

City Planning and Development

Land Use Management Application

INSTRUCTIONS:

This form is only valid for applications submitted between **1 July 2025 and 30 June 2026**

All relevant sections of the form must be completed and the form must be signed by the Agent and the Owner.

Section A, B, C and H must be completed for all applications.

Section E, F and G must be completed for the specific application/s to be submitted (SDP, consent use or building line relaxation, etc).

Section D of the form must be completed for applications that proposes a change/additional land uses and subdivision applications.

The page containing Sections C and D may be copied if more than one property is included in the application.

All applications must be submitted to: registry@mbombela.gov.za (max 5mb per email, and may be submitted by more than one email).

Please refer to the User Guides for By-law and Land Use Scheme applications, available at www.mbombela.gov.za.

Once the application is submitted an invoice will be sent to you informing you of the fees payable, after which payment must be made using the invoice number as reference.

Once proof of payment has been submitted the application will be processed.

INVOICE TO BE MADE OUT TO:

Applicant

Owner

SECTION A: APPLICANT / AGENT

First Name

Surname

Company Name

VAT No.

Address

Postal Code

Tel

Cell

E-mail

Fax

Number of properties included in this application

SECTION B: TYPE OF APPLICATION BEING SUBMITTED

☒ Please select your application/s being submitted.

Fees

<input type="checkbox"/> Permission to transfer (s76)	R 404.00
<input type="checkbox"/> Rezoning (R 14 222.00 +)*	
<input type="checkbox"/> Rezoning Clearance Certificate	R 404.00
<input type="checkbox"/> Subdivision (R1 746.00 +)*	
<input type="checkbox"/> Consolidation	R 1 454.00
<input type="checkbox"/> Subdivision / Consolidation Exemption	R 1 746.00
<input type="checkbox"/> Servitude Registration	R 404.00
<input type="checkbox"/> Township Establishment	R34 982.00
<input type="checkbox"/> Division or Phasing of Township	R34 982.00
<input type="checkbox"/> Extension of Validity Period of Appl.	R3 312.00
<input type="checkbox"/> Removal of Restrictive Conditions	R3 328.00

<input type="checkbox"/> Deviation of FAR	R7 007.00
<input type="checkbox"/> Deviation in Coverage	R3 381.00
<input type="checkbox"/> Closure of Public Place	R1 454.00
<input type="checkbox"/> Second Dwelling	R3 312.00
<input type="checkbox"/> Consent Use	R7 007.00
<input type="checkbox"/> Site Development Plan	R3 328.00
<input type="checkbox"/> Building Line Relaxation	R3 328.00
<input type="checkbox"/> Relaxation in Height	R3 381.00
<input type="checkbox"/> Any other application (specify): *	

**TOTAL APPLICATION FEES PAYABLE
(VAT INCLUSIVE)**

* See User Guide for By-law Applications for the application fees at www.mbombela.gov.za

SECTION C: PROPERTY DETAILS

Temp/Erf/Portion/ Holding	<input type="text"/>	Township/Holding/Farm	<input type="text"/>
Size	<input type="text"/>	m ²	
Coordinates	<input type="text"/>	S	<input type="text"/> E
Street Address	<input type="text"/>		
Registered Owner	<input type="text"/>		
Address	<input type="text"/>		
Postal Code	<input type="text"/>	VAT Nr.:	<input type="text"/>
E-mail	<input type="text"/>	Cell/Tel	<input type="text"/>
Current Zoning	<input type="text"/>	Age of Buildings	<input type="text"/>
Bond?	<input type="text"/> Yes <input type="text"/> No	Contravention Notice received	<input type="text"/> Yes <input type="text"/> No

SECTION D: INFORMATION REQUIRED FOR CALCULATION OF DEVELOPMENT CHARGES

	CURRENT LAND USE	LAND USE APPLIED FOR IN THIS APPLICATION
Zoning	<input type="text"/>	<input type="text"/>
Uses Permitted	<input type="text"/>	<input type="text"/>
Size of Property	<input type="text"/>	<input type="text"/>
Nr. of Dwelling units Permitted	<input type="text"/>	<input type="text"/>
Coverage %	<input type="text"/>	<input type="text"/>
FAR	<input type="text"/>	<input type="text"/>
Number of Storeys	<input type="text"/>	<input type="text"/>
Parking	<input type="text"/>	<input type="text"/>
Loading Requirement	<input type="text"/>	<input type="text"/>

SECTION E: SITE DEVELOPMENT PLAN DETAILS (if applicable)

Permissible	Development Control	Actual
	AREA OF PROPERTY (A)	
	LAND USE	
	HEIGHT	
	COVERAGE	
	Floor Areas: Basement	
	Ground Floor	
	1 st Floor	
	2 nd Floor	
	3 rd Floor	
	Gross Floor Area	
	Minus: Parking	
	Passages/Corridors	
	Lift motor rooms	
	Verandas/Balconies	
	Cleaning/Maintenance Areas	
	Nett Floor Area (B)	
	FAR (B ÷ A)	
	Density (Dwelling Units/Ha)	
	No of Dwelling Units per Erf	
	Percentage of the property landscaped or permeable (min 10%)	

PARKING AND LOADING REQUIREMENTS:

Land Use	Floor Area	Parking/Loading Ratio	Required	Actual
TOTAL REQUIRED				
TOTAL ACTUAL				

SECTION F: CONSENT USE APPLICATION DETAILS (those applicable)

Proposed Land Use

Area of building to be used for proposed land use

m²

Number of bedrooms and guests (for Guest House/Bed and Breakfast applications)

Number of people that will be employed on the property (not residing on the property)

Number of Children (for place of instruction applications)

Number of Students to be accommodated (for student accommodation applications)

Increase in floor area (for Departure in FAR applications)

From:

To:

m²

Increase in building footprint (for departure in coverage applications)

From:

To:

%

SECTION G : BUIDLING LINE RELAXATION (if applicable)

Relaxation applied for:

from:		to:		which boundary:	
from:		to:		which boundary:	
from:		to:		which boundary:	
from:		to:		which boundary:	

SECTION H: DECLARATION

I/We hereby wish to confirm the following:

- That the information contained in this application form accompanying documentation is complete and correct. The Municipality may refuse to accept the application if the applicant fails to provide the required documentation or information and such instances that the application fees shall not be refunded.
- That where an agent is indeed appointed to submit this application on the owners' behalf, it is accepted that correspondence and formal notification as required in terms of any law will only be sent to such agent and that the owner will regularly consult with his agent in this regard.
- That the submission includes all necessary planning applications required to enable the development herein proposed. I/we specifically confirm that I/we have read the relevant title deed(s) and that there are no restrictive conditions which impact on this application, and that where there are, removal / amendment / suspension of these form part of this submission.
- That where the proposal involves existing work erected or a land use exercised in contravention with the By-law that I/we have consulted with the Senior Manager: Land Use Management to ensure the correct application in terms of the By-law is being made. Notwithstanding the submission of this application I acknowledge the Municipality's right to exercise any option in terms of Chapter 6 of the City of Mbombela Spatial Planning and Land Use Management By-law.
- As owner/applicant/developer, I am/we are aware of the state of existing bulk services provision and infrastructure availability in the subject area and any development charges that might be payable in respect of the development herein proposed.
- Hereby acknowledge and undertake that the notification of the proposed application and the processing of personal information will be done in compliance with the provisions of POPIA. The Municipality is a responsible party in terms of the Protection of Personal Information Act, 4 of 2013 (POPIA). POPIA imposes duties on a responsible party in respect of personal information. You will be provided with personal information relating to abutting property owners to enable you to serve notices in terms of Section 93 of the By-law/ Clause 9.3.7 of the Scheme. This personal information includes, the name, physical address and email addresses of surrounding land owners. This declaration acknowledges that as the applicant, you are also a responsible party and therefore will,
 - not share the personal information of affected parties for any reason other than to inform and notify the affected party of the proposed application in terms of the By-law;
 - ensure the safety and security of the personal information supplied and obtained;
 - report any data breach immediately to the Deputy Information Officer by email to registry@mbombela.gov.za;
 - address any errors in the information provided by the municipality that affects the effectiveness of the notifications sent by following the processes as stipulated in Section 100 of the Bylaw.

Registered Owners Signature:

Full Names:

Date:

Applicant/Agent's Signature:

Full Names:

Date: