter.

NOTE 2 The owner of the building shall subject to the provisions of sub-regulations A19(4) and A19(5) appoint and retain one or more approved competent persons to undertake responsibility for the work associated with such regulations including any inspections and certifications that maybe required.

NOTE 3 Where it is not possible for such person to fulfil the duties as contemplated in sub-regulation A19(1), the owner of such building shall appoint and retain another approved competent person to take over and fulfil such duties and responsibilities both in respect of the work already designed or erected or installed and in respect of the balance of such work still to be undertaken to complete the project.



## Form 3 – Design Responsibility for Part of a System

- For sub-consultants designing components of a system under Form 2's lead
- Required before construction begins
- Not submitted to local authority but returned to the main competent person (Form 2)
- Based on Regulation A19(8)

# Regulation A19(8)

- (7) Where in a building any element of the structural, fire protection, artificial ventilation, stormwater disposal or non-water borne sanitary disposal, fire installation or drainage installation system as provided for in subregulation (1) is or is required to be the subject of a rational design or rational assessment, the person appointed as an approved competent person shall assume responsibility for satisfying the functional regulation relating to that particular system in its entirety.
  
- (8)
  - (a) Where an approved competent person is required in terms of sub-regulation (7) to assume responsibility for the system in its entirety and where parts of the system are to be undertaken by other competent persons, the approved competent person shall assume overall responsibility for the design of such system and shall ensure that:
    - (i) the component designs are generally in accordance with the approved application and in accordance with the requirements of these regulations.
    - (ii) the component designs will achieve the necessary co-ordination and interaction of the different elements so as to achieve the objectives of the systems.
    - (iii) in the case of the structural system, the interaction of the various component elements will be such that the structural adequacy of all the parts of the building and the overall stability of the building is assured, but in all cases excluding responsibility for the detailed design of elements carried out by the other competent persons, provided that such exclusion shall not preclude the approved competent person from taking any action which he or she considers necessary in terms of subregulation (8)(b).

# Section 1 – Competent person's declaration for a component/system

SANS 10400-A:2022  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annex C**  
(normative)

**Form 3 referenced in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)**

<p align="center"><b>FORM 3</b> <b>DECLARATION BY A COMPETENT PERSON</b> <b>APPOINTED TO DESIGN A COMPONENT OR AN ELEMENT OF A SYSTEM</b> <b>(THIRD PARTY CERTIFICATION)</b></p>
<p>This form is to be completed: by those persons who are not appointed in terms of Form 2; and before the commencement of any construction or installation activities.</p> <p>(This form shall be submitted to the approved competent person, i.e. the person who assumes overall responsibility for the system).</p> <p>To:.....(competent person accepted in terms of form 2)</p> <p>Name of a competent person: .....</p> <p>Erf/Holding/Portion No.: .....</p> <p>Township/Agricultural holding/Farm name .....</p> <p>Street Address .....</p> <p>Nature of project: PROPOSED NEW BUILDING(S) (Insert proposed new building(s), or building alteration, building addition, re-erection of building, and refurbishment of building or structural repair to existing building, as relevant.)</p>
<p><b>SECTION 1: DECLARATION BY APPOINTED COMPETENT PERSON</b></p> <p>I..... (competent person)</p> <p>Of..... .....(company and Address)</p> <p>undertake and accept full responsibility for the rational design <input type="checkbox"/> /rational assessment <input type="checkbox"/> in respect of:</p> <p>.....</p> <p>a) in accordance with the rational design <input type="checkbox"/> /rational assessment requirements <input type="checkbox"/> of the National Building Regulations, and for the inspection, where relevant;</p> <p>b) will provide the accepted Approved Competent Person (Form 2) with such drawings, details and particulars as are and may be required for such person to discharge his obligations in terms of the National Building Regulations;</p>

