



Onverwacht Home Owners Association
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ONVERWACHT ESTATE

CONSTRUCTION DOCUMENT

Discussed and approved at a General Meeting held on 10/11/2021

Note : This document replaces all previous revisions of the Construction Document and is effective immediately after approval at a constituted General Meeting. It is to be read with Clause 8 of the Constitution of the Onverwacht Home Owner's Association.

The purpose of this document is to serve as a single means to control all building work on the estate in an orderly way. Any owner who is planning to build a new house, alter an existing structure, or add on to it, is obliged to comply with the guidelines and requirements as per this document.

CONTENTS :

Section 1 :	Approval process	p 1
Section 2 :	Architectural design guidelines	p 3
Section 3 :	Development control	p 12
Section 4 :	Construction regulations	p 14
Section 5 :	Forms :	
	A - Application form - by Owner	p 17
	B - Record of Decision - by Aesthetical Consultant and OHOA regarding aesthetical compliance for formal approval before submission to municipality	p 18
	C - Compliance form and permission to start construction - by OHOA Management, contractor and owner	p 19
	D - Execution Approval form - by Aesthetical Consultant	p 20
	E - Completion Certificate - by OHOA Management	p 21

SECTION 1: APPROVAL PROCESS

Summary of the steps to be taken by the owner when initiating any building work:

- Owner to appoint a designer who is a member of SACAP (the SA Council for the Architectural Profession and complying with its IDOW) to prepare the necessary documents.
- Owner to submit Application to OHOA Management Agent, and pay the current fees. - **Form A**
- Consultant to issue the ROD (record of decision) to approve plans and submit ROD and plans to OHOA Committee for formal approval prior to submission for municipal approval. - **Form B**
- Owner to submit plans and ROD to Drakenstein Municipality for municipal approval.
- Owner to submit a copy of the approved plan with OHOA Management and appoints a contractor to execute construction work.
- Owner and contractor to sign OHOA Compliance form, undertaking to comply with the requirements and receive OHOA management's written permission to start construction. - **Form C**

- Owner to obtain approval of execution according to plans on completion of building work prior to Council completion Inspection. - **Form D**
- Owner to submit the Occupation Certificate issued by Drakenstein, to OHOA Management and gets written approval to occupy or use with the Completion Certificate. - **Form E**

The following is to be noted :

- No construction work may be started without the written approval of OHOA Management. - **Form C**
- Drakenstein Municipality, for their approval, will require plans that have been formally approved by the Committee on the recommendation of an Aesthetical Consultant and stamped by the OHOA.
Please note: One set of plans in PDF format, approved by Drakenstein Municipality, to be submitted to OHOA Management for their own record (**Form C**) before construction commences.
- All plans have to comply with the relevant National Building Regulations (NBR) and Drakenstein Building Control By-Laws and need to be approved by Drakenstein Municipality. Should there be any contradiction between the NBR and this document, then the NBR takes precedence.
- Should there be any aspect of an application which is not covered by this document or where there is a difference of opinion on whether any element /request is permitted or not permitted, the OHOA Committee is mandated to decide on the matter.
- These Architectural requirements only apply to the outside of structures. It is to be noted that although no Onverwacht Guidelines exist for the interior of dwellings, and owners are free to design the inside of dwellings according to their personal preference, **ALL** construction work must have formal approval from both OHOA and Drakenstein Municipality before the construction commence.
- Any external structure that are attached to or separate from the house, is to be indicated on the drawings, and to be approved by OHOA.
Additional structures that require municipal approval, as per National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), include the following, and municipal approval there-of is to be submitted to OHOA (required for **Form C**) :
 - a) Water storage tanks
 - b) Air conditioning units
 - c) Pool pumps
 - d) Wendy houses – see item 3.8 of this document
 - e) Grey water systems used for the reticulation of grey water as defined in the municipality's Water Services By-law
 - f) Bore holes
 - g) Solar energy systems whether free standing or attached to a building
 - h) Fences
- Rational fire design. If the NBR requires a "Rational fire design", then a certificate of compliance issued by the fire engineer, is to be submitted to OHOA. – required for **Form D**
- Deviation from Construction Document – no deviation will be permitted unless given in writing by the management committee. The only time the committee will consider this will be where a unique situation exists, the applicant has given proper motivation and, where the neighbour is involved, written consent has been given.
- Design consultants. The details of the current design consultants, appointed by the OHOA to approve plans as complying with this document and issue an ROD, are available from the Estate Manager who can be reached on Tel: 021 871 1776 or by email at manager@onverwachthoa.co.za

SECTION 2: ARCHITECTURAL DESIGN GUIDELINES

2.1 INTRODUCTION

- 2.1.1 The purpose of Section 2 is to establish architectural guidelines that may be used in the evaluation and approval of plans for any building work on Onverwacht Estate, by Onverwacht management or its appointed consultant. It is not the intention to unreasonably constrain building design, but rather to establish a language of architectural style in harmony with the existing development, maintaining the established character of the development.
- 2.1.2 Changes to this document: These guidelines are constantly reviewed. It has been adapted in the past, and it may happen again in the future to ensure compliance and a balance of styles on the property. The fact that a certain existing building or structure does not fully comply with these guidelines must not be taken as precedence and the OHOA Management Committee will not take into consideration such previous deviations when assessing plans.
- 2.1.3 These requirements only apply to the outside of the structures and the owner is free to design the inside according to personal preferences. **ALL** construction work must have formal approval from both OHOA and Drakenstein Municipality before the construction commence, as stated previously.

