



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

PROJECT PROCESS

No.	Task	Notes	Responsibility
1	PREFEASIBILITY PROCESS		
1.1	MEC Receives Provincial Housing Subsidy Allocation from National	MEC receives Provincial Housing Subsidy allocation from the National Department of Housing according to the housing needs / projects identified in the Provincial Integrated Development Plan. Allocation of funds according to different programmes.	NDoHS / MEC / Provincial Department of Human Settlements
1.2	Municipalities apply for reservation of project funding i.t.o approved IDP and agreed priorities	Municipalities apply for reservation of project funding in terms of approved IDP and agreed project priorities.	Developer (Municipality as implementing agent)
1.3	MEC confirms reservation of project funding per municipality and requests project descriptions	MEC confirms reservation of project funding in terms of the relevant housing programme per municipality and requests project descriptions.	MEC / Municipality
1.4	Municipality calls for land availability proposals where required	Municipality calls for land availability proposals where required.	Developer / Land owners / Municipality
1.5	Adjudication of land proposals in relation to IDP's and selection of priority land	Adjudication / consideration of land proposals in relation to IDP's and selection of priority land.	Developer / Municipality
1.6	Quality Management Plan	A quality management plan (QMP) must be adopted By establishing the correct project brief & scope and flow through all phases of the project until final close-out. A QMP must be submitted with the application for project approval and be included in the project agreement.	Developer / Municipality
1.7	Preparation Funding	Application is made if preparation funding is required to undertake prefeasibility risk assessments.	Developer / Municipality/ Project management/ MEC
1.8	Development Strategy: Turnkey, Traditional Preplanned or Development Contract	Procurement method: Turnkey project – Developer responsible for whole project. Pre-planned project – Only the town planning part of the project is done. Development project –Only the development part of the project is done	Developer / Municipality
1.9	Appoint core team	A Municipality will normally appoint a project team to assist with the delivery of housing programmes. The choice of a project team is crucial and could affect the timely completion of the project and quality of the end product. Hence, it is suggested that careful consideration be given to the appointment of the said project team. Factors like local knowledge, capacity, experience and track records are of utmost importance.	DoHS / Municipality
1.10	Municipality secures land, undertakes risk assessment (land audit, prelim geo-tech, EIA, Bulks/basic services & Social issues), prepares project descriptions and compiles acquisition agreements	Municipality secures land, undertakes risk assessment, prepares project descriptions and compiles acquisition agreements / Land Availability Agreement where applicable.	Developer / Municipality
1.11	MEC adjudicates, makes conditional approval of project funding	MEC adjudicates / considers, makes conditional approval of specific project funding against selected land parcels and project descriptions.	MEC
2	FEASIBILITY PROCESS		
2.1	Detailed land audit	Address issues related to the land being used for the project	Developer/ Municipality
2.2	Contractual Matters related to land, land assembly	The nature of the work required will be informed largely by the preliminary land audit undertaken in the pre-feasibility stage. Where the process is complex and risky it may be	MEC / Municipality (developer) / NHBRC / Community / NGO's / CBO's / Contractors

No.	Task	Notes	Responsibility
		necessary that this be undertaken as a separate process before commencement of the feasibility stage. Memorandums of Understanding / Undertakings / Agreements / Contracts.	
2.3	Socio-survey	Beneficiary profile, existing top-structure information, land ownership details, economic & social facilities, community needs etc. are established.	Municipality/IA
2.4	Preliminary town planning layout and report	Drawings of prelim town plan layout, township establishment route, zoning as well as comments on relevant planning issues, community & economic facilities, etc. A locational allowance can be motivated in terms of DoHS policy.	Town planner/IA
2.5	Preliminary engineering design and costs	Undertake engineering layouts & estimates. Liaise with other Key service departments to determine level of water, sewer, road, etc. comment on level of internal and bulk services to be provided with consideration to the DoHS prescribed norms & standards. A detailed geotechnical report will be required for motivation of the variation allowance.	Municipality/developer/IA/ Civil Engineer/ Geotechnical engineer
2.6	Environmental impact Assessment	Details of the impact of the development on the environment where applicable. EIA application	DEA/ environmental practitioner
2.7	Top-structure delivery process	Indicate tenure options, delivery method, subsidy types, top-structure designs and cost estimates.	Municipality/developer/IA/architect
2.8	Social facilitation	Facilitate community workshops with DoHS, Municipality and professional team to address the housing process ad top-structure solutions. Facilitate signing of social compact agreement including rates and services agreement. Social facilitation should be a continuous process throughout the project lifespan.	DoHS/ Municipality/ IA/ professional team Closeout
2.9	Submission of project application	Implementing agent / supporting organization prepares and submits project application to MEC via Regional Office. Ensure all required supporting documents are included.	Implementing agent / supporting organisation
2.10	Evaluation of project application & submission to HEAC	Regional Office evaluates project application and if compliant with policy prescripts submit to HEAC for recommendation to MEC	DoHS Project Management/ Contracts/ Planning & Product Development
2.11	Project application approval: Stage 1/ Tranche 1 funding	Project application is recommended by HEAC, approved by MEC.	HEAC/ MEC
2.12	Record of project decision	PDoHS records project on HSS and inform municipality of decision	DoHS/ Municipality Closeout
2.13	Project agreement: Stage 1/Tranche 1 funding	Project agreement concluded	DoHS/ Municipality/IA Closeout
2.14	Payment of subsidies	Payment of subsidies commences in accordance with milestones achieved within Stage/Tranche 1	DoHS /IA/ Municipality Closeout
2.15	Project & Contractor enrolment with NHBRC & CIDB	Project is enrolled with the NHBRC. Building contractors to be enrolled with the CIDB.	NHBRC /CIDB/ Developer / Contractors
2.16	NHBRC project enrollment + (Home enrolment for Rural Projects)	NHBRC issues a Project Enrolment Certificate	NHBRC / Developer
3 IMPLEMENTATION: STAGE 2			
3.1	Layout & township design & planning approval	Town Planner, Urban Designer & engineer undertakes the layout of the township/ subdivision in consultation with the environmental consultant. Town Planner prepares and submits an application to the relevant authority/tribunal	Town Planner / Urban Designer / Engineer Closeout
3.2	Planning & development approval	Authority / Tribunal to whom the application was submitted, approves the application, layout and conditions of establishment / conditions of approval. Appeals to MEC	Municipality / Tribunal /IA Closeout
3.3	Approval of General Plan	Calculate approved layout and obtain approved general plan	Surveyor Closeout

No.	Task	Notes	Responsibility
		/ subdivision plan from Surveyor General	
3.4	Social profiling	Submit beneficiary subsidy application to DoHS	Municipality/ IA
3.5	Project Application approval: Stage 2/Tranche 2	Project application is recommended by HEAC, approved by MEC. Project contract signed	HEAC/ MEC/ DoHS, Municipality, IA
3.6	Payment of subsidies	Payment of subsidies commences in accordance with milestones achieved within Stage/Tranche 2	DoHS /IA/ Municipality
3.7	NHBRC home enrollment	Registration of houses with NHBRC commences	DoHS/ Municipality/ NHBRC
3.8	Engineering services design	The civil / electrical / traffic engineers will use the services agreement and approved layout plan for preliminary engineering services design and the approved general plan as well as the town planning layout to finalise the design of the services for the development. The designs must be approved by the Municipality.	Civil / Electrical / Traffic Engineers / Municipality
3.9	Bulk earthworks, install services, handover of services, site supervision	Prior to the commencement of any construction related activity the following documentation must be available. These can include, but not limited to approved land use rights, a positive geo-technical report, a positive Record of Decision (EIA) and an approved occupational health and safety plan. The necessary earthworks are conducted and services installed under the supervision of a site engineer. On completion of and after testing the services installed and constructed, the hand-over of services to the relevant municipality will take place.	Engineers / Contractors / Municipality

4 IMPLEMENTATION: STAGE 3

4.1	House construction: Stage 3/Tranche 3 application	Application by IA to region office for top-structure funding. Stage/Tranche 3 application is recommended by HEAC, approved by MEC. Project contract addendum signed.	DoHS/HEAC/MEC/ Municipality/IA
4.2	Submit buildings plans, approved building plans, Top-structure construction.	The architect will compile and submit building plans to the Municipality for approval prior to the commencement of construction. Community Committee & Municipality has to approve plans.	Architect / Structural Engineer/ PDHS / Municipality/ Community Committee
4.3	Completed top-structures Building inspection: Foundation certificate, structural certificate, occupation certificate.	The top structures are completed, completion certificates issued. Upon completion of the top structure an engineer will certify that foundations and structural elements of the house are satisfactory for human occupation.	DoHS, /IA / structural engineer/Municipality
4.4	Conveyancing (of individual erven)	Registration of transfer of individual erven is complete. Compile & handover of deeds to beneficiaries. Occupation takes place. Occupational certificate "happy letter" signed by beneficiary.	Conveyancer / Municipality / Beneficiary/ DoHS
4.5	Payment of subsidies	Payment of subsidies commences in accordance with milestones achieved within Stage/Tranche 3	DoHS /IA/ Municipality
4.6	Project Completion	Project is completed	DoHS /IA/ Municipality

5 CLOSE OUT

5.1	Close out of project	Project is closed out ensuring completion of all relevant certification	DoHS / IA/ Municipality
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ABBREVIATIONS / ACRONYMS	
MEC	Member of the Executive Council
DoHS	Department of Human Settlements (KZN)
IA	Implementing Agent
NHBRC	National Home Builders Registration Council
HEAC	Housing Evaluation Assessment Committee
HSS	Housing Subsidy System
CIDB	Construction Industry Development Board