# Section 1 – Competent person's declaration for a component/system

**SANS 10400-A:2022**  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

- c) will notify the approved competent person in writing should –
- i) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and
  - ii) my appointment be terminated before the work for which I was appointed is complete;
- d) will inform the Approved Competent Person when the work is due to start on site and when the work is completed; and
- e) will complete and submit section 3 to the approved competent person, where the work relates to the structural fire protection or fire installation system and when requested to do so on completion of the relevant work for which I am responsible, where relevant.
- f) and declare that –
- i) I am competent to undertake the rational design ☐ /rational assessment ☐ and any associated inspection work in relation to the applicable work(s) contemplated in this form and in support of my declaration of competence submit that (tick appropriate option);
  - ii) ☐ I satisfy the relevant definition for competent person contained in SANS10400 in all respects in relation to the works contemplated; or
  - iii) ☐ I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration
- g) I shall satisfy Regulation AZ4 by (tick appropriate option):
- i) ☐ complying with all the relevant requirements of SANS10400; or
  - ii) ☐ reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS10400;
- h) I am ☐ /am not ☐ an employee of the owner and have ☐ /do not have ☐ professional indemnity cover.
- i) My professional registration is current and is not suspended or terminated and is appropriate in relation to the services required.
- j) All the information given is, to the best of my knowledge and belief, true and correct.

Signature of Professional: \_\_\_\_\_  
Registration Council: SACAP  
Category of registration: PROFESSIONAL ARCHITECT  
Professional Engineer, Professional Engineering Technologist, Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist, etc.)





# Section 3 – Completion certificate (when applicable)

**SANS 10400-A:2022**  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

<p><b>SECTION 3: CERTIFICATE OF COMPLETION OF THE STRUCTURAL, FIRE PROTECTION OR FIRE INSTALLATION SYSTEM, ENERGY USAGE AND OTHERS (IF SO REQUIRED)</b></p> <p>I, ..... (competent person) Of ..... ..... (company and address) hereby certify that for the above project, the portion of:</p> <p><input type="checkbox"/> the structural system <input type="checkbox"/> the fire protection system <input type="checkbox"/> the fire installation system <input type="checkbox"/> energy usage <input type="checkbox"/> Other (specify).....</p> <p>for which I have taken responsibility has, to the best of my knowledge, been designed and constructed <input type="checkbox"/> /erected <input type="checkbox"/> /installed <input type="checkbox"/> in accordance with the application in respect of which approval was granted in terms of section 7 of the Act and that it comply with the requirements of the National Building Regulations.</p> <p>Signature of Professional:.....Date:.....</p> <p>Registration Council: SACAP</p> <p>Category of Registration: PROFESSIONAL ARCHITECT (Insert Professional Engineer, Professional Engineering Technologist, Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist, etc.)</p>
---

NOTE 1 Regulation A19(8) of the National Building Regulations states that where approved competent person in terms of Form 2 is required in terms of sub-regulation A19(7) to assume responsibility for the system in its entirety and where parts of the system are to be undertaken by other competent persons, the approved competent person shall assume overall responsibility for the design of such system and shall ensure that:

- (i) the component designs are generally in accordance with the approved application and in accordance with the requirements of these regulations.
- (ii) the component designs will achieve the necessary co-ordination and interaction of the different elements so as to achieve the objectives of the systems.
- (iii) in the case of the structural system, the interaction of the various component elements will be such that the structural adequacy of all the parts of the building and the overall stability of the building is assured, but in all cases excluding responsibility for the detailed design of elements carried out by the other competent persons, provided that such exclusion shall not preclude the approved competent person from taking any action which he or she considers necessary in terms of sub-regulation A19(8)(b).

NOTE 2 For the purpose of satisfying themselves of the adequacy of any design or designs contemplated in sub-regulation A19(8)(a) and of their compatibility with any system, measure or installation in its entirety, the approved competent person may at any time after their appointment, require the designer or designers of the different elements of the system referred to in sub-regulation A19(8)(a) to complete Form 3 contained in SANS 10400-A as they may deem necessary, and return it timeously, or in any event before building construction

# Form 4 – Completion Certificate by Competent Person

- Completed by: Approved Competent Person (Form 2)
- Submitted to: Local Authority
- Certifies that:
  - - a) Work approved (Section 7)
  - - b) Installation completed as designed
  - - c) Full responsibility accepted

