



KZN Human Settlements

**uMnyango Wezokuhlaliswa
Kwabantu**

ISIFUNDAZWE SAKWAZULU-NATALI

HOUSING POLICY COMMUNIQUÉ

*Circular No.3/2010
Dated: 19 August 2010*

***KZN Human Settlements
Private Bag X9157
PIETERMARITZBURG
3200***

***Tel : (033) 392 6406
Fax : (033) 392 6482
Website: www.kznhousing.gov.za***

INDEX

- 1. Termination of the Financial Contribution requirement by beneficiaries** **Page 2**
- 2. Guidelines for Stakeholder Consultation** **Page 3**
- 3. Norms and standards** **Page 6**

TERMINATION OF THE FINANCIAL CONTRIBUTION REQUIREMENT BY BENEFICIARIES

1. BACKGROUND

The principle that housing subsidy beneficiaries must contribute towards realising their rights to access the Housing Subsidy Scheme benefits took effect on 1 April 2002. Such contributions could be realised by means of a financial contribution (an amount of R2479) or a contribution in kind, by participating in the building of their houses through the People's Housing Process route. A narrow exemption was given to the disabled and health stricken beneficiaries.

2. DECISION TO TERMINATE THE CONTRIBUTION

Based on the research findings of the Human Settlements, MINMEC Committee, on 11 and 12 March 2010, it resolved to revoke the R2479 cash contribution required from beneficiaries with immediate effect.

The implication of the decision is that all qualifying subsidy beneficiaries, earning R0 to R3500 per month will be entitled to the full prevailing subsidy amount. This means that any financial contributions collected subsequent to 11 March 2010 should be refunded. These cases should be administered on an ad hoc basis and in accordance with the relevant prescripts. The Housing Subsidy System (HSS) is being adjusted to accommodate the policy decision.

3. THE REVISED HOUSING SUBSIDY QUANTUM

Housing Subsidy Amounts: 11 March 2010 till 31 March 2011	
Integrated Residential Development Programme (IRDP): # <input type="checkbox"/> <input type="checkbox"/> R0 to R3500	R55,706.00
Enhanced People's Housing Process: # <input type="checkbox"/> <input type="checkbox"/> R0 to R3500	R55,706.00
Rural Subsidies: # R0 to R3500	R54,906.00
Farm Resident Subsidies: # R0 to R3500	R54,650.00
Consolidation Subsidies: R0 to R3500	R54,906.00
Institutional Subsidies: R0 to R3500	R52,427.00
Individual Subsidies: R0 to R3500	R84,000.00

#	As an option of last resort, internal municipal engineering services may be financed from the housing subsidy. The amount available per stand is:	R22 162.00
<input type="checkbox"/>	The cost of the raw land may be financed from the annual housing funding allocation to Provincial Governments.	Market value (Currently estimated at R6 000, 00 per stand)

GUIDELINES FOR STAKEHOLDER CONSULTATION

1. INTRODUCTION

The Guidelines for stakeholder consultation is an internal document that has been designed to guide communication between the Department of Human Settlements and external stakeholders. Note: HOD approved.

2. BACKGROUND

There are several measures that exist through which consultation and communication currently takes place with the Department's stakeholders in the process of policy development and research, however, it has been noted that there is a lack of constructive participation by most stakeholders.

3. PURPOSE OF CONSULTATION

Consultation and communication are proactive means to engage with staff and various stakeholders to help to determine or test policy options and identify any gaps and implementation resource needs that may have been overlooked. The way we consult and communicate is an essential part of bringing onboard our stakeholders to ensure success. Consultation through contact with key stakeholders is needed to ensure that input is taken from various perspectives. This is vital to ensure accuracy of content and to inform individuals within the target groups of the reason and purpose of the consultation. Prior to initiating any consultation, the purpose of the consultation must be determined, who the target group will be, the consultation method and the expected completion date

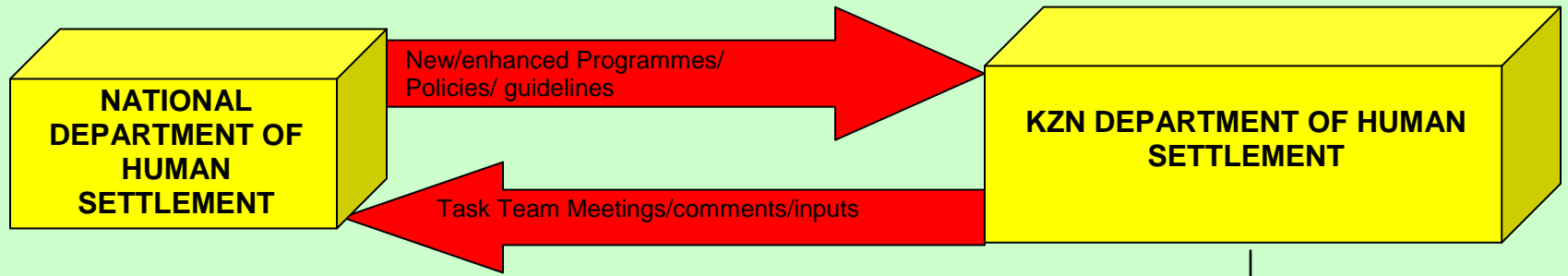
4. TARGET GROUP

The identification of the target group will depend on the nature and content of the policy being developed or evaluated, research project being undertaken, problem identified or information communicated. To ensure adequate coverage of the relevant stakeholders, they should include those affected by the policy

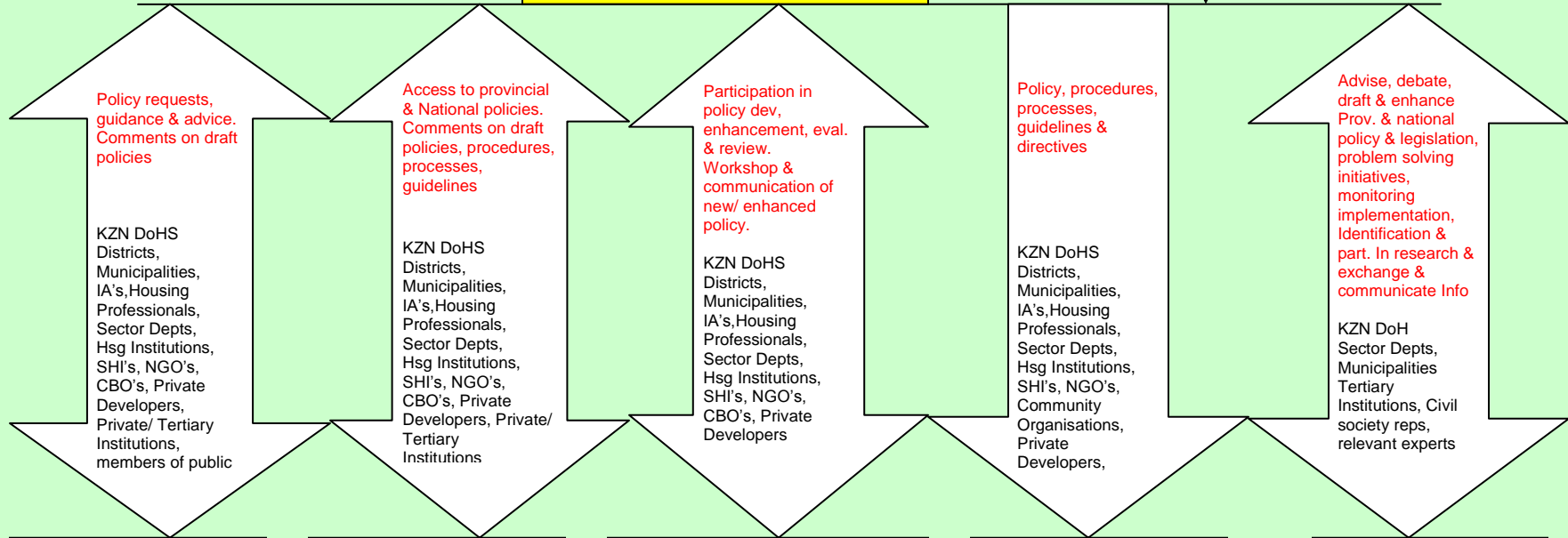
5. CONSULTATION METHODS (illustrated in Annexure 1)

- Telephone, Facsimile, E-mail or Regular mail
- Website Publication
- Workshops, Information/Debate Sessions or Task Teams/Reference Groups
- Policy Communiqué and KwaZulu-Natal Department of Human Settlements Think-Tank / Reference Group

Annexure 1: CONSULTATION PROCESS



Nature/ Purpose of Consultation



**S
t
a
k
e
h
o
l
d
e
r
s**

**TELEPHONE
FACSIMILE
E-MAIL
REGULAR MAIL**

WEBSITE

**WORKSHOPS
TASK TEAMS
INFORMATION /
DEBATE SESSIONS**

**POLICY
COMMUNIQUE**

THINK TANKS

Method of Consultation

6. TIME FRAMES

A reasonable consultation period granted for adequate submission of comments on draft policies will be a minimum of 2 weeks (10 working days). Urgent cases where there is a need for swift decision-making or where stakeholders have already had sufficient opportunity to comment, the period may be shortened to 1 week (5 working days). The time frames for the Think-tanks will be informed by the proposed terms of reference. Cognisance needs to be taken of timing constraints for inputs requested from the National and/or other Departments.

7. APPLICATION

All draft policies/guidelines/procedures inviting comments through the chosen method of consultation must provide a closing date for submission based on the suggested time frames. The responsible official's contact details including, telephone number, facsimile number and/or e-mail address must be included in the request for comments. Should there be significant input received, a revised draft will be developed and re-submitted for further consultation before proceeding for approval. All approved policy documents being communicated will, where appropriate and feasible, be made available in alternative formats to the visually and hearing impaired stakeholders in Braille or recorded tapes/compact disks. The operational issues of the Think-tanks / Reference Groups or advisory panels will be informed by the terms of reference.

-----**END**-----

NORMS AND STANDARDS

1. INTRODUCTION

The Framework for Norms and Standards was approved by the MEC for KwaZulu-Natal Human Settlements and Public Works on 29 June 2010. The intention of the framework is to standardise the material used in the construction of the top structure as well as also accommodate the various housing typologies compiled by Cuban Professionals. It is advised that The National Home Builder's Registration Council Home Building Manual, Parts 1,2 and 3; be read in conjunction with the National Department of Human Settlements Minimum Norms and standards (as may be amended from time to time); and the agreed standards as set out in Section 4 and 5 of this document, as they serve to guide the technical specifications for all housing delivery subsidized through the conditional grant.

2. BACKGROUND

The Comprehensive Plan for the Creation of Sustainable Human Settlements, approved by Cabinet on 1 September 2004, inter alia advocates the enhancement of the National Norms and Standards for housing products to be delivered through the National Housing Programme. The current standard of stand alone dwellings is prescribed by the revised National Norms and Standards which came into effect on 1st April 2007. These standards are in terms of the National Home Builders Registration Council (NHBC) and SANS 10400 requirements. Although the standards are adhered to, it has been observed that some projects are delivering, within the subsidy amount allowable, a higher standard of top structure with tiled roofs, gutters, down pipes, etc. while others are very basic structures with minimum aesthetic appeal. In some cases these prescribed standards are disregarded in favour of poor quality material. Information was gathered from various sources including the National Housing Code 2009, Eastern Cape Department of Human Settlements, Western Cape Department of Human Settlements, NHBC, workshop with Implementing Agents and project management. Suggestions were made in view of the fact that some materials will be prescribed by a professional engineer e.g. foundations and roofs, while others cannot be too strictly prescribed due to its availability within project areas as well as the impact this may have in terms of prejudicing suppliers.

3. NOTE

The Norms and standards do not replace the SANS, especially sana10400 requirements.

4. SUGGESTED STANDARDS

The following are suggested as minimum standards for the construction of stand alone dwellings financed through the housing subsidy in KwaZulu-Natal.

4.1 FOUNDATIONS

The geotechnical report must advise the choice of foundation.

a) Raft Foundations: If raft foundations are required, it must be constructed according to the design prepared and certified by a structural engineer.

b) Strip Footings: In stable soil conditions, the minimum width of strip foundations must be 500mm for external walls and 400mm for internal walls (for a house with a tiled or sheeted roof). The minimum depth of the foundation must be 200mm. The strength of the concrete used for the strip footing must be 15MPa or better. Blocks used for strip footings must be filled with concrete.

c) Foundation Walls: The height of any foundation wall shall be not more than 1,5 m if not acting as a retaining wall.

d) Damp Proof Course (DPC): A 250 micron thick damp proof course of plastic must be laid above the compacted fill and up over the block work so that it extends beyond the edge of the outside block work.

4.2 FLOORS

a) Floor Fill

The fill to be used under the floor slab must be clean soil with no clay, sticks, stones, plastic, paper, sharp objects, or other matter.

b) Floor Slab

The floor slab must be steel floated but wood float finishes may be used in dispersed rural areas. Concrete used for foundations must be compacted and a minimum strength of 20 MPa.

c) Site Preparation

There must be a 1,5m clearing from the external walls in the case of some rural projects or have a 1m concrete apron around the house.

4.3 BLOCKWORK

a) Walls

The brick force used must be 2,8mm galvanized for coastal areas and 2, 8mm ungalvanized for inland areas. External walls must be at least 140mm thick and Internal walls must be at least 90mm thick unless the internal wall is load-bearing where it should also be 140mm.

b) Mortar Mix

Ready-mix concrete is recommended to be used where possible to ensure a mixture of accurate proportions.

C) Lintels

Concrete lintels or U-blocks filled with steel and concrete should be used over all door and window openings in the blockwork to prevent cracking. If Clisco window frames are used it is not necessary to use a separate lintel over the opening

4.4 WINDOWS AND DOORS

a) Windows

The width of steel window frames must be 1mm thick residential windows (either F7 or FX7). Window stays must be durable against weather and continued use.

b) Window Sills

Window Sills must be installed to guide water running down the window away from the wall. Sills must extend at least 15mm out from the wall, be sloped down and have damp proofing installed. Use of clisco surrounds in window frames excludes the need for lintels, dpc (plastic membrane) and window sills.

c) Doors

The width of steel door frames must be 1mm thick rebated frames in the size of 813 x 2032mm high. Door and Window Frames must be properly fixed with hoop iron ties or lugs into the walls during construction. Mortar must be placed between the frame and wall.

4.5 ROOFS

The roof must be designed by a specialist to suit specific area conditions. If corrugated/IBR galvanized roof sheeting is used for roofing it must be 5mm or more thick. To assist with preventing leaks, it is preferred if a single roof sheet is used instead of joining separate sheets or using ridge capping. Roof Ties must be incorporated at least two block courses below the wall plate into the block work. Roof ties should be tied to the brick force layer at window height.

4.6 Walls

To ensure the health and safety of the occupants, the external walls must be adequately waterproofed. Although plastered walls are preferred, the minimum requirement must include bag-washing and paint to the walls externally.

4.7 FINISHES & AESTHETIC ENHANCEMENTS

Due to the different and subjective nature of communities' perceptions on what is aesthetically pleasing, a standard cannot be prescribed. Furthermore, varying environmental factors will influence the choice of aesthetic enhancements suitable for different project locations e.g. concrete roof tiles are not suitable for areas with heavy hail. However the following are recommended where the above issues and budget permit.

a) Walls

External walls may be plastered and painted where possible with paint of varying available shades. Internally, if not plastered, the brick/block should be neatened and smoothed down.

b) Windows

Window sills should be smoothed internally and externally, if not plastered. Window frames may be painted to compliment the colour of the house.

c) Doors

The external doors should be waterproofed Pine wood or better, or painted to co-ordinate with walls and windows.

d) Roofs

Where recommended by the engineer, concrete tiles should be used. Alternatively, colour roof sheeting may be used that is compatible with the environment. The roof structure should be designed to facilitate incremental improvements such as ceilings and electrical fittings, etc. Barge boards, fascia boards, gutters and down pipes may be provided. These can be painted to co-ordinate with exterior wall colours.

e) Orientation & design

While keeping in mind passive solar design, the orientation of the house on the site should be varied to enhance the landscape. Projects need to encourage creative designs and allow at least 3 different facades for greater aesthetic appeal.

f) Internal enhancements

Splash tiles may be fitted around the kitchen sink. The wall area around the bathroom basin and shower should be waterproofed. A waterproof coating may be used through the internal floor area to enhance the appearance while also increasing thermal efficiency.

5. SOCIAL HOUSING UNITS

The minimum specifications for Social Housing Units as prescribed by the National Department of Human Settlement's Social Housing Programme Guideline will apply for rental stock in designated restructuring zones. Since these zones are in established urban areas, a minimum level of service (no electricity) is inappropriate. The required level of service (to units either in cluster complexes or multi-storey buildings) is:

- 100 to 120m² average stand size for detached units in development complexes, smaller stand sizes for attached units where applicable.
- Water reticulation with metered water connections.
- Midblock sewer reticulation with unit connections – generally open system with gulleys and inspection eyes at units.
- Surfaced roads with either edge strip or mountable kerbs.
- Surface and underground (where required) storm water drainage system.
- Underground electrical reticulation with metered connections – generally 30 to 60 amp supply.
- Fire supply (hydrants) to meet relevant fire safety regulations.

Superstructure Specifications

The existing social housing "product" and AML minimum grade spec units detailed below would apply. *Unit sizes will comply with minimum standards, i.e. no less than 40m ² . The unit must be self-contained, i.e. have a separate bathroom and, at least a kitchen area if it is a bachelor unit.	
Minimum Unit Specification:	
Foundation	Reinforced concrete raft or other foundation type as specified by engineer (for either individual units or multi-storey buildings).
Slab	Integral with foundations, as specified by engineer.
Superstructure	Minimum 40m ² for new construction, refurbishment or conversion. Walls constructed typically with 140 x 290 x 90mm concrete bricks, bedded in Class 2 mortar; internal walls; blocks on edge, DPC under all walls and brick reinforcing conventionally applied.
Windows	Standard steel section windows and glazing.

Doors	Standard pressed steel door frames, at least 1 exterior solid door with undercoat and enamel paint with weatherbar; interior doors to be hollow core door with undercoat and enamel paint; all doors with two lever locks and keys.
Roof	26° roof pitch (double pitch) with concrete or similar roof tiles. Ceilings, gutters and downpipes included.
Plumbing	Hot and cold water and sewer plumbing to bathroom and kitchen, minimum 80 litre geyser included. Single stopcock on the outside to cut off water supply, water meter.
Electricity	Minimum 2-core internal (hidden) electrical wiring, separate light and power circuits, earth leakage and lightning conductor – all housed in db board with electricity meter.
Finishes and Fittings	Floor slab power floated. All walls plastered and painted. Floors carpeted, and ceramic tiles in kitchen area and bathroom. Ceilings with cornices painted. All door frames enamel painted. Window frames one coat red oxide plus enamel. Internal walls, all to ceiling height, 90mm wide plastered and painted. Window panes minimum 4mm gauge, with concrete external window sills, all internal window sills to be plastered. Single track curtain rails above all windows. Obscured glazing for bathroom windows. Minimum 3-layer splashback glazed wall tiling in kitchen in bathroom. Towel rails & toilet roll holders to be fitted in bathroom. Ceramic toilet cisterns, bath, hot and cold water system. Internal electrical reticulation (including db board) to include stove point, light and plug points and standard fittings in all rooms, external light and light only to bathroom. Standard kitchen units and fittings – kitchen sink and drying board; with cupboard and extra high-level cupboard. Boundary fencing and walling.
Fencing	Boundary fencing or pre-cast walling for individual detached units.

**Converted units in existing buildings may have unit sizes that are smaller but should be compensated by a higher quality of finishes to ensure value.*

-----**END**-----