



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

KZN PROJECT PROCESS

No.	Task	Notes	Responsibility
1.	STAGE 1		
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 Municipal Integrated Development Plan. Allocation of funds according to different programmes.	NDoHS / MEC / Provincial Department of Human Settlements / Municipalities.
1.2	Municipalities apply for reservation of project funding i.t.o SDF / Housing Sector Plan/ Council Resolution/ approved IDP and agreed priorities.	Municipalities apply for reservation of project funding in terms of Spatial Development framework / Housing Sector plan/Council Resolution/ approved IDP and agreed project priorities.	Developer/ Municipality /PDoHS.
1.3	Province/Municipality calls for land availability proposals where required.	Province/Municipality calls for land availability proposals where required.	PDoHS/ Municipality/ Developer Landowners /HAD.
1.4	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/ PDoHS
1.5	Development Strategy Procurement of Professionals/ Appoint core team/ Traditional Preplanned or Development Contract.	Procurement method: pre-planned project Only the town planning part of the project is done. Development project –Only the development part of the project is done. 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 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.	Developer / Municipality/ PDoHS.
1.6	Developer undertakes prefeasibility/ Risk assessment: Planning, Land Audit, EIA, Bulks, Social. Geotech prepares project description and compiles acquisition agreements. Municipality secures land.	Developer undertakes prefeasibility assessment, prepares project descriptions and compiles acquisition agreements / Land Availability Agreement where applicable. The provision of bulk services must be prioritized within the District Municipality for the project. The Municipality secures the land.	Developer / Municipality/ IP/ PDoHS.
1.7	Finalise Acquisition of Land.	A Municipality finalises the acquisition of the Land in respect of agreements etc.	PDoHS/ Municipality.
1.8	Submission of project application.	Implementing agent / supporting organization prepare and submit project application to MEC via Regional /District Office. Ensure all required supporting documents are included.	PDoHS / IP.
1.9	Assessment by Integrated Planning.	PDoHS, Integrated Planning Component will assess application by municipality to determine if all risks have been addressed.	Implementing agent / supporting organization /PDoHS/ IP.
1.10	Evaluation of project application & submission to MEC via DoHS Evaluation Committee.	Regional / District Office evaluates project application and if compliant with policy prescripts submit to PDoHS Assessment Committee for recommendation to MEC.	PDoHS Project Management/ Contracts/ Planning & IP PDoHS/Evaluation Committee.
1.11	Project application approval: Stage 1 funding.	Project application is recommended by PDoHS Evaluation Committee, approved by MEC.	Evaluation Committee / MEC.
1.12	Record of project decision.	PDoHS records project on HSS and inform municipality of decision.	PDoHS/Municipality/IA.

TABLE TO BE READ WITH REFERENCE TO FLOW CHART

No.	Task	Notes	Responsibility
1.13	Project Agreement stage 1 Funding.	Project Agreement concluded	PDoHS/Municipality/IA
1.14	Appointment of Service provider to undertake detailed planning.	The PDoHS appoints a Service Provider to undertake detailed planning.	PDoHS /MEC.
1.15	Payment of subsidies i.t.o milestone achieved.	Payment of subsidies commences in accordance with milestones achieved within Stage 1.	PDoHS /IA/ Municipality.
1.16	Project & Contractor enrolment with NHBRC & CIDB	Project is enrolled with the NHBRC. Building contractors to be enrolled with the CIDB.	NHBRC /CIDB/ Developer / Contractors.
1.17	NHBRC project enrollment.	NHBRC issues a Project Enrolment Certificate	NHBRC / Developer.
1.18	Stage 1 - Close -out	*To be done in terms of the KZN revised procedure for closing out projects	
1.19	Hand over.	The project is handed over to project Monitors.	PDoHS /IP/Project Management.
NB: The PDoHS may undertake the role of the developer for implementing of Human Settlements projects.			
2. STAGE 2 FEASIBILITY PROCESS:			
2.1	Submission of stage 2 application pack.	Project application is recommended by PDoHS, assessment committee for recommendation to MEC.	TEC /MEC.
2.2	Confirmation of land acquisition.	Confirmation of Memorandums of Understanding, SLA/ DRA/ undertakings/contracts are concluded	Developer/Municipality.
2.3	Land claims (where applicable).	Ensure that land claimants/graves are accommodated in the project and that any conditions of the agreements have been complied with.	MEC/Municipality/Developer/ Community NGO's CBO's / contractors.
2.4	Socio-survey.	Beneficiary profile, existing top-structure information, landownership details, economic & social facilities, community needs etc. are established.	Municipality/IA.
2.5	Preliminary town planning layout/settlement plan 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 Settlement plan with GPS coordinates/ survey certificates. Municipality to provide planning approvals in terms of SPLUMA.	Town planner/IA/Municipality.
2.6	Preliminary engineering design and costs/Bulk Services/Service level Agreement.	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. Confirmation of bulk services. SLA in place from the relevant district authorities.	Municipality/developer/IA/ Civil Engineer/ District /Local Municipality.
2.7	Geotechnical Report/Location Allowance.	A detailed geotechnical report will be required for the motivation of the variation allowance. Locational allowance can be motivated in terms of DoHS policy.	Municipal /Geotechnical Engineer.

TABLE TO BE READ WITH REFERENCE TO FLOW CHART

No.	Task	Notes	Responsibility
2.8	Environmental Impact Assessment	Details of the impact of the development on the environment where applicable. EIA application and Record of Decisions where applicable	DEA/ environmental practitioner.
2.9	Social facilitation.	Facilitate community workshops with PDoHS, Municipality and professional team to address the housing process and 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. Indicate tenure options, delivery method, subsidy types, top-structure designs and cost estimates.	PDoHS/ Municipality/ IA / professional team.
2.10	NHBRC home enrollment for Rural Projects.	NHBRC issues home Enrolment Certificate.	NHBRC / Developer/PDoHS.
2.11	EPWP labor intensive /construction compliance.	EPWP reporting/brandings/designs.	EPWP unit/ IA.
3. STAGE 2 IMPLEMENTATION:			
3.1	Settlement plan, Layout & township planning.	Town planner, Urban designer & engineer undertakes the layout of the township settlement plan/survey certificate subdivision in consultation with the environmental consultant. Town Planner prepares and submits an application to the relevant authority/tribunal.	Town Planner / Urban Designer / Engineer.
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 COGTA MEC.	Municipality / Tribunal /IA COGTA MEC.
3.3	Approval of General Plan.	Calculate approved layout and obtain approved general plan/Subdivision plan approved by Surveyor General.	Surveyor/IA.
3.4	Project Application approval: Stage 2.	Project application is recommended by Evaluation Committee, approved by MEC. Project contract signed.	Evaluation Committee/ MEC/ DoHS/ Municipality/IA PDoHS.
3.5	Payment of subsidies.	Payment of subsidies commences in accordance with milestones achieved within Stage2.	PDoHS/Municipality/IA's.
3.6	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/TEC.

TABLE TO BE READ WITH REFERENCE TO FLOW CHART

No.	Task	Notes	Responsibility
3.7	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. EPWP labor intensive trainees used for services installation. 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.
3.8	Social Profiling (urban process).	Submit beneficiary subsidy application to PDoHS.	Municipality/ IA/PDoHS.
3.9	Hand over certificates.	Issue of certificates by custodian of the service e.g. transport.	Municipality/Custodian sector department /District Municipality.
3.10	Compliance with the conditions of establishment of SPLUMA.	Ensure conditions of SPLUMA are complied.	Municipality/IP/PDoHS.
3.11	Opening of Township Register.	Submission to the Deeds office to open the township register (Rural).	Surveyor/ IA.
4.	STAGE 3: TOP STRUCTURE CONSTRUCTION:		
4.1	Social Profiling (rural)	Submit beneficiary subsidy application to PDoHS.	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/ PDoHS / Municipality/ Community Committee.
4.3	House construction: Stage 3 application.	Application by IA to regional/district office for top-structure funding. Stage 3 application is recommended by Evaluation Committee, approved by MEC. Project stage 3 agreements signed.	PDoHS/Evaluation Committee /MEC/Municipality/IA.
4.4	NHBRC home enrollment for urban projects.	Enrollment of houses with NHBRC commences	PDoHS/ Municipality/ NHBRC.
4.5	Completed top structures milestone Building inspection: Foundation certificate, structural certificate, occupation certificate and NHBRC issues FUR.	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. NHBRC issues FUR.	PDoHS /IA / structural Engineer/ Municipality/NHBRC.
4.6	Payment of subsidies.	Payment of subsidies commences in accordance with milestones achieved within Stage3.	PDoHS /IA/ Municipality.
4.7	Conveyancing (of individual erven).	Registration of transfer of individual erven is complete. Compile & handover of deeds to beneficiaries	Conveyancer / Municipality / Beneficiary/ PDoHS.
4.8	Occupation takes place.	Occupational certificate "happy letter" signed by beneficiary.	Conveyancer / Municipality / Beneficiary/ PDoHS.
4.9	Project Completion.	Project is completed.	PDoHS / IA/ Municipality.
5.	CLOSE OUT		
	* To be done in terms of the KZN revised procedure for closing out projects		
5.1	Final Project -Close out.	Project is closed out ensuring completion of all relevant certification.	PDoHS / IA/ Municipality.

TABLE TO BE READ WITH REFERENCE TO FLOW CHART

ABBREVIATIONS/ACRONYMS	
MEC	Member of the Executive Council
PDoHS	Provincial Department of Human Settlements (KZN)
DEA	Department of Environmental Affairs
IA	Implementing Agent
IP	Integrated Planning
NHBRC	National Home Builders Registration Council
HSS	Housing Subsidy System
TEC	Technical Evaluation Committee
CIDB	Construction Industry Development Board
FUR	Final Unit Report
COGTA	Cooperative Governance and Traditional Affairs
NGO	Non-Governmental Organization
CBO	Community Based Organization