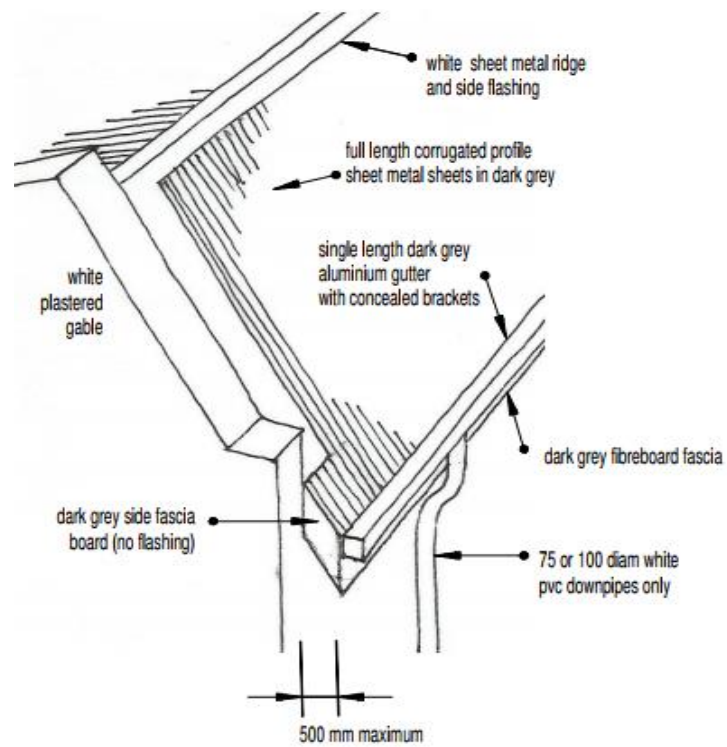
2.2 ARCHITECTURAL STYLE

- 2.2.1 The broad description of the architectural style to be adhered to at Onverwacht can be given as "Cape vernacular". However, the simplified version thereof, as used at Onverwacht, must be as per these guidelines. It is characterized by white painted walls, simple gables, pitched roofs, and cottage pane windows (i.e., small vertical glass panels).
- 2.2.2 Other variations of Cape Vernacular, and styles such as Spanish, Tuscan, and Tudor are not consistent with the Onverwacht aesthetic, and shall not be accepted.
- 2.2.3 Single storey is acceptable. However, portion of the plan must incorporate a double volume, or a mezzanine floor. Double storey is the maximum number of floors permitted above ground level. See 3.23 for definition of "storey".

2.3 DESIGN ELEMENTS

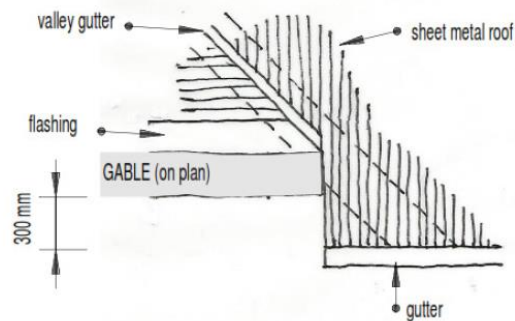
Per definition only items given in the ACCEPTABLE column are acceptable. Some of the items not acceptable are identified in the UNACCEPTABLE column.

	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.1	External walls	- plastered and painted white - see 2.3.4 for gable design - maximum wall height for flat roofs is 3m above floor level - for maximum height allowed for gables, please see 2.3.4 below	- face brick - sheet metal - timber logs - weatherboard - precast panels
2.3.2	Pitched roofs	- minimum 60% of footprint (which excludes roof overhangs) must be pitched roof of thatch or alternative – see 3.7 - roof overhang : - thatch 700mm max - steel 500 mm max (See 3.7 for detail) - Replacement of thatch with sheet metal roofs : Municipal approval is required, and the normal procedures for new work have to be followed Note: No more than one roof material may be used in combination on the same pitched roof, unless it is on different planes. If so, it is still for the Aesthetical Consultant and OHOA Committee to decide if it is aesthetically acceptable or not. If sheet metal is used, the following guidelines must be followed in order to mimic thatch:	Glass roofs

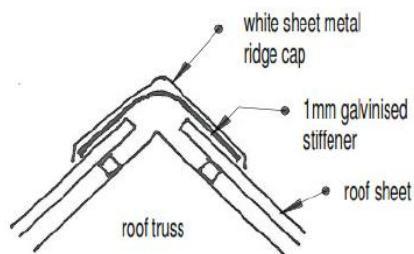


GENERAL

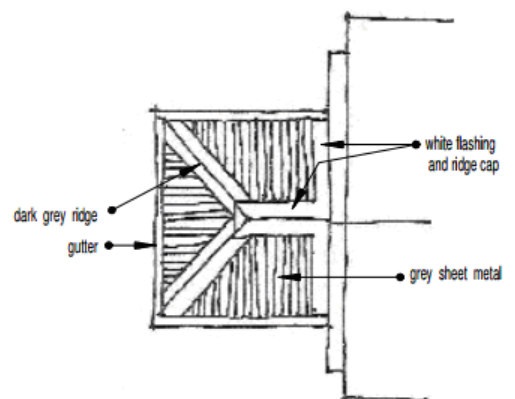
Note:
all sheet metal and aluminium
to be pre-coated



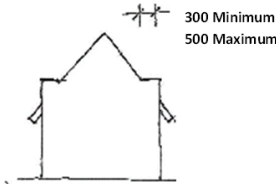
VALLEY DETAIL

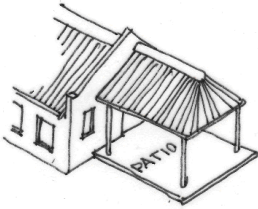


RIDGE DETAIL

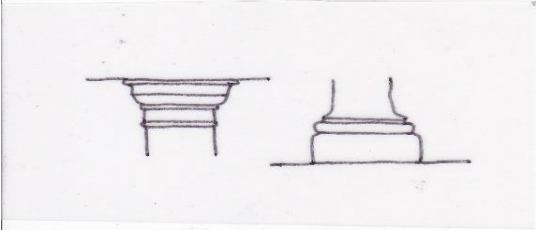
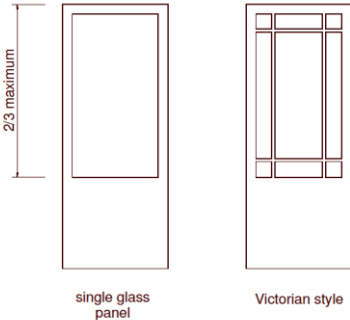


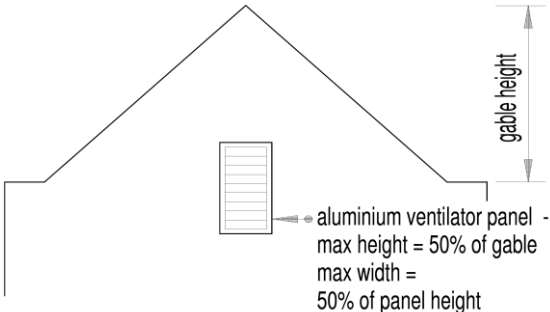
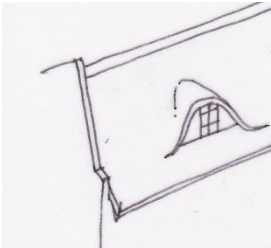
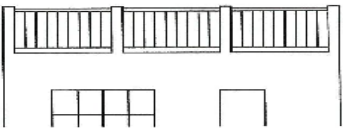
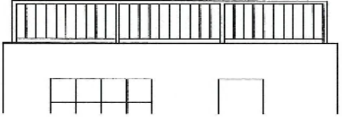
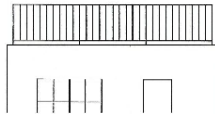
HIPPED ROOFS

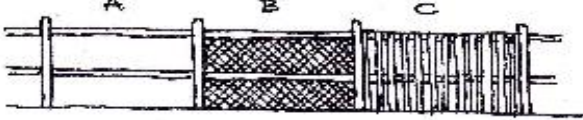
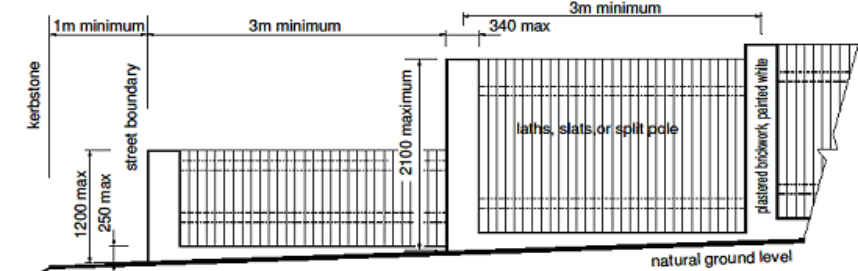
	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.3	Roof shape	portion of pitched roof to be double pitched, with 42° - 45° slope, and with gable ends	- free standing flat roofs - hipped roofs, except for lapas and patios
2.3.4	Gables	- gable with two shoulders at same height - gable gradient to match roof gradient - maximum height of gables allowed is calculated as follows: - ground level is measured at the lowest and highest point of the footprint of the building - these two figures are added and the sum is divided by two 9m above this figure is the maximum height any gable may be 	 - Asymmetrical gables
2.3.5.1	Flat roofs – over accommodation	- only single story may have a flat roof - any part of accommodation may be covered by a flat roof - maximum 40% of footprint (which excludes roof overhangs) may be flat roofs, concealed behind parapet walls all round, 300 mm minimum above roof except where gutter is. Slope of roof to be maximum of 5°(1:20), unless the gutter is concealed behind parapet wall, in which case it may be 10° - gutters may be exposed. - materials that may be used : - galvanized IBR sheet metal “Kliplok” or similar sheet metal - polycarbonate roof sheets - concrete slab with waterproofing	fibre cement
2.3.5.2	Flat roofs – over stoep or veranda	- IBR roof covering with maximum slope of 5°, behind fibre board fascia on all sides not abutting against a wall - All fascia's to be horizontal - If roof structure is visible from street or neighbour, it must be covered by a ceiling - Colour of fascia's and gutter to be white - Columns as per 2.3.12	

