

City Planning and Development

Land Use Management Application

INSTRUCTIONS:

This form is only valid for applications submitted between **1 July 2026 and 30 June 2027**

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: online application portal or 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 received, 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			
	Fees		
☒ Please select your application/s being submitted.		☐ Deviation of FAR	
☐ Permission to transfer (s76)		☐ Deviation in Coverage	
☐ Rezoning		☐ Closure of Public Place	
☐ Rezoning Clearance Certificate		☐ Second Dwelling	
☐ Subdivision		☐ Consent Use	
☐ Consolidation		☐ Site Development Plan	
☐ Subdivision / Consolidation Exemption		☐ Building Line Relaxation	
☐ Servitude Registration		☐ Relaxation in Height	
☐ Township Establishment		☐ Any other application (specify): *	
☐ Division or Phasing of Township			
☐ Extension of Validity Period of Appl.			
☐ Removal of Restrictive Conditions			

SECTION C: PROPERTY DETAILS

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

SECTION D: INFORMATION REQUIRED FOR CALCULATION OF DEVELOPMENT CHARGES

	CURRENT LAND USE	LAND USE APPLIED FOR IN THIS APPLICATION
Zoning		
Uses Permitted		
Size of Property		
Nr. of Dwelling units Permitted		
Coverage %		
FAR		
Number of Storeys		
Parking		
Loading Requirement		

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		m ²	
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:	m ²
Increase in building footprint (for departure in coverage applications)	From:	To:	%

SECTION G : BUILDING 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:
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APPLICATION REF: _____

REQUIRED DOCUMENTS

	Township Establishment/Ext./Div./Phasing	Rezoning/Incorporation of farmland	Rezoning/Incorporation	Removal of Restrictions	Cancellation of General Plan	Subdivision of Land	Consolidation of Land	Exemption of Subdivision / Consolidation	Closure of Public Place	Consent Use Application	Temporary Departure	Land Use on Communal Land	Permanent Departure A (FAR/2nd dw/Rel)	Permanent Departure B (Cov, Height, SDP)	Building Line Relaxation	Received
Application Form	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Power of Attorney (if owner is not the applicant)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Company Resolution (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
All signatures from Trustees (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Written Motivation based on By-law criteria (see S45 and Schedules)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Proof of Payment of Application Fees	o	o	o	o	o	o	o	o	o	o	o	o	o	o	o	
Power of Attorney from Traditional Council (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Resolution from Traditional Council (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Proof of Decision Making Meeting with Community (if applicable)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Certified Copy of Title Deed	x	x	x	x	x	x	x	x		x	x		x	x	x	
SG Diagram or General Plan	x	x	x	x	x	x	x	x	x	x						
Locality Plan (including Geographical Coordinates in decimal degrees)	x	x	x	x	x	x	x	x	x	x	x	x			x	
Layout Plan (with certified Floodline if applicable)	x	x				x	x	x	x			x				
Draft Conditions of Establishment	x					x										
Draft Conditions of Establishment (for the proposed subdivision of farmland)						x	x									
Copy of Zoning Certificate	x	x	x			x	x			x	x	x	x	x		
Engineering Geological Report*	x	x										x				
Undermining Stability Report (if applicable)	x	x										x				
Bondholders Consent (if Applicable)	x	x	x	x	x	x	x	x		x	x					
Confirmation if a mining or prospecting permit is held or being applied for	x	x										x				
Confirmation of other real rights on the property	x	x														
Confirmation and details of any land claims on the property	x	x														
Conveyancers Certificate	x															
Consent from the Surveyor General (for extension of boundaries)	x															
Services Report	x	x														
Zoning Plan	x	x	x							x		x				
Land Use Plan	x	x	x							x		x				
Amendment Scheme Map and Schedule	x	x	x									x				
Certified copy of Notarial Deed of Servitude				x												
Copy of servitude Diagram approved by the Surveyor General				x												
Description of all existing servitudes and services on the land				x						x						
Plan showing intended effect on the General Plan					x											
Consent granted in terms of Act 70 of 1970 (if farm subdivision)						x										
Conditions of Establishment of Existing Township									x							
Explanatory maps, plans and diagrams (draft SDP)										x			x		x	
Proof of External Circulation	x	x	x	x		x	x					x				
Copy of Newspaper Notice	x	x	x	x		x			x			x				
Proof of notification of abutting property owners (Form 1)	x	x	x	x		x			x	x		x	x	xx	x	
Affidavit confirming Display of Site Notice	x	x	x	x		x			x	x		x				
Photographic Proof of Site Notices (one near, one from across the street)	x	x	x	x		x			x	x		x				
Completed By:	Verified By:															

* Submission of an Engineering Geological Report for Rezoning of Farmland and land use on Communal Land applications may be waived in certain instances, at the discretion of the municipality, subject to certain conditions.

xx Applicable for Cellular Antenna applications

o Invoice for application fees payable will be sent to applicant on receipt of the application