



**TOWN PLANNING AND ENVIRONMENT DEPARTMENT**

# REZONING APPLICATION

ERF / ERVEN .....503.....

Please Indicate

**KNYSNA**

**SEDFIELD**

**BRENTON**

**BELVIDERE**

**RHEENENDAL**

**KARATARA**

**PORTION ..... OF FARM .....**

IF OTHER, PLEASE SPECIFY

**REZONING OF PROPERTY(IES) FROM**

.....SINGLE RESIDENTIAL .....

**TO**

.....INSTITUTIONAL ZONE.....

**DATE: .....15 September 2014.....**



# KNYSNA MUNICIPALITY

The Chief Town Planner  
Tel: (044) 302-6330  
Fax: (044) 302-6338

P.O. Box 21  
Knysna  
6570

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## **INSTRUCTIONS TO ASSIST IN COMPLETION OF APPLICATION FORM**

1. Note that this application form relates only to rezoning proposals which do not involve simultaneous subdivision of properties.
2. The whole application form must be accurately completed in ink, and any handwriting must be legible.
3. Where applicable, place an 'X' or similar mark in the relevant block only.
4. Where additional information is attached as an annexure, it must be clearly marked as to which subsection of the application form it relates to.
5. The application for rezoning, with all accompanying documentation, must be submitted to:

The Chief Town Planner  
Knysna Municipality  
11 Pitt Street  
Knysna  
6570

6. **5 (five) complete copies** of the application and all accompanying documentation must be submitted. This includes 5 copies of the completed application form, as well as **5 (five) copies** of all engineering reports, motivation reports, maps, diagrams, etc., which form annexures to the application form.
7. Incorrect and / or incomplete application forms will be returned to the applicant forthwith, as processing of incomplete applications often result in delays in the system, which is unfair to those whose proposals have been properly prepared and motivated.
8. In cases where the application has to be referred to State Departments or other statutory authorities for comment prior to consideration thereof by the Knysna Town Council, and this has not yet been done by the applicant, he / she may be required to submit additional copies of the completed application form together

with all annexures, for forwarding to such Departments / authorities.

PH0905

9. Please ensure that the most up-to-date application fees are paid.
10. It is the responsibility of the applicant to ensure that correct, accurate and complete information is furnished with the application.
11. Kindly note that receipt of an application will be acknowledged in writing. Once so acknowledged, applicants should accept that consideration of the proposal will occur as soon as is practically possible. Personal visits and telephonic enquiries regarding progress will not “speed up” the process, and are not encouraged.
12. Note that it is not the function of municipal officials to complete the application form. Some assistance to clarify “minor uncertainties” can be given, but it is strongly recommended that property owners appoint suitably qualified consultants to act on their behalf.

# SECTION A

**PARTICULARS OF APPLICANT**

1. **FULL NAMES:** .....VPM PLANNING CC.....
2. **COMPANY / FIRM:** (where applicable, e.g. ABC CONSULTANTS)  
..... VPM PLANNING CC .....
3. **POSTAL ADDRESS:**  
.....PO BOX 173.....  
.....KNYSNA.....  
.....6570.....  
.....  
.....
- NOTE:** All correspondence will be directed to the above address
4. **TELEPHONE NO.:** ...044 302-2300.....
5. **CELL NO.:** ...082 8551125.....
6. **FAX NO.:** .....
7. **EMAIL ADDRESS:** ..... lizemarie@vpmsa.co.za.....

8. **BOND DETAILS**

8.1 **Is the property encumbered by a bond?**

YES	NO X
-----	------

8.2 **Is the Bondholder's consent attached?**

YES	NO	N/A x
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**NOTE:** If the property is encumbered by a bond, the consent of the bondholder to the application must be attached to this application.

## SECTION B

### PARTICULARS OF REGISTERED OWNER

**NOTE:** Where more than one property is involved in the application, this section should be completed separately for each property.

1. FULL NAME(S) OF REGISTERED OWNER(S):

..... Knysna Muslim Council NPC .....

2. IS THE APPLICANT THE (ONLY) REGISTERED OWNER OF THE PROPERTY CONCERNED?

YES x

NO

3. IS THE POWER OF ATTORNEY FROM THE REGISTERED OWNER(S) ATTACHED?

YES x

NO

N/A

**NOTE:** [i] If the application is not made and signed by the registered owner, the power of attorney of the owner must be attached to this application.

[ii] This is also applicable if the person who is applying is still in the process of obtaining the land unit.

4. IS THE REGISTERED OWNER A COMPANY OR SIMILAR BODY?

YES x

NO

5. IS A CERTIFIED COPY OF EMPOWERING RESOLUTION ATTACHED?

YES x

NO

N/A

**NOTE:** If the registered owner is a company or similar body a properly certified resolution confirming consent to the application must be attached to this application.

6. A COPY OF THE MOST RECENT TITLE DEED IN RESPECT OF THE PROPERTY CONCERNED;

OR

A CONVEYANCER'S CERTIFICATE CONFIRMING THAT THERE ARE NO RESTRICTIVE TITLE CONDITIONS WHICH MAY AFFECT THE PROPOSAL, IS ATTACHED.

YES x

NO

**NOTE:** A copy of either one or the other of the above must be attached.

## SECTION C

### DETAILS OF LAND UNIT

**NOTE:** Where more than one property is involved in the application, this section should be completed separately for each such property

1. ERF NO. ....503 Knysna.....

2. EXTENT OF PROPERTY ...1277m<sup>2</sup> .....

3. STREET NAME: .....No 18 Rason Street.....

4. TOWNSHIP (e.g. Paradise, Hornlee, Central Town, etc.)

.....Knysna Central.....

5. ARE THERE ANY SERVITUDES REGISTERED ON THE PROPERTY WHICH MAY AFFECT THE APPLICATION?

YES

NO x

6. IF THERE ARE ANY SUCH SERVITUDES, PROVIDE A BRIEF DESCRIPTION THEREOF:

.....N/A.....  
.....  
.....

7. IS IT PROPOSED THAT ANY NEW SERVITUDES BE REGISTERED AS PART OF THE APPLICATION?

YES

NO x

8. IF ANY SUCH SERVITUDES ARE PROPOSED, PROVIDE A BRIEF DESCRIPTION THEREOF:

.....N/A.....  
.....  
.....

## SECTION D

### DETAILS OF APPLICATION

1. **BRIEF AND ACCURATE SUMMARY (NOT MOTIVATION) OF THE PROPOSAL:**

1.1 PRESENT ZONING(S):.....**Single Residential**.....

.....

1.2 PROPOSED ZONING(S):.....**Institutional Zone**.....

.....

1.3 EXISTING USE(S): .....**Vacant**.....

.....

1.4 PROPOSED USE(S): .....**Islamic Centre**.....

.....

1.5 AMENDMENT OF THE REGIONAL STRUCTURE PLAN

YES

**NO x**

1.6 PRESENT DESIGNATION(S): .....

1.7 PROPOSED DESIGNATION(S): .....

1.8 ANY FURTHER COMMENTS:

.....

2. **DOES THE APPLICATION ALSO INVOLVE A SIMULTANEOUS:**

2.1 Consolidation [combination] of more than one property?

YES

**NO x**

*If 'YES', briefly explain:*

.....

.....

.....

2.2 Application for a Departure [deviation] from the development restrictions [height, building lines, coverage, etc] which would normally be applicable to the property(ies) concerned?

YES x	NO
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If 'YES', briefly explain:

- a. the relaxation of the lateral and rear building lines from 6m to 0m.
- b. the relaxation of the provision of on- site parking;
- c. the relaxation of the coverage from 60% to 70%;
- d. the relaxation of the height restriction of 12m to allow a dome of 15.2m in height.

- 2.3 Application for a Consent Use from the applicable Zoning Scheme which would normally be applicable to the property(ies) concerned?

YES	NO x
-----	------

If 'YES', briefly explain:

.....

- 2.4 Application for removal / amendment of restrictive conditions of title applicable to the property(ies)?

YES	NO x	UNCERTAIN
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If 'YES' or 'UNCERTAIN' briefly explain:

.....

- 2.4.1 Has, in the case of a simultaneous application in accordance with 2.4 above, the application form prescribed by the Provincial Administration: Western Cape for removal / amendment of restrictive conditions of title been completed and forwarded to both the Provincial authorities as well as the Knysna Municipality?

YES	N/A
-----	-----

- 2.5 Application for subdivision of the property(ies) concerned?

YES	NO x
-----	------

- 2.6 Does the proposed rezoning involve any of the following activities?

