**To be completed by the municipality, the developer or project manager**

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| 1. **GENERAL INFORMATION**
 |
| Project name |  |
| Project description |  |
| Project type (single or multiphase) |  |
| Anticipated Housing Programme |  |
| District |  |
| Municipality |  |
| Town  |  |
| Suburb |  |
| Ward |  |
| Property Description (Farm / Portion/ Erf number) |  |
| GPS centre point |  |
| Category of Informal Settlement National Upgrading Support Programme (NUSP)[[1]](#footnote-2). Please indicate the category in terms of household structures covering largest proportion of land footprint |  |
| Municipal / developer contact person |  |
| Municipal / developer contact number |  |
| Municipal / developer email address |  |
| 1. **PROPERTY DETAILS**
 |  |
| Registered extent of Farm/Erf/portion in Ha |  |
| Estimated project area if only a portion of parent property is considered for development in Ha |  |
| Name of registered owner. If the developer is not the property owner, attach a Land Offer Letter signed by the registered owner as an Annexure |  |
| Existing zoning |  |
| Indicate known servitude / title deed constraints |  |
| Describe previous and existing land use (e.g. informal settlements, farming, dumping, quarrying, etc.) and type of occupation (if any). Note: If an informal settlement occurs on the site, indicate the year of establishment, the approximate size of the settlement (in Ha), the approximate number of people and if there is livestock on site |  |
| Has the site been cleared of vegetation in the preceding 10 years? Provide information of clearance activities[[2]](#footnote-3) |  |
| Will decanting of households be required to implement the project? If possible, please share what site is being considered. |  |
| Has the proposed site been used for agriculture, game farming, equestrian purposes or afforestation purposes on or after 1 April 1998? |  |
| Is there any indication that any land rehabilitation including land filling, will be required? |  |
| Indicate the average gradient across the site (check definitions with the engineers) |  |
| Has there been any consultation with the Department of Environmental Affairs and Development Planning regarding this project. |  |
| 1. **PROJECT SCALE**
 |
| Estimated Project Area (Ha) |  |
| The approximate developable area (Ha) of the project, excluding proposed environmental buffers, and non-urban land uses. |  |
| Estimated nett density (du/ha) |  |
| Estimated yield (number of sites) on developable footprint |  |
| 1. **STRATEGIC ALIGNMENT**
 |
| Is the site situated within the Urban Edge; if not, how far is it from the City Centre? |  |
| If the proposal is not within the Urban Edge, then does the proposed development comply with the Rural development guidelines of DEA & DP (WCG) |  |
| How is this proposal aligned with related current and planned projects? |  |
| Describe this project’s linkages and alignment to (indicate page and paragraph):1. Municipal Spatial Development Framework
2. Municipal Human Settlement Plan and pipeline
3. IDP
 |  |
| Does the Informal Settlement have the following? If not available, then the developer needs to include it in the PFR.1. Municipal Wide Upgrading Strategy
2. Informal Settlement Upgrading Plan
3. Social Compact

Attach these documents as Annexures G to I |  |
| Is this settlement included in the informal settlement prioritisation matrix or municipal approved prioritisation strategy? This project will not be approved, except when council resolution is attached. |  |
| Describe this project’s alignment to the Municipal Integrated Development Plan (indicate page and paragraph) |  |
| Indicate the number of households within the settlement and associated profile obtained through enumeration or any other survey exercise |  |

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| 1. **SUSTAINABILITY CRITERIA**
 |
|  | Available for project | Planned for project | Available within 5 yrs | Not yet scheduled | Additional comment (including alternate servicing decisions) |
| Indicate access to facilities(tick appropriate box) | Public transport access within 1km |  |  |  |  |  |
| Non-motorised transport route within 1 km |  |  |  |  |  |
| Access to daily activities (ATM, grocery store, etc.) within 1 km |  |  |  |  |  |
| Access to primary and secondary community facilities (hall, recreational space, religious institutions, schools, clinics) within 1 km  |  |  |  |  |  |
| A quality public park or public space is located within 500m of all future beneficiaries |  |  |  |  |  |
| Economic centre with employment opportunities within 5 km |  |  |  |  |  |
| Indicate the availability of bulk services for this project (including the Regional Bulk Infrastructure Grant and the Urban Settlement Development Grant) and attach letter of confirmation from the Municipal Director of Technical Services | Access roads & transportation |  |  |  |  |  |
| Sewer connector lines |  |  |  |  |  |
| Potable water supply & storage |  |  |  |  |  |
| Electricity & supply authority |  |  |  |  |  |
| Storm water management |  |  |  |  |  |
| Remaining air space capacity at land fill site |  |  |  |  |  |
| Capacity to collect solid waste |  |  |  |  |  |
| Wastewater treatment capacity |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Distance to closest connection to infrastructure network for service provision  | Water |  |
| Sanitation |  |
| Energy |  |
| Waste |  |
| **Ecological and heritage risks and issues** |
| 1. Is the site fully or partially located within a Critical Biodiversity Area[[3]](#footnote-4) (CBA)[[4]](#footnote-5)
 | YES / NO |  |
| 1. Is a perennial or non-perennial water course or wetland located on site or portion of site? If yes, how far from the proposed development is the water course or wetland?
 | YES / NO |  |
| 1. Is the site located within an urban area[[5]](#footnote-6) as defined in terms of NEMA4
 | YES / NO |  |
| 1. Does the site partially or totally fall within protected or proclaimed area?4
 | YES / NO |  |
| 1. Is the site larger than 5 ha?
 | YES / NO |  |
| 1. Are buildings that may be older than 60 years, known graves or any known archaeological material on site?
 | YES / NO |  |
| 1. Is the site within 100m inland of the high-water mark of the sea or a river estuary? If yes, how close is the proposed development to the high-water mark of the sea or river estuary?
 | YES / NO |  |
| 1. Is there evidence or record of a high-water table, even if just seasonally, anywhere on the property?
 | YES / NO |  |
| 1. Is the proposed development footprint within 32m of a watercourse (measured from the edge of the watercourse)[[6]](#footnote-7)
 | YES / NO |  |
| 1. Is the site within a prone to drought/fire risk/mudslide/dunes/ rock fall area? If yes, what is that distance?
 | YES / NO |  |
| 1. Is the site on high value agricultural land?
 | YES / NO |  |
| 1. Is the site close to a cemetery? If yes, how close is the proposed development to the cemetery?
 | YES / NO |  |
| 1. Is the site close to a landfill site? If yes, how close is the proposed development to the landfill site?
 | YES / NO |  |
| 1. Is the site close to a waste water treatment works? If yes, how close is the proposed development to the waste water treatment works?
 | YES / NO |  |
| 1. **FUNDING AND PROCUREMENT**
 |
| Indicate amount (in R’s) to obtain all project development approvals in place and, if more than the housing subsidy quantum, how much this will be more than the actual amount allowed for by the subsidy quantum [[7]](#footnote-8) |  |
| Indicate the latest municipal role valuation, if land purchase is required. |  |
| Describe the proposed contracting strategy (e.g. management contractor, design by employer, design and construct, develop and construct)[[8]](#footnote-9). |  |
| Indicate if funding was previously received for Informal Settlement Interim Basic Services or Access to Basic Services for this settlement and describe what that funding was used for  |  |
| Indicate if you want to access the Department’s Asset Finance Reserve[[9]](#footnote-10) to fund/co-fund the project and specify amount. Attach a business plan /case study addressing footnote 8, illustrating economic and social benefit to be unlocked |  |
| 1. **STATUTORY PROGRESS**
 |
| Is this project supported by your Council? Please attach approved housing pipeline. | YES / NO |  |
| 1. **ATTACHMENTS**
 |
| Annexure A | Ownership status report confirming land ownership or a report from Deeds Web |
| Annexure B | Locality plan (1:50 000 or 1:10 000) also indicate:* Satellite or Aerial Photography as backdrop
* Cadastral boundaries of project (Erf, Street, Park, Farm and Farm portion)
 |
| Annexure C | If the developer is not the property owner, a Land Offer Letter signed by the property owner |
| Annexure D | Proof of support by your Council |
| Annexure E | Extract of the SDF with the project location indicated |
| Annexure F  | Business plan / case study to access the Department’s Asset Finance Reserve |
| Annexure G | Municipal Wide Upgrading Strategy, if available |
| Annexure H | Informal Settlement Upgrading Plan, if available |
| Annexure I | Social Compact, if available |
| Annexure J | Sustainable Livelihood Plan, if available |
| 1. **PROJECT INITIATION DOCUMENT COMPILED BY:**
 |
| Name and surname |  |
| Company |  |
| Designation  |  |
| Contact Details (Email and Cell number) |  |
| Signature |  |
| Date |  |
| Additional Comments / Information |  |
| 1. **DECLARATION BY MUNICIPALITY, DEVELOPER OR PROJECT MANAGER**
 |
| Name of official |  |
| Capacity of official |  |
| Contact Details (Email and Cell number) |  |
| Signature of official  |  |
| Date |  |
| Additional Comments / Information |  |



