**To be completed by the municipality (for municipal projects) or the developer (for Departmental/Institutional projects)**

|  |  |
| --- | --- |
| **General Information** | |
| Project name |  |
| Project number |  |
| Project description |  |
| District |  |
| Municipality |  |
| Town |  |
| Suburb |  |
| Ward |  |
| Farm/erf number |  |
| GPS centre point |  |
| Municipal / developer contact person |  |
| Municipal / developer contact number |  |
| Municipal / developer email address |  |
| Purpose of application |  |
| **Property Details** | |
| Land ownership, property size, zoning |  |
| **Project Scale** | |
| Project size and Project description |  |
| Total no. of households to benefit from the project, including proximity low income residential areas. |  |
| Existing Facilities Audit |  |
| **Strategic & SPATIAL Alignment** | |
| Project registered on the Integrated Development Plan (IDP) |  |
| Discuss which work elements will be designed for Labour Intensive Construction (LIC), e.g. trenching, paving etc. in: |  |
| 1. Civil engineering work |  |
| 1. Facility construction |  |
| Project aligned to Spatial Development Framework (SDF) |  |
| **Sustainability Criteria** | |
| Confirmation of counter-funding from non-housing sources to promote project feasibility e.g. MIG, public-private partnerships etc. |  |
| Describe adherence to SANS 10400 X and XA regulations regarding:   * Environmental Sustainability * Energy usage in buildings |  |
| **Statutory Progress** | |
| LUPA approved (date & ref) |  |
| NEMA approved (date & ref) |  |
| NHRA approved (date & ref) |  |
| Water Use Licence (date & ref) |  |
| **PROJECT AFFORDABILITY** | |
| Capital and Operational Budget |  |
| **ATTACHMENTS (BUT NOT LIMITED TO)** | |
| Annexure A | Project Motivation, in accordance to the Housing Code |
| Annexure B | Locality Plan |
| Annexure C | Land Rights & Ownership Confirmation |
| Annexure D | Certificate by Municipal Engineer that all relevant services are available to accommodate the project |
| Annexure E | Approved engineering designs |
| Annexure F | Geotechnical Report |
| Annexure G | Traffic Impact Statement |
| Annexure H | Environmental Authorisation or Confirmation from DEADP that project does not trigger a listed activity in terms of NEMA Legislation. |
| Annexure I | Council Resolution approving project in terms of LUPA |
| Annexure J | Site Development Plan (SDP) and draft building plan, with cost breakdown |
| Annexure K | Preliminary Capital and Operational Budget |
| Annexure L | Municipal Letter confirming the following:   * Compliance with EPWP * Annual operation and maintenance costs from non-housing sources. * Available funding from non-housing sources to equip facility outside the Policy. * Availability of Capital Counter-Funding contributed. |
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| **DECLARATION BY MUNICIPALITY (FOR MUNICIPAL PROJECTS) OR DEVELOPER (FOR DEPARTMENTAL/INSTITUTIONAL PROJECTS)** | |
| Name of official |  |
| Capacity of official |  |
| Signature of official |  |
| Date |  |
| Additional Comments / Information |  |

| **Land right issue / impediment** | **Rights holders/ owners/claimants etc where applicable** | **Other details: nature, location, dimension** | **Whether to need to address or not for development, and reason** | **Method of addressing / managing** | **Target date by which will be addressed** | **Date on which was addressed** |
| --- | --- | --- | --- | --- | --- | --- |
| **Servitudes** |  |  |  |  |  |  |
| Roads |  |  |  |  |  |  |
| Electricity |  |  |  |  |  |  |
| Water |  |  |  |  |  |  |
| Telecommunication |  |  |  |  |  |  |
| Public space |  |  |  |  |  |  |
| Other personal servitudes |  |  |  |  |  |  |
| Praedial servitudes |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Restrictions** |  |  |  |  |  |  |
| Restrictions to subdivide |  |  |  |  |  |  |
| Other restrictions |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Expropriation notices** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Land claims** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Zoning** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Ownership** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |