

THE BUILDING PROCESS

1. PROCUREMENT OF A STAND / HOUSE

- 1.1. Sign an approved Offer to Purchase an example is available at ([https://www.waterlakefarm.co.za/wp-content/uploads/2022/05/Purchase and Sale agreement.pdf](https://www.waterlakefarm.co.za/wp-content/uploads/2022/05/Purchase%20and%20Sale%20agreement.pdf))
- 1.2. Submit the OTP to the estate agent or seller, which will submit it to the conveyancer.
- 1.3. The conveyancer will follow a process to transfer the property into the name of the new owner.

2. ACCESS TO THE ESTATE

- 2.1. To access the Estate, the new owner and any other family member that needs access through the Biometric system, must register on the Biometric access system of the estate.
- 2.2. To register for access the following will be required:
 - Proof that they are the owners of a property in Waterlake Farm Estate (Lawyer's letter, municipal account, levy account, Title deed)
 - Copy of ID
 - Access registration form Annexure A
 - Acknowledgement that the resident is aware of and have read the Rules of the estate (<https://www.waterlakefarm.co.za/documents/>)
 - Acknowledgement that the resident is aware of the fines and penalties (<https://www.waterlakefarm.co.za/documents/>)
 - Acknowledgement that the owner is aware of and have read the Memorandum of incorporation (<https://www.waterlakefarm.co.za/documents/>)

3. HOW TO APPLY TO BUILD YOUR HOUSE

In order for you to build your dream house or to do alterations to the home, the following process must be followed:

- 3.1. Study the five different designs as per Architectural rules <https://www.waterlakefarm.co.za/documents/> published on the website and select a design that you like the most.
- 3.2. Appoint a Professional Architect (Pr. Arch) registered at the South African Council for Architectural Profession (SACAP) or a Senior Architectural Technologist approved by the Aesthetics committee, to do the drawings (building plans) for your home in line with the architectural rules. To make sure the architect designs the house in accordance with the regulations, the stand owner must provide the architect with a copy of the architectural rules.
- 3.3. Once the drawings are completed, it must be submitted to the administration office of Waterlake Farm Estate at the gate on the first floor for attention the **Design Review Panel** with the following included:
 - If a Senior Architectural Technologist were used comprehensive CV, detailing architectural work and experience, as well as proof of Registration.
 - Completed application form. Annexure A
 - Application fee of R 6 000 to be paid to the management agent Fitzanne Estates with the reference stand number / building plans
- 3.3.1. The drawings comprise of the following:
 - Site plan
 - One set of final sketch plans comprising of:
 - Layout plans.
 - Elevations and sections
 - Specific details if applicable.
 - Site plan Scale 1: 200
 - Floor plans, Sections and Elevations Scale 1: 100.
 - Coloured rendered sketch plans indicating materials, finishes and colours.

4. APPROVAL OF THE BUILDING PLANS

- 4.1. The building plans will be assessed by the Design Review Panel (DRP) to ensure that it complies with the Architectural rules and that it does not infringe on the privacy of the neighbouring property. Feedback will be given to the applicant, within 10 working days from when the required documents as per point 3.3. were submitted at the office and the application fee paid.
- 4.2. Once the plans are approved by the DRP it will be submitted to the Estate's architect for final approval and final signoff. Feedback will be given to the applicant within 10 working days, from the date it was submitted to the Estate's architect.
- 4.3. Please allow for at least a month for this total process to be finalised.
- 4.4. If the plans are not approved, the proposed amendments will be communicated to the applicant for review and to amend the plans for resubmission. The second resubmission (i.e. 3rd submission) will attract a R800 fee and any subsequent submissions and additional fee of R2 000 per submission.
- 4.5. Once resubmitted it will go through the same process as 4.1 and / or 4.2, depending on where in the process the plans were, when amendments were requested.
- 4.6. Once the plans are approved by the DRP and Estate's architect, then the plans can be submitted to the City of Tshwane for approval.
- 4.7. If any changes are required by the City Council, these changes must be made on the plans and resubmitted to DRP for approval. The process in 4.1. and 4.2. will be followed to ensure that the alterations still comply to the Architectural rules.

5. CONSTRUCTION PERMIT

Once the council approved the building plans / drawings, can the owner apply to for a construction permit, 14 days before constructions starts by:

- 5.1. Paying a R50 000 building deposit for a new home or R25 000 for alterations to the home to the management agent (Fitzanne Estates)

- 5.2. Submitting a copy of the approved building plans received from the City Council
- 5.3. Submitting a signed copy of the Construction rules,
- 5.4. Ensuring that the water connection is applied for and installed by the City of Tshwane,
- 5.5. Applying for an electrical connection from Impact metering
- 5.6. Having a Contractors shed and chemical toilet, fenced off and placed in correct location as per construction rules
- 5.7. Ensuring that the building contractor has registered all staff at the Home Owners Association (HOA)
- 5.8. Submitting a certificate issued by the surveyor where the boundary pegs were identified as well as the footprint and actual house position, the driveway and cadastral boundary clearly marked out.
- 5.9. Having a Refuse bin in place as per Construction rules
- 5.10. Having a tool and material shed in place as per Construction rules
- 5.11. Boundary fences correctly screened off as per Construction Rules

Only activities related to acquiring a building permit may take place before the permit is issued, no activities such as clearing of the site can happen without a valid construction permit.

Management will issue the building permit once 5.1 to 5.11 were confirmed by inspection of the building site and checklist as per Annexure A of the construction rules was completed. Construction may only start once the building permit is issued.

6. CONSTRUCTION PERIOD

Owners are given 13 months to complete the construction of their dwelling. The construction period starts when the building deposit is paid and ends once the building deposit is refunded. A construction penalty levy as published on the website will be levied after month 13.

6.1. Site Inspections

During the building period 4 site inspections must happen at a cost of R4000.00 that will be deducted from the deposit amount above to cover for the inspections done by the Estate's Architect. **It is the owner's responsibility to inform the estate's architect of the progress made and when the inspection is required.** These inspections are required to ensure that the dwelling is build according to the approved plans.

- Foundations excavated;
- Window sill height;
- Roof height;
- Final inspection.

Additional inspections will be done at R1000 per inspection.

6.2. Alterations to the approved building plans

If alterations to the plans are made during the Building Process, these changes should be submitted immediately by the **owner** to the Estate Architect / Aesthetics Committee for additional approval.

- No building work to proceed further on the amendments before approval is granted and the Aesthetics Committee
- Management has the authority to stop building work.
- Owners to ensure that the Estate Architect / Aesthetics Committee is informed of any changes made.

7. OCCUPANCY

Once the Estate's architect is satisfied that the house has been build according to the approved plans, then an occupancy notice will be issued. The owner can then ask the building inspector to issue an occupancy certificate.

Under no circumstances may anyone occupy the house, without an occupancy certificate. No exceptions will be made.

8. REFUND

The occupancy certificate and the occupancy notice must be sent to Fitzanne Estate with a request to refund the remaining deposit to the owner.

9. GENERAL

Please consult the architectural and construction rules for more detail.

Annexure A

Access registration form

To gain Biometric Access the following form must be signed

Stand Number	
Name	
Surname	
ID number	
Contact Number	
Email Address	

I acknowledge that I have read and understood the following documents as published on the Waterlake Farm website, www.waterlakefarm.co.za

1. Owners

- Memorandum of Incorporation (Only Owners)
- Environmental Management Plan
- Building contractors rules
- Waterlake Farm Architectural rules
- Late Construction Penalty

2. All other residents and Owners

- Rules of conduct
- Approved Fines

Signed at _____ on _____

Name and Surname

Signature