



**DIRECTORATE: PLANNING AND
DEVELOPMENT
BUILDING CONTROL**

APPLICATION FOR INSTALLATION OF WATER TANK

Applicant Details:	
Name (applicant):	
Contact Number:	
Email Address:	
Application site:	
Name of owner:	
Erf number:	
Allotment:	
Street Address:	
1. Application Checklist <i>(applications that are not accompanied by the information listed below, will not be accepted)</i>	Please tick (✓) to confirm mandatory items are attached:
Proof of ownership / power of attorney from owner	<input type="checkbox"/>
Completed rainwater tanks application form	<input type="checkbox"/>
Site plan showing property boundaries, building lines, and proposed tank location	<input type="checkbox"/>
Tank specifications (type, capacity in litres)	<input type="checkbox"/>
Water tank overflow management details on plan	<input type="checkbox"/>
Screening method indicated (wall, enclosure, fencing, landscaping)	<input type="checkbox"/>
Confirmation that tank does not encroach approved building lines	<input type="checkbox"/>
Confirmation installation does not obstruct services/servitudes/municipal infrastructure	<input type="checkbox"/>
2. Tank Details	
Number of tanks <i>(Maximum 2 X 5000 litres subject to property size and coverage)</i>	
Capacity	Tank 1:
<i>If applicable</i>	Tank 2:
Screening Method <i>(wall/enclosure/fencing/landscaping)</i>	

3. Compliance Confirmation <i>(both boxes alongside must be ticked as your confirmation of compliance)</i>	
Tank does not encroach on approved building lines	
Installation does not obstruct services/servitudes/municipal infrastructure	
4. Declaration and acknowledgement <i>(both boxes tick alongside the declaration and acknowledgement must be ticked)</i>	
I, the undersigned, declare that the information provided is true and correct, and that the rainwater tank installation will comply with municipal regulations and bylaws.	
I, the undersigned, acknowledge that furnishing false or misleading information is an offence and on conviction I will be liable to a fine or imprisonment	

Applicant Signature: _____

Owner Signature (if not applicant): _____

Date: _____

Instructions for Submission

Please read carefully before submitting your application.

Step 1: Prepare Your Documents

Ensure ALL required documents listed in the Application Checklist are completed and attached. Applications submitted without the mandatory information will not be accepted for processing.

All drawings and supporting documents must be clear, legible and submitted in PDF format.

Step 2: Online Submission

All water tank applications must be submitted electronically via the George Municipality Online Building Control Portal:

<https://westerncape.collaboratoronline.com/default.aspx>

1. Register as a new user (if not already registered).
2. Log in to the portal. Please visit the George Municipality's website for detailed instructions on submission and registration: [www.george.gov.za /Services/ Planning & Development/Building Control](http://www.george.gov.za/Services/Planning%20&%20Development/Building%20Control).
3. Select **Building Control Applications**.
4. Capture property and applicant information.
5. Upload all required documentation. Where documents are not relevant to your application, please upload a pdf document reflecting "Not Applicable".
6. Submit the application and retain the reference number issued by the system.

Step 3: File Upload Requirements

Documents must preferably be uploaded using the following naming format:

- WaterTank_ApplicationForm.pdf
- Site Plan.pdf
- Tank Specifications.pdf
- Proof Of Ownership.pdf

Incorrect or unclear file submissions may delay acceptance of the application.

Step 4: Application Acceptance

Submission on the portal does **not** constitute approval.

The application will first undergo an administrative compliance check. The municipality may request additional information or corrections before the application is accepted for assessment.

Enquiries

For assistance contact:

George Municipality – Building Control Section

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