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REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

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government
printing

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA

HIGH ALERT: SCAM WARNING!!!

TO ALL SUPPLIERS AND SERVICE PROVIDERS OF THE GOVERNMENT PRINTING WORKS

It has come to the attention of the *GOVERNMENT PRINTING WORKS* that there are certain unscrupulous companies and individuals who are defrauding unsuspecting businesses disguised as representatives of the *Government Printing Works (GPW)*.

The scam involves the fraudsters using the letterhead of *GPW* to send out fake tender bids to companies and requests to supply equipment and goods.

Although the contact person's name on the letter may be of an existing official, the contact details on the letter are not the same as the *Government Printing Works*. When searching on the Internet for the address of the company that has sent the fake tender document, the address does not exist.

The banking details are in a private name and not company name. Government will never ask you to deposit any funds for any business transaction. *GPW* has alerted the relevant law enforcement authorities to investigate this scam to protect legitimate businesses as well as the name of the organisation.

Example of e-mails these fraudsters are using:

PROCUREMENT@GPW-GOV.ORG

Should you suspect that you are a victim of a scam, you must urgently contact the police and inform the *GPW*.

GPW has an official email with the domain as [@gpw.gov.za](mailto:gpw@gpw.gov.za)

Government e-mails DO NOT have org in their e-mail addresses. All of these fraudsters also use the same or very similar telephone numbers. Although such number with an area code 012 looks like a landline, it is not fixed to any property.

GPW will never send you an e-mail asking you to supply equipment and goods without a purchase/order number. *GPW* does not procure goods for another level of Government. The organisation will not be liable for actions that result in companies or individuals being resultant victims of such a scam.

Government Printing Works gives businesses the opportunity to supply goods and services through RFQ / Tendering process. In order to be eligible to bid to provide goods and services, suppliers must be registered on the National Treasury's Central Supplier Database (CSD). To be registered, they must meet all current legislative requirements (e.g. have a valid tax clearance certificate and be in good standing with the South African Revenue Services - SARS).

The tender process is managed through the Supply Chain Management (SCM) system of the department. SCM is highly regulated to minimise the risk of fraud, and to meet objectives which include value for money, open and effective competition, equitability, accountability, fair dealing, transparency and an ethical approach. Relevant legislation, regulations, policies, guidelines and instructions can be found on the tender's website.

Fake Tenders

National Treasury's CSD has launched the Government Order Scam campaign to combat fraudulent requests for quotes (RFQs). Such fraudulent requests have resulted in innocent companies losing money. We work hard at preventing and fighting fraud, but criminal activity is always a risk.

How tender scams work

There are many types of tender scams. Here are some of the more frequent scenarios:

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to a company to invite it to urgently supply goods. Shortly after the company has submitted its quote, it receives notification that it has won the tender. The company delivers the goods to someone who poses as an official or at a fake site. The Department has no idea of this transaction made in its name. The company is then never paid and suffers a loss.

OR

Fraudsters use what appears to be government department stationery with fictitious logos and contact details to send a fake RFQ to Company A to invite it to urgently supply goods. Typically, the tender specification is so unique that only Company B (a fictitious company created by the fraudster) can supply the goods in question.

Shortly after Company A has submitted its quote it receives notification that it has won the tender. Company A orders the goods and pays a deposit to the fictitious Company B. Once Company B receives the money, it disappears. Company A's money is stolen in the process.

Protect yourself from being scammed

- If you are registered on the supplier databases and you receive a request to tender or quote that seems to be from a government department, contact the department to confirm that the request is legitimate. Do not use the contact details on the tender document as these might be fraudulent.
- Compare tender details with those that appear in the Tender Bulletin, available online at www.gpwonline.co.za
- Make sure you familiarise yourself with how government procures goods and services. Visit the tender website for more information on how to tender.
- If you are uncomfortable about the request received, consider visiting the government department and/or the place of delivery and/or the service provider from whom you will be sourcing the goods.
- In the unlikely event that you are asked for a deposit to make a bid, contact the SCM unit of the department in question to ask whether this is in fact correct.

Any incidents of corruption, fraud, theft and misuse of government property in the *Government Printing Works* can be reported to:

Supply Chain Management: Ms. Anna Marie Du Toit, Tel. (012) 748 6292.
Email: Annamarie.DuToit@gpw.gov.za

Marketing and Stakeholder Relations: Ms Bonakele Mbhele, at Tel. (012) 748 6193.
Email: Bonakele.Mbhele@gpw.gov.za

Security Services: Mr Daniel Legoabe, at tel. (012) 748 6176.
Email: Daniel.Legoabe@gpw.gov.za

Closing times for **ORDINARY WEEKLY** **2023** **GOVERNMENT GAZETTE**

The closing time is **15:00** sharp on the following days:

- **29 December**, Thursday for the issue of Friday **06 January 2023**
- **06 January**, Friday for the issue of Friday **13 January 2023**
- **13 January**, Friday for the issue of Friday **20 January 2023**
- **20 January**, Friday for the issue of Friday **27 January 2023**
- **27 January**, Friday for the issue of Friday **03 February 2023**
- **03 February**, Friday for the issue of Friday **10 February 2023**
- **10 February**, Friday for the issue of Friday **17 February 2023**
- **17 February**, Friday for the issue of Friday **24 February 2023**
- **24 February**, Friday for the issue of Friday **03 March 2023**
- **03 March**, Friday for the issue of Friday **10 March 2023**
- **10 March**, Friday for the issue of Friday **17 March 2023**
- **16 March**, Thursday for the issue of Friday **24 March 2023**
- **24 March**, Friday for the issue of Friday **31 March 2023**
- **30 March**, Thursday for the issue of Thursday **06 April 2023**
- **05 April**, Wednesday for the issue of Friday **14 April 2023**
- **14 April**, Friday for the issue of Friday **21 April 2023**
- **20 April**, Thursday for the issue of Friday **28 April 2023**
- **26 April**, Wednesday for the issue of Friday **05 May 2023**
- **05 May**, Friday for the issue of Friday **12 May 2023**
- **12 May**, Friday for the issue of Friday **19 May 2023**
- **19 May**, Friday for the issue of Friday **26 May 2023**
- **26 May**, Friday for the issue of Friday **02 June 2023**
- **02 June**, Friday for the issue of Friday **09 June 2023**
- **08 June**, Thursday for the issue of Thursday **15 June 2023**
- **15 June**, Thursday for the issue of Friday **23 June 2023**
- **23 June**, Friday for the issue of Friday **30 June 2023**
- **30 June**, Friday for the issue of Friday **07 July 2023**
- **07 July**, Friday for the issue of Friday **14 July 2023**
- **14 July**, Friday for the issue of Friday **21 July 2023**
- **21 July**, Friday for the issue of Friday **28 July 2023**
- **28 July**, Friday for the issue of Friday **04 August 2023**
- **03 August**, Thursday for the issue of Friday **11 August 2023**
- **11 August**, Friday for the issue of Friday **18 August 2023**
- **18 August**, Friday for the issue of Friday **25 August 2023**
- **25 August**, Friday for the issue of Friday **01 September 2023**
- **01 September**, Friday for the issue of Friday **08 September 2023**
- **08 September**, Friday for the issue of Friday **15 September 2023**
- **15 September**, Friday for the issue of Friday **22 September 2023**
- **21 September**, Thursday for the issue of Friday **29 September 2023**
- **29 September**, Friday for the issue of Friday **06 October 2023**
- **06 October**, Friday for the issue of Friday **13 October 2023**
- **13 October**, Friday for the issue of Friday **20 October 2023**
- **20 October**, Friday for the issue of Friday **27 October 2023**
- **27 October**, Friday for the issue of Friday **03 November 2023**
- **03 November**, Friday for the issue of Friday **10 November 2023**
- **10 November**, Friday for the issue of Friday **17 November 2023**
- **17 November**, Friday for the issue of Friday **24 November 2023**
- **24 November**, Friday for the issue of Friday **01 December 2023**
- **01 December**, Friday for the issue of Friday **08 December 2023**
- **08 December**, Friday for the issue of Friday **15 December 2023**
- **15 December**, Friday for the issue of Friday **22 December 2023**
- **20 December**, Wednesday for the issue of Friday **29 December 2023**

LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

COMMENCEMENT: 1 APRIL 2018

NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1008.80 per full page, pro-rated based on the above categories.

Pricing for National, Provincial - Variable Priced Notices		
Notice Type	Page Space	New Price (R)
Ordinary National, Provincial	1/4 - Quarter Page	252.20
Ordinary National, Provincial	2/4 - Half Page	504.40
Ordinary National, Provincial	3/4 - Three Quarter Page	756.60
Ordinary National, Provincial	4/4 - Full Page	1008.80

EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3026.32** per page.

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GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days after submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
 - 8.1.5. Any additional notice information if applicable.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

QUOTATIONS

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** **GPW**'s annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that **the quotation number can only be used once to make a payment.**

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules 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). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:
Government Printing Works

149 Bosman Street

Pretoria

Postal Address:

Private Bag X85

Pretoria

0001

GPW Banking Details:
Bank: ABSA Bosman Street

Account No.: 405 7114 016

Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za
E-mail: info.egazette@gpw.gov.za
Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za
Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

NO. 2937

20 January 2023

LAND REFORM (LABOUR TENANTS) ACT, 1996 (ACT NO. 3 OF 1996)

Notice is hereby given, in terms of Section 17 (2) (c) of the Land Reform (Labour Tenants) Act, 1996 (Act No 3 of 1996) ("the LTA"), that an Application for acquisition of land was lodged with the Director General of the Department of Land Affairs by the Applicants, and in respect of the Property set out in the Schedule.

Any party who may have an interest in the above-mentioned Application is hereby invited to make written representations to the Director General, within 30 days from the publication of this Notice. The representations must be forwarded to:

The Director General

**c/o Deputy Director: Tenure Reform Implementation
Department of Rural Development and Land Reform**

Nkangala District Shared Services Centre,
Private Bag X 7261

Witbank

1035,

Fax: (013) 656 03 75 1035,

Tel: (013) 655 1110 Fax: (013) 656 03 752

2nd Floor, Shop no: E8, Saveways Crescent, Cnr OR Tambo & Mandela Street, Die Heuvel.

SCHEDULE

Applicants:

No.	Name and Surname	Identity Number
1.	BAJACILE MBATA	481205 0379 084

Property:

No.	Property Description	Locality (District)	Current Title Deed No	Current Owner	Bonds and Restrictive Conditions (Interdicts)
1	PORTION 0 OF THE FARM PAARDEPLAATS 51 JT,	NKANGAL A	T6838/2020	1. CHERRY CREST PTY LTD	

For **DIRECTOR-GENERAL: DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

SIGNED BY: *Itani Nematandani*
DEPUTY DIRECTOR: TENURE SYSTEMS REFORM, DULY AUTHORISED

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

NO. 2938

20 January 2023

GENERAL NOTICE IN TERMS OF THE RESTITUTION OF LAND RIGHTS ACT, 1994 (ACT 22 OF 1994) AS AMENDED

Notice is hereby given in terms of section 11(1) (c) of the Restitution of Land Rights Act, 1994 as amended) that a claim has been lodged for restitution of land rights on:

REF NO	CLAIMANT	PROPERTY DESCRIPTION	CURRENT LANDOWNERS	BONDS / NO BONDS	DEED OF TRANSFER	INTERESTED PARTIES
KK 282	Ms. Sandra Hilda Dyson	Erf No. 327 in the township of Grasmere IQ	Community Development Board	None	T9981/1978	Land Claimant, the current landowners, and the City of Johannesburg Metropolitan Municipality

Take further notice that the Commission on Restitution of Land Rights will investigate the claim in terms of the provisions of Rule 5 of the Rules Regarding Procedure of Commission Established in terms of section 16 of Restitution of Land Rights Act as amended. Any interested party on the claim is hereby invited to submit, representations in terms of section 11A of the Restitution of Land Rights Act 22 of 1994 as amended within 90 (ninety) working days from the publication date of this notice, any comments/information may be send to:

Chief Directorate: Land Restitution Support Gauteng Province
Private Bag X03
ARCADIA
0007

Tel: (012) 310-6500
Fax: (012) 324-5812


MR. L.H MAPHUTHA
REGIONAL LAND CLAIMS COMMISSIONER
DATE: 21-12-2022

DEPARTMENT OF COMMUNICATIONS AND DIGITAL TECHNOLOGIES

NO. 2939

20 January 2023

FILMS AND PUBLICATIONS ACT, 1996 (ACT NO. 65 OF 1996), AS AMENDED

FILM AND PUBLICATION BOARD
COMPLAINTS HANDLING PROCEDURES

The Council of the Film and Publication Board has determined the procedure to be followed in conducting an investigation regarding the alleged offence as contained in the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended.

CHAPTER 1

PURPOSE OF PROCEDURES

1. **Purpose.** – (1) The purpose of these Procedures is to determine –
 - (a) the procedure to be followed for lodging complaints with the FPB;
 - (b) the procedure to be followed for processing and screening complaints;
 - (c) the procedure to be followed regarding conclusion of complaints; and
 - (d) the procedure to be followed regarding the institution of proceedings before the Enforcement Committee.

CHAPTER 2

DEFINITIONS

2. **Definitions.** – In these Procedures, any word or expression to which a meaning has been assigned in the Act, bears the meaning so assigned and, unless the context otherwise indicates –

“**Act**” means the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended;

“**assessment**” means the process of screening a complaint by the FPB to confirm jurisdiction and make an initial finding;

“**association**” means a group of persons organised for a joint purpose;

“**child**” means any person under the age of 18 years;

“**complainant**” means any person, group or class of persons, association, organisation or organ of state as contemplated in clause 6 of these Procedures;

“**complaint**” means an oral, written or electronic communication alleging conduct or an omission in contravention of the Act addressed to the FPB;

“**Constitution**” means the Constitution of the Republic of South Africa, 1996;

“**day**” means any calendar day excluding Saturdays, Sundays and public holidays;

“**FPB**” means the Film and Publication Board, a body established by section 3 of the Act;

“**organisation**” means an organised body, including a business, political party, trade union and charity;

“**organ of state**” bears the meaning assigned to it in section 239 of the Constitution;

“person with a mental disability” means a person aged 18 years or older whose cognitive ability appears to be comparable to that of a child or appears to render such person vulnerable and in need of assistance or protection;

“respondent” means any person, group or class of persons, association, organisation or organ of state who is allegedly in contravention of the Act;

“the Act” means the Films and Publications Act, 1996 (Act No. 65 of 1996), as amended.

CHAPTER 3

LODGING COMPLAINTS

3. **Complaints which may be investigated by the FPB.** – (1) The FPB has the jurisdiction to conduct or cause to be conducted any investigation –
- (a) on receipt of a complaint, into any alleged contravention of the Act;
 - (b) on its own accord, into any alleged contravention of the Act.
4. **Complaints not dealt with by the FPB.** – (1) The FPB has no jurisdiction to deal with complaints regarding any contravention of the Act prior to 1 March 2022.
- (2) The FPB may reject any complaint, which –
- (a) is based on hearsay, rumour or reports disseminated through the media, provided that the FPB may conduct an enquiry to verify any allegation of a contravention of the Act that is reported in the media or obtained from any source and upon verification, such alleged violation must be dealt with in terms of the Act and these Procedures;

- (b) is couched in language that is abusive, insulting, rude or disparaging, provided that the FPB may consider a complaint if such language is removed;
- (c) is the subject of a dispute before a court of law, tribunal, any statutory body, any entity with internal dispute resolution mechanisms, or settled between the parties, or in which there is a judgment on the issues in the complaint or finding of such court of law, tribunal, statutory body or other body;
- (d) is an anonymous complaint, subject to the provisions of clause 8 of these Procedures, provided that the FPB may on its own accord make enquiries to ascertain the alleged contraventions of the Act and, upon verification, the FPB may deal with the complaint in terms of the Act and these Procedures;
- (e) is viewed to be frivolous, misconceived, unwarranted, incomprehensible or does not comply with the provisions of the Act and these Procedures;
or
- (f) is lodged after the expiry of a period of three years from the date upon which an alleged contravention of the Act occurred, subject to the provisions of clause 11 of these Procedures.

5. Place of lodging a complaint. – (1) A complaint must be lodged at the Head Office of the FPB and may be –

- (a) Delivered by hand at –

The Film and Publication Board
Eco Glade 2

420 Witch Hazel Street
Eco Park
Centurion
0169

- (b) Addressed by post to –

The Film and Publication Board
Private Bag X31
Highveld Park
0169

- (c) Transmitted by electronic mail to clientsupport@fpb.org.za.

6. Who can lodge a complaint. – (1) Complaints in terms of these Procedures may be lodged by –

- (a) any person acting in their own interest;
- (b) any person acting on behalf of another person who cannot act in their own name;
- (c) any person acting as a member of or in the interests of a group or class of persons;
- (d) any person acting in the public interest; or
- (e) any association or organisation acting in the interest of its members:

- (2) If a child or a person with a mental disability wishes to lodge a complaint, they must be assisted by a parent, an appropriate adult or a guardian who is not the cause of the alleged contraventions of the Act.

7. Information required when lodging a complaint. – (1) In lodging a complaint, the complainant must –

- (a) indicate whether the complaint is lodged personally or on behalf of another person, group or class of persons, association, organisation or organ of state and, if so, provide particulars;
- (b) provide the following personal information –
- (i) full names of the complainant;
 - (ii) the physical and postal address of the complainant;
 - (iii) the telephone number of the complainant and their e-mail address, if available; and
 - (iv) a copy of their identity document, birth certificate or passport, if available, and if the complainant is not a natural person, any document showing the registration number and/or official stamp of the juristic person, if available;
- (c) provide the following information regarding the alleged contravention of the Act –
- (i) the date and place of occurrence of the alleged contravention;
 - (ii) the nature of the contravention alleged;

- (iii) particulars of any person, group or class of persons, association, organisation or organ of state who or which is allegedly in contravention, if known;
- (iv) the names and addresses of any person who may provide information relevant to the complaint;
- (v) information regarding other mechanisms which the complainant has employed in an attempt to resolve the complaint, if any;
- (vi) particulars of any person who has been involved in an attempt to resolve the complaint, if any;
- (vii) any other relevant information or supporting documents that can be used during the investigation; and
- (viii) the way in which the alleged contravention should, in the opinion of the complainant, be resolved or the nature of the relief sought.

8. Confidentiality. – (1) A complainant may, when lodging a complaint, or at any stage thereafter, request that their personal particulars be kept confidential and not be disclosed to any person outside the FPB's offices.

- (2) If the complainant is a child or a person with a mental disability, the personal information of the complainant must be kept confidential and not be disclosed to any person outside the FPB's office.
- (3) Any confidentiality request as contemplated in clause 8 (1) of these Procedures, must be supported by a written statement explaining why the information is confidential.

- (4) If a complainant has requested that their particulars be kept confidential and the FPB is of the view that these particulars are necessary in order to resolve the complaint, the FPB must, in writing –
- (a) inform the complainant within 7 (seven) days of receipt of such request of the particulars, which in the FPB's view, must be disclosed;
 - (b) explain to the complainant the reasons therefor; and
 - (c) request the complainant's written consent to disclose such particulars.
- (5) The FPB may, if disclosure of the complainant's particulars is in its view necessary to resolve the complaint, decline to investigate the complaint if the complainant refuses the request as contemplated in clause 8 (4)(c) of these Procedures.
- (6) The FPB must, within 7 (seven) days of its decision as contemplated in clause 8 (6) of these Procedures, inform the complainant, in writing, of its decision, giving full reasons and advising the complainant of their right of judicial review.
- 9. Format of lodging a complaint.** – (1) A complaint to the FPB should preferably be in writing but an oral complaint in person or by telephone may be accepted –
- (a) if it is not possible for a person who wishes to report a complaint to reduce it to writing;
 - (b) if it is not possible for a complainant to send a written complaint to the FPB; or

- (c) if the complaint concerns an urgent matter making it inadvisable to insist on a written complaint.
- (2) An oral complaint must be reduced to writing by the member of staff, as duly designated, on a form which substantially corresponds with the form provided for in Annexure A to these Procedures.

CHAPTER 4

PROCESSING OF COMPLAINTS

- 10. Procedure followed after lodging a complaint.** – (1) The FPB must, within 7 (seven) days from the date of receipt of the complaint, acknowledge receipt of the complaint *via* the post, e-mail, facsimile or cellular phone text message, a record of which shall be held by the FPB.
- (2) The notification of acknowledgement of receipt must advise the complainant that their complaint has been registered together with the reference number allocated to the complaint.
 - (3) If the FPB makes a finding that the complaint should be rejected or referred, the complainant must, within 7 (seven) days of the finding, be notified thereof, in writing, provided that they must be provided with full reasons for the rejection or referral and be advised of their right of judicial review.
 - (4) If the FPB makes a finding that the complaint does not fall within the jurisdiction of the FPB, or could be dealt with more effectively or expeditiously by another organisation, institution, statutory body or institution created by the Constitution or any applicable legislation, the complainant must, within 7 (seven) days of the finding:

- (a) be notified thereof, in writing;
 - (b) be provided with the contact details of the said organisation, institution or body in order to pursue the alternative option themselves (indirect referral); and
 - (c) be advised that they may contact the FPB again should they not be provided with a response from the said organisation, institution or body.
- (5) If the FPB makes a finding that the complaint constitutes a *prima facie* contravention of the Act, the complainant must, within 7 (seven) days of the finding, be notified that the complaint is accepted, in writing.
- (6) The timeframes provided for in this clause must be complied with unless special circumstances warrant an extension of the prescribed timeframes and where special circumstances warrant an extension of the prescribed timeframes, the FPB must, within 3 (three) days of the expiry of the prescribed timeframes, inform the complainant of the extension and the special circumstances warranting a longer period, in any manner they deem fit but by keeping written record thereof.

CHAPTER 5

CONCLUSION OF COMPLAINTS

11. Conclusion of complaints. – (1) A complaint is concluded under the following circumstances –

- (a) after conclusion of an assessment if the complaint is rejected or in the case of an indirect referral, if no further action is required;

- (b) after conclusion of an investigation where it is found that –
 - (i) there was no contravention of the Act; or
 - (ii) there was a contravention of the Act and the said contravention is remedied;
- (c) if a complaint is withdrawn by the complainant and the FPB is satisfied that there are no compelling reasons to proceed with the investigation;
- (d) after resolution of a matter subsequent to the institution of proceedings before the Enforcement Committee as contemplated in clause 12 of these Procedures.

12. Institution of legal proceedings before the Enforcement Committee. – (1) The FPB may institute proceedings before the Enforcement Committee, as contemplated in section 6B (1)(b) of the Act, in its own name, or on behalf of a person or a group or class of persons at any stage after a complaint contemplated in clause 3 of these Procedures is received.

13. Repeal or amendment of Procedures. – (1) These Procedures remain in force until repealed or amended by the FPB by publication in the *Gazette*.

14. Short title and commencement. – (1) These Procedures are called the Film and Publication Board Complaints Handling Procedures and come into operation on the date of publication hereof in the *Gazette*.



Head Office:

Eco Glades 2, 420 Witch Hazel Avenue, Eco Park, Centurion, 0169
 Private Bag X31, Highveld Park, 0169
 Tel: +27 12 003 1400 | Fax: +27 12 661 0074
 Email: clientsupport@fpb.org.za | Website: www.fpb.org.za



**ANNEXURE A
 FILM AND PUBLICATION BOARD
 COMPLAINT FORM**

For office use only			
Province		City / Town	Complaint Reference Number

Please write clearly and use CAPITAL LETTERS. If there is not enough space on this form for your answer, please use a separate page and send it to us together with this form.

If there is more than one person who would like to send a complaint to us, each person must complete a separate form.

Part A: Your Details	
Full name(s) and Surname	
Identity Number	
Race	
Gender	
Address where you live	
Address where we can send letters	
Telephone number (work)	
Telephone number (home)	
Cellular number	
Email address	

Part B must only be filled in if you are writing on behalf of somebody else, for an association or organisation.

Part B: Details of Person, Association or Organisation	
Name and surname of person on whose behalf you are completing this form	
Identity Number	
Race	
Gender	
Address where they live	
Address where we can send them letters	
Telephone number (work)	
Telephone number (home)	
Cellular number	
Email address	
Details of association, organisation or organ of state on whose behalf you are completing this form	
Full name of the association, organisation or organ of state	
Registration number	
Person we should speak to at the association, organisation or organ of state	
Position of contact person	
Address	
Telephone number	
Cellular number	
Email address	

Part C: The Complaint	
Date	
Is it still happening?	
Where did it happen?	
If you know, which section/s of the Act was or were contravened	
If you know, the full name(s) and surname(s) of person(s), association, organisation or organ of state who contravened the sections of the Act, please tell us	
If you do not know his / her / its / their names, please tell us anything you do know about him / her / it / them	
Did anybody see or hear what happened (only people who actually saw or heard what happened, not people who heard about it from someone else)?	
In your own words, tell us exactly what happened (include all information but be as brief as possible)	

<p>Have you reported the matter to anyone else? If yes, please tell us who you have reported the contravention to</p>	
<p>Were any steps taken by the person / association / organisation / organ of state to resolve the matter?</p>	
<p>What outcome do you propose or expect from this complaint (tell us what you would like to achieve with this complaint and the relief sought)?</p>	
<p>Do you need an interpreter when attending any investigations at our offices? If yes, please tell us the language you speak</p>	
<p>Can we use your name in news reports or letters we write regarding this matter / complaint?</p>	
<p>Please tell us how you heard about the Film and Publication Board (e.g. radio advert, newspaper, poster, from a friend, etc.)</p>	

Signature / Mark of Complainant

Date

(on behalf of yourself, another person, association, organisation or organ of state)

If on behalf of another person (including a child or a person with a mental disability), association, organisation or organ of state:

Signature of representative, parent, appropriate adult or guardian

Remember:

- (a) To attach a copy of your Identity Document, birth certificate, passport or proof of the registration number of an association, organisation or organ of state, if available.
- (b) To attach any copies of documents which can assist in this matter.

DRAFT

DEPARTMENT OF HEALTH

NO. 2940

20 January 2023

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965)
ANNUAL SINGLE EXIT PRICE ADJUSTMENT [SEPA] OF MEDICINES AND SCHEDULED
SUBSTANCES FOR THE YEAR 2023

I, DR MJ PHAAHLA, the Minister of Health, has determined on recommendation of the Pricing Committee, in terms of Regulation 8(1) of the Regulations relating to a Transparent Pricing System for Medicines and Scheduled Substances published in terms of the Medicines and Related Substances Act, (Act 101 of 1965), that the Single Exit Price (SEP) of Medicines and Scheduled Substances may be adjusted by not greater than 3.28% of the SEP of medicines and their related pack sizes that was available as at 23th December 2022 regardless of how that SEP was arrived at in the 2022 cycle. Applications for adjustments of the SEP may only be submitted for the first time in 2023 from 11th January 2023 and by no later than 22nd February 2023.

All medicines and their related pack sizes with SEP approved with an effective date later than 23rd December 2022 are not eligible for SEPA 2023. An applicant may only submit once in the 2023 cycle unless a re-submission is made for eligible medicines that have not been previously approved for an adjustment in 2022 period in which an application was made. The final date for re-submissions will be 17th March 2023

An adjustment in the Single Exit Price in terms of this Notice may only be implemented by the manufacturer or importer of the relevant medicine or scheduled substance, no later than 32 working days after the date that the manufacturer or importer has communicated the information requested by the Director-General in terms of the Notice published in terms of Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances.


DR MJ PHAAHLA, MP
MINISTER OF HEALTH

DATE: 23/12/2022

MEDICINES AND RELATED SUBSTANCES ACT, (ACT NO. 101 OF 1965)**INFORMATION TO BE PROVIDED BY MANUFACTURERS AND OR IMPORTERS
OF MEDICINES AND SCHEDULED SUBSTANCES WHEN SUBMITTING FOR
THE SINGLE EXIT PRICE ADJUSTMENT FOR 2023**

I, DR PM MAHLATI, Acting Director General, have determined in accordance with Regulation 21 of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances published in Government Gazette number 28214 of 11 November 2005, that the information required in the submissions for the 2023 Single Exit Price (SEP) adjustment as determined by the Minister be submitted to the Directorate: Pharmaceutical Economic Evaluation (PEE) within the National Department of Health by a manufacturer or importer of the medicine or scheduled substance, who is the applicant of the medicine, in accordance to the information and instruction document appended to this Notice.

Such information should be submitted electronically to sepupdates@health.gov.za. The submission should include information containing the applicant's entire portfolio; including the medicines for which the applicant is not requesting an adjustment of the SEP.

**DR PM MAHLATI****ACTING DIRECTOR-GENERAL: HEALTH****DATE:** 22/12/2022



**INFORMATION AND INSTRUCTIONS FOR THE 2023
SINGLE EXIT PRICE ADJUSTMENT (SEPA)
SUBMISSIONS**

**ALL SEPA 2023 SUBMISSIONS MUST BE SUBMITTED
ELECTRONICALLY VIA EMAIL ADDRESS
SEPUDATES@HEALTH.GOV.ZA WITH ALL SUPPORTING
DOCUMENTS SAVED ON A ZIPPED FOLDER**

PREAMBLE

This document provides information and instructions on how to present the required information when communicating the 2023 SEP adjustment (SEPA) for medicines prices adjusted in terms of Section 22G of Medicines and Related Substances Act (101 of 1965) as amended, and Regulation 8(1) of the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled Substances. The applicants are required to comply with all the requirements and instructions in this document, failure to do so will result in the submission being considered incomplete. Incomplete submissions shall be regarded as ineligible for processing on the basis of non-compliance with the requirements of these guidelines. These guidelines must be read together with the relevant sections of the Medicines Pricing regulations and their implementation guidelines.

1. ACRONYMS

CFO – Chief Financial Officer

DoH – Department of Health

DoP – Database of Single Exit Prices

MCC – Medicines Control Council

MPR – Medicine Pricing Registry

NAPPI – National Pharmaceutical Product Interface

NDOH - National Department of Health

PEE – Pharmaceutical Economic Evaluations

PI – Package Insert

SAHPRA – South African Health Products Regulatory Authority

SEP – Single Exit Price

SEPA – Single Exit Price Adjustment

VAT – Value Added Tax

WHO ATC – World Health Organisation Anatomical Therapeutic Chemical

2. APPLICANT INFORMATION

2.1 APPLICANT REQUIREMENTS

(a) All registered applicants for medicines sold in South Africa (SA), who are eligible in terms of the notice as signed by the Minister of Health, may forward submissions for the Single Exit Price Adjustment (SEPA) for 2023 for all scheduled medicines appearing on the Database of Medicines Prices (DoP) published on 23rd December 2022. The submission should also include;

- i. Scheduled medicines for which no adjustment is required,
- ii. Scheduled medicines for which no adjustment is applicable and
- iii. Discontinued medicines
- iv. Medicines registered and allocated a Single Exit Price (SEP) with an effective date which falls after the 23rd of December 2022. These medicines must be added and listed at the bottom of tab 1 of the excel spreadsheet submitted as part of the 2023 SEPA submission.
- v. Medicines approved under a medicine details amendment Template G submission where an applicant name change or applicant transfer was approved with an effective date falling after 23 December 2022 but before 11 January 2023.
- vi. Medicines described under 2.1 (a) (v) must be submitted by the old applicant if this is the applicant appearing on the database of 23 December 2022. However if the new applicant is listed on the database of 23 December 2022, the applicant must note that this medicine may not be adjusted in terms of the 2023 SEPA notice.

i.e. the submitting applicant must submit all the medicines that form part of their portfolio even if some of the medicines do not appear on the Database of Prices (DoP) of 23rd December 2022. For these additional items, the applicant must include all the supporting evidence (i.e. the communicated email and excel spreadsheet together with a letter of approval from National Department of Health (NDoH) where the effective date of the approved SEP is indicated) which suggests that the medicines were previously processed and allocated a SEP by NDoH. Applicants must note that medicines with an effective

date prior to and including 23 December 2022 are eligible for SEPA 2023 whereas those with effective dates that fall after 23 December 2022 will not be adjusted in terms of the 2023 SEPA notice.

NB: In cases where the medicine is not available on the 23rd December 2022 database, the manufacturer must submit proof that the medicine was previously allocated an official SEP. The SEP approved for implementation on and before 23rd December 2022 shall be eligible for the 2023 SEPA. Applicants must note that medicines falling in the category of medicines described under 2.1 (a) (iv) are **not eligible for 2023 SEPA** but these medicines should be included under Tab 1 and Tab 2 (where applicable) when the applicant submits their SEPA 2023 documentation for processing by the NDoH.

- (b) The information contained in the published notice, guidelines and or gazette with respect to the 2023 SEPA should be read carefully and the contents thereof must be complied with as required.
- (c) The dates and timelines contained in the published gazette with respect to the implementation period for 2023 SEPA must be read carefully and complied with as required.
- (d) Read carefully the information and instructions contained in this document before completing all the fields of both tabs (Tab 1 and Tab 2) of the latest 2023 excel SEPA template which is available on the website www.mpr.gov.za.
- (e) Provide the required information on the cover page (**Annexure A**).
- (f) Sign the declaration annexed to this document (**Annexure B**).
- (g) To ensure immediate and easy access the signed 2023 SEPA notice, guidelines and excel spreadsheet containing Tab 1 and Tab 2 will be shared via email with all representatives of applicants enlisted on the NDoH sepupdates@health.gov.za email address.

NB: No information appearing on the submission shall be changed post facto if the declaration form is found to be completed and signed by all the relevant officials responsible for lodging the 2023 SEPA submission.

- (h) Complete the checklist that is also annexed to this document (**Annexure C**).
- (i) Complete **all** sections of all tabs (Tab 1 and Tab 2) of the latest 2023 SEPA template in the fields provided (**Annexure D**).

- (j) Include a signed covering letter on a company letterhead, stating the purpose of your submission, with every submission or re-submission where applicable. NB: For re-submissions, applicants must ensure to submit only those medicines and lines which require amendments before an approval can be granted. Medicines included in the re-submission must have been part of the first submission unless the entire first submission was not approved due to not submitting the entire applicant's portfolio of medicines.
- (k) A complete submission should include a fully completed latest SEPA template for 2023, Annexure A, B, C and D (A fully completed SEPA template) and a signed covering letter on the applicant's letterhead.
- (l) Ensure all the SEPA template fields are completed in full and the base SEP and medicine details used as reference for the 2023 price adjustment are those which were applicable on 23rd December 2022 and that they have an effective date of 23rd December 2022 or earlier. The base SEP's for each submitted medicine must be verified as correct and that it is appropriate for the relevant medicine prior to lodging the submission.
- (m) Ensure that all fields have been completed as per DoP of 23rd December 2022.

NB: All the applicants must verify the correctness of the information which appears under the SEPA template excel spreadsheet Tab 1 column titled (Originator or Generic). This column may be corrected where applicable during the SEPA submissions processes. Should this information be declared incorrect after the 2023 SEPA implementation process, the applicant will be required to provide evidence to support their claims i.e. should the column details be changed at a later stage after 17th March 2023.

- (n) Wherever the date is required, it should be stated in full (e.g. 14 March 2023).
- (o) Applicants are required to submit **ONLY** the electronic version of the entire submission without any hard copies or compact discs (See section 2.4 (a)). Each emailed submission must include the following in a zipped folder:
 - i. Signed cover letter on the official letter head of the applicant;
 - ii. Completed latest 2023 SEPA template;
 - iii. Completed annexure A;
 - iv. Completed annexure B;
 - v. Completed annexure C (A fully completed latest 2023 SEPA template) and
 - vi. Supporting documents where applicable

- (p) Applicants must ensure that all relevant documents such as the covering letter and the declaration Form in Annexure B are signed prior to lodging the submission.
- (q) The applicant officials responsible for signing the declaration Form (Annexure B) do so to verify and certify that the submission is complete and that the information contained in the submission is true, correct error-free, and every aspect of the 2023 SEPA notice, guidelines or gazette and its guidelines is complied with in totality as prescribed.
- (r) The signed declaration Form (Annexure B) also confirms that the submission in its entirety has been checked by all the persons whose signatures are appended under Annexure B, in addition to the person responsible for compiling the submission.

2.2 2023 SEPA SUBMISSION REQUIREMENTS

- (a) The submissions lodged in terms of these guidelines are solely for the purpose of 2023 SEPA. For other medicine details amendments, applicants must use Template G of the SEP updates as published either on websites: www.mpr.gov.za or www.doh.gov.za or emailed to applicant representatives via sepupdates@health.gov.za
- (b) For a submission to be considered complete, **ALL** sections of the 2023 SEPA template, inclusive of all excel spreadsheet fields, must be fully completed. A fully completed template must have all tabs (Tab 1 and Tab 2) and all the fields of the relevant worksheets completed. Within each tab, all the required fields must be completed for every medicine in the applicant's schedule as published on DoP of 23rd December 2022.
- (c) **ALL** scheduled medicines that make up the applicant's portfolio on the date of the submission, **MUST** be presented in the latest SEPA template.
- (d) **ALL** the medicines (and their respective prices) that have an SEP update which was approved communicated and effected by the department in 2023, before the date of the applicant's 2023 SEPA submission, including those communicated to the applicant after the 23rd December 2022, must be included in the 2023 SEPA submission. Both the letter and excel schedule received from the directorate Pharmaceutical Economic Evaluations Directorate must be submitted for this category of items.
- (e) The information requested under 2.2 (d) will serve as SEPA 2023 supporting documentation and will be used to verify the information that is included as part of the 2023 SEPA submission (on the 2023 SEPA excel templates i.e. Tab 1 and Tab 2) but which may not be appearing on the 23rd December 2022 database. Failure to provide these supporting documents will render the 2023 SEPA submission incomplete. The requirements stated under 2.2 (a) - (d) above also apply to all the re-submissions made by applicants.

- (f) Only the rightful applicant as recorded on the DoP of 23rd December 2022 for the medicine as per the SAHPRA (formerly MCC) manufacturing license and MCC / SAHPRA medicines registration certificate must lodge the submission for the medicine(s) concerned.
- (g) Only those applicants whose manufacturing licenses have not expired may submit 2023 SEPA submissions.
- (h) In cases where an applicant name change occurred after the 23rd of December 2022 but before lodging the 2023 SEPA submission, only the applicant whose applicant name is reflected on the DoP of 23rd December 2022 shall be considered for purposes of the 2023 SEPA submissions.
- (i) To eliminate any confusion regarding the applicable SEP for a particular medicine, applicants must ensure that only one type of submission is in the system for the same medicine at any one given point in time. The NDoH shall not take any responsibility for any confusion that might arise as a result of multiple or different types of submissions and or applications being submitted in parallel for the same medicine.

2.3 NOTES FOR APPLICANTS

- (a) The submission of 2023 SEPA is not obligatory. The eligible applicants are not compelled to compile and submit 2023 SEPA submissions.
- (b) The 2023 SEPA is only applicable on the medicines with a Single Exit Price that was already effective on the 23rd of December 2022, regardless of how these Single Exit Prices were arrived at. This includes the SEP approvals granted after a Non-Permanent Price Reduction submission. These non-permanent SEPs shall be regarded as permanent reductions at the point of lodging the 2023 SEPA submission.
- (c) Therefore, if the SEP of a medicine that appears on the 23rd December 2022 database was arrived at after the applicant submitted a Template B submission, then such an SEP shall automatically become a permanent SEP at the beginning on the first day of implementation of 2023 SEPA i.e. 11 January 2023.
- (d) Applicants must note that in terms of the Medicines Pricing Regulations, there shall only be one Single Exit Price at any given point in time.
- (e) Applicants are advised to compile their own list of reference medicine Single Exit Prices to enable the verification of prices during SEPA implementation. The schedule of 23rd December 2022 may be found on www.mpr.gov.za under "Published Documents", click database of medicine prices. Click on the excel spreadsheet titled *database of medicine prices 23rd December 2022*.

- (f) There can only be one SEP submission launched at any given point in time. The applicant cannot request for an update on the SEP or lodge a Regulation 9 application, whilst the submission for SEPA is still in process. Similarly, the applicant cannot submit a SEPA or Regulation 9 application whilst the submission for an SEP update is still in process. In an event where the applicant has made a SEPA submission and any other SEP submissions and/or a Regulation 9 application the SEPA will not be considered. Should the applicant wish to re-submit, a new submission may be made once the other outstanding SEP submissions and/or Regulation 9 applications have been concluded.
- (g) Each submission should include all the applicant's scheduled medicines, including discontinued medicines. Discontinued medicines should be indicated as such, as per the DoP under the status column. SEPA will not be allowed on officially declared discontinued medicines. **The row order of all the applicant's medicines, as they appear on the DoP of 23rd December 2022 must be maintained.** Any medicines not appearing on the 23rd December 2022 list should appear at the bottom of the 2023 SEPA template in an alphabetical order.
- (h) All medicines with related pack sizes that are presented on the template for 2023 SEPA must be unit priced. When computing the unit prices, the resulting SEPs should not exceed the maximum allowable SEP after the adjustment on the SEP that existed on 23rd December 2022 (i.e. SEP applicable as of 23rd December 2022 + maximum allowable SEPA % as per the notice).
- (i) All medicines including those with multiple pack sizes are required by law to be unit priced i.e. all same ingredient and dosage form medicines with related pack sizes must have the same unit price. Non-compliance with unit pricing will result in the entire submission not being considered.
- (j) Where a new pack size is introduced after 23rd December 2022, it is expected that this will result in a unit price that is no greater than the unit price that existed on pack sizes on 23rd December 2022. (Note that the newly launched medicines and/or pack sizes should be included in the portfolio of medicines in the submission for SEPA and should also be unit priced with their related pack sizes).
- (k) All submissions for SEPA will be processed within 32 working days (excluding weekends and holidays) upon receipt of the submission by the PEE Directorate of the Department.
- (l) The outcome of each processed submission will be communicated to the applicant within 32 working days of the date of your submission. Applicants are required to take note of this 2023 SEPA implementation time frame prior to following up on a submission status.

- (m) All processes and approved SEPs will be communicated to submitting applicants, price file managers and all the stakeholders that are registered on the department of Health emailing list. The approved prices will be published on the website (www.mpr.gov.za) at a later stage.
- (n) All correspondence(s) concerning a submission will only be communicated to the applicant of the medicines applied for.
- (o) The electronic version of the submitted 2023 SEPA template (Annexure D) must be in excel (not pdf format) and should be saved with a file name extension "xls". Submissions containing password-protected documents and files in a version that is not accessible when using NDoH systems; such as those with the file extensions xlsx, docx and PDF, will not be considered.
- (p) 2023 SEPA can only be submitted on the published latest SEPA template for 2023 including both Tab 1 and Tab 2. **ANY** modification to the template will result in the entire submission not being considered. This also applies to re-submissions.
- (q) The final date for all 2023 SEPA submissions will be those as determined in the Minister's 2023 SEPA notice. No submission shall be reviewed outside of the dates that are stipulated in the 2023 SEPA notice.
- (r) An applicant may only submit once in the 2023 SEPA cycle. This does not apply to resubmissions (see point (s) below)
 - (i) Where no adjustment is requested, the existing SEP will be applicable for the 2023 SEPA cycle. The SEPA cycle is the period between two consecutive SEPA announcements by the Minister of Health. The applicant may not at a later stage re-submit a different SEPA request for the same medicine. The SEPA submission and the approval thereof for the 2023 cycle implies that previously approved non-permanent reductions automatically become permanent approvals at the end of the 2023 SEPA implementation cycle.
 - (ii) An applicant's portfolio may not be divided into multiple submissions.
 - (iii) The maximum allowable adjustment may not be divided into multiple submissions. Should an applicant request less than the maximum published adjustment, the balance will be forfeited for the 2023 cycle.
- (s) Resubmissions;
 - i. Resubmissions shall only be considered if submitted within the timelines stipulated in the 2023 SEPA notice.

- ii. Will **only** be reviewed for medicines that had SEPs that were previously not adjusted in terms of the 2023 SEPA quantum, as a result of discrepancies identified in the first 2023 SEPA submission.
- iii. All the requirements for the SEP submissions as stated in this document shall be applicable to re-submissions.
- iv. A resubmission of the not-approved medicines may not be split into multiple re-submissions.
- v. **MUST** contain ALL the medicines listed under the Not-Approved sheet of Annexure E which is communicated to the applicant in response to the initial submission.
- vi. Resubmissions must contain only medicines listed in the Not-Approved sheet of Annexure E communicated to the applicant in response to the initial submission.
- vii. Re-submissions must only be submitted on the official and latest 2023 SEPA template.
- viii. Must only be on the 2023 SEPA template, by the close off date as specified by the Minister of Health and reflected in the 2023 SEPA notice.

2.4 LODGING OF SUBMISSIONS

- (a) Submissions must be lodged electronically via the department of health email sepupdates@health.gov.za. No hard copies submissions will be considered.
- (b) The cover letter must reflect the following information:
 - (i) Applicant Name
 - (ii) 2023 SEPA Submission
 - (iv) Number of Medicines in TAB 1 of the submission template (e.g. Tab 1 = 50 medicines /75 line items
 - (v) Number of Medicines in TAB 2 of the submission template (e.g. Tab 2 = 10 medicines /15 line items- Tab 2 is for originator medicines.
- (c) Each submission **MUST** be lodged on the latest 2023 SEPA template and must be accompanied by annexure A, B, C and D included in this document as well as the applicant's covering letter on the official letterhead of the applicant. All these documents must be saved on a zipped folder and submitted as such.
- (d) Where an applicant is uncertain about the contents of the submission being lodged, clarity must be solicited from the PEE directorate prior to lodging the submission and this

must be done by no later than the closing dates for the lodging of the SEPA submissions. Queries relating to approved submissions that may contain information that was not corrected timeously will not be tolerated.

(e) Only e-mail submissions will be accepted for SEPA 2023.

(f) The 2023 SEPA email must be addressed to:

2023 SEP Adjustment
Director: Pharmaceutical Economic Evaluations (PEE)
ATT: Ms Ntobeko Mpanza
National Department of Health
Room C6-18A Dr Xuma Building
1112 Voortrekker Road, Pretoria Townlands 351 - JR
0001

Email submissions must be lodged made between 09:00 and 12:00 Monday to Friday excluding public holidays. All submissions will be allocated a reference number and no late submissions will be considered. Where the reference number is not received within five working days from the date of lodging the submission, the applicant must resubmit since their submission will not be reflecting on the list of submissions received by the department of Health.

For any enquiries regarding 2023 SEPA implementation, you may contact Ms Mahlogonolo Ledwaba between 13:00 and 15:00 at (012) 395 8186 or by e-mail at mahlogonolo.ledwaba@health.gov.za and Frieda.Seete@heath.gv.za at 012 395 8210 from Monday to Friday excluding public holidays.

All queries must include the reference number provided to the applicant as an acknowledgement of receipt of the SEPA submission

Note that the Department of Health will not be held responsible for submissions that were incorrectly submitted. A reference number reflected on the acknowledgment notice should be quoted in every communication made to NDoH by the applicant.

2.5 DOCUMENTS TO BE SUBMITTED

Applicants are required to submit **all** the following documents to ensure completeness of the submissions:

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- (a) Signed cover letter on the official letter head of the applicant; (The cover letter should include details of the number of medicines being submitted: see point 2.4 (b) above.
- (b) Completed latest 2023 SEPA template with both Tab 1 and Tab 2
- (c) Completed annexure A
- (d) Completed annexure B
- (e) Completed annexure C and
- (f) No compact disc containing all of the above information will be required from the applicant.

2.6 ACKNOWLEDGEMENT OF RECEIPT

- 2.1.1 Upon receipt of a submission, a reference number will be provided via email to the submitting representative of the applicant. The Pharmaceutical Economic Evaluations (PEE) Directorate official will use the email address sepupdates@health.gov.za to communicate the reference number of the application/ submission to the email address of the application sender. This reference number must be used in all correspondences where follow ups are being made on the application. This reference number must be retained, for reference purposes.

3. HOW TO COMPLETE TEMPLATE COLUMNS

The details must be copied from the 23rd December 2022 DoP for all the medicines for the applicant. All details and formatting must remain as it appears on DoP of 23rd December 2022.

Failure to comply with the prescribed requirements under this section 3 below will result in the entire submission not being considered as it will be deemed incomplete and non compliant with the requirements set for 2023 SEPA submissions.

3.1 SEPA 2023 TEMPLATE TAB 1

- 3.1.1 For the information required under the following listed columns labels (headings) in the Template, applicants are required to copy such information from the DoP published on 23rd December 2022 for all medicines that sought SEPA for 2023. All the information and formats and the order of medicines must remain as they appear on the DoP of 23rd December 2022.

- APPLICANT SAHPRA/MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH SAHPRA/MCC
- SAHPRA/MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM
- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 23rd December 2022
- LOGISTICS FEES AS AT 23rd December 2022
- VAT
- SEP AS AT 23rd December 2022
- UNIT PRICE AS AT 23rd December 2022
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC

3.1.2 VOLUME OF SALES

This must be the total quantity of sales of each medicine for the period 01 January 2022 to 31 December 2022. Where the medicine is not being sold this should be indicated in the column. A blank will result in submission not being considered.

3.1.3 REQUESTED MANUFACTURER PRICE

This is the requested VAT exclusive manufacturer price of the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.4 REQUESTED LOGISTICS FEE

This is the requested VAT exclusive logistics fee for the medicine in South African Rands. This is a numerical field displayed at 2 decimal places, with no currency symbols. This column should be indented to the right.

3.1.5 VAT ON REQUESTED COMPONENTS

This column is the VAT component of the SEP, calculated at 15% to the sum of the requested manufacturer price and the requested logistics fee. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.6 REQUESTED SEP

This is the requested Single Exit Price for the medicine in South African Rands. It is the sum of the requested ex-manufacturer price, the requested logistics fee and VAT. This is a numerical field displayed at 2 decimal places with no currency symbols. This column should be indented to the right.

3.1.7 REQUESTED UNIT PRICE

This is the resulting unit SEP of the medicine, considering its pack size and quantity of presentation as per the SAHPRA (formerly MCC) approved package insert (PI). The unit price should be obtained by; dividing the requested SEP by the pack size and then further divided by the quantity.

- (a) This is the price of a unit of the medicine, e.g. one tablet, capsule, millilitre, gram, etc. The unit price as described in the Regulations Relating to a Transparent Pricing System for Medicines and Scheduled substances (Section 22G of the Medicines and Related Substances Act) is the SEP divided by the number of units of the product. Note that unit pricing applies to all medicines with the same proprietary name, strength and dosage form.
- (b) For injections the unit price shall be calculated per ml of reconstituted volume, even where the total volume of the medicine administered to a single patient is less than 1 ml.

- (c) For inhalers, where the pack size is described in the SAHPRA (formerly MCC) approved PI as doses or puffs the unit price will be for 1 dose or puff.
- (d) The unit price is the SEP divided by the pack size and then further divided by the quantity [the "quantity" represents the multiples in which the medicine is packed/the number of pack sizes e.g. for injections, the "quantity" for 50 vials containing 500mg powder for injection packed in 20ml vial to be reconstituted with 10ml of diluents is 50].

This is a numerical field displayed at decimal places with no currency symbols. This column should be indented to the right.

3.2 SEPA 2022 TAB 2

Any blanks on Tab 2 will result in the submission not being considered. Where the medicine is a generic the applicant must comment. Where there is no price available the applicant must indicate this as well as measures taken to obtain the price. Proof of this communication must be supplied. Only those exchange rates provided under section 3.2.3 4 of these guidelines may be used during completion of details required under Tab 2 of the 2023 SEPA application. All the information required under Tab 2 of the 2023 SEPA excel template must be submitted on the same date of the first submission but where this information is not readily available, applicants must note that the last date for sending international benchmarking information is 17 March 2023.

3.2.1 For the following columns:

- APPLICANT SAHPRA/MCC LICENCE NUMBER
- APPLICANT NAME AS REGISTERED WITH SAHPRA/MCC
- SAHPRA/MCC MEDICINE REGISTRATION NUMBER
- NAPPI CODE (9-digit)
- ATC 4 CODE (WHO)
- SCHEDULE
- MEDICINE PROPRIETARY NAME
- ACTIVE INGREDIENT
- STRENGTH
- UNIT
- DOSAGE FORM

- PACK SIZE
- QUANTITY
- MANUFACTURER PRICE AS AT 23rd December 2022
- LOGISTICS FEES AS AT 23rd December 2022
- VAT
- SEP AS AT 23rd December 2022
- UNIT PRICE AS AT 23rd December 2022
- EFFECTIVE DATE
- STATUS
- ORIGINATOR OR GENERIC
- IS / WAS THERE A PATIENT ACCESS PROGRAMME FOR THIS MEDICINE (YES/NO)
- HOW MANY PATIENTS ARE / WERE ON A PATIENT ACCESS PROGRAMME FOR THIS MEDICINE

The details must be copied from the 23rd December 2022 DoP for all the medicines for the applicant. All details and formatting must remain as it appears on DoP of 23rd December 2022.

3.2.2 For all medicines that are labelled originator, the following columns must be completed; Closest Australian Pack Size, Related Australia Quantity, Australian Manufacturer Price in AUS Dollars, AUS Dollar Exchange Rates, Australian Price in Rands, Australian matching pack size in Rands, Comment on Australian Price Provided, Closest Canada Pack Size, Related Canada Quantity, Canada Manufacturer Price in CAN Dollars, CAN Dollar Exchange Rates, CAN Price in Rands, Canadian matching pack size in Rands, Comment on Canadian Price Provided, Closest New-Zealand Pack Size, Related NZ Quantity, New-Zealand Manufacturer Price in NZ Dollars, NZ Dollar Exchange Rates, New-Zealand Price in Rands, New Zealand matching pack size in Rands, Comment on New Zealand Price Provided, Closest Spain Pack Size, Related Spain Quantity, Spain Manufacturer Price in EURO, EURO Exchange Rates, Spain Price in Rands, Spanish matching pack size in Rands, Comment on Spanish Price Provided, Closest Alternate Country Pack Size, Related Alternate Country Quantity, Manufacturer Price alternate currency , Alternate Currency Exchange Rates, Alternate Country Price in Rand, Alternate Country matching pack size in Rands, Comment on Alternate Country Price Provided. Where a medicine does not have a comparator product from Australia, Canada, New Zealand & Spain **all** other countries where the medicine is being sold must be listed and provided as alternate countries.

3.2.3 Where the exact pack size does not exist in the international market, the closest pack size will be used e.g. if there is 30 pack size in South Africa and only 28's and 100's in Spain the 28 pack

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size will be used as the closest pack to 30's. The related quantity refers to the quantity in which the pack size of the medicine is being sold in that country and allows for a like comparison of the South African medicine.

- 3.2.4 The exchange rate will be the average over the 12-month period (i.e. 01 November 2021 to 30 November 2022. These values will be published in the template for consistency. The following are the for the conversion to Rands:

AUS\$	11,31298348
CAN\$	12,51866382
NZD\$	10,39435235
EUR €	17,21627759

NOTE: The template with Tab 1 and 2 must always be maintained in the font and format as it appears on DoP. Applicants should only make use of space, dashes or any other characters if these are represented as such in official documentation.

4. ANNEXURES

4.1 ANNEXURE A: COVER PAGE

TO BE COMPLETED BY THE APPLICANT	
APPLICANT NAME <i>As it appears on the MCC / SAHPRA license</i>	
CONTACT PERSON Name: E-mail: Fax No: <i>(Person responsible for this submission)</i>	
NUMBER OF MEDICINES IN THE SUBMISSION <i>(Also include medicines for which SEP adjustment is not requested, rows which contain multiple active ingredients should not be counted.)</i>	

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NUMBER OF ROWS BEING SUBMITTED (<i>Rows which contain only active ingredients should also be counted.</i>)	
---	--

FOR OFFICE USE ONLY (as per acknowledgement notice)	
Date received: (dd/month/yyyy)	
Received by (Name and Surname):	
Signature:	

**4.2 ANNEXURE B: DECLARATION
SEPA DECLARATION**

I (full name and surname) in my capacity as.....and having the authority to sign and enter into legally binding agreements on behalf of.....
(Name of applicant) hereby certify that:

1. I have read and understood the information and instructions contained in the 2023 SEPA information and instruction document.
2. I have followed the instructions contained in the 2023 information and instruction document in completing the SEPA template.
3. I have correctly calculated unit pricing for all medicines in the applicant's portfolio.
4. I have requested only the SEPA and not any other medicine details amendments for the scheduled medicines in the applicant's portfolio.
5. I have enclosed a signed covering letter on the company letterhead, stating the purpose of this submission.
6. The information supplied in this submission is true and correct. (NB: please provide proof of authorization to sign on behalf of the company)

SIGNATURE (DEPONENT)

1.(CFO Full Names, Surname)
.....(CFO Signature)

2.(Responsible Pharmacist Full Names)
.....(Responsible Pharmacist Signature)

The Deponent has acknowledged that he/she knows and understands the contents of this affidavit, which was signed and sworn to before me aton this the.....day of..... 2023 and that the regulations contained in Government Gazette Notice No. R 1258 of 21 July 1972 (as amended) has been complied with.

COMMISSIONER OF OATHS

4.3 ANNEXURE C: CHECKLIST**SEPA CHECKLIST**

Tick the appropriate box (✓)

HAVE YOU:	YES	NO
a) Read and understood the entire instruction document for 2023 SEPA?		
b) Read, understood, and followed all the instructions in Section 2 and Section 3?		
c) Provided a signed covering letter on a company letterhead stating the purpose of the submission?		
d) Correctly completed the SEPA 2023 template?		
e) Completed the required fields of the covering page (Annexure A)?		
f) Signed the declaration as required, indicating that the information supplied with this application is true and correct (Annexure B)?		
g) Answered yes to all questions in this checklist (Annexure C)?		
h) There are no blanks on Tab 1 and Tab 2		

NOTE: If any of the answer(s) to the question(s) above is **NO**, the submission will not be considered.

4.4 ANNEXURE D: SEPA 2023 TEMPLATE

See Excel Template Published in www.mpr.gov.za or www.doh.gov.za and emailed to sepupdates@health.gov.za

TAB 1

2023 SINGLE EXIT PRICE ADJUSTMENT TEMPLATE																						
Name of Applicant (as it appears on MCC/SARHP License):																						
Name of Manufacturer (as it appears on the product label):																						
Name of Contact Person:																						
Email address of the contact person above:																						
Telephone number, cellphone number and fax number of the contact person above:																						
Applicant/Applicant Name as per Registered License No/MCC/SARHP	MCC/SARHP A Medicine Registration No	Neppi/ATC 4 Code (WHO)	Schedule	Medicine Proprietary Name	Active Ingredients	Strength/Unit	Dosage/Pack Form Size	Quantity	Manufacturer Price	Logistical Fee	VAT on Request	SEP Price Date	Unit Effective Status or Generic	Originator of Status	Volume of Sales 2022 to 31 Dec 2022	Requested Manufacturer Price	Logistical Fee	Requested VAT on Request	SEP Unit Price	Effective Date	THIS COLUMN IS FOR OFFICE USE ONLY	
															numerical field							
															no currency/ no currency/ 2 decimal places							
															numerical field							

DEPARTMENT OF HUMAN SETTLEMENTS

NO. 2941

20 January 2023

I, Mmamoloko T. Kubayi, Minister of Human Settlements, acting in terms of sections 2, 3(1), 3(2), 3(3), 3(4)(a), and 4(2)(b)(ii) of the Housing Act of 1997 as amended, hereby gives notice of the publication of the norms and standards for rental accommodation as public information. The norms and standards cover all forms of rental including public sector rentals such as hostel development, social housing and, private sector rentals such as small-scale rental and backyard rental.

The norms and standards were extensively consulted, considered, and, approved by the Minister after consultation with Members of the Executive Council responsible for human settlements, the South African Local Government Association (SALGA), and, the Council of the Social Housing Regulatory Authority (SHRA) in term of section 2 and 3 of the Housing Act and is to be incorporated into the Housing and Human Settlements Code.

The norms and standards are available in a summary consolidated form and also as separate volumes. All social housing institutions and other delivery agents are expected to ensure compliance there off.



Ms. M.T. KUBAYI (MP)

Date: 03/11/2022

Enquiries:

Ms. Sindisiwe Ngxongo on email: Sindisiwe.Ngxongo@dhs.gov.za

The Acting Director-General
Department of Human Settlements
Private Bag X644
Pretoria
0001



human settlements

Department:
Human Settlements
REPUBLIC OF SOUTH AFRICA

CONSOLIDATED NORMS AND STANDARDS FOR RENTAL HOUSING

September 2022

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1. Introduction

Good design matters. South Africa's history of spatial exclusion and inequality remains stubbornly entrenched in the urban fabric of South Africa's cities. Spatial transformation is intrinsically linked to place making and the provision of quality housing environments that are healthy, safe and secure.

Well designed and well-located housing enhances the social and economic value of housing. Therefore, it is important that housing is not only well constructed, meeting a set of building standards and material specifications, but should also meet a set of qualitative standards that address issues such as space standards, typologies and environmental issues. Challenges that are occurring due to climate change also require consideration in terms of ensuring that buildings can cope with rapidly changing temperatures and that the use of scarce resources such as water is optimised.

The National Department of Human Settlements and the Social Housing Regulatory Authority have developed national norms and standards for key categories of rental housing accommodation in the South African rental sector.

The requirements to develop norms and standards is specified in the Rental Housing Amendment Act, 35 of 2014, which amends the Rental Housing Act, 50 of 1999. The Rental Housing Act applies to all rental housing and thus affects both privately owned and state-owned rental housing.

The stated objectives of the Rental Housing Amendment Act, 2014 are, in summary, to:

- promote the provision of rental housing;
- ensure a functioning rental housing market;
- facilitate sound relations between tenants and landlords; and
- provide legal mechanisms to protect the rights of tenants and landlords respectively.

The Amendment Act also empowers the Minister of Human Settlements to institute regulations and specifically obliges the Minister to issue regulations regarding norms and standards of rental housing that are aligned with the policy framework. These regulations must *inter alia* address safety, health and hygiene; basic living conditions including access to basic services; size; overcrowding; and in respect to the poor and vulnerable, affordability.

Norms and standards are in place for some of the different categories of rental stock making up the rental sector, but not all sectors. The purpose of this report is to review existing policy and documentation and to formulate revised norms and standards that appropriately provides for the different categories of rental and ensures logical alignment within the sector.

Accordingly, this document sets out norms and standards for various categories of rental housing. The norms and standards are not intended to be prescriptive but rather to provide a framework of guidelines and principles that give effect to the Rental Housing Amendment Act No. 35 of 2014 while taking cognisance that there is a range of other existing legislation, regulations, town planning ordinances and municipal by-laws that would also directly or indirectly apply to dwellings and

buildings in which people live, whether owned or leased.

This report is divided into two parts:.

- Part A provides the overall context, including an overview of the legislative and policy context and the rental housing sector, terminology and typology and roles and responsibilities.
- Part B provides detailed norms and standards for: Public Sector Rental Housing; Social Housing; Community Residential Units; Private Sector Rental Housing; and Backyard Rentals

PART A: OVERALL CONTEXT

2. Overview

2.1. Legislative and policy context

Rental tenure has always been part of the South African housing market. Rental in the form of low, medium and high-rise apartment buildings, housing and townhouses and flats and rooms on the properties of formal residential houses has been consistently available for middle to high income households.

During apartheid rental tenure for low income households was the predominant form by which government provided housing for the poor.¹ From 1950 to 1970, the purpose of the **public rental housing programme** was to fill the gap between supply and demand for formal housing. The typical products of these programmes were tenement blocks of two to three flats or individual single-storey dwellings of a relatively high standard. Much of this stock was transferred to the occupants' post-1994 as part of the Discount Benefit Housing Scheme, although a limited number remains in the ownership of provincial and municipal governments.²

Since 1994, while the main focus of South Africa's housing policy has been on ownership tenure, rental has been part of the policy from its commencement. The Constitution of South Africa (1996) and the Housing Act (1997) are the framing documents of South Africa's housing policy (see Annexure A for details). These documents establish South African's right to have access to adequate housing and do not prioritise one form of tenure above another, but indicate that a wide range of housing tenure options should be provided.

The first National Housing Code (2001) introduced the first rental subsidy (the **Institutional Subsidy**) offered after the democratic elections of 1994 for low income households which provided funding to institutions (both public and non-governmental) to provide affordable rental or instalment sale housing units (for details on the National Housing Code see Annexure A).

Prior to 1999 common law (case law passed down by judges) was used to govern the relationship between landlords and tenants. However, although the common law is still used in South Africa, the Rental Housing Act 50 of 1999 was introduced as the main piece of legislation to regulate the relationship between landlords and tenants for all rental types and income categories.³ The Rental Housing Act defined the responsibility of Government in respect of rental housing property and created mechanisms to **promote the provision of rental housing by the private sector**. The Act created mechanisms to ensure the proper function of the rental housing market through making provisions for the establishment of Rental Housing Tribunals and laying down general principles governing relations between tenants and landlords and the basis by which conflict resolution in the rental housing sector should occur (for more details see Annexure A).

In 2004, the Comprehensive Plan for the Development of Sustainable Human Settlements introduced **social housing** as a concept in South Africa (for details see Annexure A). This policy document was significant in that it shifted government's emphasis from the provision of housing to

sustainable human settlements focusing on creating integrated neighbourhoods, densification and sustainable cities. Rental tenure (and particularly social housing) was seen by policymakers as enabling choice, mobility and an alternative for poor households who did not qualify for an ownership subsidy. Social Housing is defined as a rental for low to medium income households at a level of scale and built form which requires institutionalised management and which is provided by Social Housing Institutions (SHI's) or other delivery agents in approved projects in designated Restructuring Zones, with the benefit of public funding.⁴

The focus on social housing was reinforced with the introduction of the Social Housing Policy (2005) and the Social Housing Act (2008). Both of these documents aimed to contribute to the national priority of restructuring South African society and to improve and contribute to the overall functioning of the housing sector (for details see Annexure A). The Social Housing Act established the Social Housing Regulatory Authority (SHRA) with the purpose of regulating SHIs and overseeing the disbursement of the Restructuring Grant.

The Housing Code 2009 further refined the type of rental to be provided by government including:

- The **Institutional Subsidy** was refined to support the implementation of social housing, to provide a range of creative and affordable special needs and niche market options to people with very low incomes (R1 500 to R3500) and to promote densification (transitional and communal housing).
- **Community Residential Units (CRU)** were introduced to provide affordable good quality rental accommodation to very low income households (income range of R1,500 to R3,500), and support the integration of public housing into the broader housing market and environment. The programme includes public hostels, public/private owned hostels and public stock.

Following a comprehensive review of the Social Housing and CRU Programmes commissioned by the National Department of Human Settlements (NDHS) in 2015, certain recommendations were accepted by the Department. The main recommendations relating to CRU were included in a submission to Human Settlements MinMEC and approved by said MinMEC on 9 June 2017.

The main recommendations approved in the June 2017 MinMEC resolution are that the CRU new built option be transferred to the Social Housing Programme, and "...that the CRU Programme will only entail the redevelopment of public sector hostels and the upgrading of existing higher density state rental housing". Following the 2015 CRU Programme Review, most of the recommendations were written into a revision of PART 3: Community Residential Units of the national Housing Code. This revision of the Code has not yet been officially published.

From 1 April 2017, Cabinet approved that there should be a single social housing capital funding stream, located at the SHRA to be called the **Consolidated Capital Grant (CCG)**. The Institutional Subsidy and CRU were shifted from the provincial departments responsible for human settlements to the SHRA.

The role of the private sector has been recognized in housing policy since its inception. However

other than regulation through the Rental Housing Act of 1999 which has been amended twice, once in 2007 and in 2014, support from government has been limited. Outcome 8 (2010) set a target for **formal private sector rental** but no policy was put in place. Likewise, in the last five years there has also been increasing recognition of the **informal rental market (backyard rental)**. However attempts to put in place a policy to enable this typology were not successful. Despite this the private sector has thrived providing a range of rental types by a range of different actors.

With respect to the future, there is a growing realisation that South Africa's housing programme in its current form cannot be sustained. Government cannot financially afford a commitment to the eradication of informal settlements and the provision of fully subsidised, stand-alone houses for low-income households. Meeting this demand alone will require the government to build at least 1,8 million houses at a current cost of R 343 billion.⁵

Accordingly, Government is shifting its policy emphasis towards informal settlement upgrading, site and service schemes, affordable housing for ownership, social housing and affordable rental including **shared one room/shared ablutions, smaller units etc.** A greater role by the private sector, individuals and households is envisaged.

This shift in policy is reinforced in the National Development Plan (NDP, 2012) and the Integrated Urban Development Framework (IUDF) (2016). The IUDF in particular articulates the importance of rental housing in South Africa (see Annexure A). These documents indicate that a range of demographic and economic factors are driving rental housing demand, including growing urban migration particularly into metropolitan cities, insufficient delivery of housing on an ownership basis and difficulties in accessing mortgage loans due to high levels of indebtedness.

The key legislative and policy documents that frame governments approach to the rental sector are listed below, but are described in greater detail in **Annexure A**:⁶

- The Constitution of South Africa, 1996 [Act No. 108 of 1996] [the Constitution]
- The Housing Act, 1997 [Act No. 107 of 1997 as amended in 2001] [the Housing Act]
- The Residential Landlord and Tenant Act, 1997 [Act No. 3 of 1997]
- The Rental Housing Act [Act No 50 of 1999]
- The Comprehensive Plan 'Breaking New Ground in Housing Delivery', National Department of Housing, 2004 [Comprehensive Housing Plan]
- The Social Housing Policy, 2005
- Social Housing Programme Guidelines, November 2006
- The Social Housing Act [Act No. 16 of 2008]

- The National Housing Code, 2009
- Outcome 8, Sustainable Human Settlements and an improved quality of household life, 2010
- The National Development Plan, 2030 (2012)
- The Medium-Term Strategic Framework (2014 – 2019)
- Integrated Urban Development Framework (IUDF), Department of Co-Operative Governance (DECOG), 2016
- Spatial Planning and Land Use Management Act (SPLUMA) [Act 16 of 2013]

The Rental Housing Act in Chapter 2 affords the Minister of Human Settlements the right to introduce a rental housing subsidy programme or other assistance measures to stimulate the supply of 'rental housing property' for low income earners. The definition of 'rental housing property' is given as including one or more dwellings and the definition of 'dwelling' is given as including any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated garage space which is leased as part of the lease. It does not give a definition for a 'low income earner' although it is given that these are to be covered in a National Policy Framework and where the Minister of Human Settlements may define the criteria for the poor or low income earners and groups.

The more recent National Housing Code (2009), the Neighbourhood Planning and Design Guide (2019) (the revised version of the Guidelines for Human Settlement Planning and Design known as the 'Red Book') and the National Home Builders Registration Council (NHBRC) Home Building Manual do, to varying degrees of detail, contain guidelines or standards in respect of human settlements and housing in general.

The revised Red Book's stated purpose is to *"provide practical information related to the planning and design of the range of services and infrastructure typically provided as part of a neighbourhood development project. The application of the guidelines should ultimately result in the delivery of infrastructure and services that are effective and efficient and that contribute to the creation of sustainable human settlements."* Generally these guidelines are not intended to be prescriptive, or to be regarded as suggesting minimum standards or regulations.

Figure 1, taken from the Neighbourhood Planning and Design Guide (the Red Book), illustrates the relationship between the broader policy framework and specific instruments to achieve the outcomes of the framework.

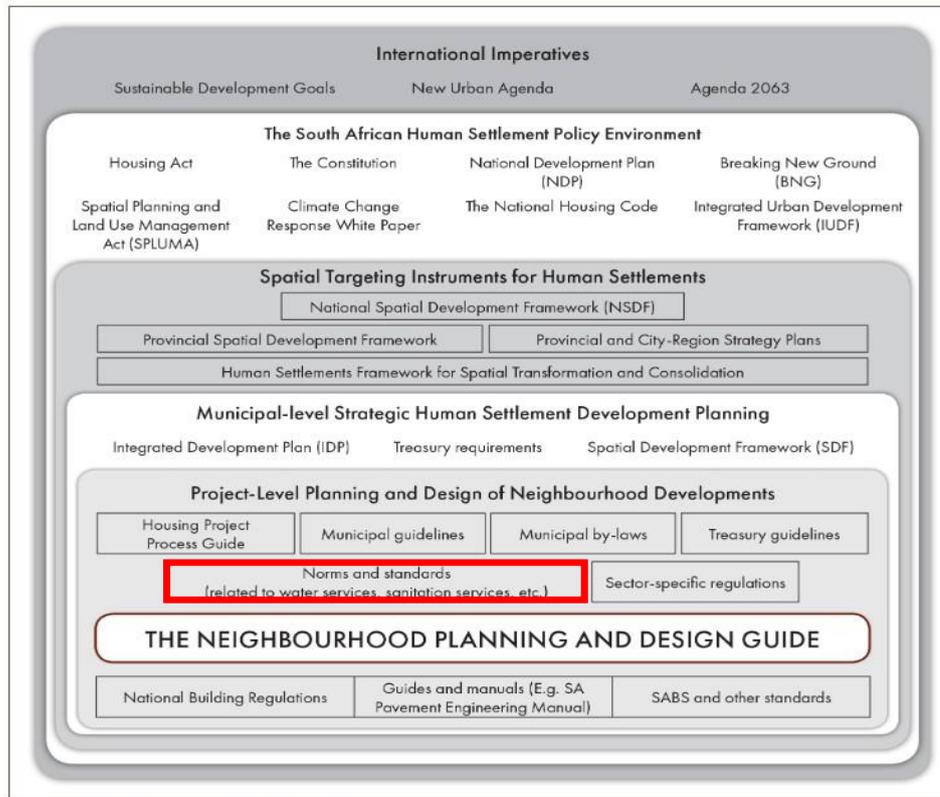


Figure 1: Relationship between broader policy framework and specific instruments.

Source: www.redbook.gov.za

In all cases, the National Housing Code, Red Book and NHBRC Home Building Manual make some reference to the National Building Regulations and Building Standards (NBR) Act, 103 of 1977. In applying the NBR and to ensure ‘deemed to satisfy’ compliance, there is also the supplementary Codes of Practice, the National Building Regulations, SANS 10400. They set out the requirements to ensure that buildings are designed, built and maintained in such a way that their intended use or habitation provides a healthy and safe environment to users and occupants. It is acknowledged in the Codes that there are other aspects to buildings that affect the level of comfort and/or convenience of users and/or occupants (for example, should parking be a norm as part of the leased property and if so, open or covered), but as these are very subjective in nature, specific guidelines or codes of practice have not been prescribed and even if there were, they would be very difficult to tangibly measure and thus control or enforce through legislation and regulations.

While the aspect of ‘habitability’ is quite comprehensively dealt with in the NBR, The Rental Housing Amendment Act has now also introduced ‘habitability’ to the Act and given a definition of ‘habitability’ as a dwelling that is safe and suitable for living in and includes:

- adequate space;

- protection from the elements and other threats to health;
- physical safety of the tenant, the tenant's household and visitors; and
- a structurally sound building.

While not too dissimilar to that defined in the NBR, the NBR (SANS 10400) has provided substantially more tangible descriptive and measurable technical detail for 'habitable' so as to avoid the notion of 'habitable' falling into the realm of the subjective and unmeasurable. Linked to the above, the Rental Housing Amendment Act has further defined maintenance being the repair and upkeep as may be required to ensure that a dwelling is in a habitable condition. Further, in its section of rights and obligations of the landlord, the landlord must provide a tenant with a habitable dwelling, maintain the existing structure of the dwelling and where possible facilitate the provision of basic services to the dwelling.

Given the use of words of 'building' and 'structure' in the above, it is implied, or could reasonably be interpreted, that the physical rental accommodation is 'fixed' and of a 'permanent' nature.

For the purposes of this norms and standards document, all 'rental property', irrespective of whether single room or house or a multi-unit building, is taken as being a fixed property/site with permanent improvements/building.

Despite the common edict in most of the social housing specific instruments that projects must conform to the NBR and NHBRC technical requirements, and the norms and standards of the Housing Code (which strictly speaking apply to stand alone individual dwellings only), there appears to be no consistent set of technical/dimensional norms for social housing, with the existing regulations of the Act limiting the flexibility required to offer a greater range of options that could reduce costs, increase demand responsiveness, affordability and reach in the deep down market segment.

There is currently no explicit legislation or policy in place relating to Backyard Rental as a particular sub-market of private sector rental. However, both within existing policy and legislation there is increasing recognition of Backyard Rental as a sub-market of the rental sector, the need for spatial transformation and justice and the need for relaxed norms and standards being applied to specific sub-markets such as Backyard Rental as set out below. Of specific relevance in this regard are the following legislative and policy instruments (see relevant endnotes for detail):

- A Comprehensive Plan for the Development of Sustainable Human Settlements⁷
- The Integrated Urban Development Framework (IUDF)⁸
- SANS 10400-0⁹
- Spatial Planning and Land Use Management Act (SPLUMA), Act 16 of 2013¹⁰
- Land Use Management Schemes (LUMS)¹¹

The current document, with the objective of developing consistent and comprehensive norms and standards for the rental housing sector, is aimed at bridging the fragmentation/gap that exists and bring all norms and standards for rental housing together under one roof, as far as possible within the rules of the existing legislative and regulatory framework, while at the same time ironing out constraining inconsistencies and perceptions about what is allowed and what not.

2.2. Size of the rental sector

Figure 1 and Figure 3 below provide a comparative analysis of housing circumstance as reflected in the Census of 2001, the Community Survey of 2007, the Census of 2011 and the Community Survey of 2016. As indicated in Figure 1, the size of the formal rental sector is generally one fifth of the housing market ranging from 25% in 2001 to 21% in 2016. In the 2011 Census the size of the rental sector was higher comprising 32% of the total market. On the basis of the 2016 Census 3,6 million households occupy formal rental accommodation. The reduction of the rental sector in size in the Community Survey of 2016 is a concern but could be due to a change in the way in which tenure and house type are categorised within the survey.

The backyard rental sector has comprised 5% of the housing market consistently over the period. However, the number of households has grown with just under one million households (919,000) occupying this form of accommodation in 2016.

In total the rental sector comprises 4,47 million households (formal and backyard rental).

Figure 3 and Figure 4 show the size of the rental sector in each province and metro, as well as the percentage of households that rent formal accommodation and backyard rental in each of the provinces and metro cities as reflected in the 2016 Community Survey.

As indicated in figure 3 Gauteng has the highest percentage of rental accommodation (39%) of the total rental sector in South Africa comprising 1,76 million households. This is followed to a lesser extent by the Western Cape and Kwa Zulu Natal which have 12% respectively of the total rental sector comprising 531,000 households and 537,000 households respectively. Rental is found least in the Northern Cape (2% of the sector), Free State (5%), Mpumalanga (6%) and Limpopo (7%).

Of the total housing sector within the province, Gauteng has the highest percentage of formal rental accommodation (27%) followed by the Western Cape (22%), North West (21%), Northern Cape (20%) and Free State (20%). The provinces with the lowest percentage of formal rental are Kwa Zulu Natal (15%), Eastern Cape (17%), Mpumalanga (18%) and Limpopo (18%).

Of the total housing sector within the province, Gauteng and North West have the highest percentage of backyard rental (8% respectively). Eastern Cape (2%), Limpopo (3%), Kwa Zulu Natal (4%) and Mpumalanga (4%) have the lowest percentage of backyard rental.

As indicated in figure 4 the metro cities have 2,3 million households living in rental accommodation making up just over half (52%) of the total rental sector in South Africa. The metros that have the highest percentage of rental in terms of the total rental sector in South Africa is the City of Johannesburg (16%), Ekurhuleni (10%) and Cape Town (7%). The cities with the least rental are

Mangaung (1%), Buffalo City (2%) and Nelson Mandela Bay (2%).

Of the total housing sector within the metro, Gauteng has the highest percentage of formal rental (30%), followed by Ekurhuleni (28%), Buffalo City (26%) and the City of Tshwane. The city with the smallest formal rental sector is eThekweni (16%).

Of the total housing sector within the metro, the City of Johannesburg has the highest percentage of backyard rental (9%) followed by Ekurhuleni (7%). Nelson Mandela Bay (2%) and Mangaung (4%) have the lowest percentage of backyard rental.

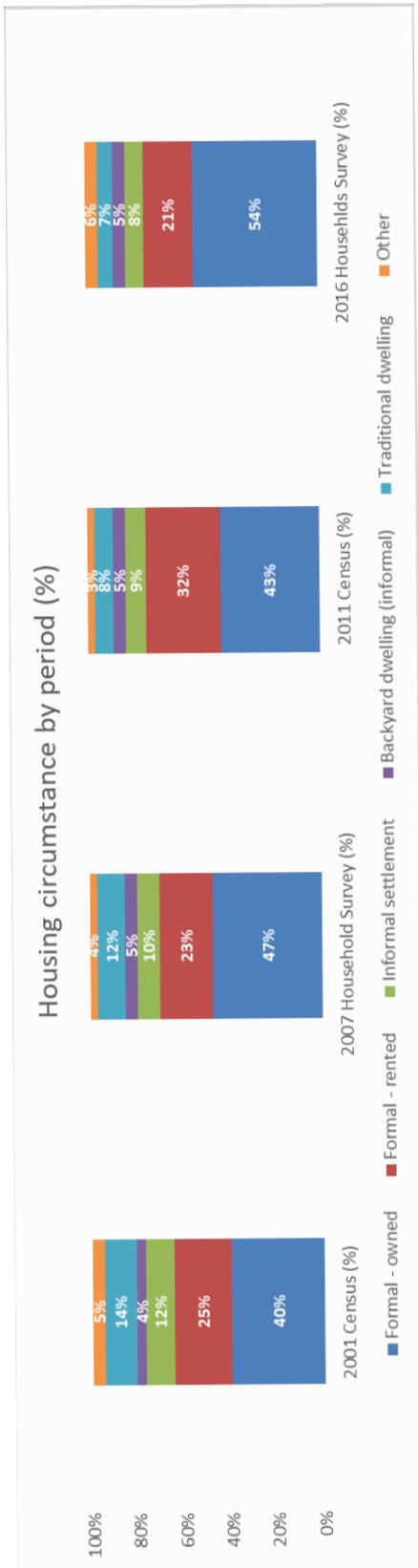


Figure 2: Comparative analysis of housing circumstance 2001 to 2016(%)

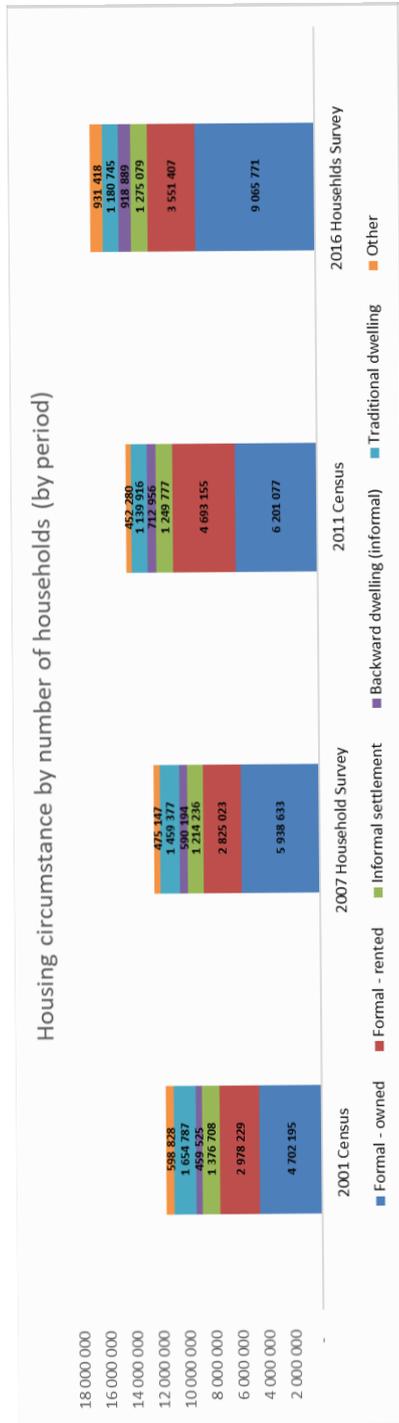


Figure 3: Comparative analysis of housing circumstance 2001 to 2016 (number of households)

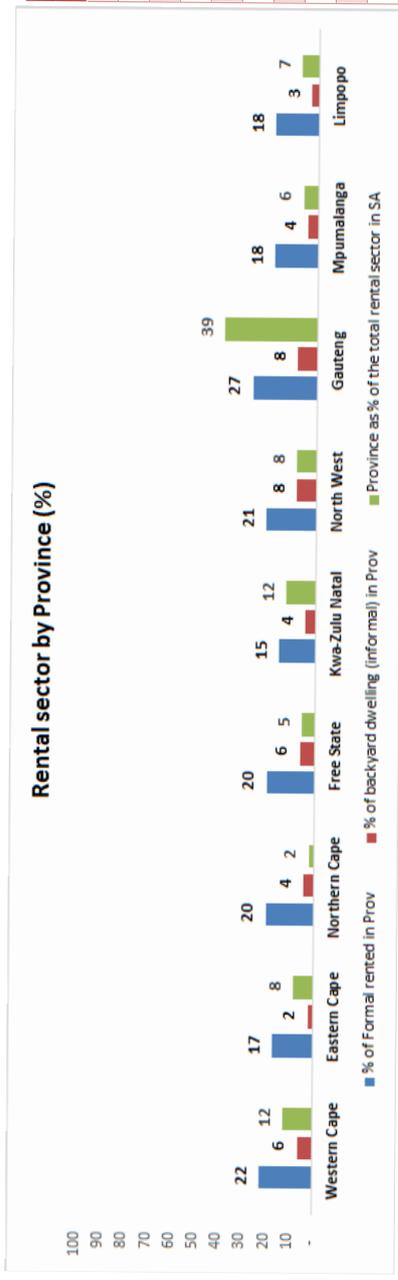


Figure 5: Rental sector by Province. Source: StatsSA Community Survey 2016

No of households per province in formal and backyard rental (2016)	
Western Cape	531,069
Eastern Cape	344,220
Norther Cape	84,052
Free State	242,458
Kwa-Zulu Natal	536,691
North West	357,923
Gauteng	1,758,588
Mpumalanga	281,167
Limpopo	334,129
Total	4,470,297

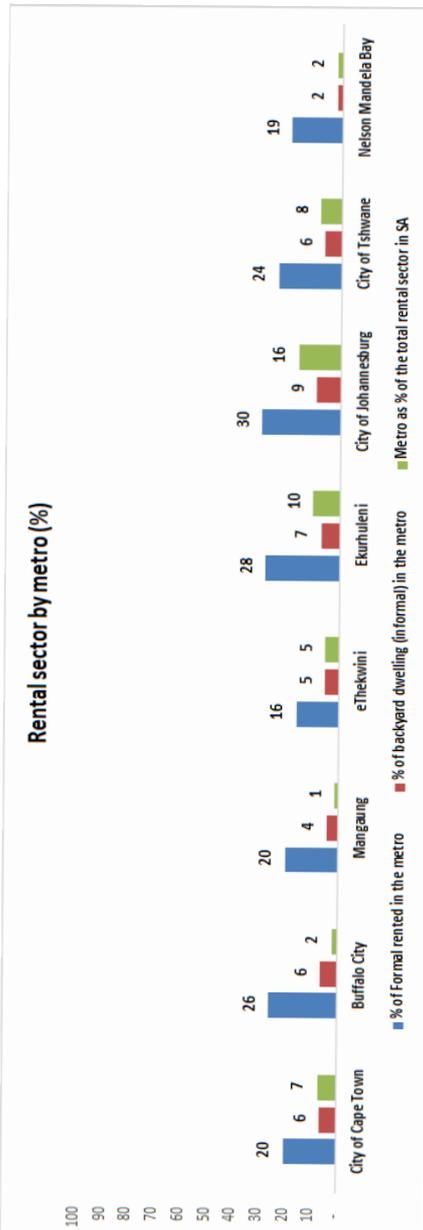


Figure 4: Rental sector by Metro. Source: StatsSA, Community Survey 2016

No of households per metro in formal and backyard rental (2016)	
City of Cape Town	331,804
Buffalo City	78,842
Mangaung	61,654
eThekweni	239,203
Ekurhuleni	463,302
City of Johannesburg	726,187
City of Tshwane	345,140
Nelson Mandela Bay	79,235
Total	2,325,367

Using the Community Survey 2016, the figure below shows the different typologies making up the rental sector. As is evident in the figure 54% comprises a house on a separate stand, 21% informal backyard dwelling, 13% formal backyard dwellings and 9% flats.

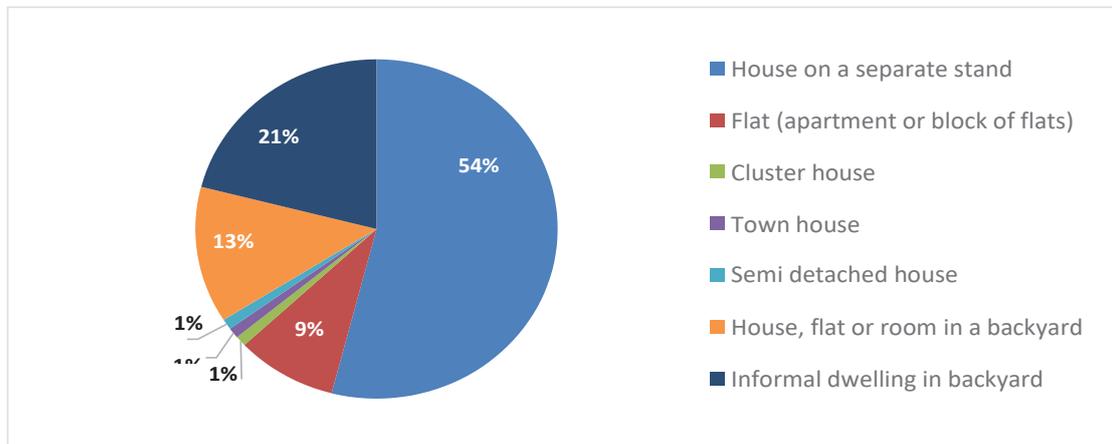


Figure 6: Rental typologies (%). Source: StatsSA Community Survey 2016

2.3. Key factors impacting on demand¹²

Rental markets are premised on a willing landlord / willing tenant relationship, centred on a monetary exchange for access to living space and services. Therefore, tenants' income levels, affordability, ability and willingness to pay are the critical parameter defining the prevalence, scale and sustainability of rental markets.

Rhizome Management Services in 2012¹³ argue that rental provides a vital accommodation safety net for many low and middle-income households, providing reasonable, affordable and appropriate accommodation that meets many households' and individuals' needs. The rental market also provides accommodation for many who are unable to obtain subsidized accommodation. When disaggregated into its component parts, even poor-quality backyard rental provides significantly better accommodation outcomes than the alternative, informal settlement. These component parts include relatively secure tenure, relatively good locations and access to urban amenities and access to basic services (water, sanitation, electricity). In addition to this, a proportion of the stock also meets basic international norms and standards, specifically in relation to smaller household structures that form a large proportion of this market.

In a multifaceted study of the South African rental housing market in 2002, Martin and Nell conclude that a presumed linear progression from tenant to owner is a fallacy and rather individuals occupy accommodation with various types of tenure at various times in their lives, depending on their own socio- economic circumstances. Consequently, a range of tenure options is important for a functioning housing market. Martin and Nell conclude that many tenants who can afford to

purchase a home simply choose not to, preferring to remain in rental.

Demand within the rental sector in addition to a lifestyle or location choice by a household is also attributed to two key factors namely a shortage of home ownership options and difficulties in accessing finance for home ownership due to affordability limitations. An example of how an increasing number of low and lower-middle households are increasingly shut out of the bonded-ownership market is illustrated by research undertaken by Eighty20 in 2015. In this regard Eighty20 found that mortgage bonds in South Africa become more and more common the further up the “income pyramid” a household is. A total of 72% of households that earn R30 000 or more per month hold a mortgage. However, for households earning between R3 500 and R10 000 the figure is only 8%.

The Tenant Profile Network in 2017 argued that in the land-scarce Western Cape upward pressure on house prices has contributed to a major affordability for many including younger aspirant first time buyers and has for many made the rental option relatively more attractive in the province. The TPN (2017) also cites FNB’s Estate Agent Survey which, in late 2016/17 showed a particularly low estimate of first-time home buyer levels in the City of Cape Town.

A range of researchers over the last decade have argued that the rapidly expanding phenomenon of backyard rental is an important response to increasing demand for rental and that this form of accommodation must be considered a part of the broader rental housing market. Shapurjee and Charlton (2013:1), for example, assert that: “South Africa’s backyard dwellings resonate with similar forms of self-funded and managed rental stock across the global South. As a quick, flexible and regenerative housing asset, cumulative acceptance of such rental markets is necessary—along with viewing the driving actors as astute innovators in shelter and livelihood provision.”

Rhizome Management Services in 2012¹⁴ indicate that many households in South Africa do aspire to own their own accommodation and live in rental accommodation through lack of choice. However, many have legitimate reasons to prefer, and actively seek out, rental opportunities. Many people have had legitimate cause to rent some form of accommodation at some stage of their housing life cycle. Some of the primary motivations for the choice of rental accommodation are listed below.

- Rental markets can provide access to affordable, well-located accommodation, with good access to urban amenities.
- Many households prefer rental to owned accommodation as it allows greater flexibility and mobility, or because they may already own accommodation elsewhere (dual house households). Rental can be better suited to young people, small households and people with dual houses and households.
- Rental stock plays a critical role for those who cannot purchase accommodation due to affordability or supply constraints, or the inability to procure finance.
- Rental markets generate income for landlords, and can leverage the asset values of owned land or accommodation assets.

- Many households do not want to bear the costs of ownership, require smaller accommodation due to their household structure or are not eligible for subsidized housing
- Rental housing provides valuable accommodation options for people unable to access subsidized housing (young people and families, foreigners)

2.4. Future demand trends¹⁵

A 2014 study published by the Financial and Fiscal Commission (FFC) entitled *Understanding Housing Demand in South Africa* identifies important trends and shifts which are extremely relevant for the rental housing sector, its future development and management. Using a standardised questionnaire, a total of 544 households were surveyed to understand housing demand. Households were asked about housing type and tenure (what kind of house they are living in now and what kind of house they aspire to), and housing location (why they move from one area).

The FFC (2014) developed a housing demand model for the study through which they determined that demand for rental housing is highest in inner urban areas (CBD and inner/intermediate suburbs), and that rental is the most appropriate and most aspired form of housing in such locations. Highly significant for the rental housing sector was the finding that there has been a shift from freestanding houses to flats or townhouses in terms of the preferred typology.

In June 2016 the Centre for Affordable Housing Finance (CAHF) presented findings which indicated, inter alia, that since 1994 South Africa has experienced substantial diversification in the rental housing market. CAHF asserts that the broad proliferation of small-scale landlordism, the building of new rental accommodation, conversion to rental, rooms for rent in formal houses and backyard rental strongly indicates substantially dramatically increased demand for rental housing, particularly accommodation among low- to middle-income households.

CAHF (2016) asserts that the country has severe under-supply of affordable rental accommodation in relation to demand and notes that, in response, delivery of rental housing by the private sector has rapidly escalated in recent years. CAHF also underline the importance of facilitating a greatly increased supply of affordable stock as this, inter alia, is critical for a well-functioning housing market.

In terms of the trends in rental the FFC (2014) predict that South Africa will experience a steady, continuing shift from ownership to rental as the preferred form of housing tenure. Rental as a form of tenure is projected to increase between 2011 and 2030. However, it is noted that the reduction in the number of households in rental tenure in respect of the Community Survey of 2016 (see section 3.1 above) might mean that this prediction needs to be qualified.

Additionally, recent evidence from Payprop indicates the sector is under significant pressure (specifically related to municipal rates costs). Over the last two years, rental growth rates have decreased essentially by 50%, with net income levels stagnating over the 2018 financial year. With incomes growing more slowly than inflation and the continued pressure from increases in municipal rates, the sector faces strong headwinds going into the new decade.

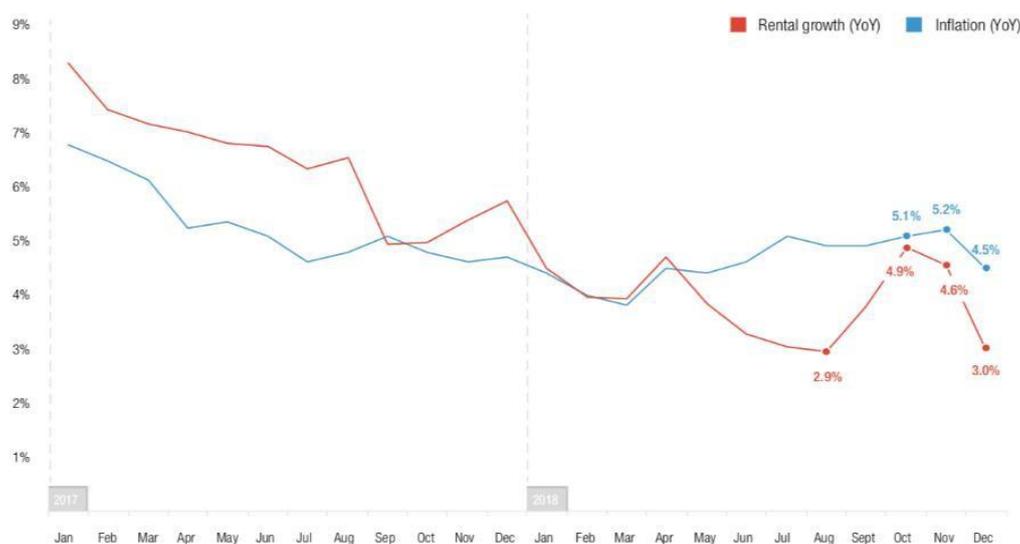


Figure 7: Weighted average national rental growth rate (YoY) vs inflation, 2017 & 2018. Source: Payprop, 2019

An important recent investment trend was identified by TUHF which found that private sector rental suppliers are increasingly focusing more and more on conversion of buildings from non-housing use to rental housing use. Opportunities such as this promote a higher return on lettable areas and maximise return on cost of acquisition. Investors are basing this strategy on locating under-valued industrial space and office buildings and taking advantage of the open-plan nature of the building to provide significant numbers of units.

2.5. Funding overview

The type of funding used in developing rental accommodation varies depending on the type of rental accommodation. Generally funding includes government subsidies, equity and debt finance. An overview of each of these types of funding is set out below.

- 1) **Government subsidies:** Currently government subsidy is only available for social housing and CRU. Subsidy funds are provided through the **Consolidated Capital Grant (CCG)** administered by the SHRA and which includes the former Restructuring Capital Grant, the Institutional Subsidy and CRU. In terms of the 2019 National Treasury Human Settlements Vote (38) an amount of R2.3 billion is allocated for social housing over the MTEF period, which is expected to fund the delivery of 62 489 social housing units (2017/18 to 2020/21). The funds are provided to accredited projects and SHIs and private sector landlords in specified Restructuring Zones in terms of specified procedures. The procedures include specifications as to the incomes of tenants accommodated in the buildings funded, as well as rentals charged.

In order to secure the CCG, a project must be financially viable, fully and properly structured, with matching funding (debt and / or equity) secured. All major approvals must be in place, and

the project should be ready to be implemented imminently. Financial viability is checked against a full set of key performance indicators specified by SHRA.

The project must comply with specific social housing policy, standards, restructuring and environmental objectives as determined by SHRA. Projects must be well integrated into their precinct and should be of a high design standard. The size of units, materials used, environmental standards and efficiencies must meet set benchmarks. Adequate maintenance to keep the building in good condition must be provided for in the project feasibility and there must be clear indications that the project is designed to meet the needs of tenants and to be sustainable.¹⁶

- 2) **Equity:** Equity comprises capital investment made by the landlord into the project usually comprising personal savings or company profits.
- 3) **Loan finance:** Loan finance is provided by a commercial lender or a development finance institution. Either a mortgage loan is raised over the full property, or a medium to long-term finance facility is granted to the landlord. For Small Private Landlords and Individual Landlords personal loans and unsecured short terms loans are key financial instruments that are used. Key financiers include the following:
 - The National Housing Finance Corporation: The NHFC was established in 1996, by the then National Department of Housing (NDoH), to offer housing finance, project facilitation and technical assistance to private and public entities ensuring availability of housing stock for the target market. The NHFC provides funding to SHI's and TUHF. The NHFC is currently being consolidated with the National Urban Reconstruction and Development Agency (NURCHA) and the Rural Housing Loan Fund (RHLF) as part of the process towards the establishment of a new Human Settlements Development Institution.
 - The Gauteng Partnership Fund: Was established with equity provided by the Gauteng Department of Human Settlements with the purpose of providing finance to facilitate rental accommodation in the province. The GPF was the custodian for, and coordinates the Institutional Subsidy programme on behalf of the Gauteng Provincial Government. Responsibility of the institutional subsidy has recently been transferred to the SHRA.
 - TUHF Pty Limited: TUHF is a leading funder and facilitator of private sector small scale landlords. TUHF is a specialised commercial property financier that drives inner city investment by providing access to finance for entrepreneurs from all walks of life, to purchase and subsequently convert or refurbish buildings in the inner cities of South Africa to deliver affordable residential units available for rental. TUHF has been in operation for 15 years and is building a strong track record on how to build and finance rental housing in inner cities through emerging entrepreneurs who do not have an existing portfolio or track record in property development.
 - Commercial lenders: Certain commercial banks have provided and continue to provide loan finance to delivery agents in the rental sector both in respect of bridging and mortgage loans. Short term unsecured loans and personal loans are also key instruments that are

used.

- International financiers: International financiers take the form of Development Finance Institutions and have played an important role in the rental sector particularly in respect of social housing. Generally, these entities provide soft loans and grants.

The figure below shows the relationship between the different types of funding, household income and rental typologies.

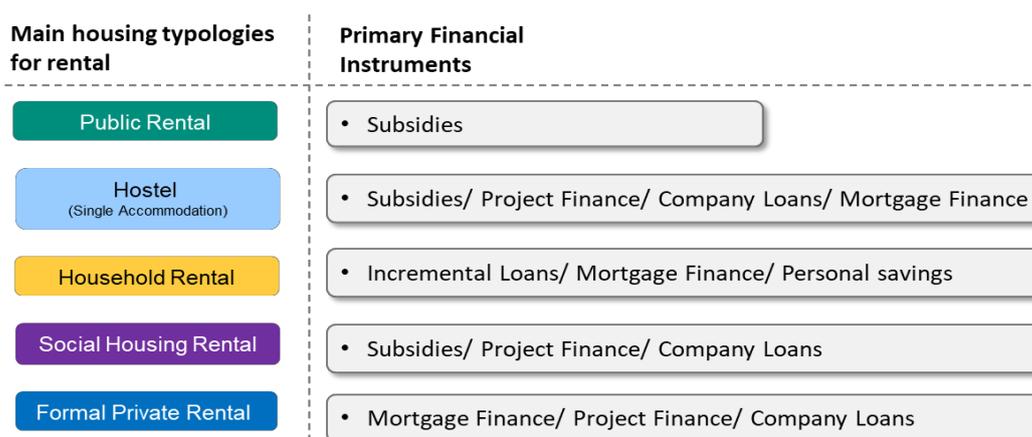


Figure 8: Funding as applied to household income and rental typologies

2.6. Overarching rental sector framework

Set out below is a framework for South Africa’s rental sector outlining the different rental top structure typologies, the delivery agents and the key funding sources.¹⁷ The point of departure is premised primarily on the rental sub-markets defined in the 2012 *A Framework to Inform a National Rental Research Agenda* for the Department of Human Settlements, but with some modifications based on recent policy changes in the sector.

The basis for segmenting the market against top- structure typologies is to highlight that funding mechanisms and government programmes have application across a number of typologies. The above means that any development of norms and standards or guidelines would have to cater for a range of typologies. These typologies have different funding and financing requirements that helps distinguish them from each other and should be considered in the development of Norms and Standards or guidelines.

Table 1: Framework for the rental sector in South Africa

Top structure Typology	Description	Supply Characteristics and Main delivery agent	Demand Characteristics	Relevant government legislation	Funding	What level of government regulation should be applied
Backyard rental	Flats or rooms built in the backyard of an existing property in relatively well-located areas such as existing suburbs and townships at no discernible direct cost to government. These projects can be both formal or	Household landlords	All households (from small room lets in townships to high-end additions to households)	Municipal By laws and Regulations	<ul style="list-style-type: none"> No national public funding support Private savings Personal loans Short term unsecured loans Mortgages 	<ul style="list-style-type: none"> Guidelines to support municipal by-laws and regulations
Small walk-ups	Rental projects characterized as one to three storeys- not requiring lifts- and with units ranging from bachelor to three-bedroom flats	Small private landlords, Social Housing Institutions	Households with incomes of R7,500+	Municipal Bylaws and Regulations / Social Housing Act, 2008	<ul style="list-style-type: none"> Grants from the SHRA (Consolidated Capital Grant) Equity from SHI/private developer Bridging loans / Commercial 	<ul style="list-style-type: none"> Guidelines for private sector projects (no government funding input) Norms and Standards for projects with government funding

Medium to High rise rental	Rental projects comprising more than four floors - requiring lifts- - and with units ranging from bachelor to three-bedroom flats	Social Institutions, Private corporate landlords	Households with incomes of R3,500 (Private sector) or R5,500 (Social)	Municipal Bylaws and Regulations/ Social Housing Act, 2008	loans from a financial institution <ul style="list-style-type: none"> Private equity from developers/ financial institutions Loans from the Trust for Urban Housing Finance 	<ul style="list-style-type: none"> Guidelines for private sector projects (no government funding input) Norms and Standards for projects with government funding
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Top structure Typology	Description	Supply Characteristics and Main delivery agent	Demand Characteristics	Relevant government legislation	Funding	What level of government regulation should be applied
Student Accommodation	Rental projects that focus on single/double rooms with shared facilities or one bedroom units – with an emphasis on student accommodation	Institutions (such as universities) and Private corporate landlords	Students who qualify for funding from the National Student Aid Financial Assistance Scheme	Municipal Bylaws and Regulations, Unique Institutional Requirements/ DHET	<ul style="list-style-type: none"> Short term unsecured loans Mortgages NSFAS funding mechanisms Bridging loans / Commercial loans from a financial institution 	<ul style="list-style-type: none"> Norms and Standards for projects that access NSFAS funding contribution

Rooms, hostels, shared facilities	Rental projects that focus on single rooms with shared facilities or one bedroom units -with an emphasis on adult accommodation.	Private corporate landlords / Municipal delivery agents	Households that meet the CRU or Institutional subsidy qualification requirements with incomes of R1,500 to R3,500.	Municipal By laws and Regulations / Community Residential Unit (CRU) Subsidy as detailed in the Housing Code, 2009, and allocated via	<ul style="list-style-type: none"> • CRU or Institutional Subsidy instrument as allocated via SHRA • Private savings • Personal loans • Short term unsecured loans • Loans from commercial 	<ul style="list-style-type: none"> • Norms and Standards for projects that utilize CRU or Institutional Subsidy instrument
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3. Terminology and Typology

3.1. Guidelines, norms and standards

Encouraging quality delivery within the housing environment can be approached in various ways, some focused on prescriptive dictates while others aimed at providing broad parameters for guidance. Set out below are the different types of mechanisms used:

1. **Design guidelines:** Design guidelines identify the broad qualitative parameters required to guide the design of developments and are inter-related to norms and standards.
2. **Norms and standards:** Norms and standards typically refer to documents that specify and define a set of common criteria, methods and procedures that must be used to achieve a benchmark in terms of compliance.
3. **Technical specifications:** Specifications typically refer to a range of standards for materials to be used, quality of workmanship, methodologies and tests to be performed and so on. Technical specifications are applied to achieve compliance with core standards.
4. **Statutory compliance:** Building Regulations establish a set of minimum standards that must be achieved in the design and construction of buildings. They are supported by a series of approved documents that provide guidance about how the regulations can be satisfied in common building situations, and these in turn are supported by a wide range of reference documents. Statutory compliance is made up of:
 - **Core standards:** It is a given that all developments must demonstrate compliance in terms of the National Building Regulations and Building Standards Act 1997, SANS 10400, as well as a series of Normative References and Standards as issued by the SABS Standards Division such as SANS2001. SANS 10400 sets out a series of compliance routes; deemed to satisfy requirements, functional regulations and prescriptive regulations including for example:
 - *Deemed to Satisfy Requirement:* This is a non-mandatory requirement, the compliance with which ensures compliance with a functional regulation
 - *Functional Regulation:* This is a regulation that sets out in qualitative terms what is required of a building or building element or building component in respect of a particular characteristic, without specifying the method of construction, dimensions or materials to be used.
 - *Prescriptive Regulation:* This is a regulation which describes in some detail an operation to be performed, or the dimensions of a building, building element or building component and the materials and method of construction to be used in such building, building element or building component.

- **Certifications:** Certifications that utilise a rating system such as the GBCSA Green Star or EDGE Programmes create a platform for measurement of green or resource efficient buildings. The rating systems and tools create a common language and standard of measurement for green buildings, promoting integrated, whole-building design.

Design guidelines, norms and standards and specifications all work together to achieve statutory compliance at along different dimensions (see figure below). In principle, Guidelines are intended to assist decision making, whereas standards are normally considered as measurable, enforceable limits. This document focuses largely on Norms and Standards, with some elaboration on design guidelines, specifications, and statutory compliance as deemed necessary.

Figure 1: Qualitative and Compliance Parameters



3.2. The rental market

Rental accommodation in this document refers to the consensual occupation of accommodation by one party (individual, household or group, known as the lessee or tenant) that is controlled by another party (individual, group or institution, known as the lessor or landlord). The occupation of this accommodation is on an agreed basis (either verbal or written) and is generally based on the regular exchange of money, goods or services from tenant to landlord.¹⁸

3.2.1. Rental Sub-Markets

Rhizome Management Services has identified the following rental sub- markets.¹⁹ These sub-markets are not a continuum of rental options, but rather specific parts of the rental sector that operate according to different parameters, driven by different actors and motivations, for the benefit of different target groups.

- **Formal Private Rental Sub- Sector:** This market comprises formal accommodation stock, generally task-built primarily in inner- and near-city higher density areas and medium density secondary nodes. The types of rental units included in this sector are free standing houses, flats,

townhouses and cluster houses. It is generally developed by Private Corporate Landlords, Small Private Landlords and Individual (Enterprise) Landlords.

- **Social Rental Housing Sub-Sector:** This includes all social housing stock managed by accredited SHIs generally in Restructuring Zones.
- **Public Rental Sub-Sector:** This includes all 'council housing' and un-transferred Discount Benefit Scheme stock under the control of Public Rental Institutions. This stock is mostly located in near-city and township areas.
- **Hostel / Single Accommodation Sub-Sector:** This comprises hostels, single rooms with communal facilities and one-bedroom accommodation. Units developed in respect of CRU fall into this category. In addition, student accommodation falls into this category. It is generally developed by Private Corporate Landlords, Small Private Landlords and Individual (Enterprise) Landlords.
- **Household Rental Sub-Sector:** This includes all rental stock created on private households' land. This occurs in existing residential areas and includes formally constructed rooms / flatlets both formal and informal.

Error! Reference source not found. shows the relationship between the rental sub-sectors detailed above to household income.

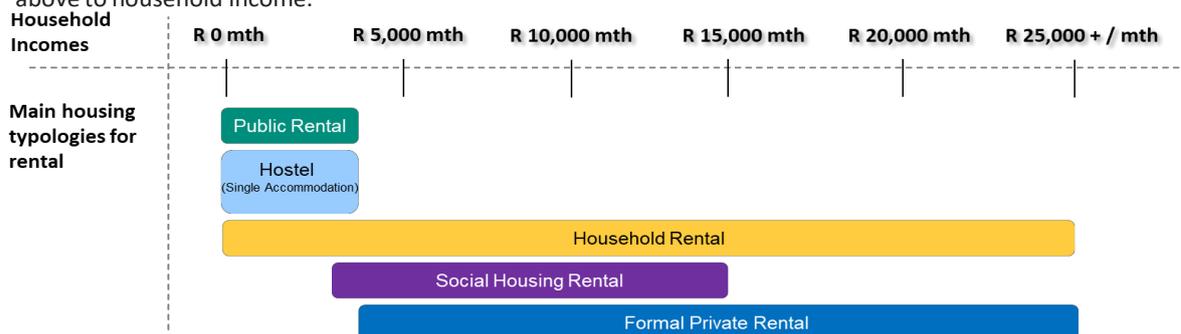


Figure 9: Rental sub-sectors as applied to household income. Source: Rebel Group analysis

3.2.2. Rental accommodation typologies

Rhizome Management Services defines two categories of rental typologies namely primary accommodation units and secondary accommodation units as set out below.²⁰

1) **Primary Accommodation Units:** This category includes:

- **High-rise** accommodation units (formally constructed flats / apartments of over four storeys). These are mainly located in inner and near-city areas.

- **Medium-rise** accommodation units (formally constructed two, three and four storey walk-ups). These are generally located in inner-city, near-city and on the urban periphery.
 - **Attached** permanent accommodation units (formally constructed single or double storey semi-detached houses, row houses / 'townhouses'). These are generally located in near-city, urban periphery and suburbs.
 - **Freestanding** permanent accommodation units (formally constructed houses, cluster houses / townhouses). These are generally located in suburbs, townships and on the urban periphery.
- 2) **Secondary Accommodation Units:** This category includes:
- **Subsequent Self-contained Dwelling Units.** Generally located in lower-density suburbs / townships, including second dwellings, cottages, 'granny cottages', etc.
 - **Backyard Rooms / shared ablutions:** Located in low and medium-density low-income townships and middle-income suburbs
 - **Backyard Shacks:** Generally located in low-income townships

3.2.3. Suppliers of rental accommodation

Rhizome Management Services define two categories of landlords namely formal rental sector and informal rental sector. The different types of landlords within these categories is set out below.²¹

- 1) **Formal Rental Sector Landlords:** These landlords generally operate within legal frameworks, providing rental accommodation that complies with all required legislative provisions. These types of landlords include:
- **Private Corporate Landlords:** either listed or privately owned companies that procure, hold and manage large numbers of rental units held in wholly owned buildings and rent these for the aim of making profit. Generally focused on middle to upper income groups.
 - **Small Private Landlords:** Single owner, or small shareholder corporate entities procuring, managing and generating a primary source of income from holding and managing rental stock for the aim of making profit. Generally focused on middle to upper income groups.
 - **Individual (Enterprise) Landlords:**²² Private individuals or households generating a primary or secondary source of income from purchasing, holding and renting limited numbers of rental units for profit. This could be in the backyards of a property they own or on a separate property. Generally focused on low, middle to upper income groups.

- **Social Housing Institutions:** Specially constituted non-profit institutions that procure, hold and manage rental stock with the aim of creating managed portfolios of affordable rental accommodation for lower to middle-income households. These institutions need to be accredited by the Social Housing Regulatory Authority in order to access public funding.
 - **Public Rental Institutions:** Generally municipalities with inherited State Rental stock (unsold Discount Benefit Scheme stock) and are required to hold and manage such stock. Welfare accommodation providers and managers would also fall under this category.
- 2) **Informal Rental Sector Landlords:** These landlords generally do not comply with legislated norms and standards. These types of landlords include:
- **Individual (Homeowner) Landlords²³:** Individual households that utilise their primary property asset (land or accommodation) to generate (primary or secondary) income. Generally this is in the form of second dwellings, backyard rooms or shacks, or rental of rooms in the house.
 - **Inner-City Informal Landlords (“Slumlords”) (ICIL):** Landlords procuring buildings in medium and high density built-up areas, and utilising these to offer accommodation for rent that does not comply with existing legal frameworks for residential accommodation.

3.3. Rental sub-sectors for purposes of norms and standards

The norms and standards in **Part B** below have been divided into the following subsectors:

- (a) Public sector rental
- (b) Social housing
- (c) Community residential units (CRU)
- (d) Private sector rental
- (e) Backyard rental.

These subsectors are described in detail below, to facilitate application of the norms and standards.

3.3.1. Public Sector Rental Housing

The Rental Housing Act and its amendments do not specifically define ‘Public Sector Rental Housing’. Notwithstanding, Chapter 2 of the Act does afford the Minister of Human Settlements to introduce a rental housing subsidy programme or other assistance measures to stimulate the supply of ‘rental housing property’ for low income earners. Although the development of new public rental stock, or the re-development of existing public rental stock is intended to happen mainly through the re-defined Community Residential Unit (CRU) Programme, it is possible however, that new affordable public sector rental stock may be developed by government through other instruments in future. For this reason these norms and standards are not limited to the maintenance, upkeep,

repair and refurbishment of existing public rental stock, but also provides principles, guidelines, norms and standards for the development of new public rental stock.

The definition of 'rental housing property' is given as including one or more dwellings and the definition of 'dwelling' is given as including any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated garage space which is leased as part of the lease. It does not give a definition for a 'low income earner' or 'the poor' although it is given that these are to be covered in a National Policy Framework and where the Minister of Human Settlements may define the criteria for the poor or low income earners and groups.

Given the above, by logical extrapolation and for the purposes of developing 'Public Sector Rental Housing' norms and standards, 'Public Sector Rental Housing' is defined as:

- Residential rental accommodation developed, owned, and managed by National, Provincial and Municipal Government, or any state-owned entity other than municipally owned social housing institutions, for rental to either employees of Government or such entities, or members of the public entitled to be accommodated in such rental by virtue of meeting various forms of eligibility criteria
- The above would include all government-owned residential stock transferred to Provinces and Municipalities and not yet transferred to sitting tenants or other eligible beneficiaries under the Discount Benefit Scheme or its successive iterations or the Department of Human Settlements Title Deeds Programme
- The accommodation may be, or have been subject to direct or indirect Government funding or Government assistance such as municipal indigency or other forms of social and financial support.
- Public sector rental may include a range of Unit/dwelling typologies, including for instance:
 - a farmstead, or farm-worker housing on state-owned farms
 - a single residential house
 - a single family unit in a single-storey or multi-storey multiple unit rental block or estate or complex
 - a room or bed-space in a building (for instance in short stay emergency/transitional housing)
 - a room in a residence, hostel, old age or other special needs/institutional facility
- Public sector rental accommodation is based on the principles of eligibility, economic cost recovery rental, with indigency and other forms of support for very low income and vulnerable households and individuals, and mutual agreement by and between both

tenant and landlord.

The Rental Housing Amendment Act has also introduced the notion of ‘habitability’ to the Act and given a definition of ‘habitability’ as a dwelling that is safe and suitable for living in and includes:

- adequate space;
- protection from the elements and other threats to health;
- physical safety of the tenant, the tenant’s household and visitors; and
- a structurally sound building.

Linked to the above, the Rental Housing Amendment Act has further defined maintenance as being the repair and upkeep as may be required to ensure that a dwelling is in a habitable condition. Further, in its section of rights and obligations of the landlord, the landlord must provide a tenant with a habitable dwelling, maintain the existing structure of the dwelling and where possible facilitate the provision of basic services to the dwelling.

Specifically, this may oblige the public sector landlord, from time to time, to embark on capital refurbishment of stock to bring it in line with the statutory requirements and other guidelines governing habitability as defined herein.

3.3.2. Social Housing

The Social Housing Act (No 16 of 2008) states that, “social housing’ means a rental or co-operative housing option for low to medium income households at a level of scale and built form which requires institutionalised management and which is provided by social housing institutions or other delivery agents in approved projects in designated restructuring zones with the benefit of public funding.”

By definition therefore, key differentiators between social housing and commercial / developer driven multi-unit residential developments is an underlying socio-economic imperative to deliver managed housing in specific localities. The “social” aspect of social housing is implied through a qualitative agenda – in accepting public funding the compact is to enable delivery beyond a certain qualitative threshold.

Accordingly, the key differentiators between social housing and other forms of rental accommodation are:

- Location
- The qualitative aspect of the unit in terms of space norms

- The provision of social amenities
- Management

The successful design of a good quality sustainable social housing project depends on achieving a balance between a range of factors. These include issues such as accessibility, safety and security, access to services and amenities and the provision of adequate space. A sustainable housing project should also contribute to its environment by becoming part of its neighbourhood context and fostering a social network between residents and the community. The dwelling unit must meet the needs of the lifecycle of a family from children to adults, to older people and people with forms of special needs or disability that don't require specialised institutional care, therefore designs should be flexible and adaptable to meet these demands over the life of the building.

3.3.3. Community Residential Units (CRU)

Clause 1.1 of the revised PART 3 of the National Housing Code states "The Community Residential Units (CRU) Programme provides grant funding to provinces and municipalities for the upgrading, conversion, or complete redevelopment of existing State-owned rental stock including hostels and existing occupied inner city or township buildings already owned or to be taken over by a provincial or municipal government"

Clause 1.3 of PART 3 states: "The Revised CRU Programme will however continue to fund greenfield new build projects and Greenfield infill schemes only where these projects are directly linked to the re-development of public sector hostels or state-owned rental stock where de-densification is required or where the existing buildings are to be demolished and replaced with new rental housing stock".

Clause 1.4 of PART 3 states: "The revised CRU Programme will also in extraordinary circumstances fund the redevelopment of existing inner city building that are taken over by Municipalities as an option of last resort. These buildings are abandoned and/or relinquished by the property owners and are in a state of disrepair and pose a threat to health and safety. The funding will be limited to the redevelopment cost only, as there is no acquisition cost."

The CRU Programme comprises the following primary development options for the redevelopment of existing rental stock, hostels, and occupied buildings owned or intended to be taken over by the municipality or provincial government, and to which the norms and standards will apply:

- Option 1: Stabilisation to make safe existing buildings
- Option 2: Demolitions
 - Simple demolition
 - Medium complex demolition
 - Complex demolition

- Option 3: Refurbishment of existing hostels or buildings:
 - Basic refurbishment (no specification upgrade)
 - Upgrade refurbishment
- Option 4: Conversions:
 - Hostel conversions
 - Simple building conversions (residential to residential)
 - Complex building conversions (non-residential to residential)
- Option 5: Newbuild infill:
 - New build on existing sites, flats or rooms with shared facilities –single storey
 - New build infill for densification or replacement of demolished buildings on existing hostel sites, state-owned rental stock sites, or other occupied sites owned or intended to be taken over (flats or rooms with shared facilities–two to four storey walk-ups).
- Option 6: Newbuild greenfield (related to hostel upgrade/re-development):
 - New build on greenfields vacant sites to accommodate de-densification needs of hostel redevelopment projects (flats or rooms with shared facilities–two to four storey walk-ups).

3.3.4. Private Sector Rental Housing

The Rental Housing Act and its amendments do not specifically define ‘Private Sector Rental Housing’. Notwithstanding, Chapter 2 of the Act does afford the Minister of Human Settlements to introduce a rental housing subsidy programme or other assistance measures to stimulate the supply of ‘rental housing property’ for low income earners.

The definition of ‘rental housing property’ is given as including one or more dwellings and the definition of ‘dwelling’ is given as including any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated garage space which is leased as part of the lease. It does not give a definition for a ‘low income earner’ or ‘the poor’ although it is given that these are to be covered in a National Policy Framework and where the Minister of Human Settlements may define the criteria for the poor or low-income earners and groups.

Given the above, by logical extrapolation and for the purposes of developing ‘Private Sector Rental Housing’ norms and standards, ‘Private Sector Rental Housing’ is defined as:

- Rental accommodation that does not have any direct or indirect Government funding or Government assistance.
- Tenants, dwellings and landlords are not subject to any specific Government qualification criteria and approval (e.g. tenant income thresholds or landlord to be a Social Housing Institution (SHI)).
- Private sector rental includes a range of:
 - Unit/dwelling typologies, from a farmstead to a single residential house to a single unit in a single-storey or multi-storey sectional title scheme to a multiple unit commercial owned rental complex.
 - Landlords, from a commercial entity to private individual.
 - Tenants, from all persuasions and incomes
- Private sector rental accommodation is based on the principles of 'freedom of choice' and mutual agreement by and between both tenant and landlord.

The Rental Housing Amendment Act has also introduced the notion of 'habitability' to the Act and given a definition of 'habitability' as a dwelling that is safe and suitable for living in and includes:

- adequate space;
- protection from the elements and other threats to health;
- physical safety of the tenant, the tenant's household and visitors; and
- a structurally sound building.

Linked to the above, the Rental Housing Amendment Act has further defined maintenance as being the repair and upkeep as may be required to ensure that a dwelling is in a habitable condition. Further, in its section of rights and obligations of the landlord, the landlord must provide a tenant with a habitable dwelling, maintain the existing structure of the dwelling and where possible facilitate the provision of basic services to the dwelling.

3.3.5. Backyard Rental Housing

Backyard rental is a sub-market of the private sector rental market. It is of a substantial size in that there were approximately 919,000 households living in backyard rental units in South Africa in 2016 making up an estimated 26% of the total rental market and 5% of the total housing accommodation arrangements in South Africa.²⁴

Backyard units are found in high, middle and low income proclaimed urban areas, across old and new subsidised and unsubsidised housing estates, rural areas and in informal settlements. Backyard

units vary greatly in terms of their size, type and quality of construction materials (both formal and informal). A high proportion have access to basic services (water, toilet and electricity), but the nature and quality of this access is highly variable. Access can be internal, on-site (shared) or off-site (communal). Service connections vary from fully reticulated to illegal connections. There is variance in the willingness and ability of landlords to comply with building regulations. Some landlords go through the formal channels of building application and approvals, and build to legislatively required specifications, while others are either ignorant of, cannot afford to or choose to ignore existing planning frameworks, building regulations and by-laws.²⁵

Despite a lack of regulation, research shows that relations between owners and renters are relatively good. Evictions are relatively rare. Renters are often extended family members or are part of broader social networks.²⁶

The Backyard unit sub-market is important for four reasons:

- It provides rental accommodation across income groups but particularly into the affordable housing market where there are shortages of accommodation;
- It offers entrepreneurial and job creation opportunities for low income households;
- It plays a key role in compaction and densification of cities, as well as better utilisation of existing infrastructure investments; and
- It is usually in well located areas and as such offers access to urban amenities for low income households thereby enhancing their financial sustainability.²⁷

The South African Local Government Association (SALGA) notes that '*Backyard dwellings are one of the largest housing sub-sectors in South Africa and make a significant contribution to the provision of rental housing to households whose needs are not addressed by government subsidy programmes or the formal private market. Largely without any government intervention/support, the sector successfully provides accommodation to non-qualifiers, migrants or temporary workers not seeking home ownership, and any other households wishing to rent but who cannot afford the formal rental accommodation that is available. Backyard rental has become one of the fastest growing sectors in South Africa. Between 2007 and 2011, backyard dwellings absorbed two thirds of new households, twice as many as those absorbed into informal settlements.*'²⁸

Notwithstanding the positive aspects of Backyard Rental, it can have some negative aspects. In certain areas where engineering bulk capacity is limited it can place pressure on existing infrastructure. In addition it can undermine the quality of living environments as a result of overcrowding and tenants not having access to basic services.²⁹

Given the above, the following definition of Backyard Rental is assumed for the purposes of these Norms and Standards:³⁰

- It is developed on an existing residential property either on privately owned land³¹ or

- state-owned land (notably government-owned rental stock).³²
- It is a small-scale activity, seldom exceeding a few units per property.
- Units are developed and managed by private individuals or micro enterprises.
- Accommodation is occupied by separate households or by extended family members.
- The tenant-landlord relationship is governed by a private agreement, which may be a formal (written) contract or an informal (verbal) agreement. It may or may not include monetary payment.
- Units are utilised for residential habitation.
- Backyard rental is based on the principles of ‘freedom of choice’ and mutual agreement by and between both tenant and landlord.
- Backyard rental comprises the following types of residential units:
 - Stand alone rooms having access to external, generally-shared ablutions;
 - Stand alone, self-contained one room units (having private access to basic services such as toilet and basin);
 - Stand alone, self – contained one room units (having private access to a kitchenette, toilet, shower and basin)
 - Two storey walk-ups comprising either rooms with communal ablutions, rooms with toilet, shower and basin or rooms with kitchenette, toilet, shower and basin).

This definition excludes rental in an informal settlement. The housing and service needs of such tenants should be addressed via the process of upgrading the informal settlement as a whole¹⁰.

For the purposes of these norms and standards the following additional definitions are assumed¹¹:

- A ‘backyard tenant’ is defined as a person occupying a backyard residential unit under some type of rental agreement with the main homeowner which may or may not include monetary payment for the right to occupy the unit, and may or may not be set out in a formal written agreement.
- The ‘backyard landlord’ is defined as the person who occupies the main house, controls access to the backyard unit and services, and enters into a rental agreement with the backyard tenant (which may or may not include monetary payment for the right to occupy the unit, and may or may not be set out in a formal written agreement).

4. Roles and responsibilities

The key stakeholders making up the rental sector include policy makers; regulators; delivery and management agents; financiers; sector and capacity developers. The entities within each of these categories are shown in the figure below.³³

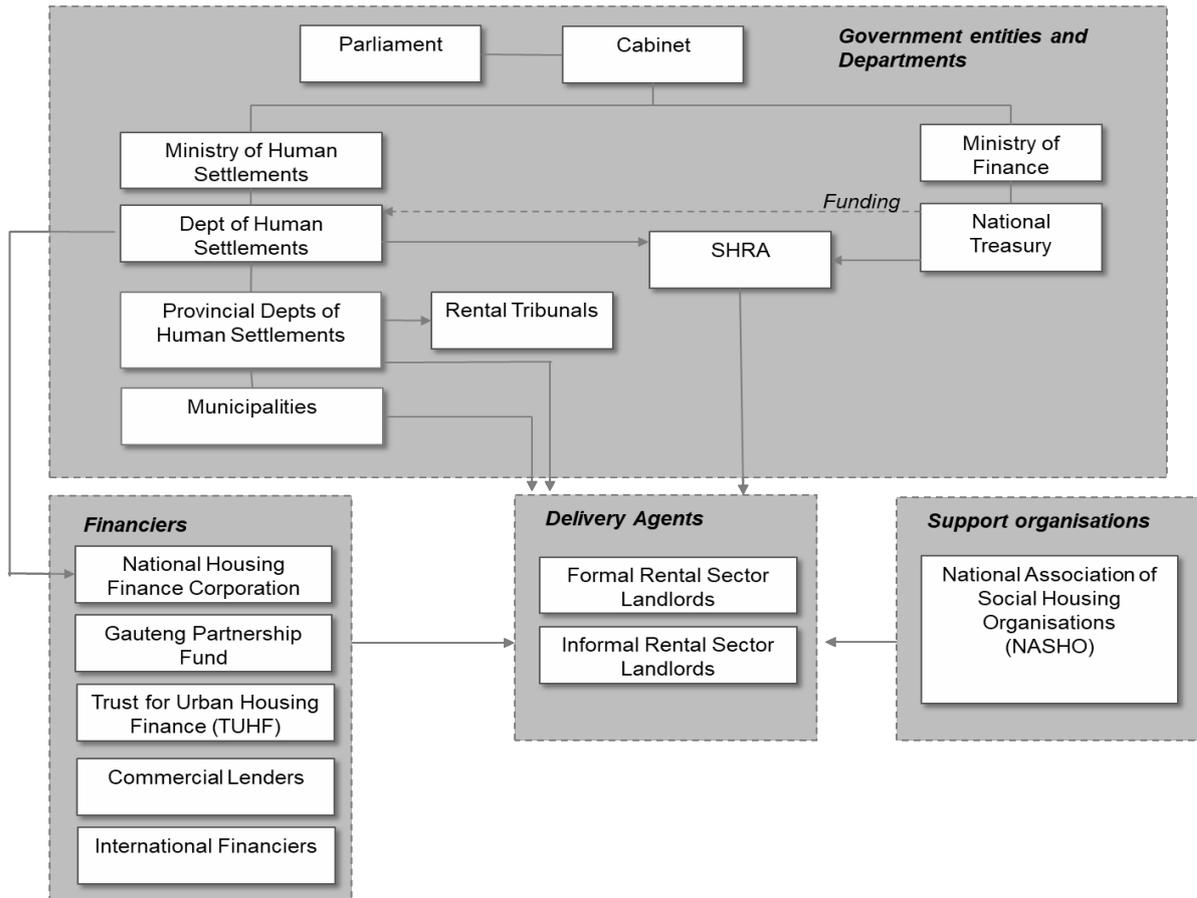


Figure 10: Overview of the key stakeholders in the rental sector

Table 2 below provides an overview of the roles of each of these stakeholders.

Table 2: Role of key stakeholders in the rental sector

Role Player	Key functions/role
Government entities and Departments	
Ministry and Department of Human Settlements	<p>Overall role: Oversight, legislation and regulation, ensuring compliance and funding frameworks.</p> <ul style="list-style-type: none"> • Create and uphold an enabling environment by providing the legislative, regulatory, financial and policy framework; • Ensure compliance with its constitutional responsibilities;
	<ul style="list-style-type: none"> • Address issues that affect the growth, development or sustainability of the rental sector; • Institute and fund the social housing programme; • Allocate funds from the Department's budget for the operational costs and commitments of the SHRA; • Determine norms and standards to be adhered to by provinces and municipalities; • Monitor the SHRA
Ministry of Finance and National Treasury	<ul style="list-style-type: none"> • Provide funding for the Department of Human Settlements (see funding instruments below); • Monitor the Department of Human Settlements
Provincial Government	<ul style="list-style-type: none"> • Ensure fairness, equity and compliance with national and provincial norms and standards; • Ensure the protection of consumers by creating awareness of consumers rights and obligations; • Facilitate sustainability and growth in the rental sector; • Mediate in cases of conflict between stakeholders; • Submit proposed restructuring zones to the Minister; • Monitor social housing projects to ascertain compliance with prescribed norms and standards;
Municipalities	<ul style="list-style-type: none"> • Encourage the development of new rental stock; • Provide access to municipal rental stock, land and buildings for social housing development in designated restructuring zones and to municipal infrastructure and services for approved projects, • Initiate and motivate the identification of restructuring zones.

SHRA	<p>The Social Housing Regulatory Authority's (SHRA's) mandate is to capacitate, invest in and regulate the social housing sector. The primary intention of social housing is twofold: firstly, to deliver affordable rental housing for low to middle income groups and secondly, to achieve spatial, economic and social integration of the urban environments in South Africa. Towards that end the SHRA is focused on facilitating the delivery of quality, sustainable social housing at scale to advance the needs of low- and middle-income groups in support of spatial, economic and social restructuring. Its functions include to:</p> <ul style="list-style-type: none"> • Advise and inform the Department of Human Settlements; • Register and accredit SHIs; • Recommend Restructuring Zones; • Set principles for, regulate compliance and accreditation and act on non-compliance; • Regulate the investment public funds in social housing projects and programmes; and
Rental Tribunals	<ul style="list-style-type: none"> • Resolve disputes between landlords and tenants
Financiers	
National Housing Finance Corporation (NHFC)	<ul style="list-style-type: none"> • The NHFC provides housing finance to intermediaries, mainly Retail Finance Intermediaries, Property Practitioners/Developers and Social Housing Institutions. • The NHFC also supports and capacitates emerging housing intermediaries, through partnerships with other local and international organisations. • The NHFC offers a range of wholesale housing finance options through two core Funding Programs, namely projects and Commercial Divisions.
Gauteng Partnership Fund (GPF)	<ul style="list-style-type: none"> • The Gauteng Partnership Fund (GPF) was established by the Gauteng Department of Housing to address funding challenges in the affordable housing sector. • On a project-by-project basis, GPF will assist rental housing entities to procure finance at the most favourable terms in order to promote affordable, quality accommodation that is well managed for the target market • GPF also offers a Rental Housing Fund which was developed for rental housing entities that require additional funding in to a project. The equity type loan enhances the debt to equity ratio for projects to enable lenders to finance, on favourable terms.

Trust for Urban Housing Finance (TUHF)	<ul style="list-style-type: none"> • TUHF is a leading funder and facilitator of private sector small scale landlords. TUHF is a specialised commercial property financier that drives inner city investment by providing access to finance for entrepreneurs from all walks of life, to purchase and subsequently convert or refurbish buildings in the inner cities of South Africa to deliver affordable residential units available for rental. • TUHF Financial products are: <ul style="list-style-type: none"> - Property Finance: A single loan facility over 15 years for acquisition and development of affordable rental units. A prime-linked interest rate is applied with a once-off raising fee. There is no monthly service fees. Financial structuring is applied such as grace periods to accommodate the property development and tenancing stages. The financing can be applied for acquisition of the property only, or acquisition plus construction or refurbishment. - Bridging finance: Short term unsecured loans that assist borrowers to cover short term expenses while acquiring a property. It can be used for example to obtain rates and clearance certificates, covering the payment balance of the purchase price, to fund construction and for the rehabilitation of sectional title projects in the medium term. - Equity support (the Inthuthuko Equity Fund): Supports previously disadvantaged individuals by contributing to the 20% deposit or equity necessary for loan approval of a business in the residential property sector. • Apart from providing access to finance for purchase and refurbishment TUHF will support entrepreneurs throughout the entire process from negotiating a purchase price to construction and then renting and management
Commercial Lenders	<ul style="list-style-type: none"> • Certain commercial banks have provided and continue to provide loan finance to delivery agents in the rental sector. Loans include mortgages, bridging finance and unsecured and secured small loans.
International Financiers	<ul style="list-style-type: none"> • International financiers take the form of Development Finance Institutions and have played an important role in the rental sector particularly in respect of social housing. Generally, these entities provide soft loans and grants.
Delivery Agents	
Social Housing Institutions (SHI's)	<ul style="list-style-type: none"> • Not for profit entities that develop and manage social housing units. Such entities are registered with and access government subsidies from the SHRA.
Household landlords (Enterprise and Homeowner Landlords)	<ul style="list-style-type: none"> • Private individuals generating a primary or secondary source of income from purchasing, holding and renting limited numbers of rental units for profit, often on the property that they occupy themselves. Can provide both formal and informal housing stock
Small private landlords	<ul style="list-style-type: none"> • Single owner, or small shareholder corporate entities procuring, managing and generating a primary source of income from holding and managing rental stock for the aim of making profit.

Private corporate landlords	<ul style="list-style-type: none"> • Either listed or privately-owned companies that procure, hold and manage large numbers of rental units held in wholly owned buildings and rent these for the aim of making profit.
Public Rental Institutions	<ul style="list-style-type: none"> • Generally, municipalities which inherited state rental stock which they manage
Management entities	<ul style="list-style-type: none"> • Usually private sector entities that provide management services including collection of rentals and maintenance of buildings
Support organisations	
National Association of Social Housing Organisations (NASHO)	<ul style="list-style-type: none"> • Was formed in 2002 and is a membership-based federation of 17 well-established SHIs in South Africa. Its mission is to represent the interests of its members providing information, advocacy, and other areas of support. NASHO also undertakes capacity building amongst provincial and municipal housing functionaries responsible for Social Housing.

Sources: Department of Planning, Monitoring and Evaluation, Impact and Implementation Evaluation of the Social Housing Programme, Literature review and theory of change, 2015 and Social Housing Regulatory Authority, State of the Social Housing Sector, 2011/12 – 2012/13.

5. Commencement Date

These norms and standards will take effect on a date to be determined in the Government Gazette by the Minister responsible for human settlements. Different dates may apply in respect of different rental sub-sectors.

PART B: DETAILED NORMS AND STANDARDS

6. Overall approach

“This Norms and Standards document is viewed as a starting point for the sector, aimed to be updated regularly through a process to be established by regulators, private sector stakeholders, and sector advocacy bodies. This document should be viewed as a “living document,” one that acknowledges the complexities of built environment development, the regular occurrence of innovations, and the challenges of market dynamics all require iteration on a frequent basis.

Technical specifications for building and construction projects typically refer to a range of standards for materials to be used, quality of workmanship, codes of practice and methodologies and tests to be performed in order to achieve compliance with core standards.

National, Provincial Departments, municipalities and state entities/agencies involved in the development and/or management of public rental stock should develop standard minimum specifications for their developments in line with their own standards and in response to the unique requirements of their development and operating environments. Yet, they should also strive to develop products in accordance with these Norms and Standards. Specifications should be developed with a view to being outcomes based, and flexible in order to promote responsiveness to context and innovation. To this end, standard specifications must be amended and/or augmented with supplementary preambles to meet the unique needs of every new project. Standard and supplementary preambles should be submitted together with the business plan and feasibility study for each development or re-development in accordance with the norms and standards.

As with the norms and standards, the specifications are not intended to be a prescriptive list of building methods and technologies, materials and finishes for social housing developments, but rather to provide a framework of guiding principles that will enable public rental housing to be developed that meets the mandate of the Department of Human Settlements, while at the same time is flexible and enables rental stock to be developed in a manner that is responsive to the demand, open to innovation, and enhances the lives of the tenants living in the units.

Development and application of specifications should follow the approach of the National Building Regulations (NBR) (SANS 10400 series). The content of these and other regulatory prescripts are not repeated or summarised in the body of this document, and no reference is made to specific regulations, codes and standards. Where deemed necessary to draw the attention of designers, developers and constructors of social housing to specific regulations or codes, such references are made in the Norms and Standards in relation to specific sections.

Specifications for construction, materials to be used, fittings, internal and external plumbing and electrical installation and finishes must be basic, but robust, and provide a sensible balance between upfront costs and life cycle maintenance and operating costs to avoid being a burden on owners of the stock.

7. Norms and Standards: Public Sector Rental Housing

7.1. Structure of the Norms and Standards

The norms and standards are structured in a hierarchy, starting at the site and contextual framework level and working through to the detailed requirements of the unit. Four levels are provided for:

- **Level 1: The Property and Utilities**
- **Level 2: The Building and Amenities**
- **Level 3: The Lease Agreement**
- **Level 4: Environmental Sustainability**

The norms and standards are set out in a table that includes the following:

- **Overarching item:** This term refers to specific thematic elements within the levels defined. (For example, the overall context of a development).
- **Sub-item:** This element refers to a specific area of focus within themes and provides more detail on particular components of overarching items.
- **Principles:** These are the high-level key outcomes desired by the particular sub-item.
- **Guidelines:** Applicable good practice on a particular topic informed by knowledge, understanding and experience of practitioners in the field and their professional advisors. This is an explanation of how the general principles are to be achieved.
- **Norm and standard:** This is the compliance levels that must be achieved.

7.2. Norms and Standards

The below sections provide detail on both overarching and sub-items of relevance to Norms and Standards of Public Sector Rental Housing.

7.2.1. Level 1: The property and utilities

1.1 Property Rights and Designated Uses		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	1.1.1 Location and Residential Use Rights	
Sub-Item	1.1.1.1 Location and Residential Use Rights	
Principles	Public Sector Rental Housing is not restricted to any specific locality other than it is to be located on properties that are for residential purposes, namely, they have residential zoning or have been granted residential consent use by the municipality.	Not applicable (n/a)
Guidelines	The property owner is responsible to ensure that the occupation and use of the property comply with the relevant municipal zoning and consent use by-laws and/or township ordinance.	N/a
Norm and Standard	The Rental Housing facility must have residential zoning and/or residential use rights in terms of the municipal by-laws that govern property zoning and consent rights.	N/a

Overarching Item	1.1 Property Rights and Designated Uses	
Sub-Item	1.1.2 Classification and designation of occupancy	<p>REFERENCE TO ACTS AND LEGISLATION</p>
Principles	Buildings used for Public Sector Rentals are to be habitable .	<p>H3 – Domestic residence. Occupancy consisting of two or more dwelling units on a single site. NBR A20 table 1</p>
Guidelines	<p>As a guideline, The Public Sector Residential Rental Facility would be classified and designated as “residential” with either an occupancy of H3 or H4 as detailed in The National Building Regulations- Part A20-table1. This categorises the full spectrum of residence and occupancy that apply to various building typologies, from single stand alone/detached units to multi-storey attached units. Accordingly, for multi-unit complexes, it is irrespective of whether the landlord is the owner of the entire complex or a single unit in the complex</p>	<p>H4 - Dwelling house - Occupancy consisting of a dwelling unit on its own site, including a garage and other domestic outbuilding, if any. NBR A20 table 1</p> <p>This classification shall reflect the primary function of such building, provided that, in any building divided into two or more areas not having the same primary function, the occupancy of each such area shall be separately classified. NBR - A20/1</p> <p>Notwithstanding the requirements of the above, any area in any building which is used for any purpose ancillary to that of any occupancy</p>

<p>Norm and Standard</p>	<p>The Residential Rental Facility shall be classified and designated as “residential” with an occupancy of H3 or H4 as detailed in the National Building Regulations- PART A20-table1.</p> <p>The rental buildings shall comply with the primary function and ancillary uses as detailed in NBR – PART A20 / 1-2.</p> <p>The use and purpose of the residential rental building shall be used as detailed in NBR – PART A25.</p>	<p>classification contemplated in above shall, subject to adequate facilities and safety measures being provided, not be classified as a separate occupancy. NBR - A20/2.</p> <p>No person shall use any building or cause or permit any building to be used for a purpose other than the purpose shown on the approved plans of such building, or for a purpose which causes a change in the class of occupancy as contemplated in these regulations, whether such plans were approved in terms of the Act or in terms of any law in force at any time before the date of commencement of the Act, unless such building is suitable, having regard to the requirements of these regulations, for such first-mentioned purpose or for such changed class of occupancy. NBR A25/1.</p> <p>The Rental Housing Amendment Act, 2014 has a definition for ‘habitable’ but where it is quite broad and can be interpreted in many different ways. Thus the suggested norm is per that of the NBR which gives measurable detail to components that make up ‘habitability’- such as health, safety, privacy, comfort and as further detailed in the items to follow.</p>
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Overarching Item 1.2 Services/Utilities ^{3A}	
Sub-Item	1.2.1 Sanitation and disposal of sewerage
Principles	Habitable – health perspective: residential accommodation is such that residents are not exposed to contamination and disease due to the ongoing presence of untreated sewerage or dirty water.
Guidelines	<p>The rental building shall be provided with a suitable means of sewer and drainage disposal.</p> <p>The building owner shall ensure that the drainage and sewerage system is operational and functioning properly.</p>
Norms and Standards	<p>Every residential rental building shall be provided with a suitable drainage system which complies with NBR – Sans 10400 - Part P</p> <p>The design of the drainage system to a building shall comply with NBR – SANS 10400 Part P2.</p> <p>Where there is no such means of water borne sanitary disposal, other means of disposal shall be permitted by the Local authority provided it complies with NBR – SANS 10400 Part Q.</p>
REFERENCE TO ACTS AND LEGISLATION	
P1 COMPULSORY DRAINAGE OF BUILDINGS	
<p>(1) Where in respect of any building a suitable means of disposal of water-borne sewerage is available the owner of such building shall provide a drainage installation.</p> <p>(b) Where there is no such means of disposal, sewerage shall be disposed of in accordance with Part Q of these regulations.</p> <p>(2)</p> <p>(a) Where a sewer is or becomes available for the drainage of such building the owner of such building shall, at his own cost, lay, alter or extend any drain serving such building to terminate at a location and level as prescribed by the local authority for the connection to such sewer.</p>	
P2 DESIGN OF DRAINAGE INSTALLATIONS	
<p>(1) Any drainage installation in any building shall be so designed and constructed that –</p> <p>(a) an adequate number of sanitary fixtures is provided in relation to the population and class of occupancy of such building;</p> <p>(b) such installation is capable of carrying the design hydraulic load;</p> <p>(c) such installation is capable of discharging into any common drain, connecting sewer or sewer provided to accept such discharge;</p> <p>(d) all components and materials used in such installation are watertight;</p> <p>(e) no nuisance or danger to health will be caused as a result of the operation</p>	

	<p>to which it may normally be subjected and that it is, where necessary, protected against any drainage;</p> <p>(g) all sanitary fixtures are so located that they are easily accessible to those persons they are intended to serve;</p> <p>(h) any necessary inspection, cleaning and maintenance required, may be performed through the means of access provided.</p> <p>PART Q - NON-WATER-BORNE MEANS OF SANITARY DISPOSAL Q1 MEANS OF DISPOSAL</p> <p>Where water-borne sewage disposal is not available other means of sewage disposal shall be permitted by the local authority: Provided that:</p> <p>(a) it stores, conveys, processes and disposes of human body wastes and wastewater in such a way that the pathogens, pollutants and contaminants associated therewith do not compromise the health and safety of the original user or others; and</p> <p>(b) in the case of chemical or toilet a satisfactory means is available for the removal and disposal of sewage from such closets;</p> <p>Q2 PERMISSION</p>
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Overarching Item 1.2 Services/Utilities		<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>Refer to SANS10142</p>
Sub-Item	1.2.2 Electricity	
Principles	Habitable – safety perspective: residential accommodation such that occupants are not exposed to dangerous electrical installation and consequential electrocution.	
Guidelines	Any fixed electrical installation to the property and building (dwellings) is to be done by a certified competent electrician and in accordance with the provisions of SANS10142. This also applies to alternative power sources, such as PV panels and generators (clauses 5.7.4 and 7.12)	
Norms and Standards	Any electrical supply and installation are to comply with SANS10142 and any applicable municipal by-laws.	

Overarching Item 1.2 Services/Utilities	
Sub-Item	1.2.3 'Hot' Water Provision
Principles	Habitable – health perspective: residential accommodation such that residents are not exposed to contamination and disease due to the lack of potable water for drinking, washing and cleaning.
Guidelines	Potable water supply to each accommodation unit. Hot water may be provided by a variety of systems such as heat pumps, solar, magnetic induction geysers, gas and hybrid systems. In all cases the efficiencies of the system should be evaluated in relation to the cost of producing hot water. The building owner to ensure that all plumbing in regard to water supply is functional. Within the broader parameters of environmental sustainability and resilience, non/un-conventional approaches to service provision may be considered wholly or partially. These could be at a macro level for example applying localised black or grey water treatment. Or at a micro level such as off grid solutions provided to elements within a development for example dry /waterless toilets in certain building types like a guardhouse or community facility.
Norms and Standards	Potable water to be supplied to each accommodation unit and if accommodation is in a proclaimed township, in accordance with the applicable municipal by-laws. If hot water is also provided, it is to be in accordance with NBR - SANS10400 PART XA
REFERENCE TO ACTS AND LEGISLATION	
4.1 Hot water supply 4.1.1 In order to comply with functional regulation XA2, contained in part XA of the National Building Regulations, the following guidance is provided: a) the volume of the annual average hot water heating requirements shall be calculated in accordance with tables 2 and 5 of SANS 10252-1:2004; and b) if solar water heating systems are used, these shall comply with SANS 1307, SANS 10106, SANS 10254 and SANS 10252-1. 4.1.2 Requirements for water installations in buildings shall be in accordance with SANS 10252-1 and SANS 10254. 4.1.3 All hot water service pipes shall be clad with insulation with a minimum R-value in accordance with table 1. 4.1.4 Thermal insulation, if any, shall be installed in accordance with the manufacturer's instructions.	

Overarching Item 1.2 Services/Utilities		REFERENCE TO ACTS AND LEGISLATION
Sub-Item	1.2.4 Stormwater disposal	RI STORMWATER DISPOSAL REQUIREMENT
Principles	Habitable – safety and health perspective: residential accommodation such that residents and accommodation are not exposed to flooding which may render the accommodation either structurally unsafe or unhealthy as a result of water ingress or ongoing dampness.	(1) The owner of any site shall provide suitable means for the control and disposal of accumulated stormwater which may run off from any earthworks, building or paving. (2) Such means of stormwater disposal may be in addition to or in combination with any drainage works required in terms of regulation F4(2). (3) The requirements of sub-regulation (1) shall be deemed to be satisfied where such means of stormwater disposal is provided in accordance with SANS 10400-R: Provided that where a local authority is of the opinion that the conditions on any site render it essential for stormwater disposal to be the subject of an acceptable rational design prepared by an approved competent person, such local authority shall, in writing, notify the owner of such site of its reasons for the necessity for such design, and may require such owner to submit for approval plans and particulars of a complete stormwater control and disposal installation for such site and for any building erected thereon, based on such design.
Guidelines	The rental property shall be provided with stormwater systems – surface or underground depending on the design or circumstances - so that no undue damage may be caused to either the interior of the building or its structural elements e.g. walls which render the building either uninhabitable or unsafe. Stormwater systems shall be maintained on an ongoing basis by the building owner.	RZ SAVING (1) These regulations shall not be construed as requiring the installation in any building of any roof gutter or downpipe where other suitable means has been provided to ensure the disposal or dispersal away from such building of rainwater from the roof of such building. (2) The regulations in this Part shall not apply to any site used exclusively for the erection of any dwelling house or any building appurtenant thereto, provided that where, due to special site features, the discharge of
Norms and Standards	A residential rental building shall be provided with a suitable means for the control and disposal of accumulated stormwater run-off which stormwater system shall comply with NBR – SANS 104400 Part R as well as any applicable municipal bylaws and town planning ordinances.	

Overarching Item		1.2 Services/Utilities	
Sub-Item	1.2.5 Refuse Disposal	REFERENCE TO ACTS AND LEGISLATION	
Principles	Habitable – health perspective: residential accommodation is such that residents are not exposed to contamination and disease due to the build-up of refuse.	<p>NBR - U1 PROVISION OF STORAGE AREAS</p> <p>Any building, excluding a dwelling house, in which refuse is or will be generated shall be provided with an adequate storage area for refuse containers.</p>	
Guidelines	<p>A central refuse storage area should be located close to the entrance of development with an adequate area for bins and for the cleaning of bins.</p> <p>A waterpoint and drain should be provided within the refuse storage area.</p> <p>The size and location of this area should be in compliance with local authority waste management requirements.</p>	<p>NBR - U2 ACCESS TO STORAGE AREAS</p> <p>The location of any area contemplated in regulation U1 shall be such that access thereto from any street for the purpose of removing the refuse, is to the satisfaction of the local authority.</p> <p>NBR - U3 REFUSE CHUTES</p> <p>Where any refuse container receives refuse from any chute such chute shall be designed and erected so as to be safe in operation.</p>	
Norms and Standards	<p>Any building, excluding a dwelling house, shall be provided with refuse facilities as stipulated in NBR – PART U1.</p> <p>The refuse facility for any building excluding a dwelling house shall be located in accordance with NBR – PART U2</p> <p>Where refuse chutes are provided these shall be designed and erected in terms of NBR – PART U3</p>		

7.2.2. Level 2: The building and amenities

Overarching Item		2.1 External Building Envelope	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	2.1.1 Building Standards		
Principles	The constitution states that everybody has a right to “an environment that is not harmful to their health or wellbeing. Rental Accommodation must be designed to attain the requirements associated with habitability – acceptable safety, protection from the elements and undue health hazards, privacy and comfort.		PART B - 1 DESIGN REQUIREMENT (1) Any building and any structural element or component thereof shall be designed to provide strength, stability, serviceability and durability in accordance with accepted principles of structural design, and so that it will not impair the integrity of any other building or property. (2) Any such building shall be so designed that in the event of accidental overloading the structural system will not suffer disastrous or progressive collapse which is disproportionate to the original cause. (3) The requirements of sub-regulations (1) and (2) shall be deemed to be satisfied where such building is designed in accordance with Part B of section 3 of SABS 0400.
Guidelines	The external envelope of the building must not allow the penetration of rainwater or another surface water into its interior. The building must be lockable and secure. The construction of any building or element shall be such that the building or element as constructed does not compromise the design intent of any design solution that satisfies the requirements of a functional regulation. (NBR A14/1a)		<i>Note: In the Rental Housing Act and its amendments (section 4B(11)) it states that the landlord/owner “must provide a tenant with a dwelling that is in a habitable condition, as well as maintain the existing structure of the dwelling”. Dwellings are defined as “any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated parking space which is leased as part of the lease”.</i>
Norms and Standards	The design and construction of residential rental dwellings for human occupation must comply with all components of the National Building Regulations and its Deemed to Satisfy Rules.		

Overarching Item		2.1 External Building Envelope
Sub-Item	REFERENCE TO ACTS AND LEGISLATION	
Principles	<p>For the purposes for habitability, any building and any structural element or component should be designed and built to provide strength, stability, serviceability and durability under all foreseen actions which can reasonably be expected to occur.</p> <p>In terms of the erection of a building for rental purposes, a rational design or assessment is required as well as a geotechnical investigation which is to be undertaken by a suitably qualified person.</p>	<p>As for 2.1.1 above. In addition:</p> <p>A19 APPOINTMENT OF PERSONS RESPONSIBLE FOR DESIGN, INSPECTION AND ASSESSMENT DUTIES</p> <p>(1) Wherein terms of these regulations and in respect of the erection of any building:</p> <p>(a) a rational design or rational assessment, is required in terms of:</p> <p>(i) Regulations Z4(1)(b)(ii), A1(3), A23(4), G1(3), O4, P2(2), Q3, R(3), T1(2), W4 in respect of a system, measure, facility, parameter, or installation, as relevant, or</p> <p>(ii) a part of SANS 10400; or</p> <p>(b) a geotechnical investigation is required in terms of regulation F3, the owner of the building shall subject to the provisions of sub-regulations(4) and (5) appoint and retain one or more approved competent persons to undertake responsibility for the work associated with such regulations including any inspections and certifications that may be required.</p> <p>A13 BUILDING MATERIALS AND TESTS</p> <p>(1) (a) Material used in the erection of a building shall be suitable for the purpose for which it is to be used.</p> <p>(b) All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the</p>
Guidelines	<p>Buildings shall be designed to be structurally sound.</p> <p>Any structural elements within a building shall be designed and materials sourced and specified in terms of NBR Part A4 and A13.</p>	
Norms and Standards	<p>Any building shall be designed by a suitably qualified person (NBR SANS 10400 Part A19) which design shall comply with NBR – Sans 10400 Part B.</p> <p>Any designs and Materials utilised within a building shall comply with NBR SANS 10400 Part A4 and Part A14.</p>	

Overarching Item		2.1 External Building Envelope	
Sub-Item	2.1.3: Walls	REFERENCE TO ACTS AND LEGISLATION	
Principles	<p>For the purposes for habitability, any wall within a building shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur. The wall must be constructed to adequately resist the penetration of water into any part of the building.</p> <p>Walls should be designed and constructed to be as energy efficient as possible.</p>	<p>PART K - WALLS</p> <p>K1 STRUCTURAL STRENGTH AND STABILITY</p> <p>Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking) or deformation do not compromise the opening and closing of doors and windows or the weather tightness of the wall and in the case of any structural wall, be capable of safely transferring such actions to the foundations supporting such wall.</p> <p>K2 WATER PENETRATION</p> <p>(1) Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building.</p> <p>(2) Where a building includes a basement or semi-basement, the local authority may, if it considers that conditions on the site on which the building is to be erected necessitate integrated designs for the penetration of water into such basement or semi-basement applicable to all construction elements or components thereof, require the submission of such designs for approval. Construction shall be in accordance with the</p>	
Guidelines	<p>External walls must be structurally sound.</p> <p>External walls must be designed and constructed to adequately prevent water penetration.</p> <p>The external wall construction must be constructed of suitable material to ensure durability and long-term maintenance.</p> <p>All walls within buildings must provide adequate provision for the fixing of roof trusses or beams.</p> <p>All walls must be compliant from a fire rating perspective. All walls must achieve a minimum R rating.</p>		

<p>Norms and Standards</p>	<p>Construction of external walls must comply with relative "R" Values as per NBR – SANS 10400 XA. The design and construction of all walls must comply with NBR - SANS 10400 Part K.</p>	<p>requirements of the approved design. K3 ROOF FIXING Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner that will ensure that any actions to which the roof may normally be subjected will be transmitted to such wall. K4 BEHAVIOUR IN FIRE Any wall shall have combustibility and fire resistance characteristics appropriate to the location and use of such wall.</p>
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Overarching Item	2.1 External Building Envelope
Sub-Item	<p data-bbox="419 539 443 936">REFERENCE TO ACTS AND LEGISLATION</p> <p data-bbox="488 257 544 936">a) climatic zones 1 and 6: 2.2 b) climatic zones 2, 3, 4 and 5: 1.9.</p> <p data-bbox="555 257 611 936">4.4.3.2 The following types of masonry walling comply with the R-value requirements:</p> <p data-bbox="622 257 678 936">a) double-skin masonry with no cavity, plastered internally, or rendered externally³⁵, or</p> <p data-bbox="689 257 767 936">b) single-leaf masonry walls with a nominal wall thickness greater than or equal to 140 mm (excluding plastering and rendering), plastered internally and rendered externally.</p> <p data-bbox="778 257 834 936">The requirements refer to the external walls of the habitable portions of the building fabric only.</p> <p data-bbox="845 257 979 936">4.4.3.3 For masonry walling types not covered in 4.4.3.2, such walls shall achieve a minimum total R-value of 0,35. The total R-value shall be determined by means of a test conducted in accordance with ASTM C 1363, ASTM C 518 or ASTM C 177. Surface film resistance shall be in accordance with SANS 6946.</p> <p data-bbox="991 257 1046 936">4.4.3.4 Other walling requirements shall be in accordance with SANS 10400-K. SANS 10400XA 4.4.3</p>

2.1 External Building Envelope	
Overarching Item	2.1 External Building Envelope
Sub-Item	2.1.4 Windows and Glazing and Fenestration
Principles	Window Glazing and fenestration shall be of correct and adequate specification to ensure reasonable thermal comfort within units so that they are habitable.
Guidelines	<p>In new build projects:</p> <ul style="list-style-type: none"> • Glazing must comply with SANS 10400XA. • All fenestration shall have adequate air infiltration. <p>In existing buildings and where windows and glazing are existing:</p> <ul style="list-style-type: none"> • The glazing rationale needs to be justified in terms of existing building conditions and other factors such as heritage, as the replacement of façade glazing could be a prohibitive cost centre. • Safety of persons is to be considered in relation to opening windows and heights of openings with the provision of safety bars.
Norms and Standards	Window frames and glazing should comply with NBR SANS 10400XA with as simple a solution to glazing as possible.
REFERENCE TO ACTS AND LEGISLATION	
<p>4.4.4 Fenestration</p> <p>4.4.4.1 Buildings with up to 15 % fenestration area to nett floor area per storey comply with the minimum energy performance requirements.</p> <p>4.4.4.2 Buildings with a fenestration area to nett floor area per storey that exceeds 15 % shall comply with the requirements for fenestration in accordance with SANS 204.</p> <p>4.4.4.3 All fenestration air infiltration shall be in accordance with SANS</p>	

Overarching Item	2.1 External Building Envelope	
Sub-Item	2.1.5 Roof Construction / Insulation / Guttering / Waterproofing	
Principles	<p>For the purposes for habitability, the roof of the building shall be designed and constructed to resist any forces and must be durable, waterproof and not allow any water to accumulate on it.</p>	
Guidelines	<p>In terms of SANS10400 Part L, the roof of any building shall be so designed and constructed that it:</p> <ul style="list-style-type: none"> • safely sustains any actions which can reasonably be expected to occur • is adequately anchored against wind uplift; • is durable and does not allow the penetration of rainwater or any other surface water to its interior; • does not allow the accumulation of any water upon its surface; and as part of a roof and ceiling assembly, provides adequate height in any room immediately below such assembly. • The fire resistance of any roof or roof and ceiling assembly complete with light fittings or any other component which penetrates the ceiling, shall be appropriate to its use. • A roof assembly shall achieve the minimum total R-value specified as detailed in table 7 SANS 10400XA • On buildings with pitched roofs, guttering should be provided, the purpose of which is to direct stormwater run-off from roofs away from buildings where damage to facades and foundations can occur. • Flat roofs must be considered in relation to the design of stormwater removal, insulation and waterproofing. • If the roof is to a trafficable area, the waterproofing must be guaranteed for this purpose. 	<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>L1 GENERAL REQUIREMENT The roof of any building shall be so constructed that it will - (a) resist any forces to which it is likely to be subjected; (b) be durable and waterproof; (c) not allow the accumulation of any rainwater upon its surface; and (d) as part of a roof and ceiling assembly provide adequate height in any room immediately below such assembly.</p> <p>L2 FIRE RESISTANCE AND COMBUSTIBILITY The fire resistance of any roof or roof and ceiling assembly complete with light fittings or any other component which penetrates the ceiling, shall be appropriate to its use and where necessary such roof or roof and ceiling assembly shall be non-combustible.</p> <p>4.4.5 Roof assemblies 4.4.5.1 A roof assembly shall achieve the minimum total R-value specified in table 7 for the direction of heat flow. 4.5.2 A roof assembly that has metal sheet roofing fixed to metal purlins, metal rafters or metal battens shall have a thermal break consisting of a material with an R-value of not less than 0,2 installed between the metal sheet roofing and its supporting member. SANS 10400XA 4.4.5.2 4.4.5.3 Metal sheeting types of roofing assembly construction shall achieve the minimum total R-value in accordance with 4.4.5.1, with the installation of insulation that has an R-value as specified in table 8 of SANS 10400 XA 4.4.5.3</p>

	<ul style="list-style-type: none"> Gutters and paved splashbacks around buildings to manage stormwater run-off. <p>The design and construction of the building's roof shall comply with the regulations as detailed in NBR – SANS 10400 – Part L and its thermal design and criteria shall comply with NBR – SANS 10400 Part XA</p>	<p>The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204. Windows facing east and west should be limited in number and confined to the minimum required for daylight and ventilation. SANS 10400XA 4.4.1.2</p>
Norms and Standards		

2.1 External Building Envelope		
Overarching Item	2.1.6 Staircase, Building Entrances and Thresholds	
Sub-Item	REFERENCE TO ACTS AND LEGISLATION	
Principles	<p>M1 GENERAL REQUIREMENT (1) Any stairway, including any wall, screen, railing or balustrade to such stairway, shall be capable of safely sustaining any loads to which it is likely to be subjected and shall permit safe movement of persons from floor to floor. (2) Any such stairway shall have dimensions appropriate to its use.</p> <p>M2 FIRE REQUIREMENT A stairway contemplated in regulation M1 shall comply with the relevant requirements in Part T of these regulations.</p> <p>M3 DEEMED-TO-SATISFY REQUIREMENTS The requirements of regulations M1 and M2 shall be deemed to be satisfied where the design of any stairway complies with part M of section 3 of SASS 0400.</p>	
Guidelines	<p>Staircases must allow pedestrian movement from floor to floor in a safe and as easy as possible manner.</p> <p>Any stairway shall be designed to safely sustain any load it is subjected to.</p> <p>Any stairway shall be fit for purpose and safely permit movement of physically able and disabled persons from floor to floor.</p> <p>Any Stairway used for emergency escape purposes shall have correctly sized dimensions and shall be fire resistant.</p>	
Norms and Standards	<p>All staircase within a building shall comply with NBR – SANS 10400 – Part M.</p>	

2.2 Unit Design and Occupancy		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.2 Unit Design and Occupancy	
Sub-Item	2.2.1 Unit Size, dimensions, heights and areas	
Principles	All buildings and rooms should be fit for purpose as a rental unit to allow tenants to enjoy privacy in a secure and safe environment. Floor area of a home must be habitable and building not a threat to public safety.	PART C - DIMENSIONS C1 ROOMS AND BUILDINGS (1) Any room or space shall have dimensions that will ensure that such room or space is fit for the purpose for which it is intended. (2) The floor area of any dwelling unit shall not be less than that necessary to provide one habitable room and a separate room containing toilet facilities.
Guidelines	SANS 10400 Part c prescribes the following: Minimum floor to underside of ceiling, or roof covering or underside of structural element: <ul style="list-style-type: none"> • Minimum heights in bedrooms and other habitable rooms = 2.4m • Passages entrance halls, bathrooms shower and mezzanine = 2.1m • Minimum total floor area of a dwelling houses with Occupation of H4 = 30m² • Min room size of 6sqm (provided min wall length is 2m and no built-in cupboards). • Min dwelling size of 24sqm and 16sqm for a temporary dwelling. 	
Norms and Standards	All buildings and rooms shall comply with dimensions and areas as stipulated in NBR – SANS 10400 – PART C	

2.2 Unit Design and Occupancy		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	Sub-Item	2.2.2 Unit Occupancy
Principles	Occupancy of any unit is subject to firstly, the unit design and intended number of occupants and secondly, to the level of desired comfort and privacy by the occupants.	A21 POPULATION (1) The population of any room or storey or portion thereof shall be taken as the actual population of such room, storey or portion thereof where such population is known or, where such population is not known, the population shall be calculated from the criteria given in Table 2. Class of occupancy of room or storey or portion thereof for E1, E3, H1, H3, H4 - 2 persons per bedroom
Guidelines	The maximum occupancy on a permanent basis, for rental units with an occupancy of H3 and H4 shall be limited to 2 persons per bedroom.	
Norms and Standards	Occupancy of any rental building shall be limited as detailed in NBR – SANS 10400 Part A21 Table 2 and the Rules of the Body Corporate in the case of sectional title schemes	

2.3 Material Specifications		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.3 Material Specifications	
Sub-Item	2.3.1 General Building Materials	
Principles	Material used in the erection of a buildings shall be suitable for the purpose for which it is to be used. (NBR A13/1a), in this case, for human occupation (habitability).	A13 BUILDING MATERIALS AND TESTS (1) (a) Material used in the erection of a building shall be suitable for the purpose for which it is to be used. (b) All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the requirements of SANS 10005 and shall bear the product certification mark of a body certified by the South African National Accreditation Systems.
Guidelines	All Materials used within the building fit for purpose. All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the requirements of SANS 10005. (NBR A13/1b).	
Norms and standards	All materials used within a building shall comply with NBR – SANS 10400 – Part A13.	

2.3 Material Specifications		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.3.2 Floors	
Sub-Item	Floors to be fit for their respective purposes.	
Principles	Floors to comply with the following:	
Guidelines	<ul style="list-style-type: none"> • Be designed and constructed to safely support its own weight and any actions which can reasonably be expected to apply. • Fire resistant, irrespective of room type. • The floor of any laundry, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant. • Timber floors shall not be exposed to the elements and have adequate under floor ventilation. • Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or filling is prevented from penetrating such concrete floor slab. • Be robust and hard wearing. 	<p>PART J - FLOORS</p> <p>J1 GENERAL REQUIREMENT</p> <p>(1) Any floor of any building shall -</p> <p>(a) be designed and constructed to safely support its own weight and any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking), deformation or vibration do not compromise the efficient use of the building or the functioning of equipment supported by such floor; and</p> <p>(b) have a fire resistance appropriate to its use and where required, be non-combustible.</p> <p>(2) The floor of any laundry, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant.</p> <p>(3) Any suspended timber floor in a building shall be provided with adequate under-floor ventilation.</p> <p>(4) Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or filling is prevented from penetrating such concrete floor slab.</p>
Norms and Standards	ALL floor within a room shall comply with the minimum requirements as stipulated in NBR – SANS 10400 – PART J	

2.3 Material Specifications		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.3.3 Walls: Construction and Finishes	PART K - WALLS
Sub-Item	2.3.3 Walls: Construction and Finishes	K1 STRUCTURAL STRENGTH AND STABILITY
Principles	Walls to be strong and stable enough to support loads/roof; be waterproof and fire resistant so as no undue safety risk to occupants or to render internal rooms uninhabitable.	Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking) or deformation do not compromise the opening and closing of doors and windows or the weather tightness of the wall and in the case of any structural wall, be capable of safely transferring such actions to the foundations supporting such wall.
Guidelines	<ul style="list-style-type: none"> Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur. Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building. Basements and rooms below ground level, might necessitate the integrated designs for the penetration of water approval by the local authority. All walls shall have combustibility and fire resistance characteristics. Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner. All walls shall be durable of construction and finish. Separating walls must be compliant with required fire ratings. Walls must be acoustically fit for purpose. All wall finishes specified shall be robust, hard wearing, easily maintained 	K2 WATER PENETRATION (1) Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building. (2) Where a building includes a basement or semi-basement, the local authority may, if it considers that conditions on the site on which the building is to be erected necessitate integrated designs for the penetration of water into such basement or semi-basement applicable to all construction elements or components thereof, require the submission of such designs for approval. Construction shall be in accordance with the requirements of the approved design. K3 ROOF FIXING Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner that will ensure that any actions to which the roof may normally be subjected will be transmitted to such wall. K4 BEHAVIOUR IN FIRE Any wall shall have combustibility and fire resistance characteristics appropriate to the location and use of such wall.
Norms and Standards	Walls should be designed and constructed in accordance with NBR - SANS 10400 – PART K	

2.4 Occupational Health and Safety	
Overarching Item	2.4.1 Fire and smoke safety, equipment and escape.
Sub-Item	2.4.1.1 Fire and smoke safety, equipment and escape.
Principles	For the purposes of habitability and safety, residential rental buildings shall be designed and built to withstand smoke and fire and be provided with the necessary fire-fighting equipment and signage.
Guidelines	Buildings shall be designed and constructed to limit the spread of fire and smoke. Buildings are to be designed to facilitate the safe evacuation of occupants. Adequate fire detection equipment and firefighting equipment shall be provided within a building. Adequate statutory fire signage shall be provided.
Norms and Standards	All buildings used for residential rental purposes excluding single residential units shall be designed and constructed to comply with the fire regulations as stated in NBR – SNAS 10400 – Part T
REFERENCE TO ACTS AND LEGISLATION	
T1 GENERAL REQUIREMENT	
<p>(1) Any building shall be so designed, constructed and equipped that in case of fire-</p> <ul style="list-style-type: none"> (a) the protection of occupants or users therein is ensured and that provision is made for the safe evacuation of such occupants or users; (b) the spread and intensity of such fire within such building and the spread of fire to any other building will be minimized; (c) sufficient stability will be retained to ensure that such building will not endanger any other building; Provided that in the case of any multi-storey building no major failure of the structural system shall occur; (d) the generation and spread of smoke will be minimized or controlled to the greatest extent reasonably practicable; and (e) adequate means of access, and equipment for detecting, fighting, controlling and extinguishing such fire, is provided. <p>(2) The requirements of sub-regulation (1) shall be deemed to be satisfied where the design, construction and equipment of any building -</p> <ul style="list-style-type: none"> (a) is the subject of an acceptable rational design prepared by a professional engineer or other approved competent person; or (b) complies with Part T of section 3 of SABS 0400: Provided that where any Local authority is of the opinion that such compliance would not comply with all the requirements of sub-regulation (1), such local authority shall, in writing, notify the owner of the building of its reasons 	

2.4 Occupational Health and Safety	
Overarching Item	2.4.2 Public Safety - Ground conditions, entrances, ramps, trees etc
Sub-Item	REFERENCE TO ACTS AND LEGISLATION
Principles	D1 CHANGE IN LEVEL - The protection of the edge of any balcony, bridge, flat roof of similar place shall be designed to prevent any person from falling from such balcony, bridge, flat roof or similar place.
Guidelines	D2 PEDESTRIAN ENTRANCES TO PARKING AREAS IN BUILDINGS - Where any pedestrian entrance is provided to a vehicle parking area in any building, such entrance shall be so positioned, marked or protected that no pedestrian can unintentionally walk into the path of any moving vehicle.
Norms and Standards	D3 RAMPS - Any ramp or driveway shall be so designed that it is safe when used and is fit for the purpose for which it is intended. D4 SWIMMING POOLS AND SWIMMING BATHS - (1) The owner of any site which contains a swimming pool shall ensure that access to such swimming pool is controlled.
	All building components that are accessible to its habitants and/or the general public should not be a threat to public safety.
	Public safety considerations are changes in ground level and ground conditions (dolomite), entrances, ramps, swimming pools, tree damaging walls.
	All buildings shall be designed and constructed to comply with NBR – SANS 10400 PART D

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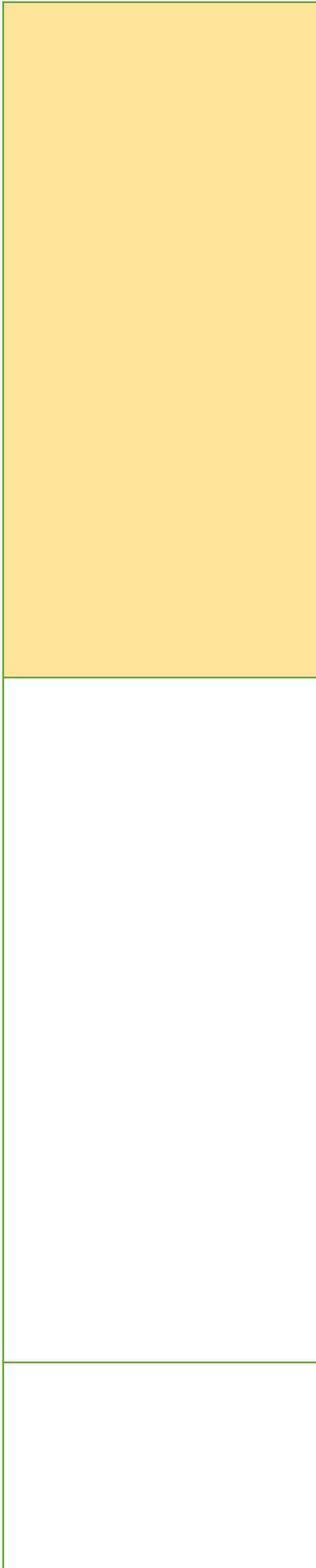


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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

2.4 Occupational Health and Safety	
Overarching Item	2.4.3 Maintenance and Operation
Sub-Item	REFERENCE TO ACTS AND LEGISLATION
Principles	A15 MAINTENANCE AND OPERATION (1) (a) The owner of any building shall ensure that any mechanical equipment, facility or any service installation provided in or in connection with such building, pursuant to these regulations or pursuant to any building bylaw which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition. (b) Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in these regulations or in any by-law for such equipment or installation.
Guidelines	(2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L: (a) the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur); (b) the measures taken to resist the penetration of rainwater and the passage of moisture into the interior of a building.
Norms and Standards	All property and building components and installations which require maintenance to render the accommodation functional and habitable are to be maintained in a safe and proper manner. The owner of a building is obligated to ensure that the property, building and all equipment is operational and fit for purpose. The owner of the building is obligated to ensure the structural safety and performance of the structure. The owner of a building must ensure that all measures are undertaken to resist the penetration of rainwater and passage of moisture into the interior of the building. The maintenance and operation of all parts in the building shall be maintained by the owner in terms of the NBR - SNAS 10400 – Part A15. The owner of a building shall ensure maintenance of the relevant functional regulations contained in the NBR SANS 10400 Parts B, H, J, K and L.



2.5 Building Amenities		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.5.1 General	
Sub-Item		
Principles	Any physical facility (e.g. garage) or service (e.g. Wi-Fi connection) in addition to the dwelling that is to be occupied by the tenant to 'live in' is an 'added extra' amenity. Any added extra amenity is not a requirement to render the rental accommodation acceptable, but rather a choice of the landlord/tenant and a function of the agreed rental amount between landlord and tenant.	
Guidelines	Fixed/physical amenities would vary depending on the type of rental accommodation (single house, multi-storey res 3 etc) and whether the tenant/occupant has exclusive or shared use of such amenities. For the latter, notionally being 'common property', specific house rules for the use of these amenities would likely be in place and applicable. The above would also apply to ongoing service type amenity but likely to also include a 3 rd -party service provider with additional Terms and Conditions in the performance of the ongoing services. All the above as well as any 3 rd party service charges, or House Rules are to be described and included in the lease between the landlord and tenant.	
Norms and standards	Any amenities and services included as part of the rental property are to be described and included in the lease between the landlord and tenant as per the Rental Housing Amendment Act, 2014.	

7.2.3. Level 3: Lease Agreement

Overarching Item		3.1 Rental terms and conditions	REFERENCE TO ACTS AND LEGISLATION
Sub-Item		3.1.1 Lease agreement	
Principles		A mutually rewarding relationship between landlord and tenant.	There is a plethora of legislation that in one way or another could impact on the 'norms and standards' of public sector rental and in particular the lease agreement provisions. A legal view on what takes precedence is required.
Guidelines		<p>The lease is a record of what has been agreed and 'governs' the relationship between the landlord and tenant. The lease agreement must cover:</p> <ul style="list-style-type: none"> • A detailed description of the rental property/accommodation – what's included and excluded – and a list of accepted defects upon occupation by tenant. • Detailed particulars of the landlord and tenant. • The lease and notice periods. • The amount of rental and any other additional costs payable by the tenant and terms of payment. • Annual escalation. • Amount of deposit payable and its purpose (defray repair expenses if any). • Detailed information on what the rights and obligations of the landlord are, with specific focus on maintenance and repairs and arrangements for access by landlord into the premises. • Detailed information on what the rights and obligations of the tenant are, with specific focus on use/abuse of the premises, fittings and fixtures, any applicable complex or Body Corporate Rules and subletting. 	

Norms and Standards	<p>The lease agreement is to be in writing and signed by both parties. The provisions of the lease are to comply with the Rental Housing Amendment Act, 2014, the Formalities in Respect of Leases of land Act, 1969, the applicable provisions of the Consumer Protection Act, 2008 and its final Regulations of 2011, The Sectional Title Scheme management Act as amended, any prevailing Municipal by-laws, the Estate Agency Affairs Act, 1976 (if estate agent is the landlord), the Prevention of Illegal Eviction From and Unlawful Occupation of Land Act, 1998 and the Immigration Act 13 of 2002.</p>	
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7.2.4. Level 4: Environmental Sustainability

4.1 Environmental Sustainability		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	4.1.1 Orientation: Solar Heat Gain and Shading	
Sub-Item		
Principles	Buildings shall be orientated to optimise occupiers thermal comfort levels. Thermal comfort is a means of describing occupant comfort levels which take into account a series of factors such as air temperature, radiant temperature, humidity, draughts, clothing value and activity rates.	SANS 10400 XA 4.2.1 b) - in any building of occupancy classified in terms of Regulation A20 as A1, A2, A3, A4, C1, C2, E1, E2, E3, E4, F1, F2, F3, G1, H1, H2, H3, H4, and H5, the orientation and shading are in accordance with the requirements of SANS 204 or Appropriate orientation of buildings optimises sun penetration, solar heat gain and shading. SANS 10400 XA 4.2
Guidelines	Buildings should where possible be orientated in accordance with NBR – SANS 10400 XA. Living spaces should be arranged in terms of NBR - SNAS 10400 XA. Roof overhangs shall be in accordance with SANS – 10400 XA.	The majority of buildings should face north (where other weather or topography conditions do not supersede the solar gain). SANS 10400 XA 4.4.1.1 Living spaces should be arranged so that the rooms where people spend most of their hours are located on the northern side of the unit. Uninhabited rooms, such as bathrooms and storerooms, can be used to screen unwanted western sun or to prevent heat loss on the south-facing facades. SANS 10400 XA4.4.1.1
Norms and Standards	None	Living rooms should ideally be placed on the northern side. The longer axis of the dwelling should be orientated so that it runs as near east/west as possible. SANS 10400 XA4.4.1.1 The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204. Windows facing east and west should be limited in number and confined to the minimum required for daylight and ventilation. SANS 10400 XA 4.4.1.2.

4.1 Environmental Sustainability		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	4.1 Environmental Sustainability	
Sub-Item	4.1.2 Ventilation	
Principles	To ensure that any habitable room within a building is adequately ventilated with enough fresh air to enable that room to be used without detriment to health and safety or causing any nuisance for the purpose for which it was designed. NBR – SANS 10400 Part 0 (1).	01 LIGHTING AND VENTILATION REQUIREMENT (1) Any habitable room, bathroom, shower-room and room containing a urinal, or any room which is a parking garage shall be provided with a means of lighting and ventilation which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed. (2) The requirement of subregulation (1) shall be deemed to be satisfied where- (a) subject to the requirements of subregulation (3), such room is provided with one or more openings for natural light and ventilation in accordance with Part 0 of section 3 of SABS 0400; or (b) such room is provided with artificial lighting and ventilation in accordance with the provisions of Part 0 of section 3 of SABS 0400. b) Notwithstanding the provision of openings for natural ventilation in accordance with subregulation (2)(a) any room subject to the Machinery and Occupational Safety Act, 1983 (Act No.6 of 1983), shall in terms of the said Act be provided with artificial ventilation as prescribed by such Act, and any room contemplated In subregulation (1) which is - (I) a room which, due to conditions of high temperature, may be dangerous to safety or health; (II) a room where there will be dust, gas, vapour or volatile matter which may be dangerous to safety or health; or (III) used for any purpose for which natural ventilation is not suitable, shall be provided with a means of artificial ventilation.
Guidelines	To ensure that common areas are adequately ventilated. To encourage designs that provide ample amounts of fresh air to reduce indoor temperatures and counteract the build-up of indoor pollutants and moisture build up. Where this is not possible by design, in for example an existing building with a double loaded passage configuration, suitable mechanical fresh air and extraction systems are required. Buildings should have adequate airflow and be cross ventilated wherever possible. Where natural ventilation cannot be achieved, mechanical ventilation / extraction must be specified and installed.	
Norms & Standards	All buildings should be adequately ventilated and comply with SANS 10400 – Part 0	

4.1 Environmental Sustainability		REFERENCE TO ACTS AND LEGISLATION	
4.1.3 Lighting Internal to Unit		01 LIGHTING AND VENTILATION REQUIREMENT	
Overarching Item	Any habitable room including any form of bathroom within a building shall be provided with adequate and appropriate lighting. NBR – SANS 10400 Part 0 (1).	<p>(1) Any habitable room, bathroom, shower-room and room containing a urinal, or any room which is a parking garage shall be provided with a means of lighting and ventilation which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed.</p> <p>(2) The requirement of subregulation (1) shall be deemed to be satisfied where-</p> <p>(a) subject to the requirements of subregulation (3), such room is provided with one or more openings for natural light and ventilation in accordance with Part 0 of section 3 of SABS 0400; or</p> <p>(b) such room is provided with artificial lighting and ventilation in accordance with the provisions of Part 0 of section 3 of SABS 0400.</p> <p>NATURAL LIGHTING</p> <p>Where for the purposes of natural lighting a room is provided with one or more openings, such opening or openings shall be situated in an external wall, or in a suitable position in the roof of the building.</p> <p>002</p> <p>002.1: Where such opening is glazed it shall be glazed with transparent or approved translucent glazing material.</p> <p>002.3 The area of such opening, or total area of such openings, inclusive of frames and glazing bars, shall be not less than 10 % of the floor area of the room or rooms served by it, or 0,2 m², whichever is the greater.</p>	
Sub-Item	Rooms shall where possible be provided with Natural lighting. Window sizes shall be provided in terms of SANS – 10400 Part 0. Energy efficient lamps should be utilised to reduce total energy usage.		
Principles	Any habitable room as well as all forms of toilets and bathrooms shall have adequate windows to provide natural light and provision of artificial light shall comply with the provisions of NBR - SANS 10400 Part 0.		
Guidelines	Other efficient technologies are also available. If another technology is used, documentation must be provided to demonstrate that the light fixtures achieve at least 90 lm/W. Therefore this metric can also be demonstrated by showing energy savings through evidence provided by a competent professional.		
Norms & Standards			

8. Norms and Standards: Social Housing

8.1. Approach to specifications within this document

Technical specifications for building and construction projects typically refer to a range of standards for materials to be used, quality of workmanship, codes of practice and methodologies and tests to be performed in order to achieve compliance with core standards.

These minimum specifications, forming part of, and taken together with other parts of this document constituting the social housing norms and standards, and all associated external documents are intended to assist the Social Housing Regulatory Authority (SHRA) and the sector with:

- Ease of regulating the sector by providing a set of rules and guidelines that are easily understood by both the regulator and the sector
- Bringing social housing practice in line with constantly changing environments and innovation in design and construction, including introducing green initiatives to enhance sustainability through more resource-efficient design and construction practices

In addition, the minimum specifications will serve as legal and contractual obligation between the SHRA and delivery and managing agents operating in the sector.

Social Housing delivery agents (SHIs and ODAs) should develop standard minimum specifications for their developments in line with their own standards and in response to the unique requirements of their development and operating environments. Yet, they should also strive to develop products in accordance with these Norms and Standards. Specifications should be developed with a view to being outcomes based, and flexible in order to promote responsiveness to context and innovation. To this end, standard specifications must be amended and/or augmented with supplementary preambles to meet the unique needs of every new project. Standard and supplementary preambles must be submitted with each application to the SHRA for project approval and funding for assessment in accordance with the norms and standards.

As with the norms and standards, the specifications are not intended to be a prescriptive list of building methods and technologies, materials and finishes for social housing developments, but rather to provide a framework of guiding principles that will enable high quality social housing to be developed that meets the mandate of the SHRA and the Department of Human Settlements, while at the same time is flexible and enables social housing to be developed in a manner that is responsive to the market, open to innovation, and enhances the lives of the tenants living in the units.

In this way a relationship is set up between the Norms and Standards at a SHRA level and the response by the SHI. This allows SHI's to develop project specific specifications and even organisational specific specifications that are contextually and market driven.

Development and application of specifications should follow the approach of the National Building Regulations (NBR) (SANS 10400 series). The content of these and other regulatory prescripts are not repeated or summarised in the body of this document, and no reference is made to specific regulations, codes and standards. Where deemed necessary to draw the attention of designers, developers and constructors of social housing to specific regulations or codes, such references are made in the Norms and Standards in relation to specific sections.

8.2. Use of Model Preambles for Trades:

These minimum specifications should be used in conjunction with the latest available edition of Model Preambles for Trades published by the Association of South African Quantity Surveyors, and any preambles supplementary to it, or similar industry-based Model Preambles, and included in the project tender and contract documentation. The Model Preambles augment these minimum specifications with comprehensive references to South African National Standards (SANS), and compiling Specifications for particular materials or methods where SANS Specifications or Codes do not exist.

8.3. Considerations for Operations and Maintenance

Although the NBR deals mainly with design and construction, it also has a section on maintenance after occupation, placing responsibility on the owner to maintain the buildings in the same safe and healthy state as approved for construction originally.

Due to the importance and general ignorance and neglect of this provision, attention is drawn specifically to the following excerpt from the NBR (NBR Section A15 Maintenance and Operation):

(1)

- A. The owner of any building shall ensure that any mechanical equipment, facility or any service installation ⁽¹⁾provided in or in connection with such building, pursuant to these regulations or pursuant to any building by-law which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition.
- B. Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in

these regulations or in any by-law for such equipment or installation.

- . (2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L:
 - A. the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur);
 - B. the measures taken to resist the penetration of rain water and the passage of moisture into the interior of a building.
- . (3) The local authority may serve a notice on such owner or person requiring him to comply with sub regulation (1) or (2) within the time specified in such notice.
- . (4) The local authority may, by notice, in writing to the owner, order the evacuation of such building where the state of such building, equipment, installation or facility will cause conditions which in the opinion of the local authority may be detrimental to the safety or health of the occupiers or users of such building.
- . (5) Any owner or person who contravenes the requirements of sub-regulation (1) or (2) or fails to comply with any notice served in terms of sub-regulation (3) or (4) shall be guilty of an offence.

The above is important to note when designing and preparing construction specifications as thought should be given to the longevity of items specified, the maintenance requirements and lifecycle costing. This regulation places a clear legal liability on all building owners to maintain their buildings in a state of safe habitability. Normal wear and tear is permitted, but when it gets to the point where it affects structural and fire safety, health of occupants and all the other aspects regulated for construction, repairs must be carried out, otherwise the owner will be in breach of the statute and the original occupancy certification, as well as most likely rendering the building and the owner's third party liability towards occupants and the public uninsurable.

8.4. Practice Notes

Practice Notes are aimed at providing guidance on aspects that require significant consultation and discussion with the sector. The objective is to encourage a structured approach to introduce innovations into the document as well as ensure the sector is provided opportunity to develop consensus on contentious issues. It is proposed that this done through a community of practice on key thematic concerns and ensure the Norms and Standards remain relevant to developments and changes within the sector. This would allow the sector to develop common approaches to specific challenges thereby developing and sharing experiences in relation to complex challenges and methodologies (for example developing a calculator for lifecycle costing or hot water systems) and to respond to new technologies, materials and approaches (for example green technologies which are swiftly changing).

Accordingly, a series of Practice Notes is proposed. These Practice notes would be aimed at:

- a) providing guidance on aspects that require significant consultation and discussion with the sector. The objective is to encourage a community of practice on key thematic concerns and ensure the Norms and Standards remain relevant to developments and changes within the sector
- b) Providing specific guidance on how to approach specific items.

The areas provisionally identified that will be appropriate for practice notes include the following:

Table 1: Items for Practice Notes

Overarching item	Sub-item	Practice Note Reference
1.3 Overall Building design in relation to site & context	1.3.1 Hierarchy of Spaces & Place making	Practice note on “place-making” to be developed
2.1 Building Design	2.1.2 Orientation: Solar Heat Gain & Shading	Practice Note on solar orientation to be developed.
2.3 Maintenance and management	2.3.1 Operations Manual	Practice Note on Operations Manuals should be provided.
2.3 Maintenance and management	2.3.2 Maintenance schedules	Practice Note on maintenance planning to be developed
3.3 Services	3.3.2 Services: Hot Water Provision	Choosing and evaluating a hot water system
3.4 Maintenance & Management	3.4.1 Material Specifications: Common Areas, Lobbies, Passages	Practice Note on materiality to be developed
3.6 Sustainability	3.6.1 Lighting	Practice note on lighting to be developed
4.1 Design: Space norms and standards	4.1.1 Unit Design	Practice note to be developed on unit mix and principles per unit type.
4.1 Design: Space Norms & Standards	4.1.2 Unit Size	Practice Note to be developed on unit sizes and design parameters within unit types and definition of the method of measurement.
4.1 Design: Space Norms & Standards	4.1.3 Mix of unit types & sizes	Practice note to be developed on unit mix and principles per unit type.
4.2 Design of Unit	4.2.1 Unit Plans: Space Planning	Practice Note to be developed on planning for retrofits

4.2 Design of Unit	4.2.3 Kitchen Area: Space Planning: Self Contained Unit	Practice Note to be developed on kitchen design and elements.
4.2 Design of Unit	4.2.5 Bedroom (main)	Practice Note to be developed on bedroom requirements
4.2 Design of Unit	4.2.6 Bedroom (second)	Practice Note to be developed on bedroom requirements.
4.3 Materiality: Specifications	4.3.1 Floors	Practice Note to be developed
4.3 Materiality: Specifications	4.3.6 Materials: Finishes	Practice Note on specifications techniques to be developed
4.5 Maintenance & Management	4.5.1 Building User / Occupants Guide	Practice Note to be developed on Tenant's guide
4.6 Accessibility	4.6.1 Bathroom Design	Practice Note to be developed: Accessibility Retrofitting Guidelines
4.6 Accessibility	4.6.2 Accessible Kitchens	Practice Note to be developed
4.7 Sustainability	4.7.1 Lighting Internal to Unit	Practice Note to be developed
4.7 Sustainability	4.7.4 Use of sustainable Materials	Practice Note to be developed
5.1 Communal Amenities	5.2.2 Kitchens	Practice note on ratio to number of units to be developed.

The above could be consolidated into specific thematic areas, along the proposed following lines:

- Building Orientation and Placemaking: reconciling optimal orientation with placemaking
- Space Planning and planning for retrofitting
- Accessible Design for Persons with Disabilities and Accessibility Retrofitting Guidelines
- Materiality and Specifications: Methodologies for specifying materials / services etc, sustainability, lifecycle costing methodologies
- Choosing & evaluating hot water systems
- Guidance: Maintenance Planning / Operations Manuals / Building User Guides

8.5. The key principles for quality social housing

The key principles for good quality sustainable social housing developments are set out below. These principles form the guiding framework for the norms and standards sets out in the sections that follow.

1. **Socially and environmentally appropriate:** The type of units, services and amenities should be appropriate to the people to be accommodated. The mix of dwelling type and size should support the social, environmental and economic sustainability objectives of the development.
2. **Architecturally appropriate:** The development should provide a pleasant living environment which responds to its context, enhances its neighbourhood and respects its heritage.
3. **Functional:** The design should best meet the requirements of the intended purpose. Units must accommodate the everyday needs of residents in terms of accommodating their furniture and their requirements in terms of cooking, eating, sleeping, washing and socialising.
4. **Accessible and adaptable:** Dwellings should be capable of adaptation to meet the changing needs of residents. There should be ease of access and circulation for all residents to move through the development and to use the services and amenities provided.
5. **Safe, secure and healthy:** The development should be a safe and healthy place in which to live.
6. **Affordable:** The development should be able to be built, managed and maintained within the cost parameters of providing affordable rentals.
7. **Durable:** Construction techniques and materials should have a service life of that provides acceptable performance over the life of the building without the need for abnormal repair or replacement at intervals shorter than general industry benchmarks.

The balance between lifecycle costing and initial capital outlay must always be balanced.

8. **Resource Efficient:** Efficient use must be made of land, infrastructure, water and energy. The building should optimise the benefits of orientation, daylight and solar gain. The use of scarce natural resources in the construction, maintenance and management of the buildings should be minimised.

The above principles are utilised in each sub-section of the document to inform and shape the approach and content of each sub-item with regard to the underpinning Principles, the Guidelines and the recommended Norms and Standards pertaining to the sub-item.

8.6. Differentiation between typologies (Greenfield, brownfield, etc)

Increasingly, social housing projects are undertaking brownfield inner city conversions and refurbishments. This trend is largely a function of better utilization of valuable and strategic inner-city properties through redevelopment in the form of mid-rise newbuilds with lifts (in some instances, this also covers towers or apartment tower blocks).

For this reason, it is intended that these Norms and Standards will apply to all types of social housing development as described below.

Different authors, commentators and practitioners attach slightly different attributes to the terms **“greenfield”** and **“brownfield”** respectively. Rather than trying to arrive at a universal definition, we have defined the terms as follows for the purposes of these Norms and Standards:

8.6.1. Greenfield development

Construction of new buildings on vacant sites, usually requiring legal conversion of development rights (township establishment, rezoning or other formal town planning procedure), new connections to external bulk infrastructure services grids of the local authority, and varying levels of installing new internal infrastructure services.

A common perception is that greenfields projects are always located in uninhabited and undeveloped areas at the urban periphery. In this Norms and Standards document however, greenfields can also refer to undeveloped parcels or pockets of parcels of infill land in already developed and inhabited areas.

These parcels are deemed completely vacant, but in some cases may have rudimentary or dilapidated structures on them that need to be demolished and the land rehabilitated in preparation for new construction.

8.6.2. Brownfields development

The re-development of existing properties, either for the same use or for conversion to a different use. For our purposes these properties are almost always located in the midst of areas that are already well developed and inhabited, with existing connections to the bulk infrastructure services grids of the local authority, and often, but not always, with pre-existing development rights that will cater for the proposed new form of use.

The redevelopment may take the form of refurbishment for the same or similar use, or conversion to a new use, and although in the main the existing buildings on the site will be retained, projects may in some instances involve partial demolition, alteration and addition.

8.6.3. Refurbishment, upgrade, conversion

Acquiring existing buildings and preparing them for residential dwelling purposes can take one of two basic forms, or a combination of both:

1. *Refurbishing or rehabilitating* existing residential buildings (blocks of flats, townhouses, etc.) for continued residential use, in other words no change in use is brought about. Depending on the state of the building, this could entail minor *rehabilitation or repair* (repainting, fixing broken components, replacing worn carpets, etc.), or more extensive *renovation or upgrade/refurbishment*. Renovation or refurbishment results in an essentially new building within the framework of an old one. The latter may require changes in layout and new services installations to comply with new fire safety regulations and building codes, and usually involves complete or partial tenant evacuation
2. *Adaptive re-use or conversion*, where a building that was originally designed for another type of use (offices, schools, etc.) is turned into a residential building.

Some buildings were originally built for mixed use, for instance a block of flats with shops or offices at ground level. The SHI may decide to retain the mix and simply renovate, or it may decide that it is more appropriate to convert all or some of the shops and offices into dwelling units as well.

In this report we will use the term *refurbishment* interchangeably for repair, upgrade and renovation of existing residential buildings (no change in use), and *conversion* for all cases where a change in use is affected.

In rare cases there may also be elements of *restoration* involved, that is an attempt to restore the original design or historical concept of the building by stripping it of later additions and putting back or repairing original details and materials. This Norms and Standards document does not address restoration projects.

8.6.4. Newbuild / greenfield mid to high-rise or towers development:

Greenfield medium density social housing development to date has been mainly in the form of two to four storey walk-up rows, clusters and blocks with no lifts and access to upper floors via external pedestrian stairs and walkways, open or covered. The main reasons for the four-storey upper limit have been land use zoning considerations and the fact that when a building rises beyond four storeys it becomes a legal requirement to install a lift or lifts, which has significant cost implications.

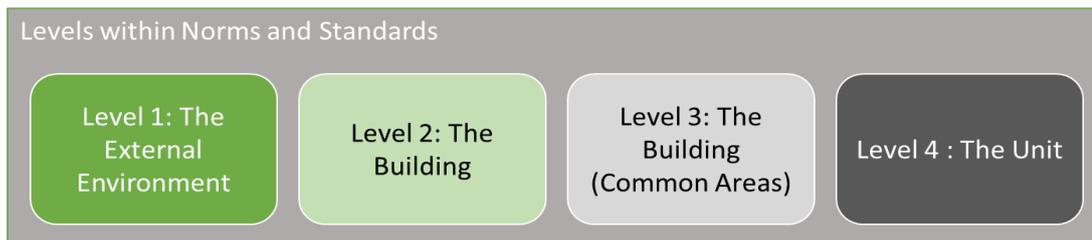
Although some brownfield refurbishments and conversions have been done on high-rise buildings or towers, there have been very few cases of newbuild towers social housing in South Africa. It is expected that newbuild mid to high-rise towers will increasingly become a form of social housing in the future, and these Norms and Standards are therefore, intended to apply

to such building types as well.

8.7. Approach to document sections

The norms and standards are structured in a hierarchy, starting at the site and contextual framework level and working through to the detailed requirements of the unit. Four levels are provided for:

Figure 2: Norms and Standards Levels



The norms and standards are set out in a table that includes the following:

- **Overarching item:** This term refers to specific thematic elements within the levels defined. (For example, the overall context of a development).
- **Sub-item:** This element refers to a specific area of focus within themes and provides more detail on particular components of overarching items.
- **Principles:** These are the high-level key outcomes desired by the particular sub-item.
- **Guidelines:** Applicable good practice on a particular topic informed by knowledge, understanding and experience of practitioners in the field and their professional advisors. This is an explanation of how the general principles are to be achieved.
- **Norm and standard:** This is the compliance levels that must be achieved. Within this section it is noted whether this item is a “Conditional Requirement” for funding by the SHRA.
- **Required documentation for evidence:** This lists the required evidence that must be submitted in order to show how the project achieves compliance with the norms and standard.
- **Practice Note Reference:** A Practice Note gives guidance on how to achieve compliance as well as additional explanatory information. These shall relate, provisionally, to the areas identified in the individual sheets following, and as listed in Section 2.4 above. These may be issued from time to time.

8.8. Conclusion and Matrix of Typologies

A summary of the overarching items and sub-items covered in the norms and standard (per building typology) are shown in Table 2 overleaf

The table is a matrix indicating for ease of reference the applicability of each sub-item in the sheets that follow to each of the possible social housing typologies, both greenfield newbuilds and brownfield refurbishments and conversions. Where a capital letter “C” in bold red font appears next to a dot in the matrix, it indicates a conditional requirement which is further explained in the relevant sub-item on the sheet referred to

Table 2: Summary of overarching items and sub-items by level

Level	Overarching item	Sub-Item	Greenfield or Infill Newbuilds	Refurbishment of existing residential	Adaptive Re-use / Conversion of existing non residential	Conversion of existing other residential	Refurbishments and Conversions	New Build Projects	Communal Housing	
1. Level 1: The external environment		1.1.1. Location of the project	•	•	•	•	•	•		
		1.1.2. Urban Design & Strategic Area Frameworks	•	•	•	•	•	•	•	
		1.1.3. Efficient use of land & resources: Building Typologies & Densities								
		1.1.4. Bulk Services	• C							
		1.1.5. Environment & Ecology	• C							
		1.1.6. Mixed Use, Tenure and Income	•		•			•	•	
		1.1.7. Heritage	•		•			•	•	
		1.1.8. Entrance to development and perimeter treatment	•		•			•	•	
		1.1. Overall context			•			•	•	
		1.2. Accessibility			•			•	•	
		1.2.1. Vehicular and pedestrian movement through site			•			•	•	
		1.2.2. Parking			•			•	•	
		1.3.1. Hierarchy of spaces and place making			•			•	•	
		1.3.2. Architectural diversity and building massing			•			•	•	
		1.3.3. Hard and soft landscaping			•			•	•	
		1.3.4. Scale of project: Unit Numbers			•			•	•	
		2.1.1. Adaptability and building re-use			•			•	•	
		2.1.2. Orientation: Solar heat gain and shading			•			•	•	
2.1.3. Building entrances, thresholds and staircases			•			•	•			
2.1.4. Design of buildings: Cross ventilation			•			•	•			
2.1.5. Building envelope: Walls			•			•	•			
2.1.6. Building envelope: Windows and glazing			•			•	•			
2.1.7. Building envelope: Roof Construction / Insulation			•			•	•			
2.2.1. Electrical, water, other			• C			•	•			

Level	Overarching item	Sub-item	Greenfield or Infill Newbuilds		Refurbishment of existing residential	Adaptive Re-use / Conversion		Communal Housing As component of social housing development or as stand-alone building	
			Walk up no lifts	Mid to high rise towers – with lifts		Conversion of existing other residential	Conversion of existing non residential	Refurbishments and Conversions	New Build Projects
3. Level 3: The Building: Common Areas	3.1. Common areas	2.4.2. Energy efficiency	•	•	•	•	•	•	•
		3.1.1. Building entrance and Lobby	•	•	•	•	•	•	•
		3.1.2. Common Areas: Lift lobbies & Provision of Lifts	•	•	•	•	•	•	•
		3.1.3. Internal passages / External walkways	•	•	•	•	•	•	•
		3.1.4. Ratios	•	•	•	•	•	•	•
		3.2.1. Laundry areas	•	•	•	•	•	•	•
		3.2.2. Refuse areas	•	•	•	•	•	•	•
		3.2.3. Provision of open space	•	•	•	•	•	•	•
		3.2.4. Recreational and play areas	•	•	•	•	•	•	•
		3.2.5. Other amenities	•	•	•	•	•	•	•
		3.3.1. Services reticulation	•	•	•	•	•	•	•
		3.3.2. Hot water provision	•	•	•	•	•	•	•
		3.3.3. Ventilation	•	•	•	•	•	•	•
		3.3.4. Fire equipment	•	•	•	•	•	•	•
		3.3.5. Safety and security: Monitoring: CCTV	•	•	•	•	•	•	•
3.4. Maintenance and management	3.4.1. Material Specifications: Common Areas: Lobbies & Passages	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
3.5. Accessibility	3.5.1. Access to units	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
3.6. Sustainability	3.6.1. Lighting	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.1. Design: space norms and standards	4.1.1. Common Areas: Metering and sub metering	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.1. Unit design	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.1.3. Unit size	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.1.4. Mix of unit types and sizes	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.1.5. Shape	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.1. Unit plans: space planning	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.2. Entrance	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.3. Kitchen area: space planning: self-contained unit	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.4. Living room	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
4.2. Design of unit	4.2.5. Bedroom (main)	•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•
		•	•	•	•	•	•	•	•

8.9. Norms and Standards

The below sections provide detail on both overarching and sub-items of relevance to Norms and Standards of Social Housing.

8.9.1. Level 1: External environment

Overarching Item	1.1 Overall Context
Sub-Item	1.1.1 Location of Project
Principles	Social Housing should be well located within existing CBDs or urban nodes and within an approved urban edge.
Guidelines	<p>Social Housing projects should be well located with easy access to existing economic and social infrastructure and in a manner that enables spatial and social transformation. In this regard:</p> <ul style="list-style-type: none"> • Social housing should be located in established CBDs and urban nodes. • Social housing should not be located outside the urban edge of an urban area.³⁶
Norm and Standard	<p>The following locational attributes to be demonstrated:</p> <ul style="list-style-type: none"> • Access in close proximity (less than 500m) to established public transport routes and stops. • Within a 10 minute walk (+/- 800m radius) of site show location and access to at least 3 of the following : <ul style="list-style-type: none"> - Public Transport: bus, taxi, train etc [Mandatory] - Schools: Pre-school / Public Junior + Senior Schools - Established economic activities and employers such as office parks, industrial areas etc - Retail and convenience e.g. ATMs, Pay points for municipal accounts - Healthcare Facilities - Leisure & Recreational Facilities - Open Space • And/or access to affordable Public Transport: bus, taxi, train etc., that will take a person to all of the above within 15 minutes of travel time • In the case of a new build development within a newly developed area subject to an approved Urban Design Framework, show that key amenities such as schools, open space and recreational facilities are planned and will be developed within a finite timescale.
Conditional Requirement	<ul style="list-style-type: none"> • This Item is a Conditional Requirement for funding by the SHRA. • Project to be with Restructuring Zones as defined by the Social Housing Act (Act No 16 of 2008).

Required documentation for evidence	Locality plans and mapping showing site location, entrance to development and location of the amenities listed above.
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.2 Urban Design Frameworks 1.1.4 Environment & Ecology
Practice Note Reference	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.2 Urban Design & Strategic Area Frameworks
Principles	The creation of viable integrated neighbourhoods is a key goal in spatial transformation. New social housing developments should contribute to neighbourhood formation through positive spatial integration in existing urban areas.
Guidelines	In addition to the brief for the development -which should provide guidance on proposed densities, mix of unit types and proposed tenant profile, an Urban Design Framework (UDF) may be in place for major new build developments which comprises of a larger land parcel. An urban design framework (UDF) refers to the pattern, structure or arrangement of streets, buildings and landscape that make up urban areas. The interrelationship between these elements and their individual characteristics come together to make a 'place' and ultimately a neighbourhood. In many instances specific city strategic area frameworks are in place which define the development vision of specific area and translate city scale policy frameworks into area specific frameworks. The mix of buildings, streetscape and open spaces are important to the quality of residential developments and neighbourhoods. A UDF creates a structure for the design of developments within an area and would take the following into consideration; movement frameworks, hierarchy of spatial development, density, diversity and mix of uses, public open space and landscape design.
Norm and Standard	The development must be compliant with the Strategic Area Frameworks and /or Urban Design Framework for the relevant area where applicable. Large scale (mega) developments comprising of a larger land parcels with +500 units must have an Urban Design Framework which illustrates how the project is broken up into sub-precincts with a diversity of building types and identities.
Required documentation for evidence	1. Copy of Urban Design Framework / Strategic Area Framework 2. Design Report from Urban Designer or Architect demonstrating compliance with Framework.

Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.1 Location of Project 1.2.1 Hierarchy of Spaces & Place making
Practice Note Reference	None

Overarching Item 1.1 Overall Context	
Sub-Item 1.1.3 Efficient use of land & resources: Building Typologies & Densities	
Principles	The development should contribute to efficient use of land, environment and services through appropriate building typologies and densities.
Guidelines	<p>Urban sprawl threatens the efficient use of urban infrastructure.</p> <p>Urban consolidation is a principle that recognises designs that make use of compact development patterns to increase efficient land use utilisation.</p> <p>The redevelopment of previously used or unused sites contributes to city regeneration and stimulates economic and social investment in communities. This efficient use of land is directly correlated to the typologies of buildings. Therefore, densification through the use of brownfields and infill sites is encouraged.</p> <p>Developments on land that has not been previously promulgated for development and is outside of existing urban nodes or edge is discouraged.</p> <p>The building typology is a key factor in determining densities that contribute to efficient land utilisation.</p>
Norm and Standard	<p>The Building Typology to be used should be specified for example, 3-4 walk up / medium to high rise etc. The development should enable sufficient density in relation to the building typology and location.</p> <p>Where densities permitted in terms of existing town planning schemes/site zoning are considered inappropriate, an application and motivation for increased densities should be submitted, provided this is supported by local authority planning departments and will not unduly delay approvals.</p>
Required documentation for evidence	Design report from Architect / Town Planner showing building typology and density calculations in relation to contextual benchmarks and Strategic Area Frameworks.
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.1 Location of Project 1.1.2 Urban Design and Strategic Area Frameworks
Practice Note Reference	Practice Note to be developed on general suggested densities per contextual conditions.

Overarching Item 1.1 Overall Context	
Sub-Item	1.1.4 Bulk Services
Principles	New developments should be in areas where sufficient bulk capacity already exists, or where not, aligned with short to medium-term municipal infrastructure and spatial development strategies, plans and capital budgets.
Guidelines	None
Norms & Standards	Development should not proceed unless there is adequate capacity of bulk services to ensure a continued and ongoing supply.
Conditional Requirements	Existing capacity available to meet the demands of the project, or firm commitments that such capacity will be available in time for the project to be habitable on completion.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Engineering Services Reports 2. Information from Local Authority
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.5 Environment & Ecology
Practice Note Reference	None

Overarching Item 1.1 Overall Context	
Sub-Item	1.1.5 Environment & Ecology
Principles	Reduce impact of greenfields development on ecological systems and biodiversity.
Guidelines	<p>The development should not be located on prime agricultural land or land that has a high ecological value / has evidence of threatened species or within the buffer zones of watercourses or ridges</p> <p>Developments should be located within established urban boundaries and aligned to City and Metro Spatial Development Frameworks.</p>
Norm and Standard	<p>The development should be aligned with the relevant Spatial development Frameworks.</p> <p>Development should not be on land that has high ecological value – this includes land used for agricultural production, as well as land currently designated and used as open space or parkland</p>

Conditional Requirement	No development on land that is still zoned as agricultural land and where Bulk Services are not available
Required documentation for evidence	<ol style="list-style-type: none"> 1. Confirmation of project location in relation to Spatial Development Frameworks. 2. Evidence of compliance with municipal by-law and national legislation related to built environment environmental considerations such as confirmation that an Environmental Impact Assessment (EIA) is not required, or when required has achieved a positive Record of Decision (ROD). 3. Submit copy of EIA and Environmental Authorisation (RoD) if required in terms of Statutory Compliance
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>1.1.1 Location of Project</p> <p>1.1.2 Urban Design & Strategic Area Frameworks</p> <p>1.1.4 Bulk Services</p> <p>1.1.7 Heritage</p>
Practice Note Reference	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.6 Mixed Use, Tenure and Income
Principles	To encourage mixed use housing developments that promote economic and neighbourhood sustainability
Guidelines	<p>Mixed use developments that incorporate uses other than housing such as retail, working spaces and community facilities such as crèches contribute to the economic and social sustainability of the development.</p> <p>Lettable retail and working spaces can contribute to cross subsidising the operational income stream of the development.</p> <p>Saleable for profit options such as sectional title, FLISP and open market units can contribute cross subsidies to capex through profit sharing.</p> <p>Mixed income residential development also promote social diversity and integration, greater sustainability and avoids large ghetto-like concentrations of low income rentals</p> <p>Community Facilities such as crèches that can be used by both residents and the broader community engage the development into a neighbourhood amenity.</p>
Norm and Standard	Dependent on location, feasibility and typology a percentage of the development should be allocated for uses other than social housing.

Required documentation for evidence	<ol style="list-style-type: none"> 1. Plans showing areas allocated for mixed use. 2. Inclusion of rental returns from other uses into feasibility model.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.2 Urban Design and Strategic Area Frameworks
Practice Note Reference	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.7 Heritage
Principles	The conservation and protection of our cultural heritage is recognised in terms of our cultural identity.
Guidelines	<p>Heritage may be identified in terms of the value and age of the built environment but it also may be in terms of the social history of the site and archaeological value.</p> <p>No person may alter or demolish any structure or part of a structure which is older than 60 years without a permit issued by the relevant provincial heritage resources authority. This is relevant to developments on brownfields sites even when currently vacant and within existing buildings.</p> <p>However, heritage does not only apply to the built environment; a development may be subject to an impact assessment, specifically in cases where the development or other activity which will change the character of a site exceeding 5 000 m² in extent; or involving the consolidation of three or more existing erven.</p>
Norm and Standard	Development should be compliant with heritage requirements where relevant.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Demonstrate compliance with the National Heritages Resources Act of 1999 and any relevant municipal by-laws. 2. Heritage Report 3. Heritage Impact Assessment 4. Permits
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.5 Environment & Ecology
Practice Note Reference	None

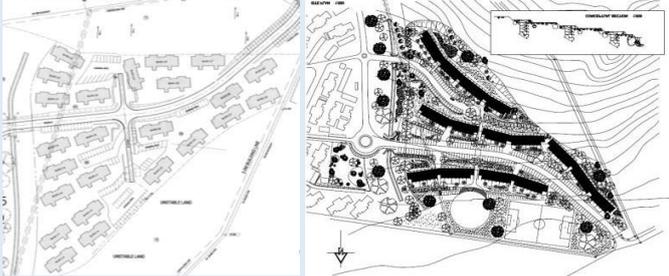
Overarching Item	1.1 Overall Context
Sub-Item	1.1.7 Entrance to Development and Perimeter Treatment
Principles	<p>The perimeter treatment of the development is an important factor in the integration of the development within the existing urban fabric.</p> <p>Safety & security of both residents and the neighbourhood are affected by the perimeter treatment of developments.</p>
Guidelines	<p>To provide a secure perimeter design to development that supports street surveillance and active monitoring of grounds.</p> <p>The development should have clearly defined entrance with separate vehicular and pedestrian access.</p> <p>Design should ensure a primary point of access control.</p> <p>In large scale developments, consideration should be given to taxi pickup and drop off zones adjacent to entrances.</p>
Norm and Standard	Secure perimeter and entrance/s to development with a gatehouse in case of estates, and with access control / facilities for guards for both estates and buildings. Points of site ingress/egress should be designed to ensure smooth and efficient flow of both pedestrian and vehicular traffic for both residents and visitors, especially at peak times
Required documentation for evidence	<ol style="list-style-type: none"> 1. Site Plan / Site Development Plan showing: 2. Location of buildings in relation to site and the "built edge" condition 3. Location of entrance to development or building 4. Correlation to location of transportation links as stipulated in sub-item 1.1.1
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.2 Urban Design and Strategic Area Frameworks
Practice Note Reference	None

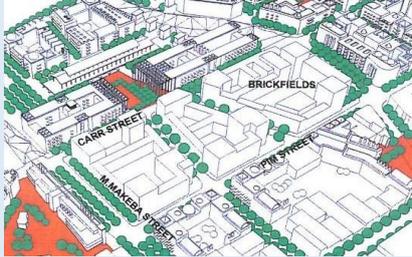
Overarching Item 1.2 Accessibility	
Sub-Item 1.2.1 Vehicular and pedestrian movement through the site	
Principles	Provide a safe environment for residents and ground floor accessibility for all residents.
Guidelines	Vehicular and pedestrian movement should enable ease of movement and a safe environment for residents. Vehicular traffic to be separated from pedestrian traffic as far as possible. Speedbumps should be provided to slow traffic down Parking areas to be clearly be delineated from landscaped open areas. Paved or surfaced paths to be provided to facilitate movement through the development between buildings.
Norm and Standard	The entire ground floor of the development should be accessible for wheelchairs and push chairs through the use of mountable kerbs and ramps. Walkways to be adequately sized in terms of width. The surface finish should be slip resistant, easily cleanable and have longevity.
Required documentation for evidence	1. Site Plan showing location of parking and pedestrian paths through development
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.2 Parking
Practice Note Reference	None

Overarching Item 1.2 Accessibility	
Sub-Item 1.2.2 Provision of Parking	
Principles	Adequate suitably located parking to be provided on site for residents and visitors. There should be parking that is appropriate for disabled residents and visitors
Guidelines	Determine appropriate parking ratios required in relation to context, locality, access to reliable and affordable public transport, and apply to municipality to have these reduced if necessary, where the reduction is supported by the planning and roads departments and will not unduly delay approvals for the project. In existing buildings or inner city building conversions with limited or no parking – no additional parking would be required

Norm and Standard	Parking areas must be compliant with minimum required or maximum allowed parking ratios. The Parking Ratio for new build projects should not exceed 0.5 bays / unit unless specifically motivated in terms of specific local policy requirements. Provision should be made of adequately sized parking bays for disabled residents and visitors in close proximity to building entrances.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Site Plan 2. Town Planning Compliance Tables: Parking ratios
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.2 Vehicular & pedestrian movement through site.
Practice Note Reference	None

Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.1 Hierarchy of Spaces & Place making
Principles	The design of building types, the relationships between them, their relationships to streets and the spaces created around them will influence the character of the overall site and its surroundings and contribute to the quality and identity of the new environment.

Guidelines	<p>In preparing overall scheme layouts, consideration should be given to the following factors:</p> <ul style="list-style-type: none"> • Integration of the development into the existing context through respecting existing street patterns, landscape and urban markers. • Siting of buildings to take into account relationship to street edge, building scale and size, and orientation. • Creating identity of place through design of spaces between buildings • Encouraging 'social living' <p>The layout design should aim to create an identity of place which helps foster residents' sense of 'ownership' and responsibility for the development thereby contributing to the creation of a sustainable community.</p> <p>Example:</p>  <p>The design on the left utilises a standard block design which is repeated across the site. On the right the same development is redesigned to a more efficient layout achieving a higher density and creating a stronger relationship of units to a street based landscape.</p> <p>Reference : NASHO: Framework for improving the design of Social Housing projects</p>
Norms & Standards	The layout should engender a sense of place and community through spatial differentiation within the development
Required documentation for evidence	Site Plan demonstrating within the design layouts of the buildings, spatial differentiation between open spaces, garden areas, parking areas allowing privacy as well as surveillance of public spaces.
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>1.1.2 Urban Design and Strategic Area Frameworks</p> <p>1.1.3 Efficient use of land & resources</p>
Practice Note Reference	Practice note on "place-making" to be developed.

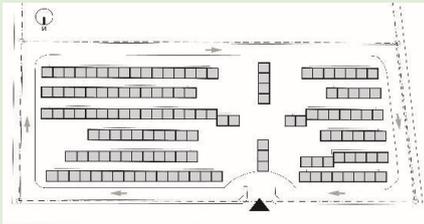
Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.2 Architectural Diversity & Building Massing
Principles	The design of building types, the relationships between them influences the character of the overall site and its surroundings and contributes to the quality and identity of the new environment.
Guidelines	<p>In preparing overall scheme layouts consideration should be given to the following factors:</p> <ul style="list-style-type: none"> • Siting of buildings to take into account relationship to street edge, building scale and size, and orientation. • Creating identity of place through design of spaces between buildings • Avoiding monotony associated with developments with a single repetitive building type or a singular wall surface treatment. Consideration to be given to external wall treatment in terms of diversity of surface treatments and elevational design. • Consideration to be given to varying heights of buildings and marking key elements such as entrances and corners. <p>Consider to what extent ground floor units, top floor units and units at the ends of building blocks could be differentiated from the more typical floors, or amongst the units in the middle of building? To what extent have these special opportunities should be harnessed in order to create diversity and interest and in order to overcome the monotony ordinarily associated with mass housing?</p> <p>Example: Massing Diagram from Newtown North Urban Design Framework: Brickfields Social Housing 2004: GAPP Architects</p> 
Norms & Standards	The development's architecture should be diverse including different building types, heights and facade treatments. Developments must demonstrate a diversity of building type that is responsive to site conditions in line with the Urban Design Framework.
Required documentation for evidence	Design Report by Architect with plans, sections, elevations and massing models demonstrating how the norm & standard is achieved.
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.2 Urban Design and Strategic Area Frameworks 1.2.1 Hierarchy of spaces and placemaking

Practice Note Reference	None
Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.3 Hard and soft Landscaping
Principles	Landscaping and open space contribute to the health and wellbeing of residents whilst also contributing to climate resilience.
Guidelines	<p>In greenfields and brownfields developments: Example of sufficiency : Landscaping could include:</p> <ul style="list-style-type: none"> • Soft Landscaping: Trees, grassed and planted areas. • Urban Agriculture such as planting for Food Gardens • Hard Landscaping: Paving and permeable paving. <p>All planting must be considered in terms of indigenous and water wise plants Seating and other amenities such as playgrounds must be correlated to the landscape plan in terms of shading.</p> <p>All surfacing must be considered in terms of permeability for stormwater attenuation and soak away and possible water collection in terms of climate resilience</p> <p>Play area surfacing must comply with relevant fall safety standards. Playgrounds should comply with SANS51176 : Playground Equipment & Surfacing</p> <p>The maintenance of all landscaped areas must be considered in terms of maintenance, water use etc.</p> <p>In existing buildings which do not have open space consideration could be given to planting in limited planting in containers in suitable areas which have sufficient sun. This could also for instance include rooftop and/or courtyard food gardens</p>
Norms & Standards	Landscaping should be provided depending on the size and type of development and erf, as well as the surrounding area.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Site Plan showing areas of soft and hard landscaping. 2. Specifications of surfacing etc shown in specification documentation.
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.2.3 Provision of Open Space.
Practice Note Reference	None

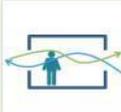
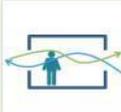
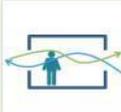
Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.4 Scale of Project: Unit Numbers
Principles	The objective of this item is to demonstrate operational scale and the correlation between unit numbers and amenities provided.
Guidelines	Whilst the size of the project is based on the size of the erf and market demand, the number of units should be at a scale that enables the development to operate effectively.
Norms & Standards	Unit numbers must be appropriate for the size of the erf and market demand taking into consideration unit size
Required documentation for evidence	<ol style="list-style-type: none"> 1. Provide breakdown of overall unit numbers & unit typologies. 2. Overall population density based on unit typologies. <p>The above should be cross referenced to amenities provided on site as a percentage against unit area or list amenities against unit numbers or area of open space (excluding parking) as a ratio to occupancy numbers.</p>
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.1.3 Mix of unit types and sizes.
Practice Note Reference	None

8.9.2. Level 2: The Building

Overarching Item	2.1 Building Design
Sub-Item	2.1.1 Adaptability and Building re-use
Principles	The re-use and adaptation of existing building stock for housing is an effective strategy for optimising unused or under-utilised assets within cities.
Guidelines	<p>Adaptive re-use refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for.</p> <p>As construction waste accounts for approximately 30% of all waste generated which ultimately goes into landfill, re-using existing buildings minimises material consumption and is beneficial to the environment.</p> <p>A building will need to be assessed for its potential to be re-used for housing in terms of:</p> <p>The condition of the building</p> <p>The floorplate configuration and its suitability for a residential configuration The position of circulation cores: lifts and staircases</p> <p>The façade of the building, its window configuration or façade make up</p> <p>The construction of the building: its load bearing capacity and floor slab construction. For example, can areas of the slab be cut out if required</p> <p>The Existing Rights: can the building be added to in terms of its area (additions) or FAR (building height)?</p> <p>Existing older residential building stock should also be considered within similar evaluation parameters. Many older buildings require complete replacement of building services and refurbishment of the units. In some cases, the unit sizes may be incompatible with current requirements and may need to be resized. This could mean combining 2 units into a single unit or breaking larger units into smaller units.</p>
Norms & Standards	Every building conversion will have slightly different parameters and will be assessed on its own merits according to the viability of the project and compliance with unit space norms and standards and unit mixes.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Pre-feasibility assessments incorporating indicative analyses of contextual factors and risks such as market and urban development trends, socio-economic issues, cost estimates and financial viability. 2. Building Condition Reports describing the condition of the existing building, structural integrity, the existing and available development rights, the condition of services by Architect and Engineering Team.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.6 Heritage
Practice Note Reference	None

Overarching Item	2.1 Building Design
Sub-Item	2.1.2 Orientation: Solar Heat Gain & Shading
Principles	<p>To optimise resident thermal comfort levels within buildings.</p> <p>Thermal comfort is a means of describing occupant comfort levels which take into account a series of factors such as air temperature, radiant temperature, humidity, draughts, clothing value and activity rates.</p>
Guidelines	<p>Appropriate orientation of buildings optimises sun penetration, solar heat gain and shading.</p> <p>The majority of buildings should face north (where other weather or topography conditions do not supercede the solar gain).</p> <p>It is noted that this may not be possible in a perimeter block development and that elevations that are not optimally orientated should be provided with adequate shading devices.</p> <p>The optimum orientation needs to be balanced against other factors such as topography and place making.</p>  <p>Example: This development on a flat site places all the units in rows facing north achieving good orientation. However, the placement of units in relation to the site, street edge, landscaping etc does not show any elements of placemaking. This would not be a good example of the balance between orientation and overall design.</p>
Norms & Standards	<p>The majority of buildings should face north, or at least within 15 degrees west or east of north.</p> <p>With perimeter block developments at least 50% of all facades should face north, or at least within 15 degrees of west or east of north</p> <p>It is noted that within developments not all elevations can be optimally orientated. Elevations that are subject to solar heat gain e.g. West facing should be provided with adequate shading devices and/or solar control glass as per the glazing rationale</p>
Required documentation for evidence	<p>1. Site Layouts showing all buildings and amenities with orientation clearly denoted.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-items: 1.2.1 Hierarchy of spaces and placemaking</p>
Practice Note Reference	<p>Practice Note on solar orientation to be developed.</p>

Overarching Item	2.1 Building Design
Sub-Item	2.1.3 Building Entrances, Thresholds and Staircases
Principles	The design, location and materiality of entrances to individual buildings and location of staircases is key to accessibility, legibility, safety and the creation of community networks within developments and buildings.
Guidelines	<p>Building Entrances should be designed so that a limited group of units share an entrance or staircase. There must be a clear distinction between public, semi-private and private space and a strong sense of security for everybody who will use the area.</p> <p>Consideration should be given to planning for safety and security of residents in terms of the design.</p> <p>Staircases should have a roof covering where possible on low rise walk-ups and definitely on high rise buildings. This is not only to provide protection from the environment but also to assist with cleaning, maintenance and safety.</p>
Norms & Standards	<p>Thresholds to entrances to buildings and entrance doors should be provided with paved areas and covers to doors where possible.</p> <p>Buildings must be accessible to persons with disabilities with step free or ramped access.</p> <p>Thresholds and Staircases should conform to disability requirements in relation to changes of texture, tactile indicators etc.</p> <p>Entrance areas and staircases should be well lit.</p> <p>Access control may not necessarily be required at individual buildings within multi-unit larger developments with a single gated entrance.</p>
Required documentation for evidence	1. Project design documentation (Site Plan / Building Plans)
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.1.1 Building Entrance & Lobby 3.1.2 Lift Lobbies
Practice Note Reference	None

Overarching Item	2.1 Building Design												
Sub-Item	2.1.4 Design of Buildings: Cross Ventilation												
Principles	To encourage designs that provide ample amounts of fresh air to reduce indoor temperatures and counteract the build-up of indoor pollutants and moisture build up.												
Guidelines	<p>In new build developments the design of buildings should maximise opportunities of dual aspects and cross ventilation for habitable rooms.</p> <p>The depth of space that can be ventilated using a cross-flow ventilation strategy is dependent on the floor to ceiling height and the number and location of the openings.</p> <p>The preferred typology in this respect is a single loaded passage typology which enables passive ventilation and cross ventilation.</p> <p>In the conversion of other building types to residential use, where a double loaded passage typology is used, consideration must be given to ventilation of passages by passive or mechanical means.</p> <p>Table 27: Types of natural ventilation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th>Type</th> <th>Image</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Single-sided Ventilation</td> <td style="text-align: center;"></td> <td>Single-sided ventilation relies on the pressure differences between different openings within a single space. It is more predictable and effective than if there is only a single opening, and can therefore be used for spaces with greater depth. For spaces that only have a single opening the ventilation is driven by turbulence. This turbulence creates a pumping action on the single opening, causing small inflows and outflows. As this is a less predictable method, the room depth for single opening, single-sided ventilation is reduced.</td> </tr> <tr> <td style="text-align: center;">Cross-ventilation - Single Spaces</td> <td style="text-align: center;"></td> <td>Cross ventilation of single spaces is the simplest and most effective approach. Cross-ventilation is driven by pressure differences between the windward and leeward sides of the space.</td> </tr> <tr> <td style="text-align: center;">Cross-ventilation - Double-Banked Spaces</td> <td style="text-align: center;"></td> <td>Cross-ventilation with banked rooms can be achieved by creating openings in the corridor partition. It is only acceptable where a room has ownership of both windward and leeward sides of the building, as the ventilation of the leeward space relies on the occupant of the windward space. The openings also provide a route for noise to travel between spaces.</td> </tr> </tbody> </table> <p>Reference : https://www.edgebuildings.com/wp-content/uploads/2018/12/EDGE-User-Guide-for-All-Building-Types-Version-2.1-Release-B.pdf</p>	Type	Image	Description	Single-sided Ventilation		Single-sided ventilation relies on the pressure differences between different openings within a single space. It is more predictable and effective than if there is only a single opening, and can therefore be used for spaces with greater depth. For spaces that only have a single opening the ventilation is driven by turbulence. This turbulence creates a pumping action on the single opening, causing small inflows and outflows. As this is a less predictable method, the room depth for single opening, single-sided ventilation is reduced.	Cross-ventilation - Single Spaces		Cross ventilation of single spaces is the simplest and most effective approach. Cross-ventilation is driven by pressure differences between the windward and leeward sides of the space.	Cross-ventilation - Double-Banked Spaces		Cross-ventilation with banked rooms can be achieved by creating openings in the corridor partition. It is only acceptable where a room has ownership of both windward and leeward sides of the building, as the ventilation of the leeward space relies on the occupant of the windward space. The openings also provide a route for noise to travel between spaces.
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Norms & Standards	<p>All buildings – units should be passively ventilated.</p> <p>Common areas should be adequately ventilated by passive or mechanical ventilation</p> <p>Buildings should have adequate airflow and be cross ventilated wherever possible</p>												

Required documentation for evidence	1. Building Design Documentation: Plans and Sections
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.4.1 Natural Ventilation which describes the ventilation requirements at the unit level
Practice Note Reference	None

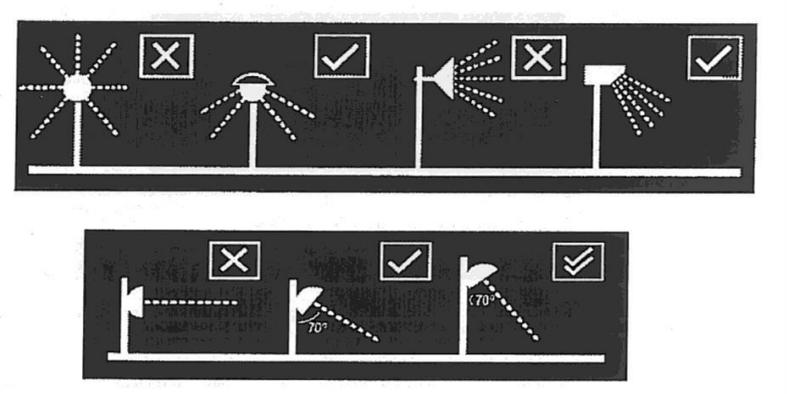
Overarching Item	2.1 Building Design
Sub-Item	2.1.5 Building Envelope: Walls
Principles	The external materiality of a building needs to balance environmental considerations, durability and aesthetics.
Guidelines	<p>Environmental: the external envelope: wall construction must be of suitable material that is compliant in terms of SANS10400.</p> <p>Materiality: the materiality of the building must be considered in terms of durability and long term maintenance.</p> <p>Aesthetics: the elevations of large scale housing buildings can be repetitive and require design thought as to creating individuality and interest in a housing development. For example in relation to the use of conventional materials exterior of buildings could be mix of face brick and plaster + painted areas. Plastered areas should be located in areas where they are accessible for future maintenance.</p> <p>The materials and building systems considered could be conventional such as brick, concrete etc or non/un-conventional.</p>
Norms & Standards	<p>External building materiality must comply with SANS10400XA: Wall and Roof.</p> <p>Where non/un-conventional materials or building systems are selected the performance of these must be demonstrated in terms of the required Test Reports & Certification (such as agreement certification) as per SANS 10400 Part A.</p> <p>Building materiality should take into account longevity of materials and maintenance.</p>
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Design Documentation: Elevations 2. Specification Document 3. Design Report 4. Materials Specifications with specific reference to durability & maintenance plans and any Test Reports or Certifications if required 5. Maintenance Plans

Corresponding References	This sub-item should be read in conjunction with sub-item: 1.3.2 Architectural diversity and building massing.
Practice Note Reference	None

Overarching Item	2.1 Building Design
Sub-Item	2.1.6 Building Envelope : Windows & Glazing
Principles	Adequate specification of windows in terms of their frames and glazing contributes to good thermal comfort within units.
Guidelines	<p>In new build projects, windows & glazing must comply with SANS 10400XA. However this does not necessarily mean an expensive solution which could be over specified in terms of performance glazing.</p> <p>A balance must be found between adequate window sizes for achieving thermal comfort for occupants in terms of good light and ventilation and the requirements of SANS10400 Part XA in terms of solar heat gain and heat loss.</p> <p>A glazing rationale or modelling regarding the requirements for glazing in relation to orientation and shading of facades can result in a nuanced solution to the specification of windows and glazing.</p> <p>In existing buildings and conversions where windows and glazing are existing, the glazing rationale needs to be justified in terms of existing building conditions and other factors such as heritage, as the replacement of façade glazing could be a prohibitive cost centre.</p> <p>Safety of children is to be considered in relation to opening windows and heights of openings with the provision of safety bars.</p>
Norms & Standards	Window frames and glazing should comply with SANS 10400XA with as simple a solution to glazing as possible.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Design Documentation 2. Window Glazing Rationale: Describe glazing rational in terms of window frames and glazing specified (not necessarily glazing calcs). 3. Specification Document
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.4.1 Natural Ventilation
Practice Note Reference	None

Overarching Item	2.1 Building Design
Sub-Item	2.1.7 Building Envelope : Roof Construction / Insulation / Guttering / Waterproofing
Principles	The roof of the building is an important element in relation to managing thermal comfort through insulation as well as weather protection and rainwater run-off.
Guidelines	<p>The roof construction may vary in different building types from pitch roofs to flat roofs on higher rise buildings.</p> <p>On new build projects with pitched roofs, guttering should be provided. The purpose of providing guttering is to direct stormwater run-off from roofs away from buildings where damage to facades and foundations can occur. Guttering and downpipes also allow for rain water collection that can be used for garden irrigation and possible greywater use in some instances.</p> <p>Flat roofs must be considered in relation to the design of stormwater removal, insulation and waterproofing. If the roof is a trafficable area, the waterproofing must be guaranteed for this purpose.</p> <p>The use of concrete waterproofing admixtures could be considered which have no maintenance and longer guarantee periods.</p> <p>In existing buildings, the roof waterproofing must be evaluated and serviced or replaced as required.</p> <p>The specification of waterproofing must be evaluated in terms of the guarantee offered and the maintenance required by the SHI for the guarantee to be validated. Consideration should be given to the length of guarantee that will be given with no maintenance requirements. For example;</p> <p>5 year guarantee with no maintenance required 10 year guarantee may require a service every 2 years</p>
Norms & Standards	<p>Roof material: covering and insulation to comply with regulations and be adequately specified in terms of lifecycle costing and aesthetic considerations.</p> <p>Evidence of rainwater and stormwater management such as gutters and paved splashbacks around buildings to manage stormwater run-off into retention areas and soak aways.</p>
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Design Documentation 2. Specification Document
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.5.1 Rainwater collection
Practice Note Reference	None

Overarching Item 2.2 Services	
Sub-Item	2.2.1 Electrical / water / other
Principles	Adequate services (water, sanitation, electricity) available within existing area or building. Adequate capacity available to take additional demand.
Guidelines	Within the locational specifications of the social housing policy it is generally assumed that conventional approaches to services will apply to developments. However within the broader parameters of environmental sustainability and resilience, non/un-conventional approaches to service provision may be considered wholly or partially. These could be at a macro level for example applying localised black or grey water treatment. Or at a micro level such as off grid solutions provided to elements within a development for example dry /waterless toilets in certain building types like a guardhouse or community facility.
Norms & Standards	Services including water, sanitation and electricity should be provided on an affordable and ongoing basis.
Conditional Requirement	Existing capacity must be available
Required documentation for evidence	<ol style="list-style-type: none"> 1. Project Inception Report : 2. Engineering Services Reports 3. Information from Local Authority and /or Engineering Consultants : location and availability of services, positions of tie-ins to municipal connections 4. Building services rationale: services to be provided 5. Where non/un-conventional materials or building systems are selected the location and specification of these must be provided. 6. In the case of existing buildings: Building Condition Report in relation to availability and condition of existing services
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.2.1 Bulk Services and 3.3.1 Services Reticulation
Practice Note Reference	None

Overarching Item 2.2 Services	
Sub-Item	2.2.2 Lighting
Principles	To ensure adequate lighting at a site level to ensure safety and security whilst minimising light pollution and light overspill in to units.
Guidelines	<p>Public areas and walkways between buildings to be lit. Provide timers and / or sensors on appropriate light fixtures. Light fitting choice to reduce light pollution into sky and into units.</p> <div style="text-align: center;">  </div> <p>Illustrations of acceptable and unacceptable external lighting (Institute of Lighting Engineers : Green Star SA Multi Use Residential Tool V1 2011)</p>
Norms & Standards	All units and common areas must be sufficiently lit to ensure safety and security of residents in a manner that is affordable in respect of the ongoing sustainability of the development.
Required documentation for evidence	None
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.1 Vehicular & pedestrian movement through site and items relating to common areas.
Practice Note Reference	None

Overarching Item	2.3 Maintenance and management
Sub-Item	2.3.1 Operations Manual
Principles	Operations Manuals are key to providing information of maintenance, guarantees and service information to building management and should be in place for each development.
Guidelines	These manuals should contain all the as built documentation, information on finishes and technical service information that are required to maintain the buildings. Provide service manuals, integrated operations manuals for all services. Provide service manuals, integrated operations manuals for all materials with guarantees, cleaning directions etc.
Norms & Standards	Specify within professional service agreements and construction contracts the requirements for Operations Manuals and the handover of all Warranties / Guarantees.
Required documentation for evidence	This is a guideline for project completion
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.3.2 Maintenance Schedules 4.5.1 Building User / Occupant Guide
Practice Note Reference	Practice Note on Operations Manuals should be provided.

Overarching Item	2.3 Maintenance and management
Sub-Item	2.3.2 Maintenance schedules
Principles	A maintenance schedule should be provided within the Operations Manual. This summarises all the key information on servicing and maintaining elements and equipment within the building.
Guidelines	Provide maintenance schedules for ad hoc, annual, 5, 10, 20 years cycles. Service Periods for all plant and services must be specified upfront in the tender documentation with specific attention paid to the alignment of Practical Completion Dates and the Start dates of Warranty Periods. In some cases, warranties can be voided if the required maintenance is not done by the owner with specified periods.
Norms & Standards	None for Social Housing but Sectional Title schemes are required to have a 10 year maintenance plan for major capital items.
Required documentation for evidence	This is a guideline for project completion Provide Schedules related to Building materials and services in terms of required scheduled maintenance.
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.3.1 Operations Manuals
Practice Note Reference	Practice Note on maintenance planning to be developed.

Overarching Item	2.4 Sustainability
Sub-Item	2.4.1 Rainwater Collection
Principles	<p>Rainwater collection should be considered in order to reduce the use of potable water for garden watering / car washing etc.</p> <p>In water stressed areas the collection of rain water is a critical part of ensuring building resilience.</p>
Guidelines	<p>In new build projects, consideration should be given to rainwater discharge and rainwater collection.</p> <p>The location of rainwater collection tanks should be considered in relation to the usage of the water. For example, a rainwater tank located adjacent to an entrance gatehouse could be used locally around the building and could possibly be used for greywater toilet flushing to the building at very little capital cost in relation to the savings in water usage.</p> <p>Rainwater collection tanks should be fitted with lockable taps and clear visual warnings (words and images) that the water is not safe for human consumption</p> <p>Where possible such systems should be fitted with leaf catchers and first flush diverters to minimise ingress of organic material, dust and run-off pollutants into the tanks</p>
Norms & Standards	None
Required documentation for evidence	None
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.1.7 Roofs & Guttering
Practice Note Reference	None

Overarching Item	2.4 Sustainability
Sub-Item	2.4.2 Energy Efficiency
Principles	To promote energy efficient designs that reduce overall energy consumption in social housing developments.
Guidelines	Describe any specific environmental and energy efficiency elements related to: The Building envelope: wall thermal resistance / thermal mass and roof insulation, Heating & Cooling systems if any, Services such as Hot Water, Lighting New developments should aim to achieve a 20% reduction in projected operational energy consumption as compared to typical local practices.
Norms & Standards	None
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Design Documentation 2. Specifications 3. Technical Data Sheets
Corresponding References	This sub-item should be read in conjunction with sub-items related to lighting and 3.3.2 Hot Water provision.
Practice Note Reference	None

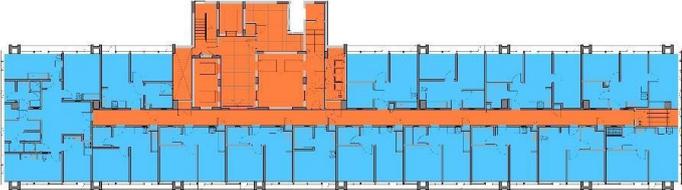
8.9.3. Level 3: The Building: Common Areas

Overarching Item	3.1 Building Design
Sub-Item	3.1.1 Building Entrance & Lobby
Principles	<p>The building entrance is the first impression a visitor or resident gets of the building.</p> <p>The emphasis is on a friendly, welcoming feel, and this can be conveyed through careful consideration of materials, finishes, design and layout. Light, colour and openness are important.</p> <p>The safety and security of residents in building entrances is of paramount importance.</p>
Guidelines	<p>The building entrance must accommodate access control turnstiles and escape gate.</p> <p>The access control barriers must provide security but must also allow easy furniture moving and disabled access.</p> <p>Security should manage building entrances including for example: Access Control (e.g. Biometric), CCTV, Security Guard. Adequate facilities should be provided for staff including a designated toilet / change room with locker and area for making refreshments during his/her shift.</p> <p>Building Directional Signage: The entrance lobby should have information signage for residents that is neatly displayed and incorporated into the design of the entrance area.</p>
Norms & Standards	The building entrance should be welcoming and have sufficient security to ensure that access to the building is controlled.
Required documentation for evidence	None
Corresponding References	This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios
Practice Note Reference	None

Overarching Item	3.1 Building Design
Sub-Item	3.1.2 Common Areas : Lift Lobbies & Provision of Lifts
Principles	Common areas are defined as any structure or areas that lies outside of the individual space of the unit. These are managed by the SHI / managing entity. The quality of these spaces and the management of the services and cleaning of these areas is important in maintaining a quality environment that is safe and secure for all residents.
Guidelines	Adequate lifts must be provided calculated on the number of residents and the average trip cycle. Lift lobbies should be: Well lit, ventilated and have clear and legible signage. Lifts must have hard wearing floor and wall surfaces and must be able to be protected when used for furniture moving.
Norms & Standards	Where lifts are provided or are required to be provided in multi storey buildings (new build and retrofit), a minimum of 2 lifts to be provided unless only 1 shaft is available or specifically motivated otherwise in terms of a rational design by a lift consultant or relevant engineering professional.
Required documentation for evidence	None
Corresponding References	This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios
Practice Note Reference	None

Overarching Item	3.1 Building Design
Sub-Item	3.1.3 Internal Passages / External Walkways
Principles	Common areas are defined as any structure or areas that lies outside of the individual space of the unit. These are managed by the SHI / managing entity. The quality of these spaces and the management of the services and cleaning of these areas is important in maintaining a quality environment that is safe and secure for all residents
Guidelines	<p>Internal passages in buildings can become spaces of conflict if not designed and managed well.</p> <p>Consideration should be given to the design of internal passages in relation to the placement of doors, lighting and signage.</p> <p>The width of passages in should be a have a width range between 1000 and 1500 with allowances for wheelchair turning areas at some points along the length of a passage. The passage width will vary in relation to the building typology. For example a new build walk up with a single loaded access gallery may be 1000 wide, but a double loaded passage in a building conversion should be a minimum of 1200.</p> <p>It is noted that where facilities are provided for persons with disabilities the minimum passage width is 1500.</p> <p>Techniques that can be considered in relation to providing visual relief and breaking up long areas of wall are indenting doors, introducing areas colour.</p> <p>External walkways need to be considered as safe circulation spaces and as shared social spaces. Design aspects to be taken into account are adequate walkway widths, limiting the length of walkways, durable finishes, balustrade design.</p>
Norms & Standards	Compliance with Part T of SANS10400 with design aspects to be taken into account: adequate passage / walkway widths in relation to building typology, limiting the length of passages /walkways, durable finishes, balustrade design.
Required documentation for evidence	Building Plans / Elevations
Corresponding References	This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios
Practice Note Reference	None

Overarching Item	3.1 Building Design
Sub-Item	3.1.4 Common Area Ratios
Principles	Efficient common area to unit area utilisation
Guidelines	<p>A balance is required between common area space and space dedicated to units. Developments should consider common area space in terms of the allocation and sizing of passage and circulation spaces and the adequate provision of common area amenities.</p> <p>Note that the efficiency of common area ratios within buildings needs to be correlated to the efficiency of the open space walkway network between buildings. Achieving efficient common areas in buildings only does not mean that the overall development will be efficient. This is particular relevant to developments with repeated blocks which multiply circulation cores.</p>

<p>Norms & Standards</p>	<p>The net common area for circulation and other common uses to gross unit area benchmark targets to be applied are :</p> <ul style="list-style-type: none"> • Low rise walk-up : Average 20 % • Mid / High Rise : Average Range 25 - 30% <p>In new build projects :</p> <p>The target should be as close to 15 - 20% as possible. However, this may increase in relation to the number of social amenities that are provided within buildings themselves such as laundry spaces and common rooms. Mid & High Rise buildings have more requirements for lift/ lobby and service areas.</p> <p>Ratios at the higher end should be substantiated in relation to this and must be factored in the project viability</p>  <p>Example : Walk up Block : Ratio 18 - 20% dependent on number of units sharing staircase</p> <p>In adaptive re-use / building conversions :</p> <p>In these buildings the existing cores may contain areas such as toilets that can be used as communal spaces and multiple lifts some of which may not be re-commissioned. In these cases the ratio may even exceed 25%.</p>  <p>Example: Office conversion of 12m wide building results in efficient unit layout but a large circulation core with multiple lifts and toilets results in a large common</p>
	<p>space ration of 30% - this is offset against the provision of community amenities within these redundant spaces. ©Savage + Dodd Architects</p>
<p>Required documentation for evidence</p>	<p>Building Design Documentation Area Tables</p>
<p>Corresponding References</p>	<p>This sub-item should be read in conjunction with sub-items: 3.1.2 Common Areas: Lift Lobbies & Provision of Lifts 3.2.3 Passages & Walkways</p>
<p>Practice Note Reference</p>	<p>None</p>

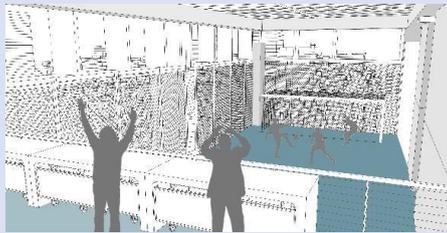
Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.1 Laundry Areas
Principles	To support the well-being and health of residents through the provision of safe and accessible areas for clothes drying.
Guidelines	<p>Provide areas for clothes drying that are centrally located, easily accessible and have visual openness and transparency. These areas, as well as pathways to and from them should be provided with sensor controlled security lighting for after dark collection of laundry. Consider locating laundry areas near to play areas.</p> <p>Laundry areas must be provided with suitable facilities and services including :</p> <ul style="list-style-type: none"> • Access to adequate services to allow laundry such as metered water / wash troughs. • Token operated machines & dryers as a maximum <p>Ensure drying yards and wash lines are fully exposed to sunlight for largest part of the day. Special consideration to be given for projects in zones with winter rainfall and limited winter daylight such as the Southern Cape Coastal Condensation Area.</p> <p>Consideration could be given to the provision of washing lines either on a balcony – low level screened by wall or internal to bathroom. However, the biggest source of air moisture content leading to condensation and mould growth is drying of clothes indoors.</p> <p>In new build walk up developments drying yards should be placed in areas in close proximity to units. Drying yards attached to circulation cores could also be considered.</p> <p>In mid to high rise building, new build or conversions, consideration should be given to laundry areas and drying areas within the building.</p> <p>In adaptive re-use buildings, the opportunity to re-use existing former toilet areas as laundries spaced through the building can be considered.</p>
Norms & Standards	Laundry areas must be provided with suitable facilities and services. The development should provide Drying Yards and Laundry Facilities on the basis of 0.5-1 linear metre of washing line per unit
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Design Documentation 2. Specification Document 3. Site Plan showing the location, size and specification of Drying Yards and Laundry Facilities
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>3.1.2 Common Areas: Lift Lobbies & Provision of Lifts</p> <p>3.2.3 Passages & Walkways</p>
Practice Note Reference	None

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.2 Refuse Areas
Principles	To support the wellbeing and health of residents through the provision of sufficient refuse and recycling areas
Guidelines	<p>A central refuse and recycling area should be located close to the entrance of development with an adequate area for bins and for the cleaning of bins. A waterpoint and drain should be provided.</p> <p>The size and location of this area should be in compliance with local authority waste management requirements.</p> <p>In inner city contexts, existing buildings and conversions, refuse areas may be located in basement areas and ground floor yards.</p> <p>In addition, areas should be provided for refuse bins within buildings including:</p> <ul style="list-style-type: none"> • Refuse areas on each floor for general refuse collection (wheely bins) and recycling bins. This area should be easily accessible and be able to be cleaned. • Cleaners store equipped with sink or slophopper to be provided
Norms & Standards	Refuse and recycling areas must be provided. The size should be determined by the number of bins required as a ratio to the number of units as determined by the Local Authority. A water point and drain are recommended within refuse areas.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building Designs : Show on Site plan and Floorplans the location, size and specification of Refuse Areas 2. Recycling Areas documentation
Corresponding References	
Practice Note Reference	None

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.3 Provision of Open Space
Principles	The provision of communal open green space contributes to the health and well-being of residents. It provides the physical setting for the development and provides environmental and climate resilience in terms of water run-off and cool environments.
Guidelines	When providing for open space, consider any existing landscape features and trees and stormwater attenuation and permeable surfaces.
Norms & Standards	Provide both hard and soft landscaped areas within the development.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Site Plan showing trees, landscaped / planted areas, paving and parking areas. 2. Specification of hard surfacing
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.3 Hard & Soft Landscaping
Practice Note Reference	None

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.4 Recreational and Play Areas
Principles	To support the well-being and health of residents and children through the provision of a range of communal outdoor and indoor amenities.
Guidelines	<p>The provision of play areas is context specific and is motivated by best practice.</p> <p>A large percentage of social housing residents are children and therefore all developments, new builds as well as refurbishments and conversions should provide some playground and recreational facilities for children of varying ages.</p> <p>Play areas should be located in areas where there is safe and easy access for children and which are overlooked by adjoining dwellings or other common facilities such as laundry areas.</p> <p>Seating for adults should be provided adjacent to the play area.</p> <p>In larger scaled developments, play areas (outdoor or indoor) should be provided for children of different ages e.g. defined playground area with play equipment for younger children and area for older children for ball play / skateboarding or a homework or study room etc.</p> <p>Indoor play areas should be equipped with suitable play equipment. They must be easily accessible, open with visibility from inside to outside. Where possible they should be monitored by CCTV.</p> <p>Recreational exercise equipment could be considered for adult use in sufficiently sized developments.</p>
Norms & Standards	<p>One playground to be provided for every 200 units that is sufficiently sized to allow play by groups of at least 20 children.</p> <p>Differentiation between recreational facilities for younger children (under 8) and older children (pre-teen / teenagers)</p> <p>Cross Reference with unit space norms: developments with higher percentages of smaller units must show a larger percentage of amenities.</p> <p>Cross Reference with communal amenities provided internally to buildings</p> <p>Playgrounds should comply with SANS51176 : Playground Equipment & Surfacing</p> <p>They need to be safe and secure e.g. If on a roof level a fence provided onto the parapet wall to prevent children from accidentally falling</p> <p>Developments with space constraints can motivate for a different mix of amenities.</p> <p>Developments that are located in the immediate proximity to a public park / playground / community centre that can be safely accessed by residents may motivate for a reduction in the facilities provided on site.</p>
Required documentation for evidence	1. Site Plan showing suitable located play & recreation areas
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.2.3 Provision of Open Space

	1.1.1 Location of the project 3.2.5 Other Amenities 4.1.2 Unit Size
Practice Note Reference	None

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.5 Other Amenities
Principles	To support the well-being and health of residents through the provision of other amenities such as community meeting rooms, braai areas, storage and facilities for cultural observances etc.
Guidelines	<p>Depending on the size of the development community amenities should be provided such as: space for early childhood centre, Community Hall, Braai Areas, storage facilities and Facilities for cultural observances etc.</p> <p>These areas should be provided with the requisite supportive services and infrastructure as required e.g. toilets, wash up areas etc.</p> <p>Housing Conversions often have underutilised spaces within the circulation cores, for example, former office toilets and redundant service areas that are easily adaptable for a range of community facilities.</p> <p>Where possible these spaces should be monitored by CCTV.</p>  <p>Example of recreation area in former mechanical plant area of tower development ©Savage + Dodd Architects UrbanWorks</p>
Norms & Standards	<p>New Build Developments (walk up / mid rise)</p> <p>Developments with over 400 units should provide a multi-purpose community meeting room for meetings with 20-30 adults.</p> <p>Developments with more than 1000 units should provide a larger scale hall or meeting facility or show that such a facility is available and easily accessible within the immediate environment.</p> <p>Refurb / Conversion :</p> <p>Show how redundant spaces within the building are being fully utilised.</p>
Required documentation for evidence	1. Site Plan
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.2.4 Recreational and Play Areas 4.1.2 Unit Size
Practice Note Reference	None

Overarching Item	3.3 Services
Sub-Item	3.3.1 Services Reticulation
Principles	The reticulation of services can have an impact on the long-term maintenance of the building in terms of access for maintenance, meter reading and efficiency of delivery of services for example hot water.
Guidelines	<p>Show plant areas for services: hot water, electrical, Information Technology etc.</p> <p>Describe how services are reticulated in common areas and into units e.g. vertical ducts, surface mounted, cable trays etc.</p> <p>Services should be grouped for efficiencies and ducts must be adequately designed for access for maintenance</p> <p>Consideration should also be given to how services may be reticulated in the future, for example fibre roll outs without impacting on existing finishes.</p> <p>Consideration to be given to requirements for cabling and IT points for access control / hold open doors (fire) / metering systems as may be required</p>
Norms & Standards	Services should be grouped for efficiencies and considered in terms of access for maintenance and metering in relation to common areas / walkways.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Services layout showing notional services reticulation or; 2. Building Services Report
Corresponding References	This sub-item should be read in conjunction with sub-items related to services.
Practice Note Reference	None

Overarching Item	3.3 Services
Sub-Item	3.3.2 Services : Hot Water Provision
Principles	Demonstrate Compliance with SANS10400 XA : Hot water provision
Guidelines	<p>Hot water may be provided by a variety of systems such as heat pumps, solar, magnetic induction geysers, gas and hybrid systems. In all cases the efficiencies of the system should be evaluated in relation to the cost of producing hot water</p> <p>Demonstrate Compliance with SANS10400 XA : Hot water provision :</p> <p>Describe how hot water will be provided</p> <p>Provide COP efficiency of system if relevant*</p> <p>Describe where plant is located</p> <p>Describe how system is reticulated in building. Note that a significant amount of energy can be lost in a system due to heat loss in the storage tank and distribution system. It is therefore critical that the system is designed efficiently in order to reduce these losses.</p> <p>* With Heat Pumps: The coefficient of performance (COP) is a measure of the heat pump's efficiency. It is determined by dividing the energy output of the heat pump by the electrical energy needed to run the heat pump, at a specific temperature. The higher the COP, the more efficient the heat pump. Typical heat pump water heaters are two to three times more efficient than standard electric water heaters.</p>
Norms & Standards	Compliance with SANS10400 XA
Required documentation for evidence	1. Design / Services Report
Corresponding References	This sub-item should be read in conjunction with sub-items: 2.2.1, Services Reticulation 2.4.2, Energy Efficiency 4.7.3 Metering.
Practice Note Reference	Choosing and evaluating a hot water system

Overarching Item	3.3 Services
Sub-Item	3.3.3 Ventilation
Principles	To ensure that common areas are adequately ventilated
Guidelines	<p>Where possible all common area passages should be naturally ventilated.</p> <p>Where this is not possible by design, in for example an existing building with a double loaded passage configuration, suitable mechanical fresh air and extraction systems are required.</p> <p>Ventilation is important not only for the passage / walkway areas themselves but also because rooms facing onto these areas, often bathrooms and kitchens may ventilate onto them.</p>
Norms & Standards	Compliance with SANS 10400 Part O.
Required documentation for evidence	None
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>2.2.1 Service Reticulation</p> <p>2.1.4 Design of Buildings: Cross ventilation.</p>
Practice Note Reference	None

Overarching Item	3.3 Services
Sub-Item	3.3.4 Fire Equipment
Principles	Provision of safe environments
Guidelines	Fire equipment to be located in common areas easily visible and accessible locations. The security of fire equipment should also be considered in terms of lockable cabinets for fire extinguishers if deemed a theft risk.
Norms & Standards	As determined by statutory requirements.
Required documentation for evidence	Compliance with SANS10400 unless a Rational Plan by a competent person is supplied. Rational Fire Design (not required to be submitted at design stage but required for plan approval)
Corresponding References	
Practice Note Reference	None

Overarching Item	3.3 Services
Sub-Item	3.3.5 Safety & Security: Monitoring : CCTV
Principles	Safety and security of residents through surveillance and monitoring of common areas where possible.
Guidelines	The safety of residents especially women and children should be considered especially in common areas and open areas. This can be done through a variety of passive techniques such as locating play areas where they are overlooked but CCTV should be considered in other areas. CCTV provided to monitor common areas.
Norms & Standards	None
Required documentation for evidence	None
Corresponding References	
Practice Note Reference	None

Overarching Item	3.4 Maintenance & Management
Sub-Item	3.4.1 Material Specifications : Common Areas, Lobbies, Passages
Principles	This item relates to the material specification required for common area lobbies, passages and circulation areas in relation to durability and safety.
Guidelines	<p>Consideration needs to be given to the following when specifying materials & finishes :</p> <ul style="list-style-type: none"> • Uniformity of floor surface • Slip resistant flooring • Colour (in relation to lighting and sight / cleaning) • Conformance to Disability requirements in relation to changes of texture, colour (partially sighted), tactile indicators etc. • Maintenance of wall finishes in relation to high wear areas <p>All materials supplied should be readily available locally on an ongoing basis. Materials should be SABS Approved.</p> <p>Stock / Product Ranges and spares should be readily available locally.</p> <p>Specifications should be performance based and should be specified by make and type of item as closely as possible.</p> <p>Guarantees & Warranties on products must be available.</p>
Norms & Standards	None
Required documentation for evidence	<ol style="list-style-type: none"> 1. Specifications 2. Product Data Sheets 3. Where non/un-conventional materials or building systems are selected the performance of these must be demonstrated in terms of the required Test Reports & Certification (such as agreement certification) as per SANS 10400 Part A.
Corresponding References	<p>This sub-item must be cross referenced to Items:</p> <ol style="list-style-type: none"> 3.1 Common Areas 3.2 Provision of Amenities
Practice Note Reference	Practice Note on materiality and specifications to be provided

Overarching Item	3.5 Accessibility
Sub-Item	3.5.1 Access to units
Principles	Units must be accessible to persons with mobility issues.
Guidelines	All new builds to have step free access to building entrances and entrances to units. Ramps to be provided if required in terms of change of level. Care needs to be taken at entrance thresholds and to make sure there are no steps along the route to the lift lobby. In passages and lobbies: wall mounted fire hose-reels etc must not impede mobility of partially sighted people.
Required documentation for evidence	1. Building Plans
Corresponding References	This sub-item must be cross referenced to Item: 3.1 Common Areas
Practice Note Reference	Accessibility Guidelines to be developed

Overarching Item	
3.6 Sustainability	
Sub-Item	3.6.1 Lighting
Principles	Energy Efficient Lighting to reduce lighting energy use and common area costs.
Guidelines	<p>Lighting accounts for a significant proportion of total energy use in residential buildings. Efficient lamps, that produce more light with less power compared to standard incandescent bulbs, reduce the building's energy use for lighting. Maintenance costs are reduced as the service life of these types of bulbs is longer than that of incandescent bulbs.</p> <p>Energy Efficient Lighting should be specified in all projects.</p> <p>Common area lighting to be controlled with presence detection and/or daylight control.</p>
Norms & Standards	<p>90% of light bulbs used in the project use either compact fluorescent (CFL), LED, or T5, or other types of light fixtures that achieve 90 lm/W or greater. At least 90% of the lamps must be of the efficient type.</p> <p>Other efficient technologies are also available. If another technology is used, documentation must be provided to demonstrate that the light fixtures achieve at least 90 lm/W. Therefore this metric can also be demonstrated by showing energy savings through evidence provided by a competent professional.</p>
Required documentation for evidence	<ol style="list-style-type: none"> 1. Schedules : demonstrate that CFL, LED, or T5 lamps have been specified 2. Product Data Sheets
Corresponding References	This sub-item must be cross referenced to Items relating to Common Areas and passages
Practice Note Reference	Practice note on lighting to be provided

Overarching Item	3.6 Sustainability
Sub-Item	3.6.2 Common Areas : Metering & Sub Metering
Principles	Metering is an integral part of conserving energy and resources during a buildings operational life. Information from metering and sub-metering as a building level allows building managers to monitor and evaluate building efficiencies.
Guidelines	Common areas electrical use to be monitored in terms of sub-metering and an effective monitoring system of this should be put in place by the SHI.
Norms & Standards	<p>A strategy for metering is to be provided that takes into account bulk metering, sub metering and individual metering of both electricity, water and any other services such as gas that may be provided.</p> <p>Metering to be provided to the development / building and to separate buildings and areas as required to provided adequate information to the SHI.</p> <p>Residential and retail areas or uses that have different rating tariffs must be metered separately.</p>
Required documentation for evidence	None
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.2 Hot Water System
Practice Note Reference	None

8.9.4. Level 4: Unit Design

Overarching Item	4.1 Design : Space norms and standards
Sub-Item	4.1.1 Unit Design
Principles	All units should be fit for purpose as a home to allow residents to enjoy privacy in a secure and safe environment.
Guidelines	Internal environments should be comfortable and capable of accommodating the necessary furniture and equipment associated with specific room activities and be suitable for the needs of intended user groups. A development should contain a mix of units appropriately sized to allow a diversity of household sizes in relation to context and market demand.
Norms & Standards	Units must comply with unit size norms and minimum room sizes. Unit planning must demonstrate space planning in relation to the required fittings and furnishings per room type.
Required documentation for evidence	1. Unit Plans of all typologies with dimensions and dimensions shown
Corresponding References	This sub-item must be cross referenced to sub-item: 4.2.1 Space Planning
Practice Note Reference	Practice note to be developed on unit mix and principles per unit type.

