



KwAZULU-NATAL PROVINCE  
KwAZULU-NATAL PROVINSIE  
ISIFUNDAZWE sAKwAZULU-NATALI

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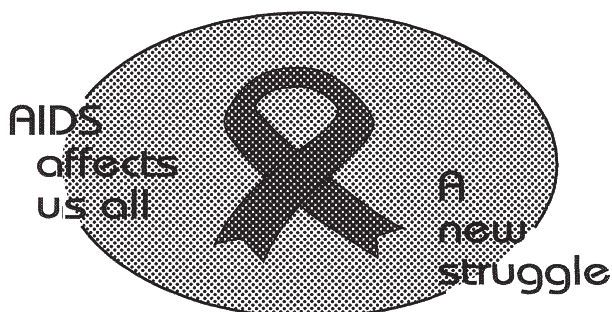
**PIETERMARITZBURG**

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**No. 1508**

**We all have the power to prevent AIDS**



**AIDS  
HELPLINE**

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DEPARTMENT OF HEALTH

**Prevention is the cure**

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# IMPORTANT

## *Information*

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

#### GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).

**DISCLAIMER:**

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

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**MUNICIPAL NOTICES • MUNISIPALE KENNISGEWINGS**

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**MUNICIPAL NOTICES • MUNISIPALE KENNISGEWINGS****MUNICIPAL NOTICE 188 OF 2015****ABAQULUSI MUNICIPALITY****AMENDED DELEGATION OF POWERS IN TERMS OF THE KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT,  
2008  
(ACT 6 OF 2008)****DEVELOPMENT PLANNING****AUGUST 2015****KEY TO DELEGATIONS OF POWER**

DESCRIPTION	ABBREVIATION
Building Control Officer	BCO
Building Inspector	BI
Chief Financial Officer	CFO
Director Corporate Services	D: CS
Executive Committee of AbaQulusi Municipal Council	EXCO
Municipal Manager	MM
Director: Development Planning	D:DP
Municipal Planning Tribunal in terms of SPLUMA	MPT
Municipal Planning Authorised Officer in terms of SPLUMA	MPAO
Municipal Development Administrator in terms of SPLUMA	MDA

## 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 professional 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)

**KWAZULU-NATAL PLANNING AND DEVELOPMENT ACT, 2008****(ACT 6 OF 2008)****PART 1****AUGUST 2015****Commencement dates:**

1 March 2009	Chapters 6, 10 and 11, item 15 of Schedule 2 and Schedule 5 of the Act and Chapters 1, 8, 9 and 12 and Schedule 1 of the Act in as far as it relates to the alteration, suspension and deletion of restrictions relating to land; the KwaZulu-Natal Planning and Development Appeal Tribunal and provincial planning and development norms and standards
1 May 2010	Remainder of the Act, except for section 89(3), 161(1), and the repeal of Chapter 1 of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949)
7 November 2010	Repeal of Chapter 1 of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) relating to the KwaZulu-Natal Planning and Development Commission
To be announced	Section 89(3): civil penalty that must be paid before illegal development may be regularised  Section 161(1): Prohibition on applications for planning and development approval in terms of the Development Facilitation Act, 1995 (Act No. 67 of 1995)

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	<b>Section 4(2):</b> 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.	<b>Note:</b> - Accompanied by a written motivation and an request specifying the amount of additional time required in terms of section 4(3)	Council
2	<b>Section 7:</b> To review schemes within six months after Council adopted an Integrated Development Plan for its elected term.		Council
3	<b>Section 8:</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		MM D: TP

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
4	<b>Section 9(1), 22(1), 39(1), 51(1) and 61(1):</b> To initiate proposals on behalf of the Municipality	<b>Notes:</b> <ul style="list-style-type: none"> <li>- Proposals to: <ul style="list-style-type: none"> <li>• Adopt or replace a scheme</li> <li>• Amend a scheme</li> <li>• Subdivide and consolidate land</li> <li>• Develop land situated outside the area of a scheme</li> <li>• Phase or cancel an approved layout</li> <li>• Alter, suspend or delete a restriction relating to land</li> </ul> </li> <li>- 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</li> <li>- Process in accordance with Part 2 of Schedule 1, except for the phasing or cancellation of an approved layout</li> <li>- Process for the phasing or cancellation of an approved layout in accordance with section 52</li> <li>- Provision for combined proposals in terms of section 10(4), 23(3), 40(2) and 62(3)</li> <li>- Right to amend a proposal after notice has been given thereof in terms of Schedule 1 item 17(1)</li> <li>- Right to amend scheme to avoid having to pay compensation in section 95(2)</li> </ul>	Council MM D:TP
5	<b>Sections 9(2), 22(2), 39(2), 51(2) and 61(2):</b> To receive and administer applications	<b>Notes:</b> <ul style="list-style-type: none"> <li>- Applications to: <ul style="list-style-type: none"> <li>• Amend a scheme</li> <li>• Subdivide and consolidate land</li> <li>• Develop land situated outside the area of a scheme</li> <li>• Phase or cancel an approved layout</li> <li>• Alter, suspend or delete a restriction relating to land</li> </ul> </li> <li>- Process in accordance with Part 1 of Schedule 1, except for the phasing or cancellation of an approved layout</li> <li>- Process for the phasing or cancellation of an approved layout in accordance with section 52</li> <li>- Status of legal successor-in-title in accordance with section 9(3)</li> <li>- Provision for combined proposals in terms of section 10(4), 23(3), 40(2) and 62(3)</li> </ul>	MDA

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
6	<b>Sections 11, 24, 41, 53, and 63:</b> 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	<b>Note:</b> - Matters relevant in determining the merits of proposals or applications are contained in sections 12, 25, 42, 54, and 64	MPT MPAO
7	<b>Section 13(1):</b> To approve, with or without alterations, or to refuse the <u>adoption</u> or <u>replacement</u> of a scheme	<b>Control Measure:</b> - 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)  <b>Notes:</b> - 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	Council MPT MPAO See notes



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

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
10	<b>Section 14(1), 27(1), 44(1), 56(1), 66(1):</b> To inform persons who have commented on a proposal or an application of Municipality's decision	<b>Notes:</b> - 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	MDA
11	<b>Section 14(5), 27(5), 44(5), 56(5), 66(5):</b> 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	<b>Notes:</b> - 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	MDA
	<b>Section 17:</b> To receive and administer an application for consent, approval or permission	<b>Control measure:</b> Not delegated.  Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	NA
	<b>Sections 18:</b> 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	<b>Control measure:</b> Not delegated.  Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	NA
	<b>Section 20:</b> To approve, with or without alterations, or to refuse proposals or applications for permission in terms of a scheme	<b>Control measure:</b> Not delegated.  Provisions of the Town Planning Ordinance, 1949 (Ordinance No. 27 of 1949) for special consent remains in operation, until the Act is amended	NA
<b>Section 22(1):</b> See delegation 4			
<b>Section 22(2):</b> See delegation 5			
<b>Section 26(1):</b> See delegation 8			
<b>Section 26(6):</b> See delegation 9			
<b>Section 27(1):</b> See delegation 10			
<b>Section 27(5):</b> See delegation 11			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
12	<b>Sections 31(1), 31(3), 31(5), 34(2), 48(1), 48(3), and 48(5):</b> To issue certificates of compliance with conditions of approval	<b>Notes:</b> - 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	MPT MPAO
<b>Sections 31(3):</b> See delegation 12			
<b>Sections 31(5):</b> See delegation 12			
13	<b>Section 32(1)(b):</b> To receive certified copies of the approved diagrams or general plan		MDA
14	<b>Sections 33(1), 35 and 70:</b> 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	<b>Note:</b> - Section 33(2) and 37(2) relating to lapsing of approval.	MM M: CS MDA
<b>Section 34(2):</b> See delegation 12			
<b>Section 35:</b> See delegation 14			
15	<b>Section 37(3), 37(4), 49(1) and 49(2):</b> To give an applicant a specified amount of time to complete a development	<b>Notes:</b> - 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	MPT MPAO
16	<b>Section 37(4):</b> To withdraw a notice giving an applicant a specified amount of time to complete a development		MPT MPAO
17	<b>Section 37(5) and 49(3):</b> 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)		MM D:DP MPT
<b>Section 39(1):</b> See delegation 4			
<b>Section 39(2):</b> See delegation 5			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
	<b>Section 43(1):</b> See delegation 8		
	<b>Section 43(6):</b> See delegation 9		
	<b>Section 44(1):</b> See delegation 10		
	<b>Section 44(5):</b> See delegation 11		
	<b>Section 48(1):</b> See delegation 12		
	<b>Section 48(3):</b> See delegation 12		
	<b>Section 48(5):</b> See delegation 12		
	<b>Section 49(1):</b> See delegation 15		
	<b>Section 49(2):</b> See delegation 16		
	<b>Section 49(3):</b> See delegation 17		
	<b>Section 51(1):</b> See delegation 4		
	<b>Section 51(2):</b> See delegation 5		
18	<b>Section 52(2):</b> To administer the giving public notice of an application for the phasing or cancellation of an approved layout plan	<b>Note:</b> - Notice must comply with section 52(3)-(4)	MM MDA
	<b>Section 55(1):</b> See delegation 8		
	<b>Section 55(4):</b> See delegation 9		
	<b>Section 56(1):</b> See delegation 10		
	<b>Section 56(5):</b> See delegation 11		
	<b>Section 61(1):</b> See delegation 4		
	<b>Section 61(2):</b> See delegation 5		
	<b>Section 65(1):</b> See delegation 8		
	<b>Section 65(5):</b> See delegation 9		
	<b>Section 66(1):</b> See delegation 10		
	<b>Section 66(5):</b> See delegation 11		
	<b>Section 70:</b> See delegation 14		

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
	<b>Section 71(1):</b> To initiate an application for the permanent closure of municipal roads or public places	<b>Control measure:</b> Not 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	NA
	<b>Section 71(2):</b> To receive and administer an application for the permanent closure of municipal roads or public places	<b>Control measure:</b> Not 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	MDA
	<b>Section 71(2)(e):</b> To approve, with or without alterations, or to refuse the permanent closure of municipal roads or public places	<b>Control measure:</b> Not 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	MPT
	<b>Sections 72:</b> To evaluate and make recommendations on proposals or applications for the permanent closure of municipal roads and public places, and to issue certificates confirming that the proposals or applications comply with the Act	<b>Control measure:</b> Not 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	MPT
19	<b>Section 76(1):</b> 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		MPT
20	<b>Section 79(1):</b> To issue and withdraw contravention notices	<b>Notes:</b> - 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	MPT MPAO MDA BI
21	<b>Section 79(1):</b> To serve contravention notices on persons suspected of certain offences	<b>Note:</b> - Serving of notices must comply with section 158	MM MTP BI TO MPAO

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
22	<b>Section 81(1):</b> To consider comments lodged in response to a contravention notice		MM MTP BI TO MPAO
23	<b>Section 81(2):</b> To issue a prohibition order	<b>Notes:</b> - 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)	MM MPT BI TO MPAO MDA
24	<b>Section 81(2)(a):</b> To serve a prohibition order	<b>Note:</b> - Serving of orders must comply with section 158	MM MPT BI MPAO
25	<b>Section 81(2)(b), 84(1), 84(2) and 94:</b> 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	<b>Notes:</b> - Consider section 84 - Consider section 98 - Notices must comply with section 85	MM D: TP MPT MPAO BI
26	<b>Section 83 and 86:</b> To display order on site		MPT BI TO MPAO MDA
27	<b>Section 84(1):</b> To serve urgent prevention orders issued by the High Court and to display orders on site	<b>Note:</b> - Serving of orders must comply with section 158	MM MPT BI TO MPAO
28	<b>Section 84(3):</b> To apply to the High Court for the withdrawal of an urgent prevention order		MM D:TP MPT MPAO
29	<b>Section 84(4):</b> To serve a notice on the person on whom the urgent prevention order was served, if the order is withdrawn	<b>Note:</b> - Serving of notices must comply with section 158	MM D:TP MPT BI TO MPAO
<b>Section 86:</b> See delegation 26			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
30	<b>Section 89(2):</b> To receive and administer subsequent applications for authorisation	<b>Note:</b> - Purpose of a subsequent application in terms of section 89(1)	MDA
31	<b>Section 89(3):</b> To approve, with or without alterations, or to refuse subsequent applications for authorisation and impose civil penalties	<b>Notes:</b> - Approvals must include conditions as set out in section 89(3) - MPT/MPAO may impose other conditions in accordance with 89(3)	MPT MPAO
32	<b>Section 90(1):</b> To carry out site inspections for enforcement purposes	<b>Note:</b> - Inspector must adhere to sections 90(1)-(6) and section 92	D:TP MPT BI MPAO
33	<b>Section 90(2):</b> To issue a certificate stating that a person has been designated as a town planning inspector		MM
34	<b>Section 91(1):</b> To apply to the Magistrate's Court for the issuing of a warrant of entry for enforcement purposes	<b>Note:</b> - Conditions listed in section 91(1) to (3)	MM D:TP MPT MPAO
35	<b>Section 94:</b> To authorise an application to court for the demolition, removal or alteration of buildings, structures or works, or for rehabilitation of land		MM D:TP MPT MPAO
36	<b>Section 95(1), 96(1), 97(1), and 98:</b> To receive, administer and negotiate applications for compensation	<b>Note:</b> 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 D:DP MPT
37	<b>Section 95(1), 96(1), 97(1), and 98:</b> To consider applications for compensation	<b>Note:</b> 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 D:DP MPT
<b>Section 96(1):</b> See delegations 36 and 37			
<b>Section 97(1):</b> See delegations 36 and 37			
<b>Section 98:</b> See delegations 36 and 37			

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
38	<b>Section 99(1):</b> To agree on the amount of compensation	<b>Note:</b> Compensation arising from: arising from: <ul style="list-style-type: none"> <li>• Adoption or implementation of provisions of schemes</li> <li>• Wrongful and intentional or negligent service of urgent prevention orders</li> <li>• Suspension or removal of restrictions</li> </ul>	MM D:DP MPT
	<b>Section 113(2)(a):</b> To receive memoranda of appeals	<b>Note:</b> <ul style="list-style-type: none"> <li>- In relation to appeals under section 15, section 28, section 45, section 57, section 67</li> <li>- Act requires memorandum to be served on the Municipal Manager</li> </ul>	MM See notes
39	<b>Section 114(1) and (3) and 116(2):</b> To lodge a responding memorandum	<b>Notes:</b> <ul style="list-style-type: none"> <li>- Contents of a responding memorandum in accordance with section 114(2)</li> <li>- Responding memorandum must be served in accordance with section 114(3)</li> </ul>	D:DP MPT MPAO
40	<b>Section 116(2):</b> To withdraw a responding memorandum		MM
41	<b>Section 117(2):</b> To represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal site visit		D:DP MPT MPAO
42	<b>Section 120:</b> To represent Council at a KwaZulu-Natal Planning and Development Appeal Tribunal hearing		D:DP MPAO
43	<b>Section 120(2)(a):</b> To appoint legal counsel to represent Council during a KwaZulu-Natal Planning and Development Appeal Tribunal hearing		MM
44	<b>Section 123:</b> To decide the manner in which the Municipality must be notified of the decision of the KwaZulu-Natal Planning and Development Appeal Tribunal		MM D: DP
45	<b>Section 125(2)(c)(i):</b> To receive an affidavit from an applicant for the late lodging of an appeal		MM
46	<b>Section 126:</b> To prepare a written notice of opposition to late lodging of appeal, including opposing affidavit		D:DP
47	<b>Section 126:</b> To lodge with the registrar a written notice of opposition to late lodging of appeal, including opposing affidavit		MM D:DP



NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
48	<b>Section 129:</b> To receive notice of the ruling in relation to the late lodging of an appeal		MM D:DP
49	<b>Section 132(3):</b> 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 D: DP
50	<b>Section 132(3):</b> To lodge written representation with regards to an order of costs or a penalty awarded in terms of section 132(2)		MM CFO
	<b>Section 156(1) and (8):</b> To delegate, amend or revoke any power conferred on the Municipality in terms of the Act to any official employed by it	<b>Notes:</b> <ul style="list-style-type: none"> <li>- EXCO cannot delegate the power to delegate</li> <li>- EXCO may not delegate the responsibility to adopt or replace a scheme as contemplated in section 13</li> <li>- EXCO may impose conditions in accordance with section 156(2).</li> <li>- 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)</li> </ul>	MPT See notes
51	<b>Section 156(7)(b) and 156(9):</b> Placing of notices in the Gazette		MM D: DP
	<b>Section 157(1):</b> To enter into agency agreements for performance of functions	<b>Control measure:</b> Power not delegated.  EXCO will enter into agency agreements, if necessary.  <b>Notes:</b> <ul style="list-style-type: none"> <li>- After it has applied the criteria contemplated in section 78 of the Municipal Systems Act, 2000 (Act No. 32 of 2000)</li> </ul>	EXCO See control measure
52	<b>Section 160:</b> To maintain access to information	<b>Notes:</b> Including: <ul style="list-style-type: none"> <li>• Proposals and applications</li> <li>• Comments on proposals and applications</li> <li>• Evaluation by registered planner</li> <li>• Certificate by registered planner that proposal or application complies with the Act</li> <li>• Decision on proposal or application</li> </ul>	MM D: CS MDA

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
53	<b>Schedule 1 item 2(1)(a), 4(1), 9(1), 10(2), 11(2), 19(1), 20(4):</b> To serve and require documents	<b>Notes:</b> <ul style="list-style-type: none"> <li>- Serving of documents: <ul style="list-style-type: none"> <li>• Request additional information</li> <li>• Notice application complete</li> <li>• Copies of comments on proposal or application to applicant</li> <li>• Notice of site inspection</li> <li>• Notice of hearing</li> </ul> </li> <li>- Serving of notices must comply with section 158</li> <li>- Calculation of number of days in accordance with section 159</li> <li>- Notice of a hearing must comply with Schedule 1 item 11(3) and 20(2) and 20(5)</li> </ul>	MM MDA
<b>Schedule 1 item 4(1):</b> See delegation 53			
54	<b>Schedule 1 item 5(1), 6(1), 8(2) and (3), 14(1), 15(1) and 17(2) and 17(3):</b> To give public notice	<b>Notes:</b> <ul style="list-style-type: none"> <li>- Including: <ul style="list-style-type: none"> <li>• Site notice</li> <li>• Personal notice</li> <li>• Newspaper notice</li> <li>• Obtaining proof of notice</li> <li>• Notice of amendment to proposal or application</li> </ul> </li> <li>- Notices must comply with Schedule 1 items 5(2)-(3), 6(1), 7(1), 14(2)-(3), 15(3), 16.</li> <li>- Public notice not required in cases listed in terms of section 10(3), 23(2), 62(2)</li> </ul>	MDA
<b>Schedule 1 item 6(1):</b> See delegation 54			
55	<b>Schedule 1 item 6(2)-(3):</b> 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 D: DP MDA
56	<b>Schedule 1 items 6(4) and 15(2):</b> To convene and represent Council during a public meeting for the purpose of informing the public of a proposal or an application		MM D: DP
57	<b>Schedule 1 item 8(1)(b):</b> To request an amendment of an application prior to approval		MPAO MPAO
<b>Schedule 1 item 8(2) and (3):</b> See delegation 54			
<b>Schedule 1 item 9(1):</b> See delegation 53			

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

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

**PART 2**

*Assigned provincial legislation*  
*Date of commencement: 1 August 1951*

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	<b>Section 67bis:</b> To grant or refuse special consent applications	MPAO must be a registered planner to assess applications	MPAO

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

**PART 3**

*National legislation*

*Date of commencement: 2 January 1971*

*Note: The provisions of the act have not been assigned to the  
province of KwaZulu-Natal*

NO	SCOPE	CONTROL MEASURE/ NOTE	LEVEL
1	<b>Section 4(2)(b):</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	<b>Control measure:</b> Advice must be given by a registered planner or on advice of a registered planner.	MPT MPAO
2	<b>Section 4(2)(b):</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	<b>Control measure:</b> Decision must be made by a registered planner or on advice of a registered planner.	MPT MPAO
3	<b>Section 4(3):</b> 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	<b>Note:</b> Condition imposed in terms of section 4(2)(b) of the Act.	MPT MPAO
4	<b>Section 4(4):</b> 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	<b>Control measure:</b> Decision must be made by a registered planner or on advice of a registered planner.  <b>Note:</b> Condition imposed in terms of section 4(2)(b) of the Act.	MPT MPAO

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

**PART 4**

*National legislation*

*Date of commencement: 11 April 1997*

NO	SCOPE	CONTROL MEASURE / NOTE	LEVEL
1	<b>Section 37(2):</b> To receive a request for the alteration, amendment, partial cancellation or total cancellation of a general plan	<b>Notes:</b> Read with section 37(3) of the Act.  *Delegation by the Premier.	MDA
2	<b>Section 37(2):</b> To consent to the alteration, amendment, partial cancellation or total cancellation of a general plan	<b>Control measure:</b> Decision must be made by a registered planner or on advice of a registered planner.  <b>Notes:</b> The delegate may impose conditions.  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)  *Delegation by the Premier.	MPT
3	<b>Section 37(2):</b> 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	<b>Notes:</b> In relation to the alteration, amendment, partial cancellation or total cancellation of a general plan.  Read with section 37(3) of the Act.  *Delegation by the Premier.	MPT

