



# KZN Human Settlements

uMnyango wezokuhlaliswa kwemiphakathi  
**ISIFUNDAZWE SAKWAZULU-NATALI**

## APPLICATION FOR PROJECT LINKED SUBSIDIES

### PROJECT LINKED SUBSIDIES APPLICATION PACK

Project linked subsidies will be made available to municipalities who undertake approved projects to sell residential properties to beneficiaries who qualify for subsidies. Applications for any particular approval of any particular project must be submitted on the forms herein read in conjunction with Part 3 of the National Housing Code, as amended. The Application Pack must be completed in full and returned to the relevant Regional Office of the Department of Human Settlements as indicated in this document.

Project Name: \_\_\_\_\_

Project Application No.

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Date received

Y	Y	Y	Y	M	M	D	D

( for official use only)

No of subsidies:

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

Total provisional value of subsidies:

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

Developer: \_\_\_\_\_

Regional Office: Coastal ☐

Inland ☐

Northern ☐

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## DETAILS OF REGIONAL OFFICES

The Application Pack is to be completed in full in ***DUPLICATE*** and returned to the relevant Regional Office of the Department of Human Settlements. The details of the Regional offices are as follows:

Project lies within the District Municipalities of Amajuba, Umkhanyakude, Uthungulu, Zululand or Umzinyathi:-

**The Manager Northern Regional Office:**

KwaZulu-Natal Department of Human  
Settlements  
Private Bag X02  
ULUNDI  
3838

KwaZulu-Natal Department of Human Settlements  
Old Legislative Assembly Building  
King Dinuzulu Highway  
ULUNDI

Project lies within the District Municipalities of Umgungundlovu, Uthukela or Sisonke:-

**The Manager Inland Regional Office:**

Kwazulu-Natal Department of Human  
Settlements  
Private Bag X9045  
PIETERMARITZBURG  
3200

Kwazulu-Natal Department of Human Settlements  
199 Pietermaritz Street  
PIETERMARITZBURG

Project lies within the District Municipalities of Ugu, Ilembe or eThekweni Municipality :-

**The Manager Coastal Regional Office:**

Kwazulu-Natal Department of Human  
Settlements  
Private Bag X54367  
DURBAN  
DURBAN  
4000

KwaZulu-Natal Department of Human Settlements  
320 Pritchard Seme Street  
7<sup>th</sup>, 8<sup>th</sup>, & 9<sup>th</sup> Floor  
DURBAN

### Brief details of the project (attach covering letter)

[illegible]

# Annexure C: Project Information

## Annexure C: Project Information

### 1. DEVELOPER DETAILS:

1.1 NAME: \_\_\_\_\_

1.2 ADDRESS:

Postal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Physical: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

1.3 Telephone : (Code \_\_\_\_\_ ) \_\_\_\_\_

1.4 Fax (Code \_\_\_\_\_ ) \_\_\_\_\_

1.5 E-mail Address: \_\_\_\_\_

1.6 Name of contact person: \_\_\_\_\_

1.7 Telephone : (Code \_\_\_\_\_ ) \_\_\_\_\_

1.8 Cell : \_\_\_\_\_

1.9 Fax : (Code \_\_\_\_\_ ) \_\_\_\_\_

### Annexure:

Developer's Resolution *(Refer to clause 1.1 Appendix 1)*

Authority to sign (Developer) *(Refer to clause 1.2 Appendix 1)*

## 2. AGENT DETAILS

2.1 NAME: \_\_\_\_\_

2.2 ADDRESS:

Postal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Physical: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

2.3 Telephone: (Code \_\_\_\_\_) \_\_\_\_\_

2.4 Fax : (Code \_\_\_\_\_) \_\_\_\_\_

2.5 E-mail Address: \_\_\_\_\_

### 2.6 Type of Appointment:

Turnkey ☐

Traditional Preplanned ☐

Development Contract ☐

Specimen signature: \_\_\_\_\_

Authority to sign (agent) - *(Refer to clause 1.3 Appendix 1)*

### 3. Professional Team:

The project Administration will be undertaken by using the following:

- Project Manager \_\_\_\_\_
- Town Planner \_\_\_\_\_
- Land Surveyor \_\_\_\_\_
- Civil Engineer \_\_\_\_\_
- Structural Engineer \_\_\_\_\_
- Geotechnical Engineer \_\_\_\_\_
- Conveyancer \_\_\_\_\_
- Building Professional \_\_\_\_\_
- Subsidy Administrator \_\_\_\_\_
- Environmentalist \_\_\_\_\_
- Other (specify) \_\_\_\_\_

**Certification tasks will be provided by the following professionals:-**

Professional	Name	Specimen signature	PR Number	Certification
Land surveyor				Cadastral site diagram + Form P2
Civil engineer				Forms P1 & P3
Geotechnical engineer				Geotechnical certificate
Conveyancer				Form P4
Building professional				Form P5/ 2 & 3
Structural Engineer				Form P5/1
Other(specify)				

#### Annexure:

Contract between developer and agent (Refer to clause 1.3 Appendix 1)

BBBEE profiles (Refer to clause 1.4 Appendix 1)

Professional indemnity (Refer to clause 1.5 Appendix 1)



## 4. General Project Details

4.1 Location of project:

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4.2 Co-ordinates of the Project area: \_\_\_\_\_

4.3 No. of residential sites: \_\_\_\_\_

4.4 No. of non-residential sites: \_\_\_\_\_

4.5 District municipality: \_\_\_\_\_

4.6 Local municipality: \_\_\_\_\_

Ward No \_\_\_\_\_

Poverty Ranking \_\_\_\_\_

4.7 Type of development: (Cross appropriate box)

- Greenfields ☐
- Partial Greenfield and insitu upgrade ☐
- Insitu upgrade ☐
- Other (specify): \_\_\_\_\_

4.8 NHBRC enrolment: Yes ☐ No ☐

If yes, specify: Project ☐ Home ☐

4.9 Development methodology:

- Contractor driven ☐
- People's Housing Process ☐
- Expanded Public Works Programme ☐

### Annexure:

NHBRC enrolment *(Refer to clause 1.15 appendix 1)*

## 5. Total Subsidy Application

The total subsidy amount is made up as follows:

Income	No. of Beneficiaries	Subsidy	Contribution	Total
R0 – R1 500			None	R
R1 501 – R3 500			R2 479	R
Aged, disabled or health stricken			none	R
Total Subsidy Amount				R

Amount Requested (excluding topstructures) (p1; p2; p3; p4) or  
( T1 and/or T2)

**Add** : Variation (see attached annexure from Variation Manual)

**Subtotal**

**Less** : Previous Grants

**Less** : Preparation Funding

**Total Funding Requested**


## 6. Land Information

**Property Description:**

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Cadastral description of the project area, as defined in the Memorandum of Agreement and shown on a diagram 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) has been concluded, this diagram is to be consistent with the Designation Diagram as contemplated in the LAA.

## 6.2 Ownership:

Who is the land owned by? (Cross the appropriate box)

**The developer**

☐

- Attach title deed *(Refer to clause 1.7 Appendix 1)*

**State Department**

☐

- Name of State Department: \_\_\_\_\_
- Attach Power of attorney *(Refer to clause 1.10 Appendix 1)*
- Attach Vested Item 28(1) land certificate *(Refer to clause 1.13 Appendix 1)*
- Attach title deed or LAA *(Refer to clause 1.7 Appendix 1)*

**Private entity**

☐

- Attach Sale Agreement/Title deed/Bonds on land
- Any other rights (specify & attach documentary proof): *(Refer to clause 1.10 Appendix 1)*

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## 6.3 Land Claims

- A letter from the land claims commissioner must be attached.

### Annexures:

Copy of Title deed	<i>(Clause 1.7 Appendix 1)</i>
Power of Attorney	<i>(Clause 1.10 Appendix 1)</i>
Sale Agreement/ Land availability agreement	<i>(Clause 1.8 Appendix 1)</i>
Bonds on land	<i>(Clause 1.9 Appendix 1)</i>
Cadastral site diagram	<i>(Clause 1.6 Appendix 1)</i>
Letter from the land claims commissioner	<i>(Clause 1.11 Appendix 1)</i>
Land audit (by DoH)	<i>(Clause 1.12 Appendix 1)</i>
Item 28(1) Certificate	<i>(Clause 1.13 Appendix 1)</i>

## 7. PLANNING

## 7.1 Township Establishment

Is the Township established?      Yes ☐      No ☐

If Yes, attach proof of approval.

If No, the township will be established in terms of the following route:

DFA ☐

LEFTEA ☐

PDA ☐

OTHER (specify) ☐ \_\_\_\_\_

Is there a need to change the layout for this project? Yes ☐ No ☐

## Annexures:

Copy of preliminary town planning layout showing 50 and 100 year flood lines (Refer to clause 1.16 Appendix 1)

Outside figure of project area showing co-ordinates *(to be submitted in digital format)*  
(Refer to clause 1.17 Appendix 1)

Average Site Size: \_\_\_\_\_m<sup>2</sup>

## 7.2 Tenure Type:

Full ownership ☐

Leasehold ☐

Freehold Sectional Title ☐

Deed of Grant ☐

Other (specify): \_\_\_\_\_

### 7.3 Integrated Planning (non-residential):

Employment\_\_\_\_\_

Education\_\_\_\_\_

Health\_\_\_\_\_

Community\_\_\_\_\_

Shopping\_\_\_\_\_

Sports and Recreation\_\_\_\_\_

Other details\_\_\_\_\_

## 8. Social Issues:

### 8.1 Social Compact

Attach a copy of the existing 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 or, if older, to be confirmed prior to signing of agreement). *(Refer to clause 1.18 Appendix 1)*

### 8.2 Social Economic Study

Attach a copy of the Socio-economic study carried out to determine the community need, affordability to acquire the sites and ability to pay rates and service charges (the investigation must not be older than 9 months at the date of this application) *(Refer to clause 1.19 Appendix 1)*

**Provide a sample of 30% or minimum of 200 households in the ff. categories:**

Category	Details/ Number
Disabilities	
Average Household Income	
Female headed households	
Child headed households	
Aged (Female 60 yrs & Male 65 yrs)	

## 9. Training: (cross applicable box & specify)

The developer will incorporate the following training into the project:

- Training of committee members in committee procedures. ☐ \_\_\_\_\_  
\_\_\_\_\_
- Clerical skills, accounting skills, storekeeping skills. ☐ \_\_\_\_\_  
\_\_\_\_\_
- Construction techniques. ☐ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Contracting skills. ☐ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 10. EXPANDED PUBLIC WORKS PROGRAMME

### 10.1 Labour Intensive Construction Methods

The Developer commits that the following aspects of the development will be constructed utilizing labour-intensive techniques employing local labour, expertise & skills from the community:

- Roads: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Stormwater: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Water: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Sanitation: ☐ \_\_\_\_\_
- \_\_\_\_\_

## 10.2 Non-Labour Intensive Construction Methods

The Developer commits that the following aspects of the development will be constructed utilizing non-labour-intensive techniques:

- Roads: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Stormwater: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Water: ☐ \_\_\_\_\_
- \_\_\_\_\_
- Sanitation: ☐ \_\_\_\_\_
- \_\_\_\_\_

## 11. Social Infrastructure

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

- Education: \_\_\_\_\_
- Health: \_\_\_\_\_
- Community: \_\_\_\_\_
- Employment: \_\_\_\_\_
- Shopping: \_\_\_\_\_
- Sports and recreation: \_\_\_\_\_
- Other details: \_\_\_\_\_

## 2. ENHANCED PEOPLE'S HOUSING PROCESS (EPHP)

Projects using the EPHP route must attach a Letter from Development Committee appointing Municipality as Support Organisation(SO) and a Business Plan for the Establishment Grant Fund(EGF).

### Annexures:

Business Plan for EGF *(Refer to clause 1.21 Appendix 1)*

Letter from Development Committee appointing Municipality as SO *(Refer to clause 1.22 Appendix 1)*

## 13. Technical Issues

A Bulk Services report must be attached. *(Refer to clause 1.25 Appendix 1)*

A detailed Geotechnical report must be attached. *(Refer to clause 1.27 Appendix 1)*

An Environmental Impact Assessment report must be attached. *(Refer to clause 1.28 Appendix 1)*

## 14. Bulk Services

With effect from 1 April 2007, the cost for the provision of internal municipal engineering services must be sourced from alternative resources. The use of the housing subsidy allocation for the financing of such internal services may only be approved as an option of last resort. However please substantiate/motivate in the project application and provide proof that all available resources were approached and tested to establish that no other funding for the services is available. Attach a written confirmation of availability of bulk services. *(Refer to clause 1.25 Appendix 1)*

### 1.4.1 Road Access:

Does road access exist? Yes ☐ No ☐

If No, how will it be funded & when?

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If funded by MIG, please attach a letter from COGTA. *(Refer to clause 1.23 Appendix 1)*

### 14.2 Sewer

Does a sewer System exist? Yes ☐ No ☐

If No, how will it be funded & when?

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\_\_\_\_\_ If funded by  
MIG, please attach a letter from COGTA *(Refer to clause 1.23 Appendix 1)*

If yes, does it have the capacity to support the project? Yes ☐ No ☐



### 14.3 Stormwater

Does a stormwater system exist? Yes ☐ No ☐

If no, how will it be provided? \_\_\_\_\_  
\_\_\_\_\_

### 14.4 Water

Does water supply exist? Yes ☐ No ☐

If No, how will it be funded? \_\_\_\_\_  
\_\_\_\_\_

## Annexures

**Letter from Department of cooperative Governance and Traditional Affairs (COGTA) for MIG funding** *(Refer to clause 1.25 Appendix 1)*

## Variation allowances

All requests for variation allowances must be accompanied by the relevant motivation.

Motivation for Variation Allowances as per Annexure *(Refer to clause 1.26 Appendix 1)*

## 16. PRODUCT

**INTERNAL SERVICES** (attach an Engineer's preliminary services layout and specification *(Refer to clause 1.29 Appendix 1)*). With effect from 1 April 2007, the cost for the provision of internal municipal engineering services must be sourced from alternative resources. The use of the housing subsidy allocation for the financing of such internal services may only be approved as an option of last resort. However please substantiate/motivate in the project application and provide proof that all available resources were approached and tested to establish that no other funding for the services is available.

The development and services shall comprise the following:

Rates & Service certificate to be attached where applicable as *(Refer to clause 1.31 Appendix 1)*

### 16.1 Roads

- Bus Routes: \_\_\_\_\_m surfaced with stormwater control, \_\_\_\_\_km long.
- Township Roads:
  - Primary: \_\_\_\_\_m surfaced with stormwater control, \_\_\_\_\_km long.
  - Secondary: \_\_\_\_\_m gravel with stormwater control, \_\_\_\_\_km long.
  - Unmade: \_\_\_\_\_km long.

## 16.2 Footpaths

Type 1: \_\_\_\_\_m wide concrete footpaths with stormwater control, \_\_\_\_\_ km long.

Type 2:unmade, \_\_\_\_\_km long.

## 16.3 Stormwater Control (cross applicable box & complete if required)

- Roadside channels with piped stormwater crossings, as required.☐
- All stormwater channels to be concrete-lined where the grade exceeds 1 in 10.☐

## 16.4 Erosion Protection

- 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:

- 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 connections to each site; ☐
- individual connections to each site with a meter. ☐

## 16.6 Sanitation

### Sanitation shall comprise:

- Water borne sewers to each site.☐
- Water borne sewer to each site plus a wetcore comprising ☐

\_\_\_\_\_

- A VIP (Ventilated Improved Pit) toilet constructed of: ☐ \_\_\_\_\_ with a

\_\_\_\_\_

of and pitlining of \_\_\_\_\_

and minimum pit size of 2,9m<sup>3</sup>.

## 16.7 Electricity Supply

### Electricity Supply shall comprise:

- Street lighting and metered individual connections. ☐
- Street lighting and a prepayment ☐
- and will be provided by \_\_\_\_\_

The Telecommunications comprise the following:

\_\_\_\_\_ and will be provided by  
\_\_\_\_\_

The Postal Services comprise the following:

\_\_\_\_\_ and will be provided by  
\_\_\_\_\_

The Solid Waste services comprise the following:

\_\_\_\_\_ and will be provided by  
\_\_\_\_\_

## DECLARATION

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Designation)

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**

for and on behalf of the **Developer**

\_\_\_\_\_  
**DATE**

**The following co-signature is obligatory, and no application will be considered without it:**

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

<b>Development criteria in respect of this Project Application</b>	<b>* Signature</b>	<b>*Name of signatory</b>	<b>Date</b>
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 Department of Housing norms & standards, or specific commitment to fund the difference of upgrade over time.	.....	.....	.....

## **GANT CHART REFLECTING TOTAL PROGRAMME**

## APPENDIX 1: SUPPORTING DOCUMENTATION

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

	DOCUMENTS	Yes	No
1.1	Developer's resolution( Annexure A)		
1.2	Letter of Authority to sign by Implementing Agent ( Annexure A <sup>1</sup> )		
1.3	Contract between Developer & Implementing Agent ( Annexure A <sup>2</sup> )		
1.4	BEE Profiles		
1.5	Professional Indemnity Certificate ( Annexure i)		
1.6	Cadastral Site Diagram ( Annexure B)		
1.7	Title Deed ( of underlying property)		
1.8	Sale Agreement/ Land Availability Agreement(Annexure F)		
1.9	Bonds on Land		
1.10	Power of Attorney/ Any other rights		
1.11	Letter from Land Claims Commissioner		
1.12	Land Audit		
1.13	Item 28(1) Certificate		
1.14	NHBRC enrolment		
1.15	MEC' s resolution ( Annexure E to be provided by the DOHS)		
1.16	Copy of Preliminary Town Planning Layout showing 50 and 100 year flood lines and locality plan		
1.17	Outside figure of project area showing co-ordinates in a digital format		
1.18	Social Compact Agreement ( Annexure G)		
1.19	Socio –Economic Study		
1.20	Plans and Specifications for Top Structure ( Annexure H)		
1.21	Business Plan for EGF		
1.22	Letter from Development Committee appointing Municipality as SO		
1.23	Letter from COGTA for MIG funding		
1.24	Confirmation of provision of Bulk Services		
1.25	Bulk Services Report		
1.26	Motivation for Variation Allowances		
1.27	Detailed Geotechnical Report		
1.28	Environmental Impact Assessment Report		
1.29	Engineer's preliminary internal services layout plan and specification (Annexure K)		
1.30	Project Budget (Annexure L)		
1.31	Written confirmation of rates and services charges (Annexure M)		
1.32	Specification of construction activities in terms in terms of EPWP (Annexure N)		
1.33	Any other documentation to support this application (Annexure O)		

**Where the documents required has not been provided, provide reasons:**

[illegible]

# **APPLICATION FOR PROJECT LINKED SUBSIDIES**

## **ANNEXURE D PROGRESS PAYMENT SCHEDULE**



## PROGRESS PAYMENT SCHEDULE

Progress Payment (In terms of Chapter 3 of the Housing Code)

Project No. : \_\_\_\_\_

Description : \_\_\_\_\_

A) SUBSIDY QUOTA : AS PER APPROVAL

	A	B	C	D	E	F
INCOME GROUP	NO.OF BEN.	SUBSIDY AMOUNT/ AS APPROVED BY THE MEC (NOT THE SUBSIDY QUANTUM)	TOTAL. VARIATION ALLOWANCE	TOTAL (INCLUDING VARIATION)	LESS PREVIOUS GRANTS	TOTAL SUBSIDY
< R1 500						
R1 501 – R3 500						
TOTAL						

TOTAL SUBSIDY BROUGHT FORWARD  
LESS: PREPARATION FUNDING

: \_\_\_\_\_  
: \_\_\_\_\_

AMOUNT AVAILABLE

: \_\_\_\_\_

## **PROGRESS PAYMENT TRANCHES**

### TRANCHE 1

**REQUIREMENT : SIGNED CONTRACT**

CODE	DESCRIPTION			
		Amount	Less Prep. Funding	Nett Total
L01	Land acquisition			
L02	Opening of township register			
L03	Attorneys fees : land purchase & establishment			
L04	Conveyancing			
P01	Project management (50%)			
P02	Geo-technical investigation			
P03	Contour survey			
P04	Land surveying and site pegging			
P05	Land survey examination fee			
P06	Town planning			
P07	Civil Engineer Services (20%)			
P09	Social facilitation			
P10	Legal fees – Agreement			
P11	Other			
P12	Enviromentalist			
<b>TOTAL</b>				

TOTAL (TI) : \_\_\_\_\_

ADD: VARIATION : \_\_\_\_\_

SUB TOTAL : \_\_\_\_\_

TOTAL AVAILABLE FOR TRANCHE I : \_\_\_\_\_

NB. (i) TRANCHE 1 IS LIMITED TO R\_\_\_\_\_ PER SITE PLUS VARIATION IF APPLICABLE.

(ii) PREPARATION FUNDING IS DEDUCTED FROM THE TRANCHE 1 PAYMENT.

(iii) ALL MILESTONES SHOULD BE REFLECTED, EVEN IF NOT APPLICABLE.

(iv) ADDITIONAL MILESTONES MAY ONLY BE ADDED UPON APPROVAL FROM \_\_\_\_\_ REGION

## TRANCHE 2

### REQUIREMENTS: APPROVAL OF LAYOUT PLAN AND PEGGING OF SITES

PROOF OF COMPLETION
1. Registered property owner/confirmation of land transfer by conveyancer
2. Approval of preliminary design report by municipality
3. Approval from municipality for detailed designs and specifications
4. Approval of township establishment process by municipality
5. Final approval of amended general plan by the Surveyor-General

CODE	DESCRIPTION	AMOUNT
P01	Project management	
P07	Civil Engineer : Services	
P08	Site supervision : clerk of works-civils	
S01	Water reticulation (incl. Meter)	
S02	Sanitation reticulation	
S03	Roads	
S04	Storm Water	
S05	Street Lighting	
S06	Other	
<b>TOTAL</b>		<b>R</b>

TOTAL : T2 : \_\_\_\_\_

ADD : VARIATION : \_\_\_\_\_

TOTAL: TRANCHE II : \_\_\_\_\_

NB. (i) TRANCHE 2 IS LIMITED TO R \_\_\_\_\_ PER SITE PLUS VARIATION IF APPLICABLE

(ii) DOCUMENTARY PROOF OF REQUIREMENTS AS STATED ABOVE TO BE SUBMITTED BEFORE TRANCHE II PAYMENT IS MADE.

(iii) ALL MILESTONES SHOULD BE REFLECTED, EVEN IF NOT APPLICABLE.

(iv) ADDITIONAL MILESTONES MAY ONLY BE ADDED UPON APPROVAL FROM REGION.

### TRANCHE 3

#### REQUIREMENTS : SERVICE COMPLETION CERTIFICATES ISSUED BY MUNICIPALITY

PROOF OF COMPLETION
1. Hand over certificate of installed services to municipality
2. Acceptance of beneficiary lists by Provincial Government
3. Detailed geotechnical report
4. Certificate of enrolment of homes with the National Home Builders Registration Council

CODE	DESCRIPTION	AMOUNT
H01	Earthworks (provisional)	
H02	Concrete, formwork and reinforcement	
H03	Brickwork	
H04	Roof structure	
H05	Windows	
H06	Doors and frames	
H07	Finishing and paintwork	
H08	Plumbing and toilet	
H09	Labour of construction of house	
H10	P & G	
H11	Overheads	
H12	Profit	
H13	Project Management	
H14	Structural Engineer	
H15	Building Professional	
H16	Health & Safety	
<b>TOTAL</b>		<b>R</b>

TOTAL T3

:

ADD: VARIATION

:

TOTAL: TRANCHE III

:

**NB. (i) OUTSTANDING BALANCE OF SUBSIDY (IE. FULL SUBSIDY AMOUNT LESS PAYMENT FOR TRANCHE 1 AND TRANCHE 2 PLUS VARIATION IF APPLICABLE).**

- (ii) DOCUMENTARY PROOF OF REQUIREMENTS AS STATED ABOVE TO BE SUBMITTED BEFORE TRANCHE III PAYMENTS IS MADE
- (iii) ALL MILESTONES SHOULD BE REFLECTED, EVEN IF NOT APPLICABLE.
- (iv) ADDITIONAL MILESTONES MAY ONLY BE ADDED UPON APPROVAL FROM REGION

# FORM 4

Project No		Province		Region	
Project Phase		District		Municipality	
Project Name		Local Authority			
Subsidy Instrument				Area (Nodes)	(Urban/Rural)
Comprehensive Plan Development		Longitude			
Project Type	Emergency Housing Program	Latitude			
Evaluate By	Department				
PHRes No	A08020001				
PHB Date	03/03/2008	Financial Year			
Contractdate		Month	Amount	Amount	Amount
Plan Start Dt		April			
Plan End Dt		May			
Land Aquired From:	Hectares	June			
Donated		July			
Land		August			
		September			
Contract Type	Indicate	October			
Turnkey Strategy		November			
Traditional Pre-Planned		December			
		January			
		February			
		March			

Average Size		
No Of Units	Site Size	Unit Size

			Member Of			Ownership	Management	Employees	Total
Company Name	Company Type	Payee	Registration Body	Registration No	Registration Date	Race / Gender	Race / Gender	Race / Gender	Race / Gender
	Contractor/Builder								
	Developer								

Selected Project Indicators / Priorities / Interventions & Classifications	Notes
New Business - Incremental Housing Programmes - Emergency Housing Assistance (current commitment)	

Additional Project Indicators / Priorities / Interventions & Classifications	Indicate	Notes
Blocked Project		
Unblocking of Blocked Project		
Project Completed - Close out in process		
Project Completed - Close out completed		
Pilot Project		
Tranche Payment Project		
Phased Approach		
Rectification RDP stock (1994 - 2002)		
Peoples Housing Process (PHP)		
NHBRC Enrollment (Project)		
Greenfields Development		
Elimination of informal settlement		
Informal settlement upgrading		
In Situ / Existing Town		
Inner City Upgrading		
Integrated land development		
HIV/Aids Guardians		
Expanded Public Works Programme (EPWP)		
Promotion of marginalised women in construction		

Bulk Services	Provided	Amount
CMIP funds provided for bulk services		
Access roads		
Stormwater		
Electricity		
Sewer		
Water Supply		
Internal Services		
Pre existing subsidization		
Storm water		
Water Supply		
Roads		
Sanitation		
Electricity		

Project Funding	
Description	Amount
Total	

Payment Milestone	Subsidy Category	Units	Total Milestone Allocated (R)	Authorised	Paid
Repair 101 roofs					
Repair 292 Cracked walls					
Repair 428 roofs					
Total					

Remarks and problem areas in respect of this project	
<b>CERTIFICATION</b>	
I, the undersigned, hereby certify that the information as provided above is correct to my knowledge and information at my disposal and in accordance with our records	
Project Manager / Monitor	Date

For official use

Subsidy Programmes **			Company Role ***		Project Funding ****
Individual Housing Subsidy	Phased Projects Phase 1	Social Housing	Land Surveyor	Implementation Agent	Previous State Funding
Project Linked Subsidy	Project Linked	Social	Town Planner	Contractor / Builder	Geotechnical Allowance
Consolidation Subsidy	Informal Settlement upgr	Medium Density	Civil Engineers	Financial Agent	Establishment Grant
Institutional Subsidy	Emergency Housing	Rental	Electrical Engineer	Support Organisation	Facilitation Fee
Rural Subsidy - Informal Land Rights		State owned rent	Local Authority	Housing Institution	Disability Allowance
Hostel Redevelopment	Phased Projects Phase 2	Hostels	Electricity Supplier	Relocation / Right Sizing Agent	Allowance for the aged
Family Units	Project Linked	Transitional	Structural Engineer	Developer's Agent	Southern Cape Coastal Region
Individual units (per bed)	Consolidation	Communal	Provincial Department	Account Administrator	Geotech - Soils
Relocation Assistance	Institutional		Developer	Seller	Geotech - Location
People's Housing Process	Individual	Financed Linked Individuals (FLISP)	Conveyancer	National Department	Geotech - Slopes
Discount Benefit Scheme	Rural	Enhanced Discount Benefit Scheme	Lender / Financial Institution	Material Supplier	Geotech - Topographic
Emergency Housing Program	Hostel	Backyard Rental		Transport Supplier	Inflationary Adjustment
Temporary assistance	Emergency Housing	Farm Worker Housing Assistance			Disaster Grant
Repair to existing stock		Registration	Registration Body		Indigent Allowance
Services		OPSCAP	CIDB		Discount Benefit
Houses			NHBRC		Phase out Programme
			etc		Project Management
					Cost to Unblock



# **APPLICATION FOR PROJECT LINKED SUBSIDIES**

## **ANNEXURE H: TECHNICAL SPECIFICATION FOR TOP STRUCTURE**

# MINIMUM TECHNICAL SPECIFICATION FOR TOP STRUCTURE

## 1. TOPSTRUCTURE

Size of topstructure: \_\_\_\_\_m<sup>2</sup>.

House Plan and Specification for topstructure must be attached.

## 2. TECHNICAL SPECIFICATION FOR TOP STRUCTURES

***Note : The specifications contained herein are applicable where the construction of the top structure is constructed by the beneficiary***

## 3. MINIMUM NORMS AND STANDARDS

### 3.1 General

Permanent housing that is covered by this document must be built in accordance with the principles embodied in Act No. 12 of 1998: Kwazulu-Natal Housing Act, 1998. Building plans and specifications must be prepared and handed over to the home owner and be lodged with the Municipality.

The buildings and their services must comply with the requirements of the NBR and the relevant SABS codes of practice.

### 3.2 Form

The buildings should be simple in form and straightforward to construct.

### 3.3 Structural design

Any building and any structural element or component thereof must be designed to provide strength, stability, serviceability and durability for the life of the structure, in accordance with accepted principles of engineering design and construction practice.

### 3.4 Materials and components

All materials and components used in the dwelling and in any associated structures must be:-

- Durable and suitable for the purpose for which they are used,
- Installed or used in accordance with the manufacturer's instructions.

### **3.5 Dimensions**

The minimum size of the completed structures shall be not less than forty square metres. Any room or space shall have dimensions that will ensure that such room or space is fit for the purpose for which it is intended.

### **3.6 The site and site preparation**

Before finally approving the site a geotechnical survey shall be conducted to determine the suitability of the founding conditions. The site works must be compatible with the aim of producing affordable housing within the cost constraints imposed by the subsidy scheme. The ground in the vicinity must be leveled before construction commences. This must be done with due attention to the need to control and dispose of rainwater runoff.

The finished ground levels must direct water away from the building.

In areas where termite infestation is known to be a problem, the soil within the site must be treated in accordance with the recommendations set out in SABS 0124- *Application of certain soil insecticides for the protection of buildings*.

### **3.7 Foundations**

The foundation of any building must be designed to safely transmit all the loads from the building to the ground without causing or being subjected to excessive movements. In favourable ground conditions the foundations must be designed to reduce as far as practically possible the depth of excavation, the height of the foundation walls and the cost of unnecessarily large footings. Any variation from the foundations required by the Deemed-to –satisfy rules of the NBR must be the subject of a rational design by a Professional Engineer. In problematic ground conditions a Professional Engineer must design the foundations and advise on the articulation of the superstructure of this is deemed necessary.

### **3.8 Concrete**

Concrete must be of the grade specified or of a higher grade.

### **3.9 Cement Specification**

The correct cement for the purpose intended must be clearly specified and it must comply with the requirements of SABS ENV 197-1 *Common Cements* and SABS 413-1 *Masonry Cements*. Masonry Cement must not be used in concrete, and masonry cement MC 22,5X must not be used in shell bedding mortar.

### 3.10 Floors

Any floor of any building shall be:

- Strong enough to support its own weight and any loads to which it is likely to be subjected without undue distortion or distress,
- Water resistant in the case of the floor of any kitchen, shower room, bathroom or room containing a WC,
- Provided with adequate under-floor ventilation in the case of a suspended timber floor,
- So constructed that any moisture present in the ground or filling is prevented from penetrating the slab in the case of a concrete floor slab that is supported on ground or filling.

#### **Damp proof courses(DPC) and membranes(DPM)**

These items must be provided and installed in accordance with SABS 021: *Waterproofing of buildings*. The horizontal DPC must be installed at not less than 150mm above the level of the surrounding ground, and must not be plastered over.

### 3.11 Walls

Any wall shall be:

- Capable of safely sustaining any loads to which it is likely to be subjected and in the case of a structural wall shall be capable of safely transferring these loads to the supporting foundations,
- So constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of the occupants or to the durability of the building,
- Provided with the means to fix any roof truss, rafter or beam to the wall in a secure manner that will ensure that any forces to which the roof may normally be subjected will be transmitted to the wall supporting it,
- Of combustibility and fire resistance characteristics appropriate to the use of the wall.

### 3.12 Roofs

The roof of any building shall :

- be so constructed that it will resist any forces to which it is likely to be subjected,
- be durable and waterproof,
- not allow the accumulation of any rainwater upon its surface,
- be constructed to provide adequate height in any room immediately beneath the roof/ceiling assembly,
- have a fire resistance appropriate to its use.

### 3.13 Doors

The correct type and quality of door must be specified, supplied and properly hung in the appropriate opening.

### 3.14 Glazing

Any glazing shall be of glass or plastics and be fixed in a manner and position that will ensure that it will:

- safely sustain any wind loads to which it is likely to be subjected,
- not allow the penetration of water to the interior of the building.

### 3.15 Lighting and ventilation

Any habitable room, bathroom, shower-room and room containing a WC shall be provided with a means of lighting and ventilation which will enable such room to be used, without detriment to health and safety or causing any nuisance, for the purpose for which it is designed.

All dwellings shall be provided with the means of ventilation and natural lighting set out in Table 2 below:-

Table 2: Criteria for ventilation and natural lighting

Description	Floor area of dwelling	
	□ 45m <sup>2</sup>	> 45m <sup>2</sup>
Minimum window area (light area) for each habitable room, including kitchens	5% of floor area	Greater of 10% of floor area or 0.2m <sup>2</sup>
Minimum area of openable windows or controllable ventilation openings for each habitable room, including kitchens *	5% of floor area with one opening having an area of at least 0.1m <sup>2</sup>	Greater of 0.2m <sup>2</sup> or 5% of floor area

\*Not more than half the number of ventilation openings shall occur on one side of the dwelling

### 3.16 Drainage and Sanitation

**Drainage installations shall be:**

- designed and constructed so that the installation is capable of carrying the hydraulic design load and of discharging it into a common drain, connecting sewer or sewer provided to accept such discharge,
- watertight,
- capable of sustaining the loads and forces that it may normally be subjected to, protected against any damage wherever this is necessary,
- capable of being cleaned and maintained through the means of access provided.

Drains must be laid strictly in accordance with the requirements of the Municipality. French drains and septic tanks must be constructed to a size and design approved by the Municipality. Non waterborne means of sanitation should comply with the requirements of Section 7.4 of SABS 0252-2 *Water supply and drainage of buildings: Part 2: Drainage installations for buildings*, all to the requirements of the Municipality. Where waterborne

sewage disposal is not available, no person shall construct a pit latrine without the permission of the Municipality.

### 3.17 Stormwater disposal

The design shall provide for suitable means for the control and disposal of accumulated stormwater. Stormwater drains must comply with the requirements of the Municipality

### 3.18 Environmentally efficient housing Water supply

The design of the water supply and the specification of devices such as taps, showers and toilets must be in accordance with the aims of the *National Water Conservation Campaign*. Before specifying water saving devices such as low-flow showerheads the designer must satisfy himself that they will function satisfactorily with the available water pressure. Water saving measures that are undertaken must be compatible with imperatives that the water supply and the sewage disposal systems must be safe and hygienic, and be capable of operating efficiently with only normal and reasonable maintenance.

### 3.19 Thermal efficiency

Designs for affordable housing must take cognisance of the need for the resultant dwellings to be thermally efficient.

### 3.20 Relevance of the above Norms and Standards to the Peoples Housing Process

The Norms and Standards contained in this document also apply in respect of permanent residential structures constructed in terms of the People's Housing Process.

## 4. TOP STRUCTURE SPECIFICATIONS FOR THIS PROJECT

The developer is to complete the following as applicable to this project:-

**PROJECT NAME:** \_\_\_\_\_

**Size of top structures** (gross floor area, minimum 40m<sup>2</sup>): \_\_\_\_\_ m<sup>2</sup>.

### 4.1 Foundations : (cross applicable box)

- conventional concrete strip footings ☐
- (Note : not acceptable if geotechnical allowance given) ☐
- raft foundation to Engineer's specification; ☐
- raft foundation and pads to Engineer's specification; ☐
- raft foundation and piles to Engineer's specification. ☐
- Other : \_\_\_\_\_

*Note : If a geotechnical allowance has been given to the project, the Developer is required to provide a Geotechnical Certificate confirming conformance to the Geotechnical Engineer's specification for each new concrete/masonry superstructure house.*

**4.2 Floors :**

- 100mm concrete surface bed *(to minimum 20 MPa)*. ☐
- Other : \_\_\_\_\_

**4.3 Walls :**

- 150/90mm concrete block *(to applicable SABS standards)* ☐
- Other : \_\_\_\_\_

**4.4 Roof :**

- Fibre cement. ☐
- Other : \_\_\_\_\_

**4.5 Doors**

- Internal: ☐
  - (specify) \_\_\_\_\_
  - External: ☐
  - (specify) \_\_\_\_\_
- 

## DECLARATION

I, \_\_\_\_\_, \_\_\_\_\_, (Name)  
\_\_\_\_\_  
(Designation)

hereby warrant that the top structures to be constructed within this project will conform to the minimum Norms and Standards as contained in this document.

\_\_\_\_\_  
**SIGNATURE:**  
**IMPLEMENTING AGENT**

\_\_\_\_\_  
**DATE**