# How to Complete Form 4

SANS 10400-A:2022  
Edition 4

## Annex D (normative)

### Form 4 referenced in the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977)

FORM 4 CERTIFICATE OF COMPLETION OF SECTION 14(2A) OF THE ACT	
(To be completed upon the completion of the construction, erection or installation of the structural system, the fire protection system, fire installation system or energy usage or any other as required by the Local Authority. No alterations or qualifications are permitted.)	
I, ..... (Name of professional)	
Address: .....	
Cell. No.: .....	
E-mail: .....	
of .....	
(Name of practice, partnership, association, company or incorporated body)	
certified that for the following project:	
Erf/Holding/Portion No.: .....	
Township/Agricultural holding/Farm name: .....	
Street Address: .....	
Application / Approval / Case No: .....	
Nature of project: PROPOSED NEW BUILDING(S) .....	
(Insert proposed new building(s), or building alteration, building addition, re-erection of building, and refurbishment of building or structural repair to existing building, as relevant.)	
<input type="checkbox"/> the structural system	
<input type="checkbox"/> the fire protection system	
<input type="checkbox"/> the fire installation system	
<input type="checkbox"/> energy usage	
<input type="checkbox"/> Other (specify) .....	
for which I have taken responsibility in Form 2 has, to the best of my knowledge, been designed and constructed <input type="checkbox"/> /erected <input type="checkbox"/> /installed <input type="checkbox"/> in accordance with the application in respect of which approval was granted in terms of section 7 of the Act and that it satisfies the requirements of the National Building Regulations.	
Signature of Professional: .....	Date: .....
Registration Council: SACAP	
Category of Registration: PROFESSIONAL ARCHITECT	
Registration Number: .....	



# Common Issues

- Submitting old versions of SANS 10400 form
- Incomplete Forms
- Missing signatures of Owner and Competent persons
- Form's 1 and 2 not aligning
- Not attaching all required supporting documents  
I.E Qualifications, PI Insurance etc
- Not notifying the local authority of competent person change

# Practical Examples

**SANS 10400-A:2022**  
Edition 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

SECTION 3 DECLARATION ON HOW THE FUNCTIONAL BUILDING REGULATIONS IS TO BE SATISFIED IN TERMS OF REGULATION AZ4 Please select the relevant option(s). More than 1 option can be selected.						
<b>REGULATION B: STRUCTURAL DESIGN</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION C: DIMENSIONS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION D: PUBLIC SAFETY</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION F: SITE OPERATIONS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION G: EXCAVATIONS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION H: FOUNDATIONS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION J: FLOORS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION K: WALLS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input checked="" type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION L: ROOFS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>
<b>REGULATION M: STAIRWAYS</b>						
Applicable	<input type="checkbox"/>	Rational Design by Competent Person	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>	
Deemed-to-satisfy Requirements	<input type="checkbox"/>		<input type="checkbox"/>	Rational Assessment by Competent Person	<input type="checkbox"/>	Agrément Certification <input type="checkbox"/>

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# Practical Examples

EXHIBIT 4

Erf No: \_\_\_\_\_  
Township: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Date: \_\_\_\_\_

## 3.3 REGULATION D: PUBLIC SAFETY

Competent Person (Structures) Harvey Spector  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

## 3.4 REGULATION G: EXCAVATIONS

Competent Person (Structures) Harvey Spector  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Competent Person (Engineering Geology) \_\_\_\_\_  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

## 3.5 REGULATION H: FOUNDATIONS

Competent Person (Geotechnical) Harvey Spector  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Competent Person (Structures) Harvey Spector  
Signature of a competent person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Competent Person (Civil Engineering) \_\_\_\_\_  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

## 3.6 REGULATION J: FLOORS

Competent Person (Structures) Harvey Spector  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

Competent Person (Civil Engineering) \_\_\_\_\_  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

## 3.7 REGULATION K: WALLS

Competent Person (Structures) Harvey Spector  
Signature of Competent Person: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_

# Key Tips to Ensure Compliance

- Use the correct professional category (SACAP, ECSA, etc.)
- Ensure Owner/Proxy holder signs where required
- Retain all signed originals and maintain backups
- Notify local authority of any professional or design changes
- Ensure rational designs are performed by appointed competent persons (Form 2)



A full-page background image of a mountain landscape. The foreground shows rolling green hills with a winding dirt road. In the background, there are large, rugged mountains with rocky peaks under a blue sky with scattered white clouds.