- 2.6.1 The construction or upgrading of:
- (a) facilities for commercial electricity generation with an output of at least 10 megawatts and infrastructure for bulk supply;
  - (b) nuclear reactors and facilities for the production, enrichment, processing, reprocessing, storage or disposal of nuclear fuel and wastes;
  - (c) with regard to any substance which is dangerous or hazardous and is controlled by national legislation –
    - (i) infrastructure, excluding road and rail, for the transportation of any such substance; and
    - (ii) manufacturing, storage, handling, treatment or processing facilities for any such substance;



- (d) roads, railways, airfields and associated structures;
- (e) marinas, harbours and all structures below the high-water mark of the sea and marinas, harbours and associated structures on inland waters;
- (f) above ground cableways and associated structures;
- (g) structures associated with communication networks, including masts, towers and reflector dishes, marine telecommunication lines and cables and access roads leading to those structures, but not including above ground and underground telecommunication lines and cables and those reflector dishes used exclusively for domestic purposes;
- (h) racing tracks for motor-powered vehicles and horse racing, but not including indoor tracks;
- (i) canals and channels, including structures causing disturbances to the flow of water in a river bed, and water transfer schemes between water catchments and impoundments;
- (j) dams, levees and weirs affecting the flow of a river;
- (k) reservoirs for public water supply;
- (l) schemes for the abstraction or utilization of ground or surface water for bulk supply purposes;
- (m) public and private resorts and associated infrastructure;
- (n) sewerage treatment plants and associated infrastructure;
- (o) buildings and structures for industrial, commercial and military manufacturing and storage of explosives or ammunition or for testing or disposal of such explosives or ammunition.

2.6.2 The change in the use of land from:

- a) agricultural or zoned undetermined use or an equivalent zoning, for any other land use;
- b) use for grazing to any other form of agriculture use
- c) use for nature conservation or zoned open space to any other land use.

YES	NO x
-----	------

If “**YES**”, stipulate the activity(s) (i.e. 2.6.1(e), 2.6.2(b), etc.):

.....  
 .....

**NOTE:** The abovementioned activities are subject to regulations promulgated in terms of the Environment Conservation Act, 1989 (Act 73 of 1989) and the National Environmental Management Amendment Act (No.56 of 2002).

2.7 If the answer to 2.6 above is “**YES**” has an application for authorisation in terms of Act 73 of 1989 been submitted to the Provincial Department of Environmental Affairs and Development Planning?

YES	NO x
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If “**YES**”, indicate the date of submission, as well as the specific office (and responsible person) to which / whom it has been submitted:

.....

3. **MOTIVATION FOR PROPOSAL:**

**NOTE:** Even if a full motivation report is submitted separately, an executive summary should still be provided here: The potential effect of the proposed new land use on the general environment and nearby properties and/or residents should be specifically addressed.

The purpose of the application is to obtain planning permission to build an Islamic Centre in Knysna. The aim of the Islamic Centre is to provide a multi-faceted support centre for the Muslim community in Knysna who long for a place of worship where they can enjoy their constitutional right to practise their religion together. The local congregation consists of approximately 50 families.

See Full Motivation Report attached

4. **LOCALITY PLAN ATTACHED?**

YES x	NO
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**NOTE:** A locality plan, a zoning plan and a land use plan must be attached to this application, and should clearly identify the property/properties in respect of which the application is being made as well as the cadastral boundaries and Erf numbers of all other registered properties in the general area concerned.

5. **ZONING PLAN ATTACHED?**

YES x	NO
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**NOTE:** The zoning plan should clearly reflect the current zonings of all properties in the general area concerned.

6. **LAND USE PLAN ATTACHED?**

YES x	NO
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**NOTE:** The land use plan should clearly reflect the actual land use of all properties in the general area concerned.

7. **PROPOSED SITE DEVELOPMENT PLAN ATTACHED?**

YES x	NO
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**NOTE:** A site development plan, clearly indicating all existing and proposed structures on the property(ies) under consideration, proposed parking, landscaping, elevational treatment of buildings, etc. will facilitate consideration of the application, and may in certain cases, depending on the scale and nature of the proposed rezoning, even be a compulsory requirement.

8. **ARE THERE ANY EXISTING MUNICIPAL SERVICES (WATER, STORMWATER OR SEWERAGE, ELECTRICITY CABLES, ETC.) WHICH ARE NOT CURRENTLY PROTECTED BY SERVITUDES ON THE PROPERTY(IES) CONCERNED?**

YES	NO x
-----	------

If 'YES', briefly explain:

- .....
9. ARE ANY PORTIONS OF THE PROPERTY(IES) INVOLVED, STEEPER THAN A GRADIENT OF 25% (1:4)?

YES	NO x
-----	------

10. HAS A CONTOUR PLAN BEEN SUBMITTED?

YES	NO x
-----	------

**NOTE:** If any portion is steeper than 25%, a contour plan as well as a contour analysis, clearly indicating those areas steeper than 1:4, must be attached to this application.

11. ARE ANY PORTIONS OF THE PROPERTY(IES) INVOLVED:

- SITUATED BELOW THE 1 IN 50 YEAR FLOODLINE?
- SUBJECT TO FLOODING?
- SITUATED IN A NATURAL DRAINAGE COURSE?
- SITUATED IN A WETLAND AREA?

YES	NO x
YES	NO x
YES	NO x
YES	NO x

12. IF THE ANSWER TO ANY OF THE QUESTIONS IN 11 ABOVE IS "YES", PROVIDE **BRIEF** DETAILS IN THIS REGARD, INCLUDING MITIGATING MEASURES TO BE IMPLEMENTED, IF ANY:

.....

.....

13. ARE THERE ANY PROTECTED TREE SPECIES IN TERMS OF THE NATIONAL FORESTS ACT (1989) ON THE PROPERTY(IES) CONCERNED?

YES	NO x
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**NOTE:** If there are, the location of these trees must be clearly indicated on the site development plan.

14. WILL DEVELOPMENT, INCLUDING INSTALLATION OF SERVICES OR CONSTRUCTION WORK, AS A RESULT OF THE PROPOSED REZONING REQUIRE SUBSTANTIAL EARTHWORKS AND / OR REMOVAL / DISTURBANCE OF INDIGENOUS VEGETATION?

YES	NO x
-----	------

If 'YES', briefly explain, and include mitigating measures to be implemented, if any:

.....

.....

15. IS / ARE THE PROPERTY(IES) SITUATED ALONG OR WITHIN 95m OF A PROVINCIAL OR NATIONAL ROAD OR IS ACCESS PROPOSED FROM ANY OF THESE ROADS?

If 'YES', indicate clearly on relevant plan(s).

YES	NO x
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16. IS / ARE THE PROPERTY(IES) CONCERNED SITUATED IN A SENSITIVE NATURAL ENVIRONMENT (CLOSE PROXIMITY TO AND / OR EFFECT ON THE KNYSNA ESTUARY, SWARTVLEI, GROENVLEI, ANY RIVER, OCCURRENCE OF INDIGENOUS FAUNA AND / OR FLORA, VISUAL SENSITIVITY, ETC.)?

YES	NO x
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If 'YES', explain briefly:

.....

.....

.....

17. IS / ARE THE PROPERTY(IES) CONCERNED, OR ANY STRUCTURE(S) SITUATED ON IT / THEM:

- DECLARED AS A NATIONAL MONUMENT, OR LISTED IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT (NO. 25 OF 1999)?

YES	NO x
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- DECLARED AS A NATURAL HERITAGE SITE?

YES	NO x
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OR

IS / ARE ANY STRUCTURE(S) OR PORTION(S) THEREOF ON THE PROPERTY(IES) CONCERNED IN EXCESS OF 60 YEARS OF AGE?

YES	NO x
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18. IF THE ANSWER TO ANY OF THE QUESTIONS IN 17 ABOVE IS "YES", PROVIDE BRIEF DETAILS IN THIS REGARD, AND INDICATE ON THE SITE DEVELOPMENT PLAN, WHERE APPROPRIATE:

.....

19. FURNISH A BRIEF DESCRIPTION OF THE MANNER IN WHICH THE FOLLOWING MUNICIPAL SERVICES WILL BE PROVIDED

**NOTE:** Even if a full engineering report is submitted separately, an executive summary should still be provided here.

19.1 Water:

.....**Existing Network** .....

19.2   **Sewerage:**

.....**Existing network**.....

19.3   **Electricity:**

.....**Existing network**.....

19.4   **Stormwater:**

.....**Existing network**.....

19.5   **Refuse Removal:**

.....**Existing network**.....

# SECTION E

## PARTICULARS OF CONSULTANT

1. WERE ANY PROFESSIONAL CONSULTANTS INVOLVED IN THE PREPARATION OF THIS APPLICATION?

YES x

NO

**NOTE:** Where applicable this section should be completed separately for each consultant;  
If no consultants were used this fact must be indicated with a line through Section E.

2. FULL NAME OF CONSULTANT:

.....Lizemarie Botha.....

3. NAME OF COMPANY/FIRM: (Where applicable, e.g. ABC Consultants)

.....VPM Planning CC.....

4. CURRENT POSITION IN COMPANY / FIRM:

.....Town Planner and Co-owner.....

5. QUALIFICATIONS / RELEVANT FIELDS OF EXPERIENCE / PROFESSIONAL AFFILIATIONS, ETC.:

B.T&RP (Town and Regional Planning) obtained in 1994.....

THE SOUTH AFRICAN  
COUNCIL FOR TOWN AND  
REGIONAL PLANNERS

Registered Member since June 2002  
Membership nr 1234

SOUTH AFRICAN PLANNING  
INSTITUTE

Registered Member since March 2011  
Membership nr 11884

PROFESSIONAL EXPERIENCE

16 Years experience in Town and Regional  
Planning of which 13 years is based in the  
Western and Eastern Cape

6. CONTRIBUTION TO THE STUDY:

.....Preparation of Motivation Report and related Maps.....

7. **CONTACT DETAILS OF CONSULTANT**

POSTAL ADDRESS:

PO Box 173

KNYSNA

6570.

.....  
**NOTE:** *Should any correspondence be required to the consultant it will be directed to the above address.*

TELEPHONE NO.: 044 302 2300.....

CELL NO.: 082 8551125 .....

FAX NO.: .....

EMAIL ADDRESS: [lizemarie@vpmsa.co.za](mailto:lizemarie@vpmsa.co.za).....

2. **OTHER SUB-CONSULTANTS:**

**CIVIL ENGINEER :** Omar Essa  
(B Tech (Urban); Pr Tech Eng)  
Cell No.: 083 4136156  
Email Address: [Omare159@Gmail.Com](mailto:Omare159@Gmail.Com)

**ARCHITECT:** Joshua Conrad Architects: Zaahir Jacobs  
Telephone : 021 424 0111  
Facsimile : 086 687 9428  
[zaahir@joshuaconrad.co.za](mailto:zaahir@joshuaconrad.co.za)

## SECTION F

### **DETAILS OF CONSULTATION AND / OR SCOPING PROCESS**

1. HAS THIS APPLICATION BEEN DISCUSSED WITH ANY REPRESENTATIVE OR RESPONSIBLE OFFICIAL OF THE KNYSNA MUNICIPALITY OR ANY OTHER AUTHORITY PRIOR TO SUBMISSION THEREOF?

**YES X**

**NO x**

2. IF IT HAS BEEN DISCUSSED, PROVIDE IN A SEPARATE SCHEDULE BRIEF DETAILS IN THIS REGARD UNDER THE FOLLOWING HEADINGS:

Name of Official Representative	Position	Authority Organisation	Date of Discussion	Manner of Discussion	Issues raised and discussed
Hennie Smit etc	See attendance register	Knysna Mun	9 June 2014	Pre-application meeting	Detailed site plan and architectural rendering of proposal required
Seretse Mtembu	Town Planner	Knysna Mun	12 September	Meeting	Advertising procedure
Celeste Fick	Building Inspector	Knysna Mun	12 September	Meeting	Conservation area Guidelines and requested presentation at the next Aesthetics committee

3. HAS A COPY OF THIS APPLICATION BEEN MADE AVAILABLE TO ANY AUTHORITY OTHER THAN THE KNYSNA MUNICIPALITY?

**YES**

**NO x**

*If 'YES', provide the name and address of such authority(ies) and the date of submission to it / them.*

Name of Authority	Date Submitted




**NOTE:** Proof of submission to this Authority (registered postal notice or acknowledgement of receipt by the Authority), as well as a copy of the covering letter to this Authority, must be attached to this application.

4. **WAS IT A STIPULATION OF ANY OTHER AUTHORITY THAT THE APPLICATION SHOULD BE ADVERTISED FOR COMMENT IN TERMS OF ANY OTHER LEGISLATION?**

YES	NO x
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If 'YES', detail in this regard should be attached separately.

5. **HAS THE PROPOSAL BEEN DISCUSSED WITH ANY INTERESTED / AFFECTED PROPERTY OWNERS / TENANTS OR INTERESTED / AFFECTED COMMUNITY ORGANISATIONS (E.g. Ratepayers Organisations, Street Committees, Wildlife Society, etc.)?**

YES	NO x
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If 'NO', briefly explain why not:

**A Public Participation process will be followed in accordance with LUP0 requirements**

.....

.....

.....

If 'YES, provide details (in a separate schedule if necessary) of the persons, and / or organisations involved and summarize the outcome of the discussions (attach written comments of such persons / organisations where possible):

.....

.....

.....

.....

## **SECTION G**

### **APPLICATION FEES**

1. See current schedule of fees.
2. Please include proof of payment of the application fees with the application.

## SECTION H

### DECLARATION

I, ...**Lizemarie Botha**.....

*(FULL NAMES AND SURNAME OF APPLICANT)*

HEREBY CERTIFY AS FOLLOWS:

- THAT THE INFORMATION APPEARING IN THIS FORM IS CORRECT AND ACCURATE;
- THAT THE INFORMATION APPEARING IN THE ANNEXURES TO THIS FORM IS CORRECT AND ACCURATE;
- THAT I UNDERSTAND THE APPLICATION.

SIGNATURE  
OF APPLICANT: .....



DATE: .....**15 September 2014**.....

--oOo--