



**ATLANTIC BEACH**  
ESTATE



**Atlantic Beach Homeowners Association's  
Building and Alterations Procedures and  
Control Document**

**SUBMISSION METHOD** (office use)



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**Atlantic Beach Homeowners Association's  
Building and Alterations Procedures and Control Document**

\* I, \_\_\_\_\_, of \_\_\_\_\_,  
First and Last Name of Homeowner Street Address

Erf No. \_\_\_\_\_

hereby apply for the scrutinizing and approval of intended alterations to the above mentioned property as prescribed by the Atlantic Beach Estate Architectural Guidelines. Once building work is completed final approval will be sought from the Building Control Officer after which a Completion Certificate will be issued by the Association to accompany your Occupational Certificate Application to the local authority.

**Architectural Review process:**

1. In order to streamline the actual application process, preliminary sketch plans can be submitted to the Architectural Review Committee for comment at any time in consultation with him.
2. Once this "Alterations, Procedures and Control Document" has been completed where applicable, the homeowner or an authorized representative will be required to hand in this document, along with two copies of their plans, to the Homeowners Association reception by hand, but preferably electronically, to [reception@abhwa.co.za](mailto:reception@abhwa.co.za)
3. All plans that are handed in will be accordingly recorded by reception and handed over, either by hand or electronically, to the appointed Architectural Review Committee on Wednesday mornings for scrutiny.
4. The Architectural Review Committee will have two weeks to scrutinize and present the plans to the Association for signature or comment and will be returned to the Association's offices thereafter.
5. Any commentary that is received will be forwarded on to the homeowner/architect. A copy of same will be placed in the control document.
6. Once the plans are compliant and accordingly approved by the Architectural Review Committee, they will be handed to reception who will then inform the homeowner/ architect that their plans have been approved and depending on the method initially submitted, will either be ready for collection, or emailed to the owner. One copy of the plans will be retained by the Estate for record keeping and inspection purposes.



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7. New Plan scrutiny fees are R3300 plus VAT for first scrutiny & R600/hour plus VAT thereafter.
8. Major Additions and Alterations Plan scrutiny fees are R2400 plus VAT for first scrutiny and R600/hour plus VAT thereafter.
9. Minor Additions and Alterations Plan scrutiny fees are R1200 plus VAT for first scrutiny and R600/hour plus VAT thereafter.
10. Minor Works Plan First Scrutiny (Pools, Boundary Walls, Awnings, Braais, Pergolas, Carports) fees are R900 plus VAT for the first scrutiny and R600/hour thereafter.
11. Plan Submissions for Solar Panels/Jojo Tanks/Parking Bays/Artificial Grass/Door and Window Changes (Once Off Charge) are R600 plus VAT.

**Construction Control Process:**

1. Once approved plans have been received a Builders Code of Conduct is to be completed by the owner/ builder and submitted to Reception (this document can be found on our website [www.atlanticbeachestate.co](http://www.atlanticbeachestate.co)).
2. A refundable builders deposit of (R10 000 New Building & R5000 Alterations) must be submitted with the Builders Code of Conduct by the owner/ builder.
3. On payment of the deposit and completion of the Builders Code of Conduct, building work may commence where after the monthly builders levy will be raised on the homeowners account, for the duration of the build.
4. On completion of the building works, the homeowner or builder is required to inform either reception or the Building Control Officer in order to arrange a completion inspection. (Contact details of the relevant Officers can be found on our website)
5. Once the control officer has inspected the completed works and it is found to be compliant, a completion certificate will be issued by the Building Control Officer and instructions will be issued to cease charging the monthly builders levy, and refund the builders deposit to the homeowner/ builder

To cover expenses in the administration of the construction process each homeowner will be levied an amount of R 2110, 00 per building site per month payable to ATLANTIC BEACH HOMEOWNERS ASSOCIATION NPC.

All levies and scrutiny fees will be invoiced to the homeowners levy account. The homeowner remains responsible for the payment of all levies, scrutiny fees and deposits.



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**I, HEREBY CERTIFY THAT:**

- a) I have read the content of this document and will conform to the Architectural and building requirements;
- b) I am aware of and agree to all the requirements set out in this Building and Alterations Procedures and Control Document and confirm all the information provided by me as true and accurate.

\* DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
City day Month

\* \_\_\_\_\_  
Homeowners Signature



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*Contact Details of Authorized Representative (if any):*

\*

*(Homeowner appoint Representative to sign forms and hand in documentations on their behalf)*

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:

Homeowners Signature:

*Contact Details of Architect:*

\*

Architect:

Contact Person:

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:

*Contact Details of Builder:*

Builder:

Contact Person:

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:



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*Details of alteration:*

Estimated Start Date:

Estimated Completion Date:

% of the work will be interior work:

Estimated Number of workman on site:

*For office use only:*

Date plans were received from Authorized Representative:

Amount of Copies (Sets) Included?

Comments:

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Received by (print)

Signature

If by hand:

\* \_\_\_\_\_  
Owner/ Authorized Representative (print)

\* \_\_\_\_\_  
Signature

If electronically:

Submitted by: \_\_\_\_\_

Email Address: \_\_\_\_\_



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Date plans were handed to Consulting Architect:

New Plans or Additions & Alterations:

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Handed over by (print)

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Signature

**If by hand, signature required below.**

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Architectural Review Committee (print)

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Signature

**If by email, please provide email address:** -----

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Date plans were presented to the Architectural Review Committee:

Comments:

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Architectural Committee Chairperson (print):

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Signature



**ATLANTIC BEACH**  
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Date approved plans were handed to the Owner/Authorized Representative:

Amount of Copies (Sets) handed over?

Comments:

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Handed over by (print):

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Signature

**If by hand, signature below:**

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Owner/Authorized Representative (print):

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Signature

**If by email, please provide email address:** -----







ATLANTIC BEACH  
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Date approved plans were handed to the Building Control Officer:

Amount of Copies (Sets) handed over?

Comments:

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Handed over by (print):

Signature

If by hand, signature below:

Building Control Officer (print):

Signature

If by email, please provide email address:

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*For Building Control Officer Use:*

Date Builders Code of Conduct Signed:

Date Alteration work Commenced:

Scrutiny fees and Builders deposits paid?

Yes	No
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Amount Paid?

**If not paid alterations cannot commence!!**



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Environmental Education Date:

Comments:

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Environmental Officer (print):

Signature

Builder (print):

Signature

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Vegetation Search and Rescue Date: (new builds)

Comments:

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Environmental Officer (print):

Signature

Builder (print):

Signature

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**Plinth Level Compliance Inspection Date:**

**Comments:**

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\_\_\_\_\_  
**Compliance Officer or Building Control Officer (print):**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Builder (print):**

\_\_\_\_\_  
**Signature**

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**Wall Plate Height Compliance Inspection Date:**

**Comments:**

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\_\_\_\_\_  
**Compliance Officer or Building Control Officer (print):**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Builder (print):**

\_\_\_\_\_  
**Signature**



**ATLANTIC BEACH  
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**Completed Building Compliance Inspection Date:**

**Comments:**

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**Compliance Officer or Building Control Officer (print):**

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**Signature**

**Date Alteration work Completed?**

**Alterations conform to plans and guidelines?**

Yes	No
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**Date Completion Certificate Issued?**

**Date Builders Levy Suspended?**

**Sidewalk deposits paid**

R
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**Additional deduction from sidewalk deposits paid (fines etc)**

R
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**Sidewalk deposit to be returned**

R
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**Date Sidewalk deposit returned**



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Comments:

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**Compliance Officer (print):**

Signature

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**Building Control Officer (print):**

Signature

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**Owner/Authorized Representative (print):**

Signature

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**Once building work is complete and Pam Golding has been instructed to refund the Builders Deposit please file plans and control document on Erf File.**