# BUILDING CONTROL

## RESUBMISSIONS & REVISIONS

Presented by: Fuzisa Nomlala



# Resubmissions

Plans that were refused due to non compliance in terms of Section 7 of National Building Regulations and Building Standards Act and other applicable laws and standards.

- An applicant can resubmit a plan without additional cost after receiving an outcome of refusal.
- Applicant to ensure that all matters are addressed correctly before resubmitting a plan to avoid further delays.
- Time frame of 30 or 60 days in terms of section 7 of NBR applies from the date of every submission including resubmissions .

# Revisions/amendments

Revisions, variations and deviations occurred during construction phase.

- Revised drawings to be submitted for approval before construction.
- Minor revisions to be submitted and approved.
- Correctly indicate amendments with proper notes and relevant colours in terms of SANS 10400 Part A (specific requirements for plans, drawings etc).
- Bubble diagrams /clouds to be accompanied by clear notes
- Deviations completed (Illegal building) – to be submitted and reviewed for approval or refusal,
- Applicable approval timeframes apply
- As-built – a complete drawing that includes all the revisions and variations. It can be a combination of all previous approvals on one set of plans or document.

# Other submissions

## To legalise illegal structures

- Building plans for illegal structures must be submitted for approval in terms of section 4 (1) of the National Building regulations
- Plans should clearly indicate the location of the structure, dimensions, materials used and any structural elements together with the applicable supporting documents in terms of SANS 10400 Part A.
- Plans to be submitted for approval in terms of Section 7 of NBR and therefore comply with the requirements of NBR, SANS 10400 and other applicable bylaws
- Additional fees are applicable (3X plan fees)
- Existing minor building work still require building plans for approval
- Alterations done to a building older than 60 years need a Heritage approval

# Areas to consider

- Applicant to provide clear info on a plan
- To address all comments/additional information
- Resubmitting plans on the portal with no changes made
- Differentiate proposed and existing work, appropriate colouring in terms of SANS 10400 Part A
- No occupation certificate to be requested without approval for amendments or deviations as well as as-built plans.



A full-page background image of a mountain landscape. The scene shows rolling green hills and valleys under a bright blue sky with scattered white clouds. A winding dirt road is visible in the distance, cutting through the greenery. The mountains in the background are rugged and rocky.

# BUILDING CONTROL

**COMMENCEMENT TO COMPLETION**

**Presented by: Building Control Officers**

# COMMENCEMENT

## A22 NOTICE OF INTENTION TO COMMENCE ERECTION OR DEMOLITION OF A BUILDING, AND NOTICES OF INSPECTION

- It is the responsibility of the Owner/Applicant to notify the Local Authority of commencement of Demolish / Erection any building.
- The Owner/Applicant to notify the Local Authority 2 working days before:
  - Commencement / Open Trench Inspection
  - Open Sewer Inspection
  - Final / Completion inspection
- **NOTE: An owner must not begin foundation work or cover drainage installations until they are inspected and approved by the local authority.**

# FOUNDATION INSPECTION

## PART F - SITE OPERATIONS

- Contractor or professional, Owner rep to be on site for inspection
- Site services to be noted
  - Water supply to site
  - Service connections
  - Toilet/ablution facilities
  - Boundary pegs
  - Hoarding – site enclosure
  - OHS officer appointed
  - **Re-inspections** **Cost involved**



# COMMON ISSUES WITH INSPECTIONS

- **Boundary/Surveyors pegs not visible**
- **Suitable hoarding not erected(Protection of the public)**
- **No water supply**
- **No council approved building plans on site**
- **Excavation partially completed but no follow up inspection requested**
- **Storage of Building Material on road reserves**
- **Excavations Not compliant with minimum standards**

# EXAMPLES



Building material stored on the municipal grounds.



Deep excavations, OHS officer to be appointed on site.



Sewer line running under and through foundations. Services in a trench.