1. Category A: Full Upgrade: Full upgrade entails that that the upgrade of service, tenure and top structures is feasible. Upgrading is possible in a short term.

Category B1: Interim Basic Services: Full upgrade is feasible. In long term however this is not imminent.

Category B2: Emergency Basic Services: Long term upgrade is not feasible however relocation is not urgent or possible. Urgent provision of basic service required

Category C: Relocation: Relocation of the Informal Settlement is necessary current location is at a high risk therefore not viable for upgrade. [↑](#footnote-ref-2)
2. Clearance refers to: Ploughing of land, bulldozing of an area, eradication or removal of vegetation cover with chemicals, amongst others, constitutes clearance of vegetation, if this will result in the vegetation being eliminated, removed or eradicated. Burning of vegetation (e.g. fire- breaks), mowing grass or pruning does not constitute vegetation clearance, unless such burning, mowing or pruning would result in the vegetation being permanently eliminated, removed or eradicated. I.e. eradication of weeds or plant types not occurring naturally within the specific area by means of selective chemical application would not constitute clearance of indigenous vegetation. The pruning of shrubs under a power line would not constitute clearance, unless the pruning is done in such a way that the shrubs dies- off as a result of the pruning. **Discretion and common-sense must be applied in the determination as to whether an act indeed constitutes clearance.** [↑](#footnote-ref-3)
3. NATIONAL ENVIRONMENTAL MANAGEMENT: BIODIVERSITY ACT, 2004 (ACT NO. 10 OF 2004) [↑](#footnote-ref-4)
4. This information can be obtained from the Department of Human Settlements or the Department of Environmental Affairs and Development Planning [↑](#footnote-ref-5)
5. “urban areas” means areas situated within the urban edge (as defined or adopted by the competent authority (i.e., DEA&DP), or in instances where no urban edge or boundary has been defined or adopted, it refers to areas situated within the edge of built-up areas; [↑](#footnote-ref-6)
6. **“watercourse”** means –

(a) a river or spring;

(b) a natural channel in which water flows regularly or intermittently;

(c) a wetland, pan, lake or dam into which, or from which, water flows; and any collection of water which the Minister may, by notice in the *Gazette*, declare to be a watercourse as defined in the National Water Act, 1998 (Act No. 36 of 1998); and a reference to a watercourse includes, where relevant, its bed and banks [↑](#footnote-ref-7)
7. Note Developers should be circumspect when applying for Project Implementation Document funding and base the estimated yield of a proposed project on sound Planning and Development principles, that does lead to major over-or under-estimation of the project yield. Should the yield of the number of sites be reduced within the Project Feasibility Report, the costs difference between the number of sites would be off-set against the approval of the Project Feasibility Report, thus reducing any future claims. [↑](#footnote-ref-8)
8. Management Contractor manages the design by professionals and manages the construction by sub-contract based on a brief by the employer

Design by employer = Contractor undertakes construction based on full designs by the employer

Design and construct = Contractor design and construct the project based on a brief by the employer

Develop and construct = Contractor produces drawings and constructs based on a scheme design by the employer [↑](#footnote-ref-9)
9. The Asset Finance Reserve can be accessed for infrastructure projects in non-metro municipalities (assisting municipalities to capture value in their strategic land and other assets); 1. Land with development rights have much more value than “raw: land. 2. Land can be developed and sold to the open market to cross subsidise affordable housing and create sustainable revenue (Rates and municipal service charges). 3. Cover investment in bulk infrastructure 4. Other human settlement related projects as approved by the MEC not covered under the Housing Code, including social amenities. 5. Job creation initiatives, including developing business/industrial hubs. [↑](#footnote-ref-10)