



KZN Human Settlements
uMnyango Wezokuhlaliswa
Kwabantu
ISIFUNDAZWE SAKWAZULU-NATALI

IMPLEMENTATION OF HOUSING SUBSIDY SCHEME

**APPLICATION FOR INSTITUTIONAL SUBSIDIES
(SOCIAL HOUSING)**

- a) Social housing subsidies will be made available to institutions who comply with the criteria laid down in the social housing policy (latest edition applicable at the time of this submission), and the Policy and Guidelines of the KwaZulu-Natal Department of Human Settlements as contained herein, in order to allow those institutions :-
- i) to acquire and/or develop residential properties; and
 - ii) to allow persons who qualify for housing subsidies (qualifying beneficiaries) in terms of the criteria laid down in PART A of VOLUME 6 of the Implementation Manual (latest edition applicable at the time of this submission) to occupy those residential properties.
- Applications for the approval of any particular institutional project must be submitted on the forms herein read in conjunction with social housing policy (latest edition applicable at the time of this submission). They are to be completed in full **IN QUADRUPLICATE** and returned to the relevant Department of Human Settlements Office as indicated on the next page.
- (b) During the project feasibility studies, the developer is to liaise fully at all stages with the relevant Regional Office.

PROJECT NAME:

NAME OF THE DEVELOPER:

Project Application No.

--	--	--	--	--	--	--	--	--

Date received

Y	Y	Y	Y	M	M	D	D	

(for official use only)

The Application Pack is to be completed in full **IN QUADRUPLICATE** and returned to the relevant Department of Human Settlement Regional Office as follows:

☞ Project lies within the Municipality areas of Uthungulu, Zululand, or Umzinyathi :-

The Regional Manager:.....	The Regional Manager
Northern Regional Office	Northern Regional Office
Department of Human Settlements	Department of Human Settlements
Private Bag X 02	King Dinuzulu Highway
ULUNDI	Former Legislature
3838	ULUNDI
Tel: 035 874 2697	3838

☞ Project lies within the Municipality areas of Uthukela, or Mgungundlovu:-

The Regional Manager:.....	The Regional Manager
Inland Regional Office	Inland Regional Office
Department of Human Settlements or	Department of Human Settlements
Private Bag X9123	199 Pietermaritz Street
PIETERMARITZBURG	Pietermaritzburg
3200	3200

Tel: 033 845 2020

☞ Project lies within the Municipality areas of Ilembe, Ugu or the Durban Metro :-

The Regional Manager:.....	The Regional Manager
Coastal Regional Office	Coastal Regional Office
Department of Human Settlements	Department of Human Settlements
Private Bag X543102 or	320 Dr Pixley KaSeme Street
DURBAN	Durban
4000	4000

Tel: 031 319 3602

NB: Policy Guidelines of the Provincial and National Department of Human Settlements can be accessed via their website at www.kznhousing.gov.za for the province and www.dhs.gov.za for the National Department.

5 LOCAL AUTHORITY:

5.1 Magistrial District

6 TYPE OF DEVELOPMENT

6.1 (Tick appropriate box)

<input type="checkbox"/> Greenfield with no identified local Community Refurbishment	<input type="checkbox"/> Inner City High Rise (Refurbishment)
<input type="checkbox"/> Greenfield with identified local Community	<input type="checkbox"/> Inner City New High Rise
<input type="checkbox"/> Partial Greenfield and in-situ upgrade	<input type="checkbox"/> Rural/Traditional Housing
<input type="checkbox"/> In-situ upgrade	<input type="checkbox"/> Farm Worker

(Detail)
.....
.....

Other
(Detail)
.....
.....

6.2 Tenure Options (Tick the appropriate box)

<input type="checkbox"/> Rental	<input type="checkbox"/> Short term lease
<input type="checkbox"/> Suspensive Sale (i.e. rent to purchase)	<input type="checkbox"/> Leasehold
<input type="checkbox"/> Freehold sectional title	<input type="checkbox"/> No of beds
<input type="checkbox"/> Deed of Grant	<input type="checkbox"/> Other (specify)

.....
.....

7 FULL PROJECT DESCRIPTION

.....

.....

.....

.....

8 TOWN PLANNING

Attach a copy of the preliminary Town Planning layout. (*Refer to clause 1.10, Appendix 1*)
(*Not applicable to inner city high rise.*)

9 INCREASE IN SUBSIDY AMOUNT

9.1 An increase in subsidy of % is required for the following (*attach a completed variation calculator duly certified by a professional*) :-

9.1.1 adverse slope conditions (*attach a slope analysis plan duly certified by the Town Planner*)

9.1.2 adverse geotechnical conditions (*attach a geotech report duly certified by a Geotechnical engineer*)

9.1.3 Locational conditions (*attach SG diagram duly certified by the Town Planner*)

Note: No application for an increase in subsidies for variation allowance will be accepted by the Department of Human Settlements subsequent to approval of this application by the Department of Human Settlements. It is therefore imperative for a project developer to carry out full scale investigations prior to submitting this application.

10. ENVIRONMENTAL IMPACT ASSESSMENT EXEMPTION REPORT (IF APPLICABLE)

Attach a copy of the environmental scoping report or an exemption report

11 PROJECT AGREEMENTS AND SOCIAL COMPACTS

11.1 Institutional Type and Status

11.1.1 *Institution Type* (Tick (_) the appropriate box)

☐

Company - in terms of the Companies Act

☐

Section 21 Company (company not for profit) in terms of the Companies Act

☐

Shareblock Company - in terms of the Shareblock Control Act

☐

Co-operative - in terms of the Co-operatives Act

☐

Association - in terms of the Communal Property Association Act

☐

Department of Social Development

11.1.2 *Institution Status* (Tick (_) the appropriate box)

☐

Institution has been constituted - attach the constitution and registration details. (*Refer to clause 1.20, Appendix 1*)

☐

Institution is still to be formed - attach a copy of a description of the process and anticipated programme for establishment of the institution. (*Refer to clause 1.27, Appendix 1*)

☐

Trust

11.2 Social Compact

10.2.1 Attach a copy of the Social Compact Agreement concluded with the Community Based Partner (signed by the relevant parties not earlier than 6 months prior to the date of this application). *(Refer to clause 1.2, Appendix 1)*

10.2.2 List all stakeholders in this project:

.....

.....

.....

.....

.....

11.3 Socio-economic Study

Attach a copy of the socio-economic study carried out to determine the community need, affordability to acquire the sites/units and ability to pay rates and service charges. (The investigation is not to be older than 9 months at the date of this application). *(Refer to clause 1.3, Appendix 1)*

11.4 Community Based Partner (CBP)

Attach details of the formal structure of the CBP. *(Refer to clause 1.5, Appendix 1)*

If no formal structure has been concluded, provide the following information:

Date CBP formed.....

Method by which members of CBP elected

.....

.....

.....

Details of how CBP deals with disputes and conflicts

.....

.....

.....

Details of the CBP's knowledge and understanding of the development process:

.....

.....

.....

Details of the development process that has been workshopped with the CBP

.....

.....

.....

(Note : Not applicable to greenfield developments with no identified community)

11.5 Community Involvement in Development

11.5.1 *Training*

The Institution commits to incorporating the following training into the project:

- * Training of committee members in committee procedures.
 - * Clerical skills, accounting skills, store keeping skills.
 - * Construction techniques.
 - * Contracting skills.
 - *
- (* Specify/delete)

11.5.2 *Labour Intensive Construction Methods*

The Institution commits that the following aspects of the development will be constructed utilising labour intensive techniques employing local labour from the community:

.....
.....

11.6 Letter of support from Municipality (refer to 1.4 Appendix 1)

.....
.....
.....

11.7 Details of Accreditation (refer to 1.5 Appendix 1)

.....
.....
.....

11.8 Social Infrastructure

What measures have been taken / are proposed, for provision of the following facilities:

Education

Health

Community

Employment

Shopping

Sports and Recreation

Other details

.....

.....

.....

12 LAND INFORMATION

12.1 Cadastral description of the area as defined in the Institutional Agreement and shown on a diagram (Figure 1 of Annexure A), with co-ordinates, prepared by a land surveyor. All cadastral parcels of land to be assembled, which will constitute the outside figure diagram, are to be shown and listed on the diagram. Where a Land Availability Agreement (LAA) with long term registerable development rights has been concluded, this diagram is to be consistent with the Designation Diagram as contemplated in the LAA.

.....

.....