# OPEN SEWER INSPECTIONS

- All drainage installation to be as per Regulation P of the NBR
- Sewer system layout on site to comply with the approved plan
- Minimum slope for sewer layout to be compliant with Regulation P (eg:1:40 & 1:60)
- Depth at the highest point of the line to be Min 450mm
- Air pressure to be conducted in the presence of the Local Authority
- Re-inspections **Cost involved**
- Note- It is the responsibility of the owner to provide testing equipment

# COMMON ISSUES WITH SEWER INSPECTIONS

- **Deviation of drainage system**
- **Drainage system not secured with bedding**
- **Apprentice working without supervision**
- **Depth of trenches not complaint**
- **No pressure test conducted and equipment**
- **t**
- **Closed trenches upon inspection**
- **Shallow points to be protected from damage**



# EXAMPLES



Excavation closed before the inspection was conducted.



40mm waste plumbing not according to the Approved plan layout.



Trench and pipe covered in concrete before being inspected.

# FINAL / COMPLETION INSPECTIONS

- Built according to the approved plan
- Swimming pool safety ( where applicable)
- Sanitary fittings and taps as per approved plans
- Building rubble to be removed from site
- Fire and health department inspections conducted(where applicable)
- No damages to council property
- Fire door/wall compliance
- 
- Fall protection (Part M : 4.3)
- Gas storage
- Pool back wash (note)
- Final drainage inspection (note)
- Re-inspections **Cost involved**

# COMMON ISSUES ON FINAL INSPECTIONS

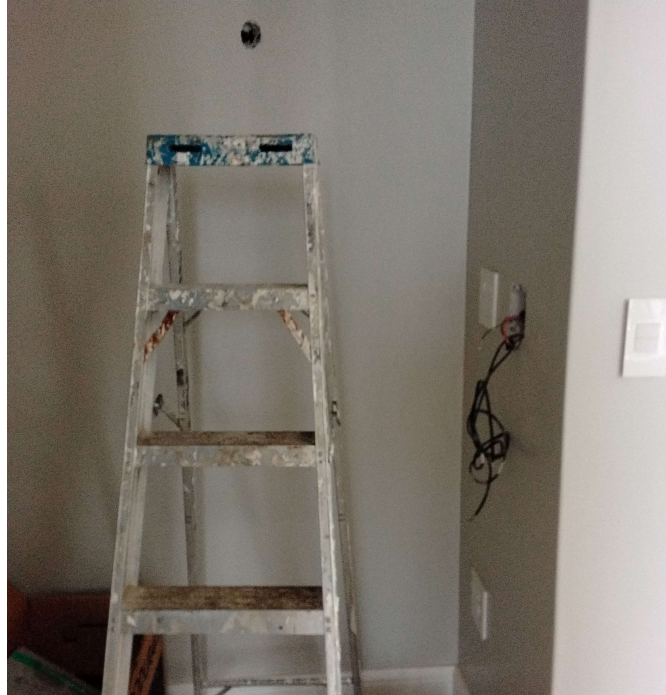
- **Deviations from the approved plans**
- **Incompletion of house upon inspection**
- **Site rubble not cleared**
- **Plumbing fittings not SABS**
- **No water or electricity**
- **Occupancy PRIOR the issue of OC**



# EXAMPLES OF COMMON ISSUES ON FINAL INSPECTIONS



The building plan was approved to be a garage.



Incomplete work upon completion inspection.



Incomplete work upon completion inspection.

# OCCUPATION CERTIFICATE

## (in terms of Section 14 of the nbr)

**The Local Authority has 14 days after receiving all required documentation to process OC**

- **Documents required (COC)**
  - **Electrical certificate of compliance**
  - **Plumbing certificate**
  - **Glazing certificate (Impact test and shower glazing installation certificate)**
  - **Certificate of conformity for gas installation**
  - **HOA letter of approval**
  - **Beacon and height certificate from a registered land surveyor**
  - **Form 4 signed from relevant professionals i.e. Structural or Mechanical Engineer, Fire Specialist and/ or Architectural professional**
- **REASONS**
- **Compliance letter from Environmental Consultant (OSCAE permit)**
- **Any other additional information required by the Local Authority**

# COMMON ISSUES WITH DOCUMENTS

- **Fraudulent /Incorrectly completed documents**
- **Form 4 is not corresponding with Form 2**
- **Payment receipt not finalized**



A full-page background image of a mountain landscape. The scene shows rolling green hills and a winding dirt road in the valley. In the background, there are large, rugged mountains with rocky peaks under a blue sky with scattered white clouds.

# QUESTIONS AND ANSWERS

- THANK YOU -