



**City of Johannesburg**  
Department of Development Planning

Metro Centre  
158 Civic Boulevard  
Braamfontein

PO Box 30733  
Braamfontein  
2017

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[www.joburg.org.za](http://www.joburg.org.za)

# ***Building Line Relaxation***

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## **Application in Terms of Section 20 of The City of Johannesburg Municipal Planning By-Law, 2016.**

1. Any building line restriction imposed on land in terms of the City's land use scheme may be relaxed in terms of an application submitted by an owner of land in terms of this By-law.
2. An application for building line restriction as envisaged in subsection (1) above shall submit the following:
  - a) Prescribed application fee. (Refer to fees schedule).
  - b) Covering letter addressed to:      The Executive Director  
Development Planning  
PO Box 30733  
Braamfontein  
2017
  - c) Application Information – Form A.
  - d) **Original** Power of attorney (if applicable – Form B)
  - e) Company Resolution (if applicable – Form C)
  - f) A copy of the registered title deed for each erf that is included in the application.
  - g) A copy of the company closed corporation, should the or trust property be registered in favour of one of the above.
  - h) If the land is subject to a mortgage bond, full details of such bond holder as well as the bond holder's consent relevant to the application.
  - i) A comprehensive motivational report in support of the application with specific emphasis on the purpose/objective of the building line relaxation; (1 copies)
  - j) Locality plan of the area. (1 copy)
  - k) Zoning and density zoning plan. (1 copy)
  - l) Land Use Plan. (1 copy)
  - m) Information regarding the existing zoning.
  - n) Information on the existing development and use on the land.

- o) Information on the proposed use on the land
- p) Proposed building plan/site plan which shows the relevant building lines to be relaxed with the necessary elevations, where applicable;  
(3 copies)
- q) Where it also affects a relevant Roads authority's building line, consent in writing from such relevant roads authority;
- r) Undertaking to advertise – Form E2.
  - a. E2a - Letter Template
  - b. E2e - Letter Affidavit Template
- s) Subject to section 55(2) to (5) of the By-law, any other information deemed relevant to the application.

APPLICABLE SCHEME:

**CITY OF JOHANNESBURG LAND USE SCHEME, 2018**

APPLICATION TYPE:

.....  
.....

APPLICATION PURPOSES:

.....  
.....  
.....

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

**OWNER:**

Full name: .....

Postal Address: ..... Code: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

**SIGNED:** .....

Signature of owner/s

**DATE:** .....

**AUTHORISED AGENT (IF APPLICABLE)**

**Form A – Application Information**

Full name: .....

Postal Address: .....Code: .....

Residential Address: .....

Tel No (w): ..... Fax No: .....

Cell: .....

E-mail address: .....

The owner hereby elects the Authorised Agent of the Owner/s address to appear below as that to which all correspondence regarding this application shall be directed and, if having elected that of the Authorised Agent, acknowledges that correspondence addressed to such Agent shall be deemed to have been received by the Owner, notwithstanding that such correspondence may not have actually been brought to the Owner's notice.

**SIGNED:** .....  
Signature of Agent

**DATE:** .....  
**If an AUTHORISED AGENT is submitting the application, please submit:**

Special Power of Attorney (Form B)

OR – A letter of authorisation from the owner/s

**IF THE OWNER IS A COMPANY**

A company resolution authorising the agent is required (Form C)

**SPECIAL POWER OF ATTORNEY**

I, the undersigned .....  
being the registered owner of .....  
held under deed of transfer/certificate of consolidation title no. ....  
do hereby nominate, constitute and appoint.....

.....  
With power of Substitution to be my lawful representative in my name, place and  
stead, to make application for .....

.....  
In addition to applying for the Municipality's approval of and to make any other  
necessary applications including any post decision processes with regard to  
contributions, payment of park contributions and inclusionary housing requests and  
further to represent me at any inquiry in relation to the abovementioned matters and  
generally do whatever may be necessary or desirable to procure the consent of the  
Council, and generally for effecting the purpose aforementioned, to do or cause to be  
done whatsoever shall be requisite, as fully and effectually, for all intends and  
purpose as I might or could do if personally present and acting herein-hereby  
ratifying, allowing and confirming and promising and agreeing to ratify, allow and  
confirm all and whatsoever my representative shall lawfully do or cause to be done,  
by virtue of these present and whatever my said representative has to date done  
herein.

**SIGNED AT JOHANNESBURG ON THIS \_\_\_\_\_ THE DAY OF \_\_\_\_\_ 20\_\_**  
in the presence of the undersigned witnesses.

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**COMPANY RESOLUTION**

RESOLUTION BY OWNERS / MEMBERS OF

.....  
.....

**RESOLVED THAT:**

At a meeting held at \_\_\_\_\_ on this  
\_\_\_\_\_ day \_\_\_\_\_ month for the \_\_\_\_\_ year.

1. An application be submitted to the City of Johannesburg Metropolitan  
Municipality for the \_\_\_\_\_  
\_\_\_\_\_.

2. \_\_\_\_\_  
be and hereby authorised to sign all necessary documentation and papers to enable  
the above application to be proceeded with.

Chairperson of the meeting

**SIGNED:** \_\_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**UNDERTAKING TO ADVERTISE – BUILDING LINE RELAXATION**

A building line relaxation application shall comply with the following procedures:

- (a) A **letter**, accompanied by a proposed building/site plan, shall be dispatched in writing and by registered post, by hand or by any other means available to any adjoining owners whom, at the discretion of the City, may possibly be adversely affected by the relaxation of the applicable building line restriction setting out the following:
  - (aa) Full details of the application including, but not limited to, the street address, the name of the township, a clear erf description of the erf concerned and the nature and general purpose of the application with specific emphasis on which building lines (side/rear or street) are being applied for;
  - (bb) The date on which such application was submitted to the City and it shall reflect the name, postal address, telephone number, fax number and e-mail address of the person submitting the application; and
  - (cc) That any objection, comment or representation in regard thereto must be submitted timeously to both the City and the person mentioned in subsection (bb) above in writing by registered post, by hand, by facsimile or by e-mail within a period of 14 days from date of receipt of the letter.
- (b) Proof of compliance with the above in the form of a written **affidavit** shall be submitted to the City within 14 days of expiry of the date contemplated above.



I hereby state that I intend to advertise this application on:

Date: \_\_\_\_\_

OWNER / AUTHORISED AGENT

Name: .....

Postal Address: .....Code: .....

Residential Address: .....

Tel No (w): .....Cell: .....Fax No: .....

E-mail address: .....

SIGNED: .....

Signature of owner/s

DATE: .....

Name and Address of \_\_\_\_\_  
Adjoining owner / occupant \_\_\_\_\_  
And / or interested party \_\_\_\_\_

Dear Sir/ Madam

**DATE OF DISPATCHING / HAND DELIVERING THE LETTER**

**APPLICATION TYPE:**

Relaxation of building line/s

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

**APPLICATION PURPOSES:**

Relaxation of the following building/s line on the abovementioned property.

- a. ....
- b. ....

The above application, made in terms of the **CITY OF JOHANNESBURG LAND USE SCHEME, 2018**, will be open for inspection from 08:00 to 15:30 at the Registration Counter, Department of Development Planning, Room 8100, 8<sup>th</sup> Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein.

Any objection or representation with regard to the application must be submitted to both the owner / agent and the Registration Section of the Department of Development Planning at the above address, or posted to P. O. Box 30733, Braamfontein, 2017, or a facsimile send to (011) 339 4000, or an e-mail send to [ObjectionsPlanning@joburg.org.za](mailto:ObjectionsPlanning@joburg.org.za), within a period of 14 days from the date of receipt of this letter.

Any objection/s not fully motivated as required in terms of Section 68 of The City of Johannesburg Municipal Planning By-Law, 2016, (Validity of Objections) may be deemed invalid and may be disregarded during the assessment of the application.

A proposed building plan/site plan that clearly shows the relevant building lines to be relaxed, with the necessary elevations where applicable has been included in this letter.

**Details of OWNER / AUTHORISED AGENT**

Full Name: .....

Postal Address: .....Code: .....

Residential Address: .....

Tel No (w): .....Cell: .....Fax No: .....

E-mail address: .....

**SIGNED:** .....  
Signature of Agent

**DISPATCHING OF LETTERS - AFFIDAVIT**

I, ..... (Name) of

**SITE DESCRIPTION:**

Erf/Erven (stand) No(s): .....

Township (Suburb) Name: .....

Street Address: ..... Code.....

make oath and say that:

1. On ..... (Date of letters)  
I posted / hand delivered / e-mailed or .....  
in a letter to the properties listed on this form.

So as to inform the owner/s and /or occupant/s of my intention to apply to the Council for its consent for relaxation of the following building/s line on the abovementioned property.

a. ....

b. ....

.....

Applicant's Signature

**Signed and sworn to, before met at .....**

**(Name of town/city) this ..... Day of ..... 20 .....**

I certify that the Deponent has acknowledged that he/she knows and understands the contents of this affidavit.

.....

**Commissioner of Oaths**

**List of Property Owner/s / occupant/s notified:**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**List of Property Owner/s / occupant/s notified: (continue)**

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

.....

.....

**Property:**

.....

**Address / Signature and contact details if hand delivered:**

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**Property:**

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**Address / Signature and contact details if hand delivered:**

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