.....
(Attach diagram [prepared by a Land Surveyor] marked Annexure A together with a Locality Plan [to a legible scale]-- refer to clause 1.9, Appendix 1)

12.2 The land is owned by
(Attach copy of Title Deed).

12.3 If the land is not owned by the Institution, a copy of the document conferring development rights and power of attorney to the Institution for the land is to be attached.

12.4 A copy of the appropriate Survey General diagram or General Plan is to be attached. (refer to clause 1.10, Appendix 1)

12.5 Land Audit

12.6 Confirmation of Land Claims

13 DEVELOPMENT AND PLANNING APPROVAL/ TOWNSHIP ESTABLISHMENT

13.1 Sub-division and Layout

13.1.1* Projects for which planning is advanced :-
The project comprises sites, as shown on the attached Layout Plan.

13.1.2.* Projects for which planning has not yet commenced or is preliminary :-
The project will comprise approximately sites. (The Town Planning Layout Plan is to be provided to the Board's monitoring agent once it has been finalised.)
(*Delete whichever is not applicable/ insert details.)

13.2 The township is to be established by way of the following procedures:

- * Private Township Board application;
- * Less Formal Township Establishment Act.

*
(* Delete/Fill in)

13.3 The current status of the Township Establishment process is as follows:-

.....
.....

13.4 The proposed programme for township establishment comprises:

13.4.1 Town Plan approved complete by: *

13.4.2 General Plan approved by Surveyor-General by: *

13.4.3 Township Designation by: *

13.4.4 Township Register opened by: *

13.4.5 First transfer by: *

(* Insert number of days after "Agreement effective date")

14. FLOOD LINES

14.1 All residential sites must be planned to be located above the 50-year floodline. Where applicable, the 50 and 100-year floodlines should be indicated on the Town Planning layout.

15 BULK SERVICES (Attach appropriate written confirmation) (refer to clause 1.12, Appendix 1)

15.1 The major road access is provided for as follows:

.....
.....

and will be/has been* provided by

15.2 The bulk sewer comprises

.....
and will be/has been* provided by

15.3 The bulk stormwater comprises

.....
and will be/has been* provided by

15.4 The bulk water supply comprises

.....
and will be/has been* provided by

.....
(* delete if not applicable)

16 INTERNAL SERVICES (Attach an Engineer's preliminary services layout and specification --- refer to clause 1.13, Appendix 1). The development and services shall be to the approval of the Local Authority and shall comprise the following :

16.1 Roads (*delete/insert):-

(a) *Bus Routes:..... m wide surfaced with stormwater control, km long.

(b) *Township Roads:

*Primary: m wide surfaced with stormwater control, km long.

*Secondary:..... m wide gravel with stormwater control, km long.

*Unmade: km long.

*Other (specify type and length)

16.2 Footpaths (*delete/insert):-

*Type 1:..... m wide concreted footpaths with stormwater control, km long.

*Type 2: Unmade, km long.

*Other (specify type and length)

16.3 Stormwater Control (* insert/delete) :-

Adequate stormwater control measures are to be provided throughout the development, including:

* Roadside channels with piped stormwater crossings, as required.

* All stormwater channels to be concrete-lined where the grade exceeds 1 in 10.

* Other

16.4 Erosion Protection (* insert/delete):-

Adequate erosion control measures are to be provided throughout the development, including:

* Erosion protection measures are to be provided at all stormwater discharge points and along stormwater channels/valley lines, as required.

*

16.5 Water Supply

Water supply shall comprise (** delete whichever is not applicable*) :-

- * standpipes at m intervals delivering a minimum flow of litres per minute with pipe sizes sufficient to allow for upgrade to individual connections in the future;
- * individual low pressure tank system;
- * individual semi-pressure connections to each site;
- * individual full pressure connections to each site with a meter;
- * other (specify)

16.6 Sanitation

Sanitation shall comprise (** delete whichever is not applicable and insert if required*) :-

- * Water borne sewers to each site.
- * Water borne sewer to each site plus a wetcore comprising
.....
.....
- * A VIP (Ventilated Improved Pit) toilet constructed of:
pit lining :
walls :
roof : and minimum pit size of 2,9m³.
- * Other (specify)

16.7 Electricity Supply

Electricity supply shall comprise (** delete whichever is not applicable*) :-

- * Street lighting and metered individual connections.
- * Street lighting and a prepayment meter and REDI-Board to each house.
- * Other (specify)

16.8 The telecommunications comprise the following:

and will be provided by

16.9 The postal services comprise the following:

and will be provided by

16.10 The solid waste services comprise the following:

and will be provided by

17. PRODUCT DETAIL

17.1 Structural Plans

17.2 Specifications

17.3 Scope of Works

17.4 Structural Stability Certificate

17.5 Costing

17.6 Bill of quantities

18 CONVEYANCER'S DETAILS

18.1 Developer's conveyancers :

Name :

Address :

Phone : Fax :

19 PROJECT ADMINISTRATION

19.1 The project Administration will be undertaken by using the following:

	Organisation	Contact person
19.1.1 Project Manager		
19.1.2 Town Planner		
19.1.3 Land Surveyor		
19.1.4 Civil Engineer		
19.1.5 Architect		
19.1.6 Quantity Surveyor		
19.1.7 Structural Engineer		
19.1.8 Geotechnical Engineer		
19.1.9 Conveyancer		
19.1.10 Electrical Engineer		
19.1.11 Auditor		
19.1.12 Building professional		
19.1.13 Other (specify)		

If the project administration role players are not adequately determined at Application stage this will count against the Institution's capacity to manage the project.

19.2 Certification tasks will be provided by the following professionals:

Professional	Specimen signature	Name	Certification task
Attorney / Accountant	Form F1 : Institutional Setup
Land surveyor / Conveyancer	Form F2 : Property ownership certificate
Land surveyor	Cadastral site diagram + Form F3 : Survey certificate

Civil engineer	Form F4: Engineering approval Form F5 : Services certificate
Electrical engineer	Form F4: Engineering approval Form F5 : Services certificate
Conveyancer	Form F6 : Sites transferred certificate
Building professional	Form F7 : Topstructures completion certificate
Geotechnical engineer	Form F9 : Geotechnical certificate
Structural Engineer			Structural stability certificate

20 FINANCIAL INFORMATION

20.1 Total Institutional Subsidy Amount

The anticipated final beneficiary mix and total of Institutional Subsidy due (including transfer of sites/units to individuals) comprises:

	Geotechnical/Topographical/ Locational Allowance		A = %				
Tenure Category B	Subsidy Band Household Income/Month C	No. of Beneficiaries D	Subsidy Amount E	Variation Amount	Total Grand Total H = G X D		
Renting	N/A		R	R	R		
Purchasing	0-R3500		R	R	R		
			R	R	R		
			R	R	R		
			Additional grants (Specify)	R			
			Projected value	R			
	Total Qualifying		Total Institutional Subsidy Amount				R
	Total Non-quali						

20.2 Total Number of Units

No. of Units / beds	Bachelor	1 bedroom	2 bedroom	Total no. of units

20.3 Attach a financial model

A financial model should include project and organisation's sustainability plan, projected rental and rental collection and administration guidelines and projected target income level

20.4 Proposed Milestone Payments

The milestone payments per site/unit are to be recorded in Annexure D.

20.5 Milestone Certificates

The milestone certificates to be provided prior to final payment against a milestone are included in the Institutional Agreement Pack.

20.6 Infrastructure Costs per site/unit

The Institution is to apportion an equal share of the total infrastructural costs to each residential unit in the project.

20.7 Mortgage Bond finance (If applicable)

* Mortgage Bond finance for site purchase and/or top structures is to be made available by.....(*attach written confirmation - refer to clause 1.14, Appendix 1*) and the current interest rate to be charged is % per annum.

20.8 Total Product Price

The total product price is as follows :-

	Size (m ²)	Price
Site selling price	R
Top structure	R
Total product price		R

(Note : Plans & specifications of the top structures are to be attached to the application - refer to clause 1.15, Appendix 1)

21 SERVICE CHARGES/LEVIES

Detail below the rates and service charges and levies to be charged by the Local Authority and Institution after completion of the project :

.....

.....

.....

.....

(Attach a written confirmation from the Local Authority regarding these charges - refer to clause 1.16, Appendix 1).

I, (name)
hereby warrant that I am duly authorised to submit this application, all relevant information relating to this project has been disclosed, the application form has been completed as required, supporting documentation has been attached, and to the best of my knowledge all information is true and correct.

.....
SIGNATURE

.....
DATE

For and on behalf of the Institution * / Applicant *

(* Delete whichever is inapplicable)

The following co-signatures are obligatory, and no application will be considered without them :

* : By appending my signature in the table below, I hereby warrant that I am duly authorised by the Local Authority / Regional Council to co-sign this application as certifying that the Local Authority / Regional Council is supportive of the development in terms of the relevant development criteria :-

Development criteria in respect of this Project Application	* Signature	* Name of signatory	Date
Compatible with the Integrated Development Plans & Land Development objectives
The land is suitable for development in terms of geotechnical, topographical & environmental factors, and has been identified under the Land Suitability Study.
There exists a demand for sites in this project area and the project has community acceptance.
All the Bulk services are available, or we commit to provide such services within the project's requirements or, if it is not our function, we confirm that we have obtained confirmation from the relevant Bulk Service provider that they will provide such service within the project's requirements.
There exists a signed undertaking by the project beneficiaries or their representative committee of acceptance of payment for rates and services.
Specific acceptance by the responsible service provider of the proposed level of services within the context of the PHDB norms & standards, or specific commitment to fund the difference or upgrade over time.

APPENDIX 1: SUPPORTING DOCUMENTATION

Copies of the following documents are to be attached as appropriate:

		Document attached (✓)	
		Yes	No
1.1	Letter of Authority from the Developer for an Agent to submit the Application (if the Agent is not the Developer)		
1.2	Social Compact Agreement (where applicable) / Terms of Reference		
1.3	Socio-economic study/ Needs Register .		
1.4	Letter of support from municipality		
1.5	Letter of confirmation from SHRA		
1.6	Formal structure and business plan of institution with BEE statistics, proof of income and audited financial statements		
1.7	Title Deed (of underlying property) / (PTO) and Rural Development and Land Reform Policy.		
1.8	Development rights Power of Attorney (if Institution is not the owner of the land)		
1.9	Cadastral site diagram of proposed project area		
1.10	SG diagram, General Plan, or Preliminary Town Planning layout -- showing 50 & 100-year floodlines and locality plan.		
1.11.	Variation Allowance :		
1.11.1	Town Planner's slope analysis plan for steep slope allowance		
1.11.2	Geotechnical motivation for geotechnical allowance		
1.11.3	Locational motivation for locational allowance		
1.11.4	Completed variation calculator		
1.12	Appropriate confirmation of provision of Bulk Services (where applicable)		
1.13	Engineer's preliminary internal services layout plan and specification (where applicable)		
1.14	Written confirmation of Mortgage Bond Finance or top up (if applicable)		
1.15	Plans and specifications for top structures		
1.16	Written confirmation of rates and services charges		
1.17	Structural Stability Certificate		
1.18	Professional Indemnity for engineer: Civil, electrical, geotechnical and structural		
1.19	Professional indemnity for Surveyor, Town planner and Conveyancer		
1.20	N.H.B.R.C registration and enrolment		
1.21	Operating budget		
1.22	Proof of no land claims		

[illegible]

APPENDIX 2: PAST PERFORMANCE AND PRESENT FINANCIAL STATUS OF THE DEVELOPER

2.1 PAST PERFORMANCE

In the evaluation of a project application due account will be taken of the Developer's past performance in the execution of similar projects of comparable magnitude and the degree to which the Developer possessed the necessary technical, financial and other resources to enable him to complete the project within the specified time limits. In this regard the Developer must furnish, in the following "Schedule of Equivalent Work", evidence of his experience of work of a similar nature in progress or completed by him in the past five (5) years :-

SCHEDULE OF EQUIVALENT WORK

PROJECT NAME	NATURE OF WORK	AUTHORITY OR EMPLOYER	REFEREE		VALUE OF WORK	YEAR COMPLETED
			NAME	TEL.NO.		

2.2 FINANCIAL STATUS

The Developer must, when requested to do so during the evaluation of this project

application, submit a full report from his banker on his present financial standing.

2.3 FAILURE TO COMPLY

Failure to complete the required schedules and/or furnish the required information requested in this Application Pack may prejudice the success of this application.

I, the undersigned,
do hereby certify that the documentation/information as requested in clause 2.1 above has been verified by me and been found to be correct, and that the documentation as requested in clause 2.2 above is attached hereto.

.....
TECHNICAL EVALUATOR

.....
DATE