**LEGAL RULES GOVERNING THE DELEGATION OF POWERS (COMMON LAW)****ANNEXURE A****JANUARY 2010**

***Based on L. Baxter, Administrative Law (1984), Y. Burns, Administrative Law Under The 1996 Constitution and M. Wiechers, Administrative Law (1985)***

1. A power that has been "assignment" is fully transferred. A functionary who assigned a power may not exercise the power that has been assigned. The functionary to whom a power has been assigned is fully responsible for the exercising thereof. "Assignment" of powers is sometimes also referred to as the decentralisation of powers.
2. A power that has been "delegated" is not fully transferred. A functionary who delegated a power (delegator/ delegans) may exercise the power himself or herself and remains fully responsible for the exercising thereof. However, once the functionary who the power have been delegated to (delegatee/ delegate) has exercised the power in relation to a particular case the delegator may no longer exercise the power in relation to that instance. "Delegation" of powers is sometimes also referred to as the deconcentration of powers.
3. A power is not conferred upon a government department generally. A power is conferred upon a functionary, for example, "the Administrator", "the MEC responsible for Local Government", "the Head of Department" or "the Development Tribunal".
4. A power that is conferred upon a functionary may as a rule only be exercised by that functionary. This is because there is a danger that if delegations are allowed the power may be exercised by a person who is not as qualified or as politically or otherwise responsible as the person who the legislature has in mind. The delegation of powers in the absence of express or implied authority in a law is considered to be the abdication of authority.
5. Powers delegated to a functionary may not be delegated further by that functionary. This does not prevent the functionary from obtaining the assistance of others in exercising the power or making the decision and obtaining the assistance of other with the implementation of the decision.
6. Where a discretionary power has been conferred upon an organ of state, the organ of state may not delegate that power unless expressly empowered to do so in a law. A statutory body may therefore not delegate its powers further. The Town Planning Ordinance, 1949, provides expressly for the further delegation of certain powers of the KZNPDC.
7. Abdication of powers can occur in three ways: Acting through unlawful delegation, acting under dictation from another person or body and failure to act.
8. A power may not be delegated to more than one functionary in the absence of an express provision in an empowering law.

9. Where the law provides for institutional separation it must be honoured. A functionary cannot monitor itself or make a recommendation to itself.
10. A functionary must be appointed properly and must meet all the prescribed requirements relating qualifications, experience, conditions of the delegation etc. An action taken by a functionary who has not been appointed properly or who did not meet all the requirements and conditions of the delegation is invalid.
11. Where an appointment is personal, like the appointment of a member of a statutory body or a designated officer, another person may not exercise the appointees powers.
12. Where several persons are appointed to exercise a power, for example a statutory body, they must act together as a body, unless the law expressly provides otherwise. The body may appoint a subcommittee to investigate certain facts but must exercise the discretionary power itself. The law often specifies a quorum of members who must be present when a decision is taken.
13. A statutory body cannot take over the powers of another functionary. Where the law empowers a designated officer to extend the time in which plans must be lodged with the Surveyor General the Development Tribunal cannot grant the extension of time.
14. The existence of an implied power to delegate depends on the following factors:
  - (a) the degree of devolution of the power;
  - (b) the importance of the original delegatee;
  - (c) the complexity and extent of discretion;
  - (d) the impact of the power; and
  - (e) practical necessity.
15. A power may be delegated where a delegation is limited and the delegator retains full control over the final decision.
16. A power may be delegated where the delegation will ensure that the decision is taken by a better qualified or experienced functionary.
17. Powers which require little or no discretion are usually delegable (mechanical acts).
18. Powers which require significant discretion are usually not delegable, especially in the case of unguided discretions (no criteria in the law, no standards, no recommendation that must be considered etc).
19. Powers which may infringe on a persons rights are usually not delegable.










# IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

## GPW Business Rules

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1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
  2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
  3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
  4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
  5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
  6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
  7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za))
  8. All re-submissions by customers will be subject to the above cut-off times.
  9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
  10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).

