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

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| **General Information** |
| Project name |  |
| Project number |  |
| Project description |  |
| Housing Programme |  |
| 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 |  |
| **Project Scale** |
| Number of sites |  |
| Description of non-residential land uses and confirmation of commitment |  |
| Number of Enhanced sites |  |
| Number of top structures |  |
| Erf size (range of sizes if varied) |  |
| Confirmation of yield, comparing PID and PFR estimates and final approved PIRR opportunities. [[1]](#footnote-2) |  |
| **Strategic Alignment** |
| Confirm alignment with PHSHDA, if applicable, and discuss project alignment with broader PHSHDA Program. |  |
| Discuss which work elements targets will be designed for Labour Intensive Construction (LIC), e.g. trenching, paving etc. in:  |  |
| 1. Civil engineering work
 |  |
| 1. House construction
 |  |
| **social alignment / Beneficiary Confirmation** |
| Confirm that beneficiaries, approved for this project, adhere to the National and Provincial Department of Human Settlements directives for beneficiary selection and provide breakdown of selection. |  |
| Confirm beneficiary credit worthiness for FLISP programs (if applicable). |  |
| Confirm beneficiary affordability for rental programs (if applicable). |  |
| **Sustainability Criteria** |
| Based on the Project Feasibility Report, indicate the progress made on the sustainability criteria indicators below. | Confirm availability for project | Comment |
| Indicate access to facilities | 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 1km. |  |  |
| Access to a quality public park or public space located within 500m of all future beneficiaries |  |  |
| Access to the economic centre with employment opportunities within 5km. |  |  |
|  | Confirm availability for project | Planned for project |
| Funding confirmed | Estimated completion date |
| Indicate the availability of bulk and link 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 and link roads  |  |  |  |
| Public transportation (including non-motorised transportation, public paths, etc) |  |  |  |
| Sewer connector lines  |  |  |  |
| Potable water supply & storage |  |  |  |
| Electricity & supply authority |  |  |  |
| Storm water management |  |  |  |
| Air space remaining capacity at land fill site |  |  |  |
| Capacity to collect solid waste |  |  |  |
| Wastewater treatment capacity |  |  |  |
| With reference to the “Making Better Choices: Green Procurement Guidelines, confirm adherence to SANS 10400 X and XA regulations regarding:* Environmental Sustainability
* Energy usage in buildings
 |  |
| Discuss how the Provincial Green Procurement Policy Guidelines “Making better choices: green procurement in state-subsidised housing” have been considered in respect of project design and development:1. Efficient site layout
2. High performance house
3. Sustainable material choices

d. Improved construction methodse. Alternative infrastructure technology  |   |
| Discuss urban design and layout planning concepts including different housing typologies, to improve safety. Include in Annexure D.  |  |
| **Note: to be completed only if the developer considers applying for the density allowance:**Describe how the double storey units in the project are aligned with “The guidelines for the density allowance for the building of double storey subsidised top structure units”[[2]](#footnote-3)[2] Description must include relevant parameters:If 1st Aim* + Final density allowance amount
	+ Design of the units

If 2nd AimConfirmation that total project cost, per unit, with smaller plots and double-storey units is less than with standard size projects and single-storey units based on detailed costing |  |
| **Statutory Progress** |
| Project Feasibility Approval obtained | YES |  | NO |  |
| LUPA approval (date & ref, and specific conditions listed in the approval  |  |
| NEMA approval (date & ref, and specific conditions listed in the approval  |  |
| NHRA approval (date & ref) |  |
| Water Use Licence (date & ref) |  |
| General Plan Approved (date & ref). Indicate reason if not approved. |  |
| General Plan Registered (date & ref). Indicate reason if not registered.  |  |
| **Implementation** |
| Describe decanting plan (including non-qualifiers) and rehabilitation of informal settlements |  |
| Describe the stakeholder communication and management plan and ongoing relationship with beneficiaries and community groups. Attach Social Compact report as Annexure Q. |  |
| Describe consumer education plan. |  |
| Confirm secure access to land by way of a conveyancer’s certificate stating either: (a) land has been transferred to developer;(b) permission to occupy and build in favour of developer;(c) deed of sale with early occupation clause and (d) land availability agreement as well as confirming no limiting clauses on the title deed |  |
| **ATTACHMENTS** |
| Annexure A | Certificate from conveyancer indicating land ownership by developer or establish land rights with a Land Availability Agreement |
| Annexure B  | Attach letter from Department of Agriculture, Land Reform and Rural Development confirming that there are no land claims against the subject property. |
| Annexure C | Land Rights & Ownership Review Schedule  |
| Annexure D | LUPA approved layout & subdivision plan with house placements. Plans must be a PDF in drawing file format and not scanned and then converted to PDF. Original drawing size must be indicated |
| Annexure E | List of approved beneficiaries (including ID number) for this specific project, consistent to the National Directives on beneficiary selection. |
| Annexure F | MIG/DOE implementation plan/programme or Certificate by Municipal Engineer that bulk capacity is in place |
| Annexure G | Environmental Authorisation |
| Annexure H | Resolution approving subdivision in terms of the Western Cape Land Use Planning Act, 2014 by the registered planner or Planning Committee |
| Annexure I | Approved engineering designs (services and houses and other structures). Designs must be a PDF in drawing file format and not scanned and then converted to PDF. Original drawing size must be indicated |
| Annexure J | Traffic Impact Assessment with results |
| Annexure K | Scanned image of approved General Plan from the SGO website or a link to the General Plan on the SGO website or a copy of the preliminary General Plan from the project surveyor |
| Annexure L | Letter from conveyancer indicating Opening of Township Register, if available |
| Annexure M | Construction contracting plan, including milestone dates for advertising, award of tender and site establishment |
| Annexure N | Site development phasing plan, including the order of construction for services and houses and cash flow |
| Annexure O | House placement plan scale 1:200 including sewer connections (position and layout) and slope. Plans must be a PDF in drawing file format and not scanned and then converted to PDF. Original drawing size must be indicated |
| Annexure P | House plans, with elevations and sections, of various typologies. Plans must be a PDF in drawing file format and not scanned and then converted to PDF. Original drawing size must be indicated |
| Annexure Q | Social Compact Report |
| Annexure R | Minutes of PHP Workshops (PHP only) |
| Annexure S | Business Plan (PHP only) |
| Annexure T | Water Demand Management Plan with itemised cost estimates (if required) |

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| **PROJECT IMPLEMENTATION READINESS REPORT COMPILED BY:** |
| Name and surname |  |
| Company |  |
| Contact number |  |
| Delegation |  |
| Signature |  |
| Date |  |
| Additional Comments / Information |  |

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| **DECLARATION BY MUNICIPALITY (FOR MUNICIPAL PROJECTS) OR DEVELOPER (FOR DEPARTMENTAL/INSTITUTIONAL PROJECTS)** |
| Name of official |  |
| Capacity or delegation of official |  |
| Contact number |  |
| Signature of official  |  |
| Date |  |
| Additional Comments / Information |  |

| **Annexure C** |
| --- |
| **Land right issue / impediment** | **Rights holders/ owners/claimants etc where applicable**  | **Other details: nature, location, dimension** | **Whether there is a 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** |   |   |   |   |   |   |
|  |   |   |   |  |   |   |

Document approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Designation | Signature | Date |
| Mr M Stoffels | Acting Chief Director Management Support |  | Approved on 13 October 2021 |
| Mr R Smith | Acting Chief Director HS Implementation |  | Approved on 15 October 2021 |
| Ms K August  | Chief Director HS Planning |  | Approved on 22 October 2021 |
| Ms P Mayisela | Head of Department |  | Approved on 27 October 2021 |

1. Note Should the yield of the number of sites be reduced within the Project Implementation Readiness Report, as was approved for Tranche 1.2 for the Project Feasibility Report, the costs difference between the number of sites would be off-set against the approval of the Project Implementation Readiness Report, thus reducing any future claims. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)