



**KZN Human Settlements**  
**uMnyango Wezokuhlaliswa**  
**Kwabantu**  
**ISIFUNDAZWE SAKWAZULU-NATALI**

**IMPLEMENTATION OF HOUSING SUBSIDY SCHEME**

**APPLICATION FOR VULNERABLE GROUPS  
(INSTITUTIONAL SUBSIDIES)**

- a) Special needs subsidies will be made available to institutions who comply with the criteria laid down in the special needs 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 special needs 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.**

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**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: .....  
Northern Regional Office  
Department of Human Settlements  
Private Bag X 02  
ULUNDI  
3838  
Tel: 035 874 2697

The Regional Manager  
Northern Regional Office  
Department of Human Settlements  
King Dinuzulu Highway  
Former Legislature, 2<sup>nd</sup> floor  
ULUNDI  
3838

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

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

The Regional Manager  
Inland Regional Office  
Department of Human Settlements  
199 Pietermaritz Street  
PIETERMARITZBURG  
3200

Tel: 033 845 2000

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

The Regional Manager:.....  
Coastal Regional Office  
Department of Human Settlements  
Private Bag X543102 or  
DURBAN  
4000

The Regional Manager  
Coastal Regional Office  
Department of Human Settlements  
320 Dr Pixley KaSeme Street  
DURBAN  
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](http://www.kznhousing.gov.za) for the Province and [www.dhs.gov.za](http://www.dhs.gov.za) for the National Department.

## VULNERABLE GROUPS

**Application is made for Institutional Subsidies (vulnerable groups) for the following project:**

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1. **PROJECT NAME:**.....  
(If this is a resubmission, fill in previous KZN Human Settlements Project No.....)

2. **INSTITUTION'S NAME:** .....  
**POSTAL ADDRESS:** .....  
.....  
..... Code:.....  
Telephone: (Code.....).....  
Facsimile: (Code.....).....  
Contact Person (Name).....

3. **INSTITUTION'S AGENT**  
(If applicable):.....  
(Attach a copy of the letter of authority from the Institution to submit this application)  
**POSTAL ADDRESS:** .....  
..... Code.....  
Telephone: (Code.....) .....  
Facsimile: (Code.....) .....  
**CONTACT PERSON (Name):**.....

4. **LOCATION OF PROJECT** .....  
.....  
4.1 Ward No:.....

4.2 Co-ordinates of outer boundary of project (certified by Land Surveyor) :

Boundary point	X	Y


**5 LOCAL AUTHORITY:** .....

5.1 Magisterial 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 |
| <input type="checkbox"/> Greenfield with identified local Community                  | <input type="checkbox"/> Home based care      |
| <input type="checkbox"/> Partial Greenfield and in-situ upgrade                      | <input type="checkbox"/> Children's village   |
| <input type="checkbox"/> In-situ upgrade/ refurbishment                              | <input type="checkbox"/> Care Centre          |

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

**6.2 Tenure Options**

- ☐ Rental
- ☐ Short term lease
- ☐ Leasehold
- ☐ Deed of Grant

☐ No of beds      ☐ Other (specify) (Tick ( \_ ) the appropriate box)

.....  
.....

**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 geotechnical engineer*) :-

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 -- refer to the variation calculator*)

9.1.3 Locational conditions (*attach map 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 / OR 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
- ☐ NPO
- ☐ 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
- ☐ Welfare organisation

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

- ☐ Institution has been constituted - attach the constitution and registration details.
- ☐ 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 1.20, Appendix 1)
- ☐ Trust

11.2 Social Compact

11.2.1 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 1.27, Appendix 1)

11.2.2 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 1.6, 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

### 10.5.1 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 utilizing labour intensive techniques employing local labour from the community:

.....

.....

.....

.....

## 11.6 Letter of support from Department of Social Development

(Refer to clause 1.5, Appendix 1)

.....

.....

.....

.....

## 11.7 Letter of support from Municipality (Refer to clause 1.4, 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 finalized.)

(\*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:**

12.4.1 Town Plan approved complete by: \* .....

12.4.2 General Plan approved by Surveyor-General by: \* .....

12.4.3 Township Designation by: \* .....

12.4.4 Township Register opened by: \* .....

12.4.5 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 2,9m<sup>3</sup>.
- \* 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 Readi-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 /			Form F2 : Property ownership

Conveyancer	.....	.....	certificate
Land surveyor	.....	.....	Cadastral site diagram + Form F3 : Survey certificate
Civil engineer	.....	.....	Form F4: Engineering approval Form F5 : Services certificate
Structural Engineer			Structural stability certificate
Electrical engineer	.....	.....	Form F4: Engineering approval Form F5 : Services certificate
Conveyancer	.....	.....	Form F6 : Sites transferred certificate
Building professional	.....	.....	Form F7 : Top structures completion certificate
Geotechnical engineer	.....	.....	Form F9 : Geotechnical certificate

NB. Attach PI certificate

## 20 FINANCIAL INFORMATION

### 20.1 Total Number of Units

No. of Units / beds ( A)	.....	VARIATION	SPECIAL NEEDS	Grants/ Donations
Amount per unit/ bed (B)	.....			
Total No. of Units (AXB)	.....			

### 20.2 Proposed Milestone Payments

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

### 20.3 Milestone Certificates

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

### 20.4 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.

### 20.5 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.

## 20.6 Total Product Price

The total product price is as follows :-

	Size (m <sup>2</sup> )	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 :-

<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 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 support from Department of Social Development		
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		



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## **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**

