



## human settlements

Department:  
Human Settlements  
PROVINCE OF KWAZULU-NATAL

# ANNEXURE J

## PRO FORMA IRDP PROJECT CERTIFICATES

### *Project Certificates to be used by the Developer*

- |                               |          |  |
|-------------------------------|----------|--|
| <b>Certificate 1: Stage 1</b> | <b>:</b> | <b>Engineering Design Approval Certificates</b>  |
|                               |          | <ol style="list-style-type: none"> <li>1. Land acquisition</li> <li>2. Geotechnical Report</li> <li>3. Environmental Scoping</li> <li>4. Mapping ( for detailed designs and specifications)</li> <li>5. Engineering Design</li> </ol>  |
| <b>Certificate 2: Stage 2</b> | <b>:</b> | <b>Town Planning and Survey</b>  |
|                               |          | <ol style="list-style-type: none"> <li>6.               <ol style="list-style-type: none"> <li>(a) Town Planning: submission of layout plan</li> <li>(b) Town Planning: approval of layout</li> </ol> </li> <li>7.               <ol style="list-style-type: none"> <li>(a) Planning consent: lodgement of township establishment application</li> <li>(b) Planning consent: approval of township establishment application</li> </ol> </li> <li>8.               <ol style="list-style-type: none"> <li>(a) Land Survey: lodgement of provisional general plan</li> <li>(b) Land Survey: completion of beaconing</li> <li>(c) Land Survey: submission of final general plan</li> <li>(d) Land Survey: approval of final general plan</li> </ol> </li> </ol> |
| <b>Certificate 3: Stage 2</b> | <b>:</b> | <b>Services Infrastructure</b>   |
|                               |          | <ol style="list-style-type: none"> <li>9.               <ol style="list-style-type: none"> <li>(a) Project Services: Interim payment certificate</li> <li>(b) Project Services: Completion certificate</li> </ol> </li> </ol>  |
| <b>Certificate 4: Stage 3</b> | <b>:</b> | <b>Sales Administration and Conveyancing</b>   |
|                               |          | <ol style="list-style-type: none"> <li>10. Sales administration: HSS printout</li> <li>11. Conveyancing/transfers</li> </ol>   |
| <b>Certificate 5: Stage 3</b> | <b>:</b> | <b>Top Structure</b>   |
|                               |          | <ol style="list-style-type: none"> <li>12               <ol style="list-style-type: none"> <li>(a) Geotechnical certificate</li> <li>(b) Foundation completion certificate</li> </ol> </li> <li>13 Wall plate level completion certificate</li> <li>14               <ol style="list-style-type: none"> <li>(a) Completion certificate</li> <li>(b) Handover certificate</li> </ol> </li> </ol>  |

**LAND ACQUISITION CERTIFICATE****1(1)**

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

Project Number: \_\_\_\_\_

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

I the undersigned, \_\_\_\_\_  
(Name of conveyancer)

Do hereby certify that the following property has been acquired for the purposes of a housing development pertaining to the above project:

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

Registration Details: \_\_\_\_\_

A copy of the deed is attached.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE**

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Verification by: Name: ..... Signature: ..... Date: .....

**GEOTECHNICAL REPORT CERTIFICATE****1(2)**

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the final geotechnical report has been accepted by the municipality.

A copy of the report is attached.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Geotechnical Engineer**Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)**Municipality** (insert name): \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

**Municipal Representative****FOR OFFICIAL USE**

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Verification by: Name: ..... Signature: ..... Date: .....

**ENVIRONMENTAL SCOPING REPORT CERTIFICATE****1(3)**

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the final environmental scoping report has been accepted by the municipality.

A copy of the report is attached.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Environmental Representative**

◆-----◆  
Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Municipality** (insert name): \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_  
**Municipal Representative**

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Verification by: Name: ..... Signature: ..... Date: .....

**MAPPING CERTIFICATE****1(4)**

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the mapping for detailed designs and specifications has been completed. The following documents are attached as confirmation:

(Delete which is applicable)

- ◆ Photography (must be submitted to qualify for 10% of payment)
- ◆ Tache survey (either tache survey or drawing to be submitted to qualify for 80% payment)
- ◆ Drawing
- ◆ A digital copy of the data has been submitted to KZN Human Settlement's Integrated Planning Component (must be submitted to qualify for 10% of payment).

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Surveyor**

\_\_\_\_\_

.....  
**Signature**  
**KZN Human Settlements:**  
**Integrated Planning**

.....  
**Name**

.....  
**Capacity**

.....  
**Date**

\_\_\_\_\_

**FOR OFFICIAL USE**

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Verification by: Name: ..... Signature: ..... Date: .....

**ENGINEERING DESIGN CERTIFICATE****1(5)**

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the engineering details for the design, specification, layout and details for services/infrastructure for the following **residential** sites have been **submitted / reviewed and approved** (delete which is not applicable) for installation of services:

SITE NUMBERS			
<b>TOTAL NUMBER OF SITES</b> (RESIDENTIAL)			

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
 (Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Design Engineer**

**FOR OFFICIAL USE**

Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....

## TOWN PLANNING LAYOUT CERTIFICATE

2(6)

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the draft layout plan for the above project has been **submitted to / approved by** (delete which is not applicable) the municipality.

Drawing Number: \_\_\_\_\_ (inserted by Planner)

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Town Planner**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Municipality** (insert name): \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

**Municipal Representative**

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Verification by: Name: ..... Signature: ..... Date: .....

2 (7) (a-b)
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**TOWNSHIP ESTABLISHMENT CONSENT CERTIFICATE**

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

Project Number: \_\_\_\_\_

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

It is hereby certified that an application for the establishment of a township in respect of the abovementioned project has been **(a) lodged with / (b) approved by** (delete which is not applicable) the relevant authority, in terms of the following legislation: \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Town Planner**

◆-----◆  
Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Township Establishment Authority** (insert name): \_\_\_\_\_

Reference number allocated: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_  
**Provincial/Municipal Representative**

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Verification by: Name: ..... Signature: ..... Date: .....



**SURVEY CERTIFICATE****2 (8) (a- d)**

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

Project Number: \_\_\_\_\_

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

I, the undersigned, \_\_\_\_\_  
 (Name of professional registered land surveyor)

Do hereby certify:

(Delete which is not applicable)

- a) The provisional general plan, S.G. No.: \_\_\_\_\_, for the residential sites listed herein has been lodged with the Surveyor-General.
- b) That the residential sites herein have been surveyed, boundary pegs have been established and beaconing is complete.
- c) The general plan for the sites listed herein has been submitted to the Surveyor-General.
- d) The general plan (No. \_\_\_\_\_) has been approved by the Surveyor-General. A copy is herewith attached for your records and a digital copy of the survey data has been submitted to the Integrated Planning Component (acknowledgement of receipt attached).

SITE NUMBERS			
<b>TOTAL NUMBER OF SITES(RESIDENTIAL)</b>			

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
 (Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Land Surveyor**

**FOR OFFICIAL USE**

Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....

## PROJECT SERVICES: INTERIM PAYMENT CERTIFICATE

**3 (9) (a)**

Claim No.:

Project Name: \_\_\_\_\_ Claim Date: \_\_\_\_\_

Project No.:

Developer's Name: \_\_\_\_\_

Address:

**NAME OF CONSULTING CIVIL ENGINEER** *(responsible for design and supervision of installation of township services)*

Approved number of sites :				
		R	C	
Approved Stage 3 payment /site: <b>A</b>				
Approved total Stage 3 payment :				
			<b>Sub Total / Total</b>	
			R	C
Gross value of work completed				
Escalation				
<b>Less : Retention</b>				
<b>Add : Materials on site : (..... % of R .....)</b>				
<b>Less : Total previous Stage 3 claims</b>				
<b>Amount due     B</b>				
<b>Stage 3 payment now due to Developer ( = N x A )</b>				

$$N = B / A$$

$$= \text{No. of sites (rounded to lowest integer)}$$

$$=N=$$

**Declaration:** I hereby declare that the information set down in this Certificate is correct.

Prepared by: \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICIAL USE			
Date received: .....			
Data captured by: Name: .....		Signature: ..... Date: .....	
Verification by: Name: .....		Signature: ..... Date: .....	

**PROJECT SERVICES COMPLETION CERTIFICATE****3 (9)(b)**

Certificate No.: \_\_\_\_\_

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

Project Number: \_\_\_\_\_

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

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

**NAME OF CONSULTING CIVIL ENGINEER** *(responsible for design and supervision of installation of township services)*

I the undersigned, \_\_\_\_\_  
 Do hereby certify that services at the level described below comply with the specifications of the Services Agreement signed with the municipality, have been installed, are operational in the project area, comply with the specifications set down in Annexure \_\_\_\_\_ of the Project Agreement entered into between the KwaZulu-Natal Department of Human Settlement and have been provided to the following sites:

SITE NUMBERS			
<b>TOTAL NUMBER OF SITES</b> (RESIDENTIAL)			

Sanitation: \_\_\_\_\_

Water reticulation: \_\_\_\_\_

Bus route construction: \_\_\_\_\_

Minor road construction: \_\_\_\_\_

Stormwater drainage: \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Developer's Civil Engineer

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**District Municipality** (insert name): \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity: \_\_\_\_\_ Date: \_\_\_\_\_

**District Municipal Representative**



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Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....

**SALES ADMINISTRATION CERTIFICATE****4 (10)**

Claim Number: \_\_\_\_\_

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

Project Number: \_\_\_\_\_

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

It is hereby submit a copy of the Provincial Subsidy Administration report to claim for the approval of beneficiaries in respect of the following sites:

SITE NUMBERS			
<b>TOTAL NUMBER OF SITES</b> (RESIDENTIAL)			

Attached hereto please find the relevant subsidy administration printout dated \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Developer**

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Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....

## CONVEYANCING CERTIFICATE FOR SITES TRANSFERRED

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

Project Number: \_\_\_\_\_

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

I the undersigned, \_\_\_\_\_

(Name of conveyancer)

Hereby certify that the following **residential** sites have been duly transferred into the beneficiaries' names:

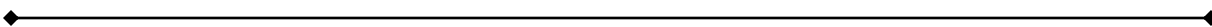
ID NUMBER*	SURNAME*	INITIALS*	ERF NUMBER*	DEED NUMBER*

\*to be provided on the conveyancer's original letterhead

Total number of transfers: \_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Conveyancer**



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Verification by: Name: ..... Signature: ..... Date: .....

**GEOTECHNICAL CERTIFICATE****5 (12) (a)**

*[Note: This Certificate is compulsory for each site for which an increased subsidy allowance has been granted due to geotechnical conditions]*

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

Project Number: \_\_\_\_\_

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

It is hereby certified that the design and construction of the foundations for the top structures at the following residential sites have been based on the applicable geotechnical specifications:-

SITE NUMBERS			
<b>TOTAL NUMBER OF SITES</b> (RESIDENTIAL)			

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

\_\_\_\_\_  
**Signature**  
**Structural Engineer**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

\_\_\_\_\_  
**Signature**  
**Structural/Civil Engineer**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

**FOR OFFICIAL USE**

Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....

# TOPSTRUCTURE COMPLETION CERTIFICATE

5	12(b)
	13
	14(a)

Site No.: .....

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

Project Number: \_\_\_\_\_

Developer:

I, \_\_\_\_\_ the undersigned  
(Name of Building Professional)

do hereby certify that :

(Delete which is not applicable)

- (Delete which is not applicable)
- The foundation, foundation plinths and surface bed
  - Building of top structure to wall plate level
  - Completion of top structure

\* The top structure has been completed in a satisfactory manner, in accordance with the building specifications stipulated within the agreement of sale between the seller and the purchaser, as approved by the KwaZulu-Natal Department of Human Settlements.

\* The value of the top structure constructed is equal to or more than the subsidy amount (i.e. top structure funding) and has been constructed in a satisfactory manner in accordance with the building specifications stipulated within the agreement of sale between the seller and the purchaser, as approved by the KwaZulu-Natal Department of Human Settlements.

\* The value and quality of materials delivered to and taken possession of by the beneficiary is equal to or more than the residual subsidy amount (i.e. subsidy amount less site selling price) in accordance with the specifications stipulated within the agreement between the seller and the purchaser, as approved by the KwaZulu-Natal Department of Human Settlements.

\* (Delete which is not applicable)

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Signature**  
**Building Professional**

Name of signatory

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Signature**  
**Municipality Building Inspector**

Name of signatory

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Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....



**HANDOVER CERTIFICATE****5 (14) (b)**

Site No.: .....

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

Project Number: \_\_\_\_\_

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

I, the undersigned \_\_\_\_\_  
(Name of Occupant / Approved Beneficiary)

I D Number \_\_\_\_\_

Contact number \_\_\_\_\_

do hereby acknowledge that I have taken possession of the above site, and am satisfied that the site and top-structure has been developed in a satisfactory manner in accordance with the specifications stipulated in the agreement of sale between myself and the seller/Developer and that the boundary pegs have been pointed out to me.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**PURCHASER/APPROVED BENEFICIARY****Name of Signatory**Left  
Thumb  
PrintRight  
Thumb  
Print*(If signature is not provided)*

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_  
(Month) (Year)

**Signature  
Developer****Name of signatory****FOR OFFICIAL USE**

Data captured by: Name: ..... Signature: ..... Date: .....

Verification by: Name: ..... Signature: ..... Date: .....