	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.6	Balconies - a platform enclosed by a balustrade or wall, on outside of building, with access from the building upper floor - projecting or supported by columns	- Concrete slab with cement or tile finish - Timber floor structure - Supporting columns as per 2.3.11 - Balustrades as per 2.3.15 - Natural wood or similar pre manufactured imitated timber flooring material	
2.3.7	Covered patios refers to a paved area for recreation, attached to the house and open on at least two sides, with a pitched or flat roof	- this is the only instance where a pitched roof may have hips - flat roofs as for garages - adjustable louvered roof, with gutter concealed behind a fascia board: - material to be prepainted baked aluminium or similar - columns square tubing as per manufacturer, or as per 2.3.11 - colour to be as per 2.3.21 	
2.3.8	Lapa refers to a paved area for recreation, where the structure is separate from the main structure. Any or all sides may be open.	- this structure is subject to the same guidelines as the main structure except for the fact that gables are not essential - a lapa may have a natural soil floor	
2.3.9	Pergola refers to an area without a roof, but with a structure over (and possibly with material or vegetation to provide shade)	- CCA treated timber poles, with or without a covering of timber slats, reeds, laths, or hessian - poles must be round, i.e. not planed timber	creosote poles (tar treated)
2.3.10	Carport refers to an area of under-cover parking, with some sides open	- Materials that may be used for roof: Sheet metal or polycarbonate sheets, with a maximum slope of 5° . (1:20). Underside may be covered with ceiling board, or treated timber, slats, laths or bamboo - if sheet metal underside is visible from street or neighbour, then to be concealed behind parapet wall or fascia board - Fascia may be timber or fibre cement board - Gutters may be exposed - Support columns – see 2.3.11	- free standing from house - fascia boards sloping with roof – must be horizontal
2.3.11	Columns	- treated timber poles - square, plastered brickwork (preferred) - plain precast cylindrical, or square concrete columns	- creosote poles (tar treated) - CCA treated timber

-continued

2.3.11	continued	• precast concrete, Tuscan shape:  • steel columns, only round or square profile - galvanized or pre-painted - colours as per 2.3.21	
2.3.12	Doors and door frames	Materials / Finishes / Colours: - see 2.3.21 for colours. • timber, aluminium, PVC, wrought iron • garage doors may be pre-finished metal Glass options : • Solid panel – no glass • cottage pane (i.e. glass panels max 300mm wide x 600mm high, centre to centre) Aluminium strips 20 mm to 25 mm wide may be used in lieu of mullions • frameless glass panel • single glass panel – any portion of the door panel  Other items: • Stack doors – multiple panels of the above • PVC, security, louvered stack doors • Trelli door security doors or similar Combination of panels: • Panels may be used as hinged, sliding or stack doors • Fixed panels in combination with doors, to repeat design of door (sliding door)	• non galvanized steel • steel doors • steel gates

	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.13	Windows and frames	Materials / Finishes / Colours - see 2.3.21 for colours • cottage pane (i.e. glass panels max 300mm wide x 600mm high, centre to centre) • timber, aluminium, PVC Glass options (vertical proportions only): • panes with vertical proportions max 300wx600h, centre to centre (if with aluminium frames, aluminium strips 20mm wide or more may be used in lieu of mullions) • single panel glass roof light, in plane of pitch • dormer window only if installed in a brick gable • window sills to be sloping plaster – no projecting sills • ventilator panels : 	• any glass pane larger than 300w x 600h • projecting window sills • bubble roof lights • French dormers • eyebrow dormers 
2.3.14	Shutters outside windows	• solid timber panels	• mock shutters • louvered shutters
2.3.15	Balustrades (For decks, balconies and stairs)	• brick columns and steel balustrade : max 3500mm centre to centre between vertical supports / columns  • Steel structure: Prominent supporting structure (tubing) with smaller verticals (perhaps solid)  • brick wall • vertical timber construction, varnished or painted • aluminium - bronze anodized • PVC (square tubing, rectangular design as for steel structure) • See 2.3.21 for colours	• precast concrete • glass panels • steel of ornate design • steel with all members same size i.e., no visible supports/columns 

	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.16	Service yards	● maximum area = 20 m² ● maximum wall height = 2.1m ● see 3.12 re laundry lines	
2.3.17	Boundaries - and fences	● at least 1m from kerbstone for parking ● planted hedge (shrubs or creepers on ranch style fence), trimmed, maximum 1.5m high on street and 2.1m on other sides, including green areas. ● ranch style round timber pole fencing, maximum 1.5m high, using vertical ±125mm and horizontal ±90mm diameter treated poles; timber only in naturally treated colour and horizontal recessed into vertical posts:  A = poles only, or B = poles with mesh wire, or C = poles with vertical slats or laths (Not permitted on street side or common areas) ● Boundary partitions– written approval of neighbour to be submitted (Not permitted on street or common areas) ● Gates: to be read with 3.20 swimming pool fences and 2.3.17 fences. A gate could be constructed from the same material as the fence of which it forms part and mimic the fence, or steel/wooden frame with a formation of cladded timber planks.  PERMITTED PARTITION SCREEN - with or without brickwork ● Height of vertical laths, slats, screen walls and service yard walls are measured at any point from ground level on lowest side, to the top of the wall. See item 3.11 ● Walls and fences to a service yard to be a maximum of 2.1m high ● See 3.20 for swimming pool fences <u>Note:</u> Drakenstein Municipality written approval is required before erection of any fence or screen, therefore OHOA written approval should be obtained prior to submission of plans. OHOA written approval is required before erection of any fence or screen.	● closer than 1m from kerbstone ● asbestos ● barbed wire ● brick wall ● electrified fence ● palisade fence ● picket fence ● precast walling ● split poles ● steel railing ● vibracrete ● wire mesh ● horizontal poles bolted to vertical posts ● electrical fences, except on the periphery of the estate and with written approval of the OHOA ● Gates constructed from steel only
2.3.18	Screen walls	● Brick wall 2.1 m high only as a link between house and outbuilding, or as an extension of a building ● also see 3.10	

	ITEM	ACCEPTABLE	UNACCEPTABLE
2.3.19	External screens - to verandas, patio's pergolas and carports	● khaki coloured roller-shutter canvas blinds, with or without transparent panels ● shade cloth permitted, except on street side, colour "earthy colours" preferably grey or green ● hessian, not visible from street – colour natural material ● premanufactured horizontal louvers on verandas – see 2.3.21 for colour ● vertical and horizontal timber slats	
2.3.20	Awnings (sonskermes)	● not permitted	
2.3.21	Colours	● all brickwork plastered and painted white ● timber poles: treated, no colour ● planed timber : clear or tinted varnish (if painted, then colours as for steel) ● aluminium: standard bronze anodized or charcoal grey ● metal or wooden garage doors: prepainted brown as for steel or charcoal grey ● all visible steel: charcoal grey, Plascon "Hot Fudge Sundae" or brown, Dulux "Fudge Truffle" ● flat roofs may be galvanised (unpainted) or pre-painted charcoal grey, or white. ● PVC stack doors and components: white, bronze or charcoal colour ● PVC Balustrades: white, charcoal grey, brown ● trelli doors: white, charcoal grey or bronze colour ● premanufactured louver roof covering – white, charcoal grey or bronze colour ● premanufactured horizontal louvers – white, charcoal grey or bronze colour	● any other colour on any construction object
2.3.22	Driveways and paving	● cement or clay bricks (colour: red, brown, grey, black) ● stone chips (colour: red or grey) ● cement grass blocks	● total paved area may not exceed 45% of footprint (i.e. area under roof)

SECTION 3: DEVELOPMENT CONTROL

- 3.1. **Building on vacant plots.** Owners are encouraged to start building on vacant plots.
For each vacant plot: As of 1 Jun 2016, a house must be completed and an occupation certificate issued within 12 months. From 1 June 2017 all plots without a finished house will be subject to an increase in levies payable of 10% of the basic levy. After every three months thereafter, the basic levy will increase by 10% until construction is completed. Should a property be sold, the normal levy will be payable by the new owner for an initial 12 months. Thereafter the levy will increase as stated above i.e. by 10% after every three months. See Rules & Regulations, item 2.1
- 3.2. **Landscaping.** Owner is encouraged to make use of indigenous vegetation as far as possible.
- 3.3. **Vehicular access.** All vehicles of residents to be parked on the property with no part of the vehicle protruding into the street. Owner is obliged to provide at least one parking space for visitors on the property, in addition to garage parking. Parking in the street that limit movement is not permitted. (Also see Rules item 8.)
- 3.4. **Coverage** is the area under any roof material that disposes of rain water (roof overhangs excluded). This does not include pergolas covered by slats. Maximum percentage of site that may be covered by building is 50% for erven over 500m², and 60% for erven under 500m².
- 3.5. **Minimum size** of main dwelling is 130 m².
- 3.6. **Outbuildings.** Maximum number of abodes on one stand is 2 (main house plus “granny flat”). Second abode to have a maximum footprint of 100 m², garage included, or 80 m² if no garage. The footprint is the total area covered by both buildings. All buildings, including a garage and a carport, to be linked by brickwork wall, 2.1m high.
- 3.7. **Alternative to thatch(on main building and garage).** On pitched roofs the only alternatives to thatch which will be allowed are prepainted Chromadek or Colourbond, or other product with similar appearance. Sheets to be in corrugated profile, single sheet from roof ridge to gutter. Colour to be charcoal grey. (IBR or similar will not be allowed.)
No other alternative roof material will be allowed.
- 3.8. **Temporary structures** etc., such as a **Wendy house, greenhouse and tool-shed, or any temporary structure of timber, or fibre cement**, will not be permitted, unless both Onverwacht and the municipality have given approval. The normal procedures for plan approval to be followed.
 - Onverwacht will only approve pre-manufactured structures.
 - Onverwacht may instruct the structure to be removed if not well maintained or if aesthetically displeasing.
 - Maximum size to be 3m², which forms part of the total coverage permitted.
 - Painted white or natural wood colour.
 - Roof slope maximum of 5 degrees, maximum overhang of 150 mm.
 - Concealed from street façade (not visible from street).
 - *Existing structures* erected without HOA approval are to be removed or, alternatively, a plan is to be submitted to OHOA and Drakenstein municipality for approval.
- 3.9. **Plan form** has to be square, rectangular, or a variation thereof. This also applies to all external building elements (except gables).
- 3.10. **Built screen walls** are entirely contrary to the spirit of Onverwacht. If it is not part of a service yard, or a reasonable extension of the building itself, then the application will be individually subject to the approval of the OHOA Management Committee (not the consultant). Height of screen walls and service yard walls is measured at any point from ground level on lowest side, to the top of the wall.

- 3.11. **Screens of vertical slats or laths** - in combination with or without brickwork - see 2.3.18. This is contrary to Onverwacht character and requires OHOA permission. Applicant must give motivation in writing, and it must be indicated on drawing to be submitted for municipal approval. Not permitted on the street or a common garden boundary. If granted for a boundary, it will only be on one boundary of any erf.
- 3.12. **Laundry**. Service yards are not prescribed. However, when the owner plans the house, it would be wise to keep in mind that the Rules and Regulations prohibit laundry to be exposed to the public eye as far as possible.
- 3.13. **Waste pipes and down pipes**. Position to be indicated on drawings, and to be as unobtrusive as possible. Approval of plans may be subject to pipes which would be visible from the street, to be recessed in wall. Please note: No rainwater downpipe may be connected to, or rainwater otherwise allowed to enter into the Onverwacht sewerage system.
- 3.14. **Water meter** to be accessible to the water meter reader and within one metre from boundary.
- 3.15. **Lighting** outside to be unobtrusive.
- 3.16. **Metal flues** exposed for more than 1,2 m (cowl excluded) are aesthetically unacceptable and must be approved by the aesthetical committee.
- 3.17. **Loose items** such as aircon units, heat pumps, solar heaters, solar panels and storage tanks. Solar heaters to have geysers separate and placed inside the building. Solar panels may be supported on the roof (excluding thatch) or on a separate brick structure. It is to be placed as unobtrusive as possible. If part of new building work, the position must be indicated on drawings (see Section 1 : Approval process).
If an additional item for an existing structure, approval from the municipality and OHOA must first be obtained.
- 3.18. **Building lines**. The one metre building line may not be exceeded, except with the written approval of the OHOA Management Committee and, where applicable, the neighbour. No structure except a garage, carport or pergola will be permitted over the building line. Should one owner be granted permission to exceed the building line, the owner of the adjacent property may not be granted permission to exceed the building line on the same boundary. (A gap of at least one meter needs to be left between structures on adjacent stands. To be read with 3.22 as far as the distance between two thatch roofs is concerned.)
- 3.19. **Retaining walls / terraces** may be taken up to the boundary, with the bordering neighbour's written consent. It may be constructed using precast Terraforce or similar blocks.
- 3.20. **Swimming pool** enclosures have to comply with NBR requirements (SANS 10400), as well as this document item 2.3.17.
In order to meet National Building regulations, a swimming pool fence **must be at least 1,2m high and made in such a way that a child cannot climb over the fence**. In addition, it is required that wire mesh of 75mm maximum and / or vertical slats or laths be fixed to the outside of the enclosure, from ground level to the full height of the fence structure. The fence must be fitted with a self-closing lockable gate. Enclosure requirements also apply to inflatable and other pools above ground surface.
- 3.21. **Common gardens**. Owners of property bordering on common garden area may apply to the OHOA Management Committee for permission to cultivate part of the common garden in the way they prefer. However, boundaries and screens on common areas will not be permitted, and the garden layout must be such that no resident is excluded from its usage.

3.22. **Fire precautions.** All structures must comply with the relevant NBR requirements. Owner's attention is drawn to the following :

Chimney outlet to be at least 1m from nearest thatch

At least 200mm brickwork required between flute and any timber structure

No timber may traverse any chimney

All chimneys need to be equipped with a spark arrester.

No external fire permitted except:

- in a brick structure with chimney and fire arrester, or
- in a moveable fire unit (e.g. Weber) placed at least 4.5m from the nearest thatch and/or structure.

All built braai places and fire pits need to be equipped with a chimney fitted with a spark arrester.

Note: Rational fire design.

If any thatch roof is less than 4.5m from any boundary, the NBR requires a fire consultant to do a "rational fire analysis" to determine the fire risk involved and prescribe adjustments to the plans, needed to reduce the risk. This Rational Fire Design will have to be submitted with the plans, for municipal approval. On completion the fire consultant will issue a Certificate of Compliance and a copy of this certificate has to be submitted for OHOA records, before approval of occupation (**Form D**) will be given.

3.23. **Definition of A "storey"** is defined as per SANS 10400-A – General Principles and Requirements, or subsequent document replacing the aforementioned. It reads as follows:
"storey" means that part of a building which is situated between the top of any floor and the top of the floor next above it, or if there is no floor above it that portion between such floor and the ceiling above it (any mezzanine floor, open work floor, catwalk or gallery being taken to be part of the storey in which it is situated), and in relation to a building -
(a) the ground storey shall be taken as the storey in which there is situated an entrance to the building from the level of the adjoining ground or, if there is more than one such storey the lower or lowest of these;
(b) a basement shall be taken to be any part of the building which is below the level of the ground storey;
(c) an upper storey shall be taken to be any storey of the building which is above the level of the ground storey; and
(d) the height expressed in storeys shall be taken to be that number of storeys which includes all storeys other than a basement.

SECTION 4: CONSTRUCTION REGULATIONS

The Owner will be held liable for any damages or penalties imposed due to non-compliance by any contractor. The OHOA retains the right to amend any amount payable and delegates the authority to do so to the elected OHOA Management Committee.

Inspection: An OHOA authorized agent shall be entitled to inspect the property at all times during the construction of the dwelling.

4.1 Prior to construction commencement:

- No building construction or alteration may be started before the approval of plans by the OHOA Management Committee and the Drakenstein Municipality. A fine of R 10,000 will be imposed on owners not complying with this rule.
- Open sides of the construction site for new buildings to be enclosed with 1.8m high shade cloth to prevent access by children and unauthorised people onto the construction site.
- The property owner and the building contractor must acquaint themselves with existing services and infra structure before any construction starts. Damage to services will be the responsibility of the property owner. Details of existing services are available from the estate management.

Note: The contractor must sign the OHOA Compliance form (**Form C**) before starting any work. Starting construction work is defined as any action taken with the objective to erect a new structure or alter an existing structure and includes clearing the property, measuring out and marking foundations, delivering any building or other equipment, material or items required in the process including a storage facility or toilet or any other action that may indicate that construction will start in the near future.

4.2 Sidewalk deposit:

A deposit to the sum of R10,000 shall be paid by the applicant prior to starting major construction, R5,000 for major alterations and R2,000 for minor alterations.

The deposit shall be used, within the OHOA's discretion to cover, inter alia, any of the following costs:

- Reinststate public sidewalks damaged and/or
- Replant grass and/or
- Repair/plant trees damaged or destroyed during building operations and/or
- Make good all damage caused to any installations including, without limitation thereto, electrical supply apparatus, streetlights, sewer, storm water reticulation and internet fibre manholes, and/or
- Ensure that the owner concerned complies with any other rules or requirement.
- The deposit or unutilized portion thereof will be refunded to the property owner on completion of the construction, upon written application to the OHOA, after receipt by the OHOA Management of a copy of the occupation certificate and the OHOA Management confirming that the dwelling "as built" has been erected in accordance with the approved plans.
- No interest on the deposit shall be payable to the owner.

4.3 To be on site - before any construction commences:

- Portable toilets – 100% functioning and with door
- Adequate refuse bins
- Water connection (with water meter) must be made – OHOA will provide a water meter or the owner may purchase and receive credit.

4.4 Cleaning of site. The site has to be cleaned each day before leaving. Building rubble has to be taken away at least every second week, but preferably every Friday.

4.5 Sign boards. Building contractors and / or designers are allowed to put up only one signboard on the building site, with the contractor's name and / or all the subcontractors' names. No subcontractor will be allowed to put up a separate board. The maximum size for sign boards is 750x500mm.

4.6 Health and Safety. Contractors must comply with the pre-construction Health and Safety Specifications (July 2003 or latest version) to assist in achieving compliance with the Occupational Health and Safety Act 85/1993 and Construction Regulations 2014 or later, in particular as far as dress code for safety is concerned.

4.7 Working hours for building contractors on the Estate are regulated by hours of access to the Estate as follows:

Monday to Friday	07:00 - 18:00 (all constructions staff to be out of the gate by 18:00)
Saturday	07:00 - 14:00 (all constructions staff to be out of the gate by 14:00)

No contractor is allowed on the premises on Sundays, Christmas day, the Easter weekend, New Year's Day or any other public holiday.

Any contravention will lead to a fine of R 1 000 being issued to the Owner for each transgression and doubled with each repetition.

4.8 Wandering around of construction staff and workers on the estate is not allowed and any contravention will lead to a fine of R500 being issued to the Owner for each transgression and doubled with each repetition.

4.9 No deliveries of Construction materials allowed on Saturdays, Sundays and public holidays or outside working hours for building contractors.

4.10 Sleeping overnight in a caravan or on the building site during construction is strictly forbidden. If this rule is disregarded, a fine of R1,000 per person per night will be imposed on the property owner and escalate with each repetition.

4.11 Completion. Any new building must be completed within twelve months after construction has started. All additions must be completed within six months and minor alterations within three months.

If it is necessary to extend the building period, the owner must apply to the OHOA Management Committee in writing at least two weeks before the end of the construction period. Leeway will be granted for stoppages due to rainy weather, based on the SA weather bureau's confirmation. The decision of the OHOA Management Committee on the extension granted will be made in their own discretion and is final.

If no written request for extension of the building period is received as prescribed or no extension for the building period is granted, a penalty of R1,000 per calendar month will be imposed on the property owner for the first six months for a new dwelling and two months for an alteration. If not completed within this period, the penalty will be doubled. After that it will be doubled after every two months until completed.

Completion shall be the date of the Occupation Certificate issued by the Local Authority and / or OHOA.

4.12 Occupation will not be permitted before the Completion Certificate (Form E) is signed by the OHOA Estate Management, which in turn will only be signed upon receipt of the municipal Occupation Certificate.

Non-compliance may lead to a fine of up to R10,000 imposed on the Property owner and the Committee can decide on further legal action.

SECTION 5: FORMS

Note : All drawings and forms are to be submitted to Onverwacht in pdf format, as is also required by Drakenstein municipality for application documents.

FORM A	APPLICATION FORM	P16
FORM B	RECORD OF DECISION FORM	P17
FORM C	COMPLIANCE & PERMISSION TO START DEMOLITION OR CONSTRUCTION	P18
FORM D	CONSTRUCTION EXECUTION APPROVAL FORM	P19
FORM E	COMPLETION CERTIFICATE	P20

FORM A - APPLICATION FORM**To be completed by Applicant**

- Note:** 1. The fees will be adjusted annually to keep track with inflation.
 2. **Minor Alteration** - See the application of the National Building Regulations Part A: SANS 10400-AZ2
 Definitions: "minor building work"

1 Property Information

	Category	OHOA Scrutiny Fee *	Mark
Onverwacht House no	New Dwelling	R3 895	
Municipal Erf no	Additions or Alterations	R1 920	
Application Date	Minor Building Work (pergola, pool, etc.) or Deviation from approved plan (As built) Replacement of roof cover	R975	
Municipal approval date	Demolition work	Nil	
Short Description of Proposed Building Work			
Phase submitted	Phase 1: Preliminary Conceptual Design		
	Phase 2: Final Working Drawings		

2 Owner/Title Holder

Name		Surname	
Company / Trust / Closed Corporation (if applicable)			
Tel:	Fax:	Cell:	
Email:			
Address:			Code:

3 Designer

Name & Surname		Company	
SACAP Registration No:		SACAP Registration Level:	
Tel	Fax	Cell	
Email			
Address			Code

- 4 Scrutiny fees are payable to the Management Agent who in turn will pay the Consultant the applicable fee** (* Fees will be adjusted annually in consultation between the Aesthetical Consultants and the Committee, to keep track with inflation.)

 Signature of owner

 Date

FORM B – RECORD OF DECISION FORM.

**Proposed by Aesthetical Consultant to Onverwacht Committee & Management
Record of Decision**

(Note: Plans to be submitted to OHOA Management for formal approval before being submitted to the municipality, failing which a penalty will be imposed)

The Owner / Title Holder			
Dear Sir / Madam			
Your building plan application has reference:			
Applicant:			
Onverwacht house no:		Application date:	
Municipal erf no:		Category & fee:	
Short description of proposed building work			
Phase submitted:	☐		Phase 1 : Conceptual Design
	☐		Phase 2 : Final working drawings

OHOA comments

Signature: Aesthetical Consultant Date:	OHOA Formal Stamp & Signature to confirm Approval by the OHOA Date:

FORM C - COMPLIANCE & PERMISSION TO START DEMOLITION OR CONSTRUCTION.

Issued by OHOA Management

Applicant:			
Onverwacht house no:		Municipal erf no:	

We, the owner and contractor, have acquainted ourselves with the content of these Construction Regulations and in particular that no construction or demolition may be started without the permission of the OHOA Management Committee the Sidewalk Deposit having been paid and a receipt obtained and this form having been signed by the OHOA Estate Management.

I / We, the owner(s) confirm that a copy of the plan approved by the OHOA and Drakenstein Municipality has been filed with OHOA Estate Management. For any demolition work, I / we, the owner(s) confirm that all surrounding neighbours as well as OHOA will be informed of the dates during which demolition will take place **and that all of the requirements stipulated in Section 4 will be adhered to.**

The owner and contractor jointly and separately confirm that **any deviation from the approved plan** which **affects the external appearance** of the building must and will be referred to the aesthetical consultant for written approval prior to execution. Failure to do so will imply that the aesthetical consultant will be unable to provide Form D until the deviation has been rectified.

Should there be **any deviation from the approved plan** which **affects the internal appearance** of the building, an as built plan will be filed with the OHOA before an occupation certificate will be issued.
(Complete Form A)

Should there be any deviation from the approved plan, an as-built plan will be filed with the OHOA before the occupation certificate will be issued.

We jointly and separately confirm that we, the undersigned:

- will adhere to all matters covered in this document and
- will be held liable by the OHOA for any breach thereof and may be fined accordingly.

The owner and contractor will provide the OHOA with a list of all subcontractors as well as ensure that the **names and ID number of every worker entering the premises** will be provided to the Estate Management and Security and confirm that **no worker whose copy of ID is not filed with security will be allowed to enter.**

Should the Contractor repeatedly fail to comply with these Construction Regulations despite being served with written warnings, the OHOA Management may impose a ban on entering the Estate.

CONTRACTOR

Date:

OWNER

Date:

Permission is hereby granted to the contractor to start demolition and/ or construction.

OHOA MANAGEMENT

Date:

FORM D – CONSTRUCTION EXECUTION APPROVAL FORM**Issued by Aesthetical Consultant**

Applicant:			
Onverwacht house no:		Municipal erf no:	

Please note that the fee of the consultant allows for one inspection upon completion of construction plus one additional inspection to confirm that the prescribed amendments have been completed.

For each and every additional inspection the fee for minor building work will be payable to the Aesthetical Consultant.

NOT APPROVED

I, aesthetical consultant for OHOA, hereby declare that I have inspected the completed works on and place on record that the following does not comply with the approved plans in respect of the following:

It has been agreed that these will be rectified prior to the next inspection on

APPROVED

I, aesthetical consultant for the OHOA, hereby declare that I have inspected the completed works, and am satisfied that it is executed as per the drawings previously approved and are of an acceptable aesthetical standard.

Aesthetical Consultant: _____

Signature: _____

Date: _____

FORM E – COMPLETION CERTIFICATE – by Onverwacht Estate**Issued by OHOA Management**

Applicant:			
Onverwacht house no:		Municipal erf no:	

Received by OHOA Management:**Date received & initials:**

Record of Approval (Form B) issued by consultant :
 and electronic set of plans formally approved and signed by OHOA Management

Revised drawings if built works differ from approved plans

Permission to start Construction (Form C) signed by OHOA Management

Execution approval form (Form D) – signed by aesthetical consultant

Occupation certificate issued by Drakenstein Municipality

Receipt(s) for payment of any fine(s) imposed during construction

Sidewalk deposit:
 Prescribed Amount Received by OHOA on (date)

Amount withheld for contravention of rules / damage caused / fines
 as per Item 4.2

Sidewalk deposit refunded - **Amount**

- **Contractor's signature**

Date refunded

Statement by Onverwacht Estate Home Owners' Association

It is hereby confirmed that the project is completed to our satisfaction and:

- in the case of a new house, that the owner may now occupy the house and/ or
- in the case of any addition(s), that the owner may now use the new works.

Estate Management's signature:

Date: