



KWAZULU-NATAL PROVINCE
KWAZULU-NATAL PROVINSIE
ISIFUNDAZWE SAKWAZULU-NATALI

Provincial Gazette • Provinsiale Koerant • Igazethi Yesifundazwe

GAZETTE EXTRAORDINARY—BUITENGEWONE KOERANT—IGAZETHI EYISIPESHELI

(Registered at the post office as a newspaper) • (As 'n nuusblad by die poskantoor geregistreer)
(Irejistiwee njengephephandaba eposihhovisi)

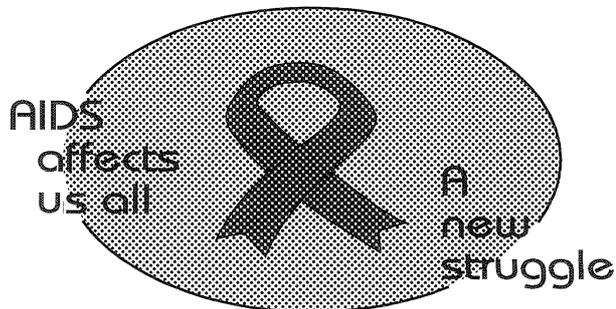
Vol. 5

PIETERMARITZBURG,

25 AUGUST 2011
25 AUGUSTUS 2011
25 kuNCWABA 2011

No. 626

We all have the power to prevent AIDS



**AIDS
HELPLINE**

0800 012 322

DEPARTMENT OF HEALTH

Prevention is the cure

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PROVINCIAL NOTICE

No. 89

25 August 2011

UMVOTI LOCAL MUNICIPALITY

KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT, 2006: DELEGATIONS, UMVOTI LOCAL MUNICIPALITY

The uMvoti Local Municipality adopted the delegations set out in the Schedule to this notice in terms of section 156(1) of the KwaZulu-Natal Planning and Development Act, 2008 (Act No. 6 of 2008).

Mr N.E. Swanlow, Acting Municipal Manager: uMvoti Local Municipality

KEY TO DELEGATIONS OF POWER

DESCRIPTION	ABBREVIATION
Building Inspector	BI
Chief Financial Officer	CFO
Chief Planner (Registered Planner)	CP
Council	CLLR
Executive Committee of uMvoti Municipal Council	EXCO
Legal Officer	LO
Manager: Engineering Services	MES
Municipal Manager	MM
Senior Planner	SP
Traffic Officer	TO

1. DEFINITIONS

Control measure: A control measure is a condition of a delegation that is not contained in legislation.

Note: A note alerts the person to whom a power has been delegated to important information contained in the legislation. This includes: a reference to a related power, criteria that has to be considered when making a decision, and persons who need to be consulted before the power can be exercised.

"registered planner" means a person registered as a registered planner or a technical planner contemplated in section 13(4) of the Planning Profession Act, unless the South African Council for Planners has reserved the work to be performed by a registered planner in terms of this Act for a particular category of registered persons in terms of section 16(2) of the Planning Profession Act, in which case a registered planner shall mean that category of registered persons for which the work has been reserved.

2. PRINCIPLES

- (1) The document deals with delegations in respect of the following laws:
- (a) The KwaZulu-Natal Planning and Development Act, 2008 (Act 6 of 2008)
 - (b) Section 67*bis* of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949)
 - (c) The Subdivision of Agricultural Land Act, 1970 (Act No. 70 of 1970)
 - (d) The Land Survey Act, 1997 (Act No 8 of 1997)
 - (e) To apply to the Member of the Executive Council for an extension of the period in which to adopt a scheme or schemes for its whole area of jurisdiction
 - (f) To review schemes within six months after Council adopted an Integrated Development Plan for its elected term
 - (g) To initiate proposals on behalf of the Municipality
 - (h) To approve, with or without alterations, or to refuse the adoption or replacement of a scheme
 - (i) To approve, with or without alterations, or to refuse a proposal or an application
 - (j) To give an applicant a specified amount of time to complete a development
 - (k) To withdraw a notice giving an applicant a specified amount of time to complete a development
 - (l) To initiate the cancellation of the part of the approved layout plan for which the rights have not been fully exercised, and which has been cancelled in accordance with sections 37(3) and 49(1)
 - (m) To request the court to summarily enquire into and determine the monetary value of any advantage which a person may have gained as a result of an offence
 - (n) To issue and withdraw contravention notices
 - (o) To consider comments lodged in response to a contravention notice
 - (p) To issue a prohibition order
 - (q) To apply to the High Court for the issuing or withdrawal of an order restraining a person from continuing an illegal activity or for a demolition order
 - (r) To apply to the High Court for the withdrawal of an urgent prevention order
 - (s) To approve, with or without alterations, or to refuse subsequent applications for authorisation and impose civil penalties
 - (t) To apply to the Magistrate's Court for the issuing of a warrant of entry for enforcement purposes
 - (u) To authorise an application to court for the demolition, removal or alteration of buildings, structures or works, or for rehabilitation of land
 - (v) To receive, administer and negotiate applications for compensation
 - (w) To consider applications for compensation
 - (x) To agree on the amount of compensation
 - (y) To lodge a responding memorandum
 - (z) To withdraw a responding memorandum
 - (aa) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal site inspection
 - (bb) To appoint legal counsel to represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
 - (cc) To enter into agency agreements for performance of functions
 - (dd) To amend proposals for council-owned land prior to approval by the Municipality
 - (ee) To reply to a person who submitted comments on an application
 - (ff) To grant or refuse special consent applications
 - (gg) To enforce a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (hh) To consent to the alteration, amendment, partial cancellation or total cancellation of a general plan
- (2) The following actions have been delegated to **CLLR**:
- (a) To give an applicant a specified amount of time to complete a development
 - (b) To withdraw a notice giving an applicant a specified amount of time to complete a development

- (c) To initiate the cancellation of the part of the approved layout plan for which the rights have not been fully exercised, and which has been cancelled in accordance with section 37(3) and 49(1)
 - (d) To receive and administer an application for the permanent closure of municipal roads or public places
 - (e) To initiate an application for the permanent closure of municipal roads or public places
 - (f) To request the court to summarily enquire into and determine the monetary value of any advantage which a person may have gained as a result of an offence
 - (g) To issue a prohibition order
 - (h) To apply to the High Court for the issuing or withdrawal of an order restraining a person from continuing an illegal activity or for a demolition order
 - (i) To apply to the High Court for the withdrawal of an urgent prevention order
 - (j) To approve, with or without alterations, or to refuse subsequent applications for authorisation and impose civil penalties
 - (k) To apply
 - (l) to the Magistrate's Court for the issuing of a warrant of entry for enforcement purposes
 - (m) To authorise an application to court for the demolition, removal or alteration of buildings, structures or works, or for rehabilitation of land
 - (n) To consider applications for compensation
 - (o) To agree on the amount of compensation
 - (p) To delegate, amend or revoke any power conferred on the Municipality in terms of the Act to any official employed by it
 - (q) To enter into agency agreements for performance of functions
 - (r) To enforce a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (s) To consent to the alteration, amendment, partial cancellation or total cancellation of a general plan
- (3) The following actions have been delegated to **MM**:
- (a) To compile and maintain an up-to-date version of the Scheme and make it available for inspection and copying at all reasonable times by any person
 - (b) To receive and administer applications
 - (c) To inform persons who have commented on a proposal or an application of Municipality's decision
 - (d) To provide upon request a copy of the reasons for the Municipality's decision on a proposal or an application and the conditions of approval
 - (e) To receive and administer an application for consent, approval or permission
 - (f) To evaluate and make recommendations on proposals or applications for permission in terms of a scheme, and to issue certificates confirming that the proposals or applications comply with the Act
 - (g) To approve, with or without alterations, or to refuse proposals or applications for permission in terms of a scheme
 - (h) To receive certified copies of the approved diagrams or general plan
 - (i) To lodge plans and documents with the Surveyor General's and Deeds Offices in cases where land is subdivided or consolidated, or where application is made for the alteration, suspension or deletion of restriction relating to land by the Municipality
 - (j) To administer the giving of a public notice for an application for the phasing or cancellation of an approved layout plan
 - (k) To initiate an application for the permanent closure of municipal roads or public places
 - (l) To receive and administer an application for the permanent closure of municipal roads or public places
 - (m) To evaluate and make recommendations on proposals or applications for the permanent closure of municipal roads or public places, and to issue certificates confirming that the proposals or applications comply with the Act
 - (n) To issue and withdraw contravention notices

- (o) To serve contravention notices on persons suspected of certain offences
 - (p) To consider comments lodged in response to a contravention notice
 - (q) To display an order on site
 - (r) To apply to the High Court for the issuing or withdrawal of an order restraining a person from continuing an illegal activity or for a demolition order
 - (s) To serve a notice on the person on whom an urgent prevention order was served, if the order is withdrawn
 - (t) To receive and administer subsequent applications for authorisation
 - (u) To carry out site inspections for enforcement purposes
 - (v) To carry out site inspections for enforcement purposes
 - (w) To issue a certificate stating that a person has been designated as a town planning inspector
 - (x) To apply to the Magistrate's Court for the issuing of a warrant of entry for enforcement purposes
 - (y) To receive, administer and negotiate applications for compensation
 - (z) To consider applications for compensation
 - (aa) To agree on the amount of compensation
 - (bb) To lodge a responding memorandum
 - (cc) To withdraw a responding memorandum
 - (dd) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
 - (ee) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
 - (ff) To appoint legal counsel to represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
 - (gg) To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal
 - (hh) To receive an affidavit from an applicant for the late lodging of an appeal
 - (ii) To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (jj) To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (kk) To receive notice of the ruling in relation to the late lodging of an appeal
 - (ll) To prepare oral or written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)
 - (mm) To lodge written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)
 - (nn) Placing of notices in the Gazette
 - (oo) To maintain access to information
 - (pp) To serve and require documents
 - (qq) To give public notice
 - (rr) To agree with a person who has an interest in any specific matter to give notice on behalf of the Municipality and to request proof from that person that public notice has been given as required
 - (ss) To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application
 - (tt) To decide whether a site inspection is necessary
 - (uu) To represent Council during a site visit or public hearing
 - (vv) To decide whether a public hearing is necessary
 - (ww) To reply to a person who submitted comments on an application
 - (xx) To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan
- (3) The preparation of oral or written representation with regards to an order of costs or a penalty awarded in terms of section 132(2) has been delegated to the CFO.
- (4) The following actions have been delegated to **MES**:
- (a) To review schemes within six months after Council adopted an Integrated Development Plan for its elected term.

- (b) To compile and maintain an up-to-date version of the Scheme and make it available for inspection and copying at all reasonable times by any person
- (c) To initiate proposals on behalf of the Municipality
- (d) To receive and administer applications
- (e) To correct an error in the wording of the Municipality's decision on a proposal or an application
- (f) To inform persons who have commented on a proposal or an application of Municipality's decision
- (g) To provide upon request a copy of the reasons for the Municipality's decision on a proposal or an application and the conditions of approval
- (h) To receive and administer an application for consent, approval or permission
- (i) To evaluate and make recommendations on proposals or applications for permission in terms of a scheme, and to issue certificates confirming that the proposals or applications comply with the Act
- (j) To approve, with or without alterations, or to refuse proposals or applications for permission in terms of a scheme
- (k) To receive certified copies of the approved diagrams or general plan
- (l) To lodge plans and documents with the Surveyor General's and Deeds Offices in cases where land is subdivided or consolidated, or where application is made for the alteration, suspension or deletion of restriction relating to land by the Municipality
- (m) To administer the giving of a public notice to an application for the phasing or cancellation of an approved layout plan
- (n) To initiate an application for the permanent closure of municipal roads or public places
- (o) To receive and administer an application for the permanent closure of municipal roads or public places
- (p) To evaluate and make recommendations on proposals or applications for the permanent closure of municipal roads an public places, and to
- (q) To issue certificates confirming that the proposals or applications comply with the Act
- (r) To issue and withdraw contravention notices
To serve contravention notices on persons suspected of certain offences
- (a) To consider comments lodged in response to a contravention notice
- (b) To serve a prohibition order
- (c) To display an order on site
- (d) To serve a notice on the person on whom an urgent prevention order was served, if the order is withdrawn
- (e) To receive and administer subsequent applications for authorisation
- (f) To carry out site inspections for enforcement purposes
- (g) To receive memoranda of appeals
- (h) To lodge a responding memorandum
- (i) To withdraw a responding memorandum
- (j) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
- (k) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
- (l) To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal
- (m) To receive an affidavit from an applicant for the late lodging of an appeal
- (n) To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit
- (o) To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit
- (p) To receive notice of the ruling in relation to the late lodging of an appeal
- (q) Placing of notices in the Gazette
- (r) To maintain access to information
- (s) To serve and request documents
- (t) To give public notice

- (u) To agree with a person who has an interest in any specific matter to give notice on behalf of the Municipality and to request proof from that person that public notice has been given as required
 - (v) To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application
 - (w) To decide whether a site inspection is necessary
 - (x) To represent Council during a site visit or public hearing
 - (y) To decide whether a public hearing is necessary
 - (z) To reply to a person who submitted comments on an application
 - (aa) To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan
 - (bb) To correct an error in the wording of the Municipality's decision on a proposal or an application
- (5) The following actions have been delegated to CP:
- (a) To receive and administer applications
 - (b) To evaluate and make recommendations on proposals or applications in terms of the Act and to issue certificates confirming that the proposal or applications comply with the Act
 - (c) To approve, with or without alterations, or to refuse a proposal or an application
 - (d) To provide upon request a copy of the reasons for the Municipality's decision on a proposal or an application and the conditions of approval
 - (e) To issue certificates of compliance with conditions of approval
 - (f) To lodge plans and documents with the Surveyor General's and Deeds Offices in cases where land is subdivided or consolidated, or where application is made for the alteration, suspension or deletion of restriction relating to land by the Municipality
 - (g) To issue and withdraw contravention notices
 - (h) To serve contravention notices on persons suspected of certain offences
 - (i) To consider comments lodged in response to a contravention notice
 - (j) To receive and administer subsequent applications for authorisation
 - (k) To lodge a responding memorandum
 - (l) To withdraw a responding memorandum
 - (m) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
 - (n) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
 - (o) To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal
 - (p) To receive an affidavit from an applicant for the late lodging of an appeal
 - (q) To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (r) To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (s) To receive notice of the ruling in relation to the late lodging of an appeal
 - (t) To prepare oral or written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)
 - (u) To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application
 - (v) To request an amendment of an application prior to approval
 - (w) To decide whether a site inspection is necessary
 - (x) To represent Council during a site visit or public hearing
 - (y) To decide whether a public hearing is necessary
 - (z) To reply to a person who submitted comments on an application

- (aa) To advise the Minister of Agriculture on the subdivision of agricultural land, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (bb) To determine conditions subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (cc) To vary or withdraw a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (dd) To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan
 - (ee) To advise the Surveyor General that the provisions of the laws relating to the permanent closing of any public place or part thereof have been complied with
- (6) The following actions have been delegated to **SP**:
- (a) To compile and maintain an up-to-date version of the Scheme and make it available for inspection and copying at all reasonable times by any person
 - (b) To receive and administer applications
 - (c) To inform persons who have commented on a proposal or an application of Municipality's decision
 - (d) To correct an error in the wording of the Municipality's decision on a proposal or an application
 - (e) To inform persons who have commented on a proposal or an application of Municipality's decision
 - (f) To provide upon request a copy of the reasons for the Municipality's decision on a proposal or an application and the conditions of approval
 - (g) To receive and administer an application for consent, approval or permission
 - (h) To evaluate and make recommendations on proposals or applications in terms of a scheme, and to issue certificates confirming that the proposal or applications comply with the Act
 - (i) To approve, with or without alterations, or to refuse proposals or applications for permission in terms of the scheme
 - (j) To evaluate and make recommendations on proposals or applications for permission in terms of a scheme, and to issue certificates confirming that the proposals or applications comply with the Act
 - (k) To approve, with or without alterations, or to refuse proposals or applications for permission in terms of a scheme
To receive certified copies of the approved diagrams or general plan
 - (l) To receive certified copies of the approved diagrams or general plan
 - (m) To lodge plans and documents with the Surveyor General's and Deeds Offices in cases where land is subdivided or consolidated, or where application is made for the alteration, suspension or deletion of restriction relating to land by the Municipality
 - (n) To administer the giving public notice of an application for the phasing or cancellation of an approved layout plan
 - (o) To initiate an application for the permanent closure of municipal roads or public places
 - (p) To receive and administer an application for the permanent closure of municipal roads or public places
 - (q) To evaluate and make recommendations on proposals or applications for the permanent closure of municipal roads or public places, and to issue certificates confirming that the proposals or applications comply with the Act
 - (r) To administer the giving public notice of an application for the phasing or cancellation of an approved layout plan
 - (s) To serve contravention notices on persons suspected of certain offences
 - (t) To consider comments lodged in response to a contravention notice
 - (u) To display order on site
 - (v) To serve urgent prevention orders issued by the High Court and to display orders on site
 - (w) To serve a notice on the person on whom the urgent prevention order was served, if the order is withdrawn
 - (x) To receive and administer subsequent applications for authorisation
 - (y) To carry out site inspections for enforcement purposes

- (z) To lodge a responding memorandum
 - (aa) To withdraw a responding memorandum
 - (bb) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
 - (cc) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
 - (dd) To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal
 - (ee) To receive an affidavit from an applicant for the late lodging of an appeal
 - (a) To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (b) To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (c) To receive notice of the ruling in relation to the late lodging of an appeal
 - (d) Placing of notices in the Gazette
 - (e) To maintain access to information
 - (f) To serve and request documents
 - (g) To give public notice
 - (h) To agree with a person who has an interest in any specific matter to give notice on behalf of the Municipality and to request proof from that person that public notice has been given as required
 - (a) To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application
 - (b) To request an amendment of an application prior to approval
 - (c) To decide whether a site inspection is necessary
 - (d) To represent Council during a site visit or public hearing
 - (e) To decide whether a public hearing is necessary
 - (f) To reply to a person who submitted comments on an application
 - (g) To advise the Minister of Agriculture on the subdivision of agricultural land, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (h) To determine conditions subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (i) To vary or withdraw a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes
 - (j) To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan
 - (k) To consent to the alteration, amendment, partial cancellation or total cancellation of a general plan
 - (l) To advise the Surveyor General that the provisions of the laws relating to the permanent closing of any public place or part thereof have been complied with
- (7) The following actions have been delegated to **BI**:
- (a) To issue and withdraw contravention notices
 - (b) To serve contravention notices on persons suspected of certain offences
 - (c) To serve a prohibition order
 - (d) To display an order on site
 - (e) To serve a notice on the person on whom an urgent prevention order was served, if the order is withdrawn
 - (f) To serve urgent prevention orders issued by the High Court and to display orders on site
 - (g) To serve a notice on the person on whom the urgent prevention order was served, if the order is withdrawn
 - (h) To carry out site inspections for enforcement purposes
 - (i) To represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
 - (j) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
- (8) The following actions have been delegated to **TO**:

-
- (a) To serve contravention notices on persons suspected of certain offences
 - (b) To serve a prohibition order
 - (c) To display an order on site
 - (d) To serve urgent prevention orders issued by the High Court and to display orders on site
 - (e) To serve a notice on the person on whom an urgent prevention order was served, if the order is withdrawn
 - (f) To carry out site inspections for enforcement purposes
 - (g) To represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal site visit
 - (h) To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing
- (10) The following actions have been delegated to LO:
- (a) To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal
 - (b) To receive an affidavit from an applicant for the late lodging of an appeal
 - (c) To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (d) To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit
 - (e) To receive notice of the ruling in relation to the late lodging of an appeal
 - (f) To prepare oral or written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)
 - (g) To lodge written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)

**KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT, 2008
(ACT 6 OF 2008)**

PART 1

JUNE 2010

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	Section 4(2): To apply to the Member of the Executive Council for an extension of the period in which to adopt a scheme or schemes for its whole area of jurisdiction.	Note: - Accompanied by a written motivation and an request specifying the amount of additional time required in terms of section 4(3)	EXCO
2	Section 7: To review schemes within six months after Council adopted an Integrated Development Plan for its elected term.		MES
3	Section 8: To compile and maintain an up-to-date version of the Scheme and make it available for inspection and copying at all reasonable times by any person		MM MES SP
4	Section 9(1), 22(1), 39(1), 51(1) and 61(1): To initiate proposals on behalf of the Municipality	Notes: - Proposals to: <ul style="list-style-type: none"> • Adopt or replace a scheme • Amend a scheme • Subdivide and consolidate land • Develop land situated outside the area of a scheme • Phase or cancel an approved layout • Alter, suspend or delete a restriction relating to land - The Municipality must be the land owner or act with the owner's consent in the case for the subdivision of land, the consolidation of land and the development of land situated outside the area of a scheme - Process in accordance with Part 2 of Schedule 1, except for the phasing or cancellation of an approved layout - Process for the phasing or cancellation of an approved layout in accordance with section 52 - Provision for combined proposals in terms of section 10(4), 23(3), 40(2) and 62(3) - Right to amend a proposal after notice has been given thereof in terms of Schedule 1 item 17(1) - Right to amend scheme to avoid having to pay compensation in section 95(2)	EXCO MES

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
5	Sections 9(2), 22(2), 39(2), 51(2) and 61(2): To receive and administer applications	Notes: <ul style="list-style-type: none"> - Applications to: <ul style="list-style-type: none"> • Amend a scheme • Subdivide and consolidate land • Develop land situated outside the area of a scheme • Phase or cancel an approved layout • Alter, suspend or delete a restriction relating to land - Process in accordance with Part 1 of Schedule 1, except for the phasing or cancellation of an approved layout - Process for the phasing or cancellation of an approved layout in accordance with section 52 - Status of legal successor-in-title in accordance with section 9(3) - Provision for combined proposals in terms of section 10(4), 23(3), 40(2) and 62(3) 	MES CP SP
6	Sections 11, 24, 41, 53, and 63: To evaluate and make recommendations on proposals or applications in terms of the Act, and to issue certificates confirming that the proposals or applications comply with the Act	Note: <ul style="list-style-type: none"> - Matters relevant in determining the merits of proposals or applications are contained in sections 12, 25, 42, 54, and 64 	CP
7	Section 13(1): To approve, with or without alterations, or to refuse the <u>adoption</u> or <u>replacement</u> of a scheme	Control Measure: <ul style="list-style-type: none"> - Decision must be informed by a registered planner or on advice of a registered planner in accordance with section 11 - Decision may not be in conflict with provincial planning and development norms and standards or the municipality's IDP as per section 13(2) and 13(3) Notes: <ul style="list-style-type: none"> - Decision may not be delegated to an official or another municipality in terms of section 156(1) - Timeframes in accordance with items 12 and 21 of Schedule 1 - Effective date of decision as per section 16 	EXCO See notes

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
8	<p>Section 13(1), 26(1), 43(1), 55(1) and 65(1): To approve, with or without alterations, or to refuse a proposal or an application</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Applications to: <ul style="list-style-type: none"> • Amend a scheme • Subdivide and consolidate land • Develop land situated outside the area of a scheme • Phase or cancel an approved layout • Alter, suspend or delete a restriction relating to land - Decision must be informed by advice of a registered planner in accordance with section 11, 24, 41, 53 and 63 - Decision to: <ul style="list-style-type: none"> • Amend a scheme • Subdivide and consolidate land • Develop land situated outside the area of a scheme • Alter, suspend or delete a restriction relating to land <p>may not be in conflict with provincial planning and development norms and standards or the municipality's IDP as per section 13(2), 26(2), 43(2) and 65(2)</p> <ul style="list-style-type: none"> - Decision to: <ul style="list-style-type: none"> • Subdivide and consolidate land • Alter, suspend or delete a restriction relating to land <p>may not be in conflict with scheme as per section 26(2) and 65(2)</p> <ul style="list-style-type: none"> - Timeframes in accordance with items 12 and 21 of Schedule 1 - EXCO may impose conditions in accordance with section 13(4), 26(3) and (4), 43(3) and (4), 55(2) and 65(3) - Reasons for decision must comply with section 13(5), 26(5), 43(5), 55(3) and 65(4) - Effective date of decision as per section 16, 29, 46, 58 and 68 - Section 59 relating to the legal effect of approval of phasing or cancellation of approved layout plans (including transfer of land and ownership) - May not suspend or remove a mineral right registered against the title of any land in accordance with section 60(3) 	EXCO CP
9	<p>Section 13(6), 26(6), 43(6), 55(4), 65(5): To correct an error in the wording of the Municipality's decision on a proposal or an application</p>	<p>Note:</p> <p>The correction may not constitute a change in its decision or an alteration, suspension or deletion of a condition of its approval</p>	MES CP SP
10	<p>Section 14(1), 27(1), 44(1), 56(1), 66(1): To inform persons who have commented on a proposal or an application of Municipality's decision</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Notices must comply with section 14(2)-(4), 27(2)-(4), 44(2)-(4), 56(2)-(4), 66(2)-(4) - Serving of notices must comply with section 158 	MM MES CP SP
11	<p>Section 14(5), 27(5), 44(5), 56(5), 66(5): To provide upon request a copy of the reasons for the Municipality's decision on a proposal or an application and the conditions of approval</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Notices must comply with section 14(2)-(4), 27(2)-(4), 44(2)-(4), 56(2)-(4), 66(2)-(4) - Serving of notices must comply with section 158 	MM MES CP SP

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
	Section 17: To receive and administer an application for consent, approval or permission	Control measure: Once delegated. Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	MM MEC SP
	Sections 18: To evaluate and make recommendations on proposals or applications for permission in terms of a scheme, and to issue certificates confirming that the proposals or applications comply with the Act	Control measure: Once delegated. Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	MM MES CP SP
	Section 20: To approve, with or without alterations, or to refuse proposals or applications for permission in terms of a scheme	Control measure: Once delegated. Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	MM MES CP SP
Section 22(1): See delegation 4			
Section 22(2): See delegation 5			
Section 26(1): See delegation 8			
Section 26(6): See delegation 9			
Section 27(1): See delegation 10			
Section 27(5): See delegation 11			
12	Sections 31(1), 31(3), 31(5), 34(2), 48(1), 48(3), and 48(5): To issue certificates of compliance with conditions of approval	Notes: - Referring to conditions imposed in accordance with sections 26(4), 43(4) and 65(3); - Provisions of section 31(4) and 48(4) relating to occupation of a building/structure	CP in Consultation with the Engineering Department
Sections 31(3): See delegation 12			
Sections 31(5): See delegation 12			
13	Section 32(1)(b): To receive certified copies of the approved diagrams or general plan		MES CP SP
14	Sections 33(1), 35 and 70: To lodge plans and documents with the Surveyor General's and Deeds Offices in cases where land is subdivided or consolidated, or where application is made for the alteration, suspension or deletion of restriction relating to land by the Municipality	Note: - Section 33(2) and 37(2) relating to lapsing of approval.	MES CP SP

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
Section 34(2): See delegation 12			
Section 35: See delegation 14			
15	Section 37(3), 37(4), 49(1) and 49(2): To give an applicant a specified amount of time to complete a development	Notes: - Section 37(5) and 49(3) relating to cancel the part of the approved layout plan for which the rights have not been fully exercised, and which has been cancelled - Notices must comply with section 37(3) or 49(1) - Serving of notices must comply with section 158	EXCO CLLR
16	Section 37(4): To withdraw a notice giving an applicant a specified amount of time to complete a development		EXCO CLLR
17	Section 37(5) and 49(3): To initiate the cancellation of the part of the approved layout plan for which the rights have not been fully exercised, and which has been cancelled in accordance with sections 37(3) and 49(1)		EXCO CLLR
Section 39(1): See delegation 4			
Section 39(2): See delegation 5			
Section 43(1): See delegation 8			
Section 43(6): See delegation 9			
Section 44(1): See delegation 10			
Section 44(5): See delegation 11			
Section 48(1): See delegation 12			
Section 48(3): See delegation 12			
Section 48(5): See delegation 12			
Section 49(1): See delegation 15			
Section 49(2): See delegation 16			
Section 49(3): See delegation 17			
Section 51(1): See delegation 4			
Section 51(2): See delegation 5			
18	Section 52(2): To administer the giving public notice of an application for the phasing or cancellation of an approved layout plan	Note: - Notice must comply with section 52(3)-(4)	MM MES CP SP
Section 55(1): See delegation 8			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
	Section 55(4): See delegation 9		
	Section 56(1): See delegation 10		
	Section 56(5): See delegation 11		
	Section 61(1): See delegation 4		
	Section 61(2): See delegation 5		
	Section 65(1): See delegation 8		
	Section 65(5): See delegation 9		
	Section 66(1): See delegation 10		
	Section 66(5): See delegation 11		
	Section 70: See delegation 14		
	Section 71(1): To initiate an application for the permanent closure of municipal roads or public places	Control measure: Once delegated Provisions of the Local Authority's Ordinance, 1974 (Ordinance No. 25 of 1974) for the permanent closure of municipal roads and public places remains in force, until the Act is amended	EXCO CLLR MM MES CP SP
	Section 71(2): To receive and administer an application for the permanent closure of municipal roads or public places	Control measure: Once delegated Provisions of the Local Authority's Ordinance, 1974 (Ordinance No. 25 of 1974) for the permanent closure of municipal roads and public places remains in force, until the Act is amended	MM MES CP SP
	Section 71(2)(e): To approve, with or without alterations, or to refuse the permanent closure of municipal roads or public places	Control measure: Once delegated Provisions of the Local Authority's Ordinance, 1974 (Ordinance No. 25 of 1974) for the permanent closure of municipal roads and public places remains in force, until the Act is amended	EXCO CLLR
	Sections 72: To evaluate and make recommendations on proposals or applications for the permanent closure of municipal roads an public places, and to issue certificates confirming that the proposals or applications comply with the Act	Control measure: Once delegated Provisions of the Local Authority's Ordinance, 1974 (Ordinance No. 25 of 1974) for the permanent closure of municipal roads and public places remains in force, until the Act is amended	MM MES CP SP
19	Section 76(1): To request the court to summarily enquire into and determine the monetary value of any advantage which a person may have gained as a result of an offence		EXCO CLLR
20	Section 79(1): To issue and withdraw contravention notices	Notes: - Offences listed as per section 75(1), 77(1), 78(1), 90(7) and Schedule 1 item 10(6) - Contents of contravention notices as per section 79(2) and 80	EXCO MM MES CP

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
21	Section 79(1): To serve contravention notices on persons suspected of certain offences	Note: - Serving of notices must comply with section 158	MM MES CP SP
22	Section 81(1): To consider comments lodged in response to a contravention notice		EXCO MM MES CP SP
23	Section 81(2): To issue a prohibition order	Notes: - Offences listed as per section 75(1), 77(1), 78(1), 90(7) and Schedule 1 item 10(6) - Contents of prohibition orders as per section 81(2) and 82 - Consider section 81(3)-(5)	EXCO CLLR
24	Section 81(2)(a): To serve a prohibition order	Note: - Serving of orders must comply with section 158	MES CP SP BI TO
25	Section 81(2)(b), 84(1), 84(2) and 94: To apply to the High Court for the issuing or withdrawal of an order restraining a person from continuing an illegal activity or for a demolition order	Notes: - Consider section 84 - Consider section 98 - Notices must comply with section 85	EXCO CLLR
26	Section 83 and 86: To display order on site		MM MES CP SP BI
27	Section 84(1): To serve urgent prevention orders issued by the High Court and to display orders on site	Note: - Serving of orders must comply with section 158	MM MES CP SP TO BI
28	Section 84(3): To apply to the High Court for the withdrawal of an urgent prevention order		CLLR MM
29	Section 84(4): To serve a notice on the person on whom the urgent prevention order was served, if the order is withdrawn	Note: - Serving of notices must comply with section 158	MM MES CP SP TO BI
Section 86: See delegation 26			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
30	Section 89(2): To receive and administer subsequent applications for authorisation	Note: - Purpose of a subsequent application in terms of section 89(1)	MM MES CP SP
31	Section 89(3): To approve, with or without alterations, or to refuse subsequent applications for authorisation and impose civil penalties	Notes: - Approvals must include conditions as set out in section 89(3) - EXCO may impose other conditions in accordance with 89(3)	EXCO CLLR
32	Section 90(1): To carry out site inspections for enforcement purposes	Note: - Inspector must adhere to sections 90(1)-(6) and section 92	MM MES CP SP BI TO
33	Section 90(2): To issue a certificate stating that a person has been designated as a town planning inspector		MM
34	Section 91(1): To apply to the Magistrate's Court for the issuing of a warrant of entry for enforcement purposes	Note: - Conditions listed in section 91(1) to (3)	EXCO CLLR MM
35	Section 94: To authorise an application to court for the demolition, removal or alteration of buildings, structures or works, or for rehabilitation of land		CLLR
36	Section 95(1), 96(1), 97(1), and 98: To receive, administer and negotiate applications for compensation	Note: Compensation arising from: arising from: • Adoption or implementation of provisions of schemes • Wrongful and intentional or negligent service of urgent prevention orders • Suspension or removal of restrictions	MM in Consultation with the CFO
37	Section 95(1), 96(1), 97(1), and 98: To consider applications for compensation	Note: Compensation arising from: arising from: • adoption or implementation of provisions of schemes • wrongful and intentional or negligent service of urgent prevention orders suspension or removal of restrictions	CLLR in Consultation with the MM
Section 96(1): See delegations 36 and 37			
Section 97(1): See delegations 36 and 37			
Section 98: See delegations 36 and 37			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
38	Section 99(1): To agree on the amount of compensation	Note: Compensation arising from: arising from: <ul style="list-style-type: none"> • Adoption or implementation of provisions of schemes • Wrongful and intentional or negligent service of urgent prevention orders • Suspension or removal of restrictions 	CLLR in Consultation with the MM
	Section 113(2)(a): To receive memoranda of appeals	Note: <ul style="list-style-type: none"> - In relation to appeals under section 15, section 28, section 45, section 57, section 67 - Act requires memorandum to be served on the Municipal Manager 	MM MES See notes
39	Section 114(1) and (3) and 116(2): To lodge a responding memorandum	Notes: <ul style="list-style-type: none"> - Contents of a responding memorandum in accordance with section 114(2) - Responding memorandum must be served in accordance with section 114(3) 	EXCO MES MM CP SP
40	Section 116(2): To withdraw a responding memorandum		EXCO MM MES CP SP
41	Section 117(2): To represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal site visit		EXCO MM MES CP SP TO BI
42	Section 120: To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing		MM MES CP SP TO BI
43	Section 120(2)(a): To appoint legal counsel to represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal hearing		EXCO MM
44	Section 123: To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal		MM MES CP SP LO
45	Section 125(2)(c)(i): To receive an affidavit from an applicant for the late lodging of an appeal		MM MES SP LO

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
46	Section 126: To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit		MM MES CP SP
47	Section 126: To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit		MM MES CP SP LO
48	Section 129: To receive notice of the ruling in relation to the late lodging of an appeal		MM MES CP SP LO
49	Section 132(3): To prepare oral or written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)		MM CFO MES CP LO
50	Section 132(3): To lodge written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)		MM LO
	Section 156(1) and (8): To delegate, amend or revoke any power conferred on the Municipality in terms of the Act to any official employed by it	<p>Notes:</p> <ul style="list-style-type: none"> - EXCO cannot delegate the power to delegate - EXCO may not delegate the responsibility to adopt or replace a scheme as contemplated in section 13 - EXCO may impose conditions in accordance with section 156(2). - Delegation or amendment comes into effect upon the publication of a notice in the Gazette, or if a later date is stated, from that date in accordance with section 156(7)(c) 	CLLR See notes
51	Section 156(7)(b) and 156(9): Placing of notices in the Gazette		MM MES CP SP
52	Section 157(1): To enter into agency agreements for performance of functions	<p>Control measure: Once delegated.</p> <p>CLLR will enter into agency agreements, if necessary.</p> <p>Notes:</p> <ul style="list-style-type: none"> - After it has applied the criteria contemplated in section 78 of the Municipal Systems Act, 2000 (Act No. 32 of 2000) 	CLLR See control measure

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
53	Section 160: To maintain access to information	Notes: Including: <ul style="list-style-type: none"> • Proposals and applications • Comments on proposals and applications • Evaluation by registered planner • Certificate by registered planner that proposal or application complies with the Act • Decision on proposal or application 	MM MES CP SP
54	Schedule 1 item 2(1)(a), 4(1), 9(1), 10(2), 11(2), 19(1), 20(4): To serve and request documents	Notes: <ul style="list-style-type: none"> - Serving of documents: <ul style="list-style-type: none"> • Request additional information • Notice application complete • Copies of comments on proposal or application to applicant • Notice of site inspection • Notice of hearing - Serving of notices must comply with section 158 - Calculation of number of days in accordance with section 159 - Notice of a hearing must comply with Schedule 1 item 11(3) and 20(2) and 20(5) 	MM MES CP SP
Schedule 1 item 4(1): See delegation 53			
55	Schedule 1 item 5(1), 6(1), 8(2) and (3), 14(1), 15(1) and 17(2) and 17(3): To give public notice	Notes: <ul style="list-style-type: none"> - Including: <ul style="list-style-type: none"> • Site notice • Personal notice • Newspaper notice • Obtaining proof of notice • Notice of amendment to proposal or application - Notices must comply with Schedule 1 items 5(2)-(3), 6(1), 7(1), 14(2)-(3), 15(3), 16. - Public notice not required in cases listed in terms of section 10(3), 23(2), 62(2) 	MM MES CP SP
Schedule 1 item 6(1): See delegation 54			
56	Schedule 1 item 6(2)-(3): To agree with a person who has an interest in any specific matter to give notice on behalf of the Municipality and to request proof from that person that public notice has been given as required		MM MES CP SP
57	Schedule 1 items 6(4) and 15(2): To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application		MM MES CP SP
58	Schedule 1 item 8(1)(b): To request an amendment of an application prior to approval		CP SP
Schedule 1 item 8(2) and (3): See delegation 54			
Schedule 1 item 9(1): See delegation 53			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
59	Schedule 1 item 10(1): To decide whether a site inspection is necessary.		MM MES SP in Consultation with the Ward Committee
60	Schedule 1 item 10(1) and 11(4): To represent Council during a site visit or public hearing	Note: - Conditions contained in section 10(3)-(5)	MM MES SP in Consultation with the Ward Committee
Schedule 1 item 10(2): See delegation 53			
61	Schedule 1 item 11(1) and 20(1): To decide whether a public hearing is necessary.		MM MES SP in Consultation with the Ward Committee
Schedule 1 item 11(2): See delegation 53			
Schedule 1 item 14(1): See delegation 54			
Schedule 1 item 15(1): See delegation 54			
Schedule 1 items 15(2): See delegation 56			
62	Schedule 1 item 17(1): To amend proposals for council-owned land prior to approval by the Municipality	Note: - Subject to Schedule 1 item 17(2)-(3)	EXCO
Schedule 1 item 17(2): See delegation 54			
Schedule 1 item 17(3): See delegation 54			
63	Schedule 1 item 18: To reply to a person who submitted comments on an application		EXCO MM MES SP
Schedule 1 item 19(1): See delegation 53 for notice of site inspection			
Schedule 1 item 19(1): See delegation 58 for decision to conduct site inspection			
Schedule 1 item 20(1): See delegation 60			
Schedule 1 item 20(4): See delegation 53			

TOWN PLANNING ORDINANCE, 1949
(ORDINANCE NO. 27 OF 1949)

PART 2

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	Section 67bis: To grant or refuse special consent applications	EXCO must get recommendation from a registered planner	EXCO

**SUBDIVISION OF AGRICULTURAL LAND ACT
(ACT NO. 70 OF 1970)**

PART 3

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	Section 4(2)(b): To advise the Minister of Agriculture on the subdivision of agricultural land, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes	Control measure: Advice must be given by a registered planner or on advice of a registered planner.	CP SP
2	Section 4(2)(b): To determine conditions subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes	Control measure: Decision must be made by a registered planner or on advice of a registered planner.	CP SP
3	Section 4(3): To enforce a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes	Note: Condition imposed in terms of section 4(2)(b) of the Act.	EXCO CLLR
4	Section 4(4): To vary or withdraw a condition subject to which land may be used, if the Minister of Agriculture is satisfied that the land is not to be used for agricultural purposes	Control measure: Decision must be made by a registered planner or on advice of a registered planner. Note: Condition imposed in terms of section 4(2)(b) of the Act.	CP SP

**LAND SURVEY ACT, 1997
(ACT NO. 8 OF 1997)**

PART 4

NO	SCOPE	CONTROL MEASURE / NOTE	LEVEL
1	Section 37(2): To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan	<p>Notes: Read with section 37(3) of the Act.</p> <p>*Delegation by the Premier.</p>	<p>MM MES CP SP</p>
2	Section 37(2): To consent to the alteration, amendment, partial cancellation or total cancellation of a general plan	<p>Control measure: Decision must be made by a registered planner or on advice of a registered planner.</p> <p>Notes: The delegate may impose conditions.</p> <p>Read with section 37(3) of the Act and section 30 of the KwaZulu-Natal Planning and Development Act, 2008 (Act No. 6 of 2008)</p> <p>*Delegation by the Premier.</p>	<p>EXCO CLLR CP</p>
3	Section 37(2): To advise the Surveyor General that the provisions of the laws relating to the permanent closing of any public place or part thereof have been complied with	<p>Notes: In relation to the alteration, amendment, partial cancellation or total cancellation of a general plan.</p> <p>Read with section 37(3) of the Act.</p> <p>*Delegation by the Premier.</p>	<p>CP SP</p>