Overarching Item	4.1 Design : Space Norms & Standards																												
Sub-Item	4.1.2 Unit Size																												
Principles	To provide guidance of a range of unit sizes per typology.																												
Guidelines	<p>The smaller the unit the more attention must be paid to layout of furniture, fittings and storage. For example if a micro-unit / bachelor unit at the lowest end of the size range is proposed, the design must show how the unit is furnished and how kitchen and clothes storage are accommodated</p> <p>The larger the percentage of smaller units (specifically micro units of less than 20m²) in the overall mix, the more communal amenities must be provided</p>																												
Norms & Standards	<p>Compliance with table below : Unit Size Range per unit type and occupancy</p> <p>The method of determining unit areas is defined as the Floor Area measured within the finished surfaces of the exterior bounding walls of the unit</p> <table border="1" data-bbox="496 875 1235 1285"> <thead> <tr> <th colspan="4">Unit Size Range per unit type and occupancy</th> </tr> <tr> <th>Type of Unit</th> <th>Optimum Size (m²)</th> <th>Minimum size (m²)</th> <th>Occupancy *</th> </tr> </thead> <tbody> <tr> <td>Room</td> <td>12</td> <td>10</td> <td>1b1p</td> </tr> <tr> <td>Bachelor / Studio</td> <td>25</td> <td>18</td> <td>1b2p</td> </tr> <tr> <td>1 Bedroom</td> <td>35</td> <td>25</td> <td>1b2p / 2b3p</td> </tr> <tr> <td>2 Bedroom</td> <td>48</td> <td>42</td> <td>3b3p / 4b4p</td> </tr> <tr> <td>3 Bedroom</td> <td>60</td> <td>52</td> <td>3b4p / 5b6p</td> </tr> </tbody> </table>	Unit Size Range per unit type and occupancy				Type of Unit	Optimum Size (m ²)	Minimum size (m ²)	Occupancy *	Room	12	10	1b1p	Bachelor / Studio	25	18	1b2p	1 Bedroom	35	25	1b2p / 2b3p	2 Bedroom	48	42	3b3p / 4b4p	3 Bedroom	60	52	3b4p / 5b6p
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3 Bedroom	60	52	3b4p / 5b6p																										
Conditional Requirements	Compliance with minimum average unit size																												
Required documentation for evidence	<ol style="list-style-type: none"> Design Layouts of all floors / buildings : Typical floor plans with all units showing relationship between units, circulation, servicing Table of unit sizes and percentages of different unit typologies Demonstration of compliance with minimum average unit size 																												
Corresponding References	This sub-item must be cross referenced to sub-item: 4.1.3 Mix of Unit types & sizes																												
Practice Note Reference	Practice Note to be developed on unit sizes and design parameters within unit types and definition of the method of measurement.																												

Overarching Item	4.1 Design : Space Norms & Standards
Sub-Item	4.1.3 Mix of unit types & sizes
Principles	The overall development must demonstrate a mix of unit typologies that are responsive to varying family types and affordability levels.
Guidelines	Unit mix to be substantiated by market demand studies or analysis of similar developments within the SHI portfolio. If a development with only 1 type of housing typology is proposed this must be substantiated by relevant target market data.
Norms & Standards	The average size of a unit across all units aggregated should aim to equal or exceed 30m ² except in specialist housing models, unless specifically motivated in terms of project typology, context and location.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Schedule of Unit Types and Sizes 2. Market Demand Analysis which must include evidence of demand for specific product sizes based on availability within area and location, waiting lists specifically highlighting family types and demographics of area.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.1.2 Unit Size
Practice Note Reference	Practice note to be developed on unit mix and principles per unit type.

Overarching Item	4.1 Design : Space Norms & Standards
Sub-Item	4.1.4 Shape
Principles	To achieve an efficient unit external wall to unit depth ratio.
Guidelines	<p>Consideration to be given to unit width and length ratios in relation to natural ventilation and sun penetration</p>  <p>Example: longer length to width of unit. Allow adequate cross ventilation and light penetration to all rooms.</p>  <p>Example: narrow width unit with longer façade length: better sun penetration but less efficient in terms of building envelope. This unit configuration is more likely in narrow building width conversions.</p>
Norms & Standards	None
Required documentation for evidence	1. Unit Designs showing dimensions ; length to width ratios
Corresponding References	<p>This sub-item must be cross referenced to sub-item:</p> <p>2.1.4 Design of buildings: Cross ventilation</p> <p>4.2.1, Unit Plans: Space Planning</p>

Practice Note Reference	None
Overarching Item	4.2 Design of Unit
Sub-Item	4.2.1 Unit Plans: Space Planning
Principles	Units must be designed with resident's requirements in mind as well as allowance for future retrofitting. This produces flexible units that cater for future retrofitting as well that allow possible product differentiation for differing income bands.
Guidelines	Unit Plans to show all fittings and furniture layouts including electrical (Lighting and power points in relation to furniture).
Norms & Standards	None
Required documentation for evidence	1. Unit plans showing base kitchen fittings and possible layouts for future extension of kitchen units and bedroom cupboards.
Corresponding References	This sub-item must be cross referenced to sub-items: 4.1.4 Shape 5.2.1 – 5.2.6
Practice Note Reference	Practice Note to be developed on planning for retrofits.

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.2 Entrance
Principles	Ensure that entrances are considered as part of space planning in units.
Guidelines	Due to space constraints, units may not necessarily have specific entrance areas. The area into which one enters the unit must have an easily accessible light switch. Moreover, consideration should be given to entrance areas and any likely impediments to access.
Norms & Standards	None
Required documentation for evidence	1. Unit Layouts
Corresponding References	This sub-item must be cross referenced to sub-item items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning
Practice Note Reference	None

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.3 Kitchen Area : Space Planning : Self Contained Unit
Principles	Ensure that kitchen areas are considered as part of space planning in units.
Guidelines	<p>Show designated kitchen area which makes allowances for :</p> <p>A kitchen surface of minimum length 1200 but preferably, at least 1500 – 2100 length with single bowl sink and drainer</p> <p>Consideration should be given to a deeper bowl (pot) sink which can be provided within similar cost parameters to standard sink units and allows laundry to be done in the kitchen area.</p> <p>Adequate area for food preparation</p> <p>Space for a 2 plate surface stove or microwave</p> <p>Kitchen cupboard : wall mounted or under counter</p> <p>Allowable area and service points for a stove and a single door fridge.</p> <p>Service points : Water and drain hook up for future installation of washing machine</p> <p>Electrical plug points sufficient to service dedicated points such as fridge / stove as well as small appliances such as kettle etc.</p> <p>The kitchen design should make allowances for a future retrofitting of additional work surfaces and cupboards.</p> <p>Illustrate how kitchen area can be retrofitted with future space for stove, washing machine and additional work surface</p> <p>The kitchen should have adequate light and ventilation.</p>
Norms & Standards	<p>Minimum compliance status :</p> <p>Kitchen unit of 1200 with single bowl sink and drainer.</p> <p>Stove point as per municipal by-law requirements and SANS requirements</p> <p>Allowance for washing machine point connection to plumbing</p>
Required documentation for evidence	<ol style="list-style-type: none"> 1. Unit Layout 2. Finishes Schedule
Corresponding References	<p>This sub-item must be cross referenced to sub-item items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>
Practice Note Reference	Practice Note to be developed on kitchen design and elements.

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.4 Living Room
Principles	Ensure that differentiation of living spaces is considered as part of space planning in units.
Guidelines	The living room must be adequately sized to accommodate the following with adequate circulation space between rooms. Double seater couch, table / TV unit. Provision for at least a small table within the living or kitchen area. Show adequate electrical points to service TV and lighting points. Circulation through the room should be considered so as to maximise the usable area for furniture.
Norms & Standards	None
Required documentation for evidence	<ol style="list-style-type: none"> 1. Unit Layout showing furniture positions and services points 2. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to sub-items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning
Practice Note Reference	None

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.5 Bedroom (main)
Principles	Ensure that bedrooms are considered as part of space planning in units.
Guidelines	<p>Bedroom should be sized adequately to allow circulation around furniture</p> <p>Minimum room width for bedrooms should be at minimum 2.4m to ensure adequate circulation space within the room</p> <p>The main bedroom should be able to contain a double bed or 2 single beds, side table and a space for a cupboard.</p> <p>Bedroom must have allowable space for cupboards to be fitted</p> <p>All bedrooms must have natural light and ventilation.</p>
Norms & Standards	Room sizes should exceed the minimum habitable room size.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Unit Layout showing furniture positions and services points 2. Finishes Schedule
Corresponding References	<p>This sub-item must be cross referenced to sub- items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>
Practice Note Reference	Practice Note to be developed on bedroom requirements.

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.6 Bedroom (second)
Principles	Ensure that bedrooms are considered as part of space planning in units.
Guidelines	The second bedroom should be able to accommodate a single bed or single bunkbed. It should be possible to arrange the bed in at least 2 possible positions. Minimum room width for bedrooms should be at minimum 2.4m to ensure they exceed minimum habitable room size. Bedroom must have space for cupboards to be fitted
Norms & Standards	Room sizes should exceed the minimum habitable room size.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Unit Layout showing furniture positions and services points 2. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to sub- items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning
Practice Note Reference	Practice Note to be developed on bedroom requirements.

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.7 Access to outdoor space and balconies
Principles	Ensure that residents have access to outdoor spaces and balconies.
Guidelines	<p>If possible, ground floor units should have access to outdoor space directly from the unit.</p> <p>In new build walk up developments consideration to be given to unit differentiation through a percentage of units to be provided with balconies.</p>
Required documentation for evidence	1. Building Plans Layouts
Corresponding References	This sub-item must be cross referenced to sub-item: 1.2.2 Architectural Diversity & Building Massing
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.1 Floors
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	Floor Finishes specified should meet the following requirements : <ol style="list-style-type: none"> 1. Be robust and hard wearing 2. Easily maintained and cleaned 3. Considered in terms of lifecycle costing
Norms & Standards	None
Required documentation for evidence	<ol style="list-style-type: none"> 1. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals
Practice Note Reference	Practice Note to be developed

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.2 Walls : Construction & Finishes
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	<p>All wall materials (conventional or non/un-conventional) should be considered in terms of :</p> <p>Durability of construction & finish Separating walls must be compliant with required Fire ratings Acoustically fit for purpose</p> <p>All wall finishes specified should meet the following requirements :</p> <p>Be robust and hard wearing Easily maintained and cleaned Considered in terms of aesthetic and quality of light Considered in terms of lifecycle costing</p> <p>Tile splashbacks should be provided in bathroom and kitchen areas</p>
Norms & Standards	Finishes should have 7-10 year warranty
Required documentation for evidence	<ol style="list-style-type: none"> 1. Finishes Schedule 2. Where non/un-conventional materials or building systems are selected the performance of these must be demonstrated in terms of the required Test Reports & Certification (such as agreement certification) as per SANS 10400 Part A.
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.3 Ceilings
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	Ceiling and soffits specified should meet the following requirements : Be robust and hard wearing Easily maintained Easily serviced in terms of lighting Considered in terms of lifecycle costing Have a fire rating if required Ceilings to have adequate insulation
Norms & Standards	None
Required documentation for evidence	1. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to sub-item: 2.1.7 Building Envelope: Roofs 2.3.1 Operations Manuals
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.4 Bathroom
Principles	To ensure that bathroom are adequately designed with durable finishes and fittings
Guidelines	<p>The bathroom needs to have a bath or shower, basin and toilet with toilet roll holder, towel rails, mirror and a medicine cabinet / shelf</p> <p>Consideration to be given to the choice between showers or baths in relation to water use.</p> <p>If budget allows, baths may have showers over or showers may have an additional low level tap to allow for filling a tub for washing children or laundry</p> <p>Bathroom to have adequate floor and wall finishes that are slip resistant, durable and easily cleanable.</p> <p>Finishes to be considered in relation to water and steam ingress and mould formation.</p> <p>If space allows consideration may be given to allowing space for a washing machine within the bathroom areas rather than the kitchen</p> <p>Taps, mixers, valves, WC cistern flushing mechanisms should be easily serviced with locally available spare parts</p>
Norms & Standards	<p>Sanitaryware to have 10 year warranty</p> <p>Taps to have 10 year warranty</p>
Required documentation for evidence	1. Finishes Schedule
Corresponding References	<p>This sub-item must be cross referenced to sub-item:</p> <p>2.3.1 Operations Manuals</p>
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.5 Kitchen Fittings
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	Kitchen worktops must of a durable and long lasting material and finish and not prone to damage by water ingress or placing of hot utensils on them. Kitchen cupboards either under counter or wall mounted must be of a sturdy and durable material and construction especially in relation to door construction / materiality and hinges.
Norms & Standards	None
Required documentation for evidence	1. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals 4.23 Kitchen space planning
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.6 Materials : Finishes
Principles	Material Selection to be considered against a series of requirements and outcomes
Guidelines	All materials supplied should be readily available locally on an ongoing basis. Materials should be SABS Approved or have an Agreement Certificate Spares should be readily available locally Specifications should be performance based and should be specified by make and type of item as closely as possible. Guarantees & Warranties must be available Service Periods must be specified
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals 2.3.2 Maintenance Schedules
Practice Note Reference	Practice Note on specifications techniques to be developed

Overarching Item	4.4 Services
Sub-Item	4.4.1 Ventilation
Principles	To ensure that units are adequately ventilated with enough fresh air to counteract the build-up of indoor pollutants and moisture
Guidelines	<p>Cross ventilation should be a core consideration in designing units. All rooms to be naturally ventilated wherever possible.</p> <p>Bedrooms must have natural ventilation</p> <p>Bathroom Ventilation :</p> <p>Ventilation of bathrooms to be considered in relation to natural or mechanical ventilation</p> <p>In single loaded passage typologies bathrooms should be located on the walkway side of the unit and ventilate to the walkway.</p> <p>In conversions where bathrooms may be internal without the option of an external window, they must be provided with an extract fan or mechanical extraction.</p> <p>Kitchen areas should have a window to an outside ventilated passage / walkway</p> <p>Ventilation to be considered in relation to mould prevention in both bathrooms and kitchens</p>
Norms & Standards	With natural ventilation is not achieved, mechanical ventilation / extraction must be specified
Required documentation for evidence	1. Building Plans
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.1 Ventilation
Practice Note Reference	None

Overarching Item	4.4 Services
Sub-Item	4.4.2 TV / Satellite / IT / Fibre
Principles	Services to be designed for centralised systems to prevent the multiple individual connections within buildings
Guidelines	Unit to should be centrally cabled so as prevent multiple satellite dishes being installed by tenants. Ensure allowance for cabled point to living room The service backbone and routing to be considered for future retrofitting of services such as fibre etc
Norms & Standards	Centrally cabled satellite TV
Required documentation for evidence	None
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.1 Services Reticulation
Practice Note Reference	None

Overarching Item	4.5 Maintenance & Management
Sub-Item	4.5.1 Building User / Occupants Guide
Principles	A Building User / Occupants Guide gives the resident guidance on how to use and maintain the unit.
Guidelines	The Building User / Occupants Guide should give guidance to the resident on the use of unit including ; How to use the services (metering, refuse, etc) Cleaning Replacement of light bulbs Fitting a washing machine Safety requirements : fire and emergency procedures Energy and water saving measures
Norms & Standards	None
Required documentation for evidence	1. On completion of Project
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manual
Practice Note Reference	Practice Note to be developed on Tenant's guide

Overarching Item	4.6 Accessibility
Sub-Item	4.6.1 Bathroom Design
Principles	Design that enables retrofitting for people with disabilities and mobility issues.
Guidelines	<p>Accessible bathrooms to be designed to be retrofitted in a percentage of units as required by the SHI.</p> <p>This would include :</p> <p>Adequate door width to bathroom within minimum clear opening of 900mm with door opening outwards</p> <p>Accessible showers rather than baths</p> <p>Grabrails</p> <p>Suitable taps</p> <p>etc</p>
Required documentation for evidence	<ol style="list-style-type: none"> 1. Unit Plan of accessible unit type fully compliant with SANS10400 Part S and relevant accessibility guidelines
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.4 Bathrooms
Practice Note Reference	Practice Note to be developed : Accessibility Retrofitting Guidelines

Overarching Item	4.6 Accessibility
Sub-Item	4.6.2 Accessible Kitchens
Principles	Design that enables retrofitting for people with disabilities and mobility issues.
Guidelines	Accessible kitchen units to be designed to be retrofitted in a percentage of units as required by SHI.
Norms & Standards	As per Accessibility Retrofitting Guidelines
Required documentation for evidence	1. Unit Plan of accessible unit type fully compliant with SANS10400 Part S and relevant accessibility guidelines
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.5 Kitchen fittings
Practice Note Reference	Practice Note to be developed

Overarching Item	4.7 Sustainability
Sub-Item	4.7.1 Lighting Internal to Unit
Principles	Units to have energy efficient lighting to minimise lighting energy use and costs
Guidelines	<p>Lighting accounts for a significant proportion of total energy use in residential buildings. Efficient lamps, that produce more light with less power compared to standard incandescent bulbs, reduce the building's energy use for lighting. Maintenance costs are reduced as the service life of these types of bulbs is longer than that of incandescent bulbs.</p> <p>Light Fittings should take CFL lamps at a minimum but preferably should be LED Luminaires.</p> <p>Bulbs should be easily available to tenants for purchase</p>
Norms & Standards	At least 90% of the lamps must be of the efficient type in all habitable spaces. No light fittings that use incandescent light bulbs to be specified.
Required documentation for evidence	1. Lighting Schedule : Specifications
Corresponding References	This sub-item must be cross referenced to sub-item: 3.6.1 Lighting
Practice Note Reference	Practice Note to be developed

Overarching Item	4.7 Sustainability
Sub-Item	4.7.2 Water Use
Principles	To reduce water usage
Guidelines	<p>Taps :</p> <p>By specifying low-flow taps kitchen sinks and bathroom fittings, water use is reduced without adversely affecting the functionality. Hot water use is also reduced, reducing energy consumption for heating the water.</p> <p>Many different taps are available that meet the flow rate required. To maintain user satisfaction at the lower flow rates, some manufacturers mix water with air to cause turbulence in the flow; this in turn gives an increased sense of pressure without increasing the flow rate. Flow restrictors or aerators can be added on to the specified faucets to reduce the flow rate, which may be a cheaper alternative to purchasing a low-flow faucet.</p> <p>It is important to note that the flow rate of a tap is dependent on the water pressure and manufacturers often provide a chart that plots the flow rate at different pressures.</p> <p>Toilets and cisterns :</p> <p>Toilets can either be specified with a dual flush cistern or a single flush cistern. If the use of a dual flush cistern is not clearly understood the water saving measures may not be achieved.</p> <p>Guidance on Water Efficient Fittings :</p> <p>Low flow showerheads 8L/min Low flow taps for kitchens sinks 6L/min Low flow taps for Bathrooms sinks 6L/min Dual Flush toilet cisterns in bathrooms 6L/first flush and 3L/second flush Single Flush cisterns 6L/flush</p>
Norms & Standards	The specification of water efficient fittings that achieve the flow rates as stipulated above or those stipulated by a metric such as the GBCSA Green Buildings Tool / Edge Rating Tool or by the municipal entity.
Required documentation for evidence	1. Specifications
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.4 Bathrooms 4.3.5 Kitchen fittings
Practice Note Reference	None

Overarching Item	4.7 Sustainability
Sub-Item	4.7.3 Metering
Principles	Installation of smart metering
Guidelines	The metering of services allows tenants to monitor and manage their services consumption and bills. The location of meters should be related to services ducts and plant areas. The metering of water should be considered in terms of hot and cold water metering in relation to the revenue collection of the SHI.
Norms & Standards	All units to have individual water and electricity metering Consideration should be paid to the type of metering : smart metering, prepaid etc
Required documentation for evidence	1. Specifications
Corresponding References	This sub-item must be cross referenced to sub-item: 3.6.2 Metering & sub metering
Practice Note Reference	None

Overarching Item	4.7 Sustainability
Sub-Item	4.7.4 Health & Safety : Hazardous Materials
Principles	To reduce health risks to residents by removing materials with hazardous content such as Asbestos and Lead.
Guidelines	An assessment should be made of existing properties before construction commences to ensure that no hazardous materials are present within the building or environment. This includes the safe disposal of items such as fluorescent tubes. Hazardous materials must be removed by a specialist.
Norms & Standards	Certification of removal by approved contractor.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.6 Materials

Overarching Item	4.7 Sustainability
Sub-Item	4.7.5 Use of sustainable Materials
Principles	To encourage the use of materials that minimise the impact on the environment in terms of their embodied energy values To reduce health risks to residents by reducing the use of material with hazardous content.
Guidelines	Embodied energy is the energy consumed by all of the processes associated with the production of a building specifically building materials from the mining and processing of natural resources to the manufacturing, transport and delivery. Materials should be locally sourced wherever possible Volatile Organic Compounds (VOC) are organic compounds that produce vapours (off gassing) readily at room temperature and normal atmospheric pressure. Most commonly recognised with the strong smells in newly painted rooms or the smell of glues used in flooring adhesives Use of interior finishes that minimise the levels of Volatile Organic Compounds (VOC) should be specified. These are floor and wall coverings, and in particular, paints. All paints specified should be low VOC paints.
Norms & Standards	The use of interior finishes that minimise the levels of Volatile Organic Compounds (VOC) should be specified. These are floor and wall coverings, and in particular, paints where low or no VOC paints should be specified.
Required documentation for evidence	1. Specifications
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.6 Materials
Practice Note Reference	Practice Note to be developed

Overarching item	4.8 Lease Agreement
Sub-Item	4.8.1 Lease agreement
Principles	A mutually rewarding relationship between landlord and tenant.
Guidelines	<p>The lease is a record of what has been agreed and 'governs' the relationship between the landlord and tenant. The lease agreement must cover:</p> <ul style="list-style-type: none"> • A detailed description of the rental property/accommodation – what's included and excluded – and a list of accepted defects upon occupation by tenant. • Detailed particulars of the landlord and tenant. • The lease and notice periods. • The amount of rental and any other additional costs payable by the tenant and terms of payment. • Annual escalation. • Amount of deposit payable and its purpose (defray repair expenses if any). • Detailed information on what the rights and obligations of the landlord are, with specific focus on maintenance and repairs and arrangements for access by landlord into the premises. • Detailed information on what the rights and obligations of the tenant are, with specific focus on use/abuse of the premises, fittings and fixtures, any applicable complex or Body Corporate Rules and subletting.
Norms and Standards	The lease agreement is to be in writing and signed by both parties. The provisions of the lease are to comply with the Rental Housing Amendment Act, 2014, the Formalities in Respect of Leases of land Act, 1969, the applicable provisions of the Consumer Protection Act, 2008 and its final Regulations of 2011, The Sectional Title Scheme management Act as amended, any prevailing Municipal by-laws, the Estate Agency Affairs Act, 1976 (if estate agent is the landlord), the Prevention of Illegal Eviction From and Unlawful Occupation of Land Act, 1998 and the Immigration Act 13 of 2002.

8.10. Norms and Standards for Communal Housing

The following norms and Standards apply to the provision of rooms with shared bathroom & kitchen amenities which may be provided as a component of a social housing development, communal housing, / 'SRO- single room occupancy' typology, special needs or supported housing, transitional or temporary emergency housing.

Reference should be made to the matrix in section 2.8 for compliance criteria in terms of Levels 1-4 in addition to the Items below.

Overarching Item	5.1 Rooms with shared amenities
Sub-Item	5.1.1 Unit Design
Principles	To ensure that rooms within a communal environment are adequately sized and designed to allow residents to enjoy privacy in a secure and safe environment.
Guidelines	Rooms must be adequately sized to allow a cooking area separate from the sleeping / bed area. The room width should be adequately sized to allow space for a double bed with circulation space. There should be enough space to allow a cupboard The cooking area should have a built in surface adequately sized for food preparation and a 2 plate surface stove or microwave and an area for a fridge. A double plug should be provided located so that the fridge plug and stove can use it.
Norms & Standards	Exceed statutory minimum room size
Required documentation for evidence	1. Unit Layout showing furniture positions and services points 2. Finishes Schedule
Corresponding References	This sub-item must be cross referenced to the sub-items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning
Practice Note Reference	

Overarching Item	5.2 Communal Amenities
Sub-Item	5.2.1 Bathrooms
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	Where single rooms are provided in developments. Common area bathrooms must be provided for both male and female tenants. Designs should not allow direct sightlines from passages into bathrooms. Consideration to be given to safety and security of residents: where possible install CCTV outside bathroom entrance door.
Norms & Standards	The number of ablutions to be provided is in accordance with the tables contained in SANS10400. Notwithstanding, consideration should be given to the following : <ul style="list-style-type: none"> • The provision of bathroom facilities for different genders should be designed to ensure privacy and the safety of users. • The facilities should not only be designed as communal facilities but include a mix of standalone bathrooms with bath or shower, basin and toilet suitable for family use • Access to some 'family' bathroom units should be accessible from a common passage i.e. not from either a male or female bathroom area • Showers should have a change area within the cubicle • Toilets with a basin within the cubicle • To be provided with hot and cold water Strategies for metering of water to be considered i.e. is hot and cold water metered
Required documentation for evidence	<ol style="list-style-type: none"> 1. Building plan 2. Evidence of calculation method for number of bathrooms in relation to number of rooms in development
Corresponding References	This sub-item must be cross referenced to sub-items items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning
Practice Note Reference	None

Overarching Item	5.1 Communal Amenities
Sub-Item	5.2.2 Kitchens
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	<p>Where single rooms are provided in developments, common kitchens should be provided.</p> <p>It is noted that most tenants may choose to cook within their individual spaces.</p> <p>Common area kitchens must be provided with suitable areas for washing and cleaning dishes and well as cooking if required. Moreover, seating should be provided in these areas</p> <p>Kitchen areas must be suitably ventilated.</p> <p>Electrical Points to be provided.</p> <p>Consideration to be given to safety and security of residents: where possible install CCTV</p>
Norms & Standards	Size and number of kitchen areas to be prescribed as ratio of unit numbers.
Required documentation for evidence	1. Building Plans
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.6 Materials
Practice Note Reference	Practice note on ratio to number of units to be developed.

Overarching Item	5.1 Communal Amenities
Sub-Item	5.1.2 Common Area Amenities
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	<p>Developments with single rooms sharing communal bathroom and kitchen facilities should be provided with additional communal facilities as these are not provided internally within the unit. The range of these facilities will depend of the target market of the tenant and may include any / all of the following:</p> <p>Laundry Areas as per sub item 3.2.1 Recreational & play areas as per item 3.2.4 Communal kitchen areas with access to stoves and fridges Leisure Areas such as communal lounges, TV areas and games rooms The provision of work rooms, study areas etc</p>
Norms & Standards	Common area amenities to be related to the scale of the development, the location of the development and the nature of the integration within a campus.
Required documentation for evidence	1. Building Plans
Corresponding References	<p>This sub-item must be cross referenced to sub-items:</p> <p>3.1.3 Provision of Open Space 3.1.4 Provision of Play areas</p>
Practice Note Reference	

9. Norms and standards: Community Residential Units (CRU)

9.1. Approach to specifications within this document

Technical specifications for building and construction projects typically refer to a range of standards for materials to be used, quality of workmanship, codes of practice and methodologies and tests to be performed in order to achieve compliance with core standards.

These minimum specifications, forming part of, and taken together with other parts of this document constituting the Community Residential Units norms and standards, and all associated external documents are intended to assist with:

- Ease of regulating the sector by providing a set of rules and guidelines that are easily understood by both the regulator and the sector.
- Bringing Community Residential Unit housing practice in line with constantly changing environments and innovation in design and construction, including introducing green initiatives to enhance sustainability through more resource-efficient design and construction practices.

Provincial Departments and municipalities should develop standard minimum specifications for their developments in line with their own standards and in response to the unique requirements of their development and operating environments. Yet, they should also strive to develop products in accordance with these Norms and Standards. Specifications should be developed with a view to being outcomes based, and flexible in order to promote responsiveness to context and innovation. To this end, standard specifications must be amended and/or augmented with supplementary preambles to meet the unique needs of every new project. Standard and supplementary preambles should be submitted together with the business plan and feasibility study with each application to the Provincial Department for project approval and funding for assessment in accordance with the norms and standards.

As with the norms and standards, the specifications are not intended to be a prescriptive list of building methods and technologies, materials and finishes for developments, but rather to provide a framework of guiding principles that will enable high quality CRU housing to be developed that meets the mandate of the Department of Human Settlements, while at the same time is flexible and enables CRU to be developed in a manner that is responsive to the demand, open to innovation, and enhances the lives of the tenants living in the units.

Development and application of specifications should follow the approach of the National Building Regulations (NBR) (SANS 10400 series). The content of these and other regulatory prescripts are

not repeated or summarised in the body of this document, and no reference is made to specific regulations, codes and standards. Where deemed necessary to draw the attention of designers, developers and constructors of CRU housing to specific regulations or codes, such references are made in the Norms and Standards in relation to specific sections.

Specifications for construction, materials to be used, fittings, internal and external plumbing and electrical installation and finishes must be basic, but robust, and provide a sensible balance between upfront costs and life cycle maintenance and operating costs to avoid being a burden on municipal owners of the stock.

In respect of coastal areas susceptible to corrosion of ferrous metals, rain penetration and excessive humidity leading to condensation and mildew growth, certain extra precautions are indicated. In view of the fact that the demarcation of "coastal areas" has not been undertaken and mapped, except with regard to the Southern Cape Coastal Condensation Area (SCCCA) which is under review, an interim definition for these areas is applied for purposes of this document. The following interim definition is therefore applicable:

"All areas within cities or towns directly adjacent to, or within 15km of the coastline, and not separated from the coastline by a mountain range".

Inevitably some discretion by competent professionals would come into play here from time to time and to avoid misuse, the provision would be that coastal provinces develop their own lists of such areas. Even that could be open to too much latitude and discretion and it is recommended that proper maps be developed that demarcate "coastal areas" on the basis of defensible scientific climatic criteria.

9.2. Use of Model Preambles for Trades:

It is recommended that these minimum specifications should be used in conjunction with the latest available edition of Model Preambles for Trades published by the Association of South African Quantity Surveyors, and any preambles supplementary to it, or similar industry-based Model Preambles, and included in the project tender and contract documentation. The Model Preambles augment these minimum specifications with comprehensive references to South African National Standards (SANS), and compiling Specifications for particular materials or methods where SANS Specifications or Codes do not exist.

9.3. Considerations for Operations and Maintenance

Although the NBR deals mainly with design and construction, it also has a section on maintenance after occupation, placing responsibility on the owner to maintain the buildings in the same safe and healthy state as approved for construction originally.

Due to the importance and general ignorance and neglect of this provision, attention is drawn specifically to the following excerpt from the NBR (NBR Section A15 Maintenance and Operation:

(1)

- A. The owner of any building shall ensure that any mechanical equipment, facility or any service installation provided in or in connection with such building, pursuant to these regulations or pursuant to any building by-law which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition.
- B. Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in these regulations or in any by-law for such equipment or installation.

. (2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L:

- A. the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur);
- B. the measures taken to resist the penetration of rain water and the passage of moisture into the interior of a building.

. (3) The local authority may serve a notice on such owner or person requiring him to comply with sub regulation (1) or (2) within the time specified in such notice.

. (4) The local authority may, by notice, in writing to the owner, order the evacuation of such building where the state of such building, equipment, installation or facility will cause conditions which in the opinion of the local authority may be detrimental to the safety or health of the occupiers or users of such building.

. (5) Any owner or person who contravenes the requirements of sub-regulation (1) or (2) or fails to comply with any notice served in terms of sub-regulation (3) or (4) shall be guilty of an offence.

The above is important to note when designing and preparing construction specifications as thought should be given to the longevity of items specified, the maintenance requirements and lifecycle costing. This regulation places a clear legal liability on all building owners to maintain their buildings in a state of safe habitability. Normal wear and tear is permitted, but when it gets to the point where it affects structural and fire safety, health of occupants and all the other aspects regulated for construction, repairs must be carried out, otherwise the owner will be in breach of the statute and the original occupancy certification, as well as most likely rendering the building and the owner's third party liability towards occupants and the public uninsurable.

9.4. The key principles for quality CRU housing

The key principles for good quality sustainable CRU housing developments are set out below. These principles form the guiding framework for the norms and standards sets out in the sections that follow.

1. **Socially and environmentally appropriate:** The type of units, services and amenities should be appropriate to the people to be accommodated. The mix of dwelling type and size should support the social, environmental and economic sustainability objectives of the development.
2. **Architecturally appropriate:** The development should provide a pleasant living environment which responds to its context, enhances its neighbourhood and respects its heritage.
3. **Functional:** The design should best meet the requirements of the intended purpose. Units must accommodate the everyday needs of residents in terms of accommodating their furniture and their requirements in terms of cooking, eating, sleeping, washing and socialising.
4. **Accessible and adaptable:** Dwellings should be capable of adaptation to meet the changing needs of residents. There should be ease of access and circulation for all residents to move through the development and to use the services and amenities provided.
5. **Safe, secure and healthy:** The development should be a safe and healthy place in which to live.
6. **Affordable:** The development should be able to be built, managed and maintained within the cost parameters of providing affordable rentals to the target market.
7. **Durable:** Construction techniques and materials should have a service life of that provides acceptable performance over the life of the building without the need for abnormal repair or replacement at intervals shorter than general industry benchmarks.

The balance between lifecycle costing and initial capital outlay must always be balanced.

8. **Resource Efficient:** Efficient use must be made of land, infrastructure, water and energy. The

building should optimise the benefits of orientation, daylight and solar gain. The use of scarce natural resources in the construction, maintenance and management of the buildings should be minimised.

The successful design of a good quality sustainable housing project depends on achieving a balance between a range of factors. These include issues such as accessibility, safety and security, access to services and amenities and the provision of adequate space. A sustainable housing project should also contribute to its environment by becoming part of its neighbourhood context and fostering a social network between residents and the community. The dwelling unit must meet the needs of the lifecycle of a family from children to adults, to older people and people with forms of special needs or disability that don't require specialised institutional care, therefore designs should be flexible and adaptable to meet these demands over the life of the building.

The following general provisions will apply:

- Designs must take into account minimum maintenance cost;
- Designs must take into account the provisions of the National Building Regulations and in particular the provisions of SANS 10400 XA Energy Efficiency Requirements (provision and installation of water heating devices provided separately);
- Must provide for full electrical installation; and
- Adhere to design requirements as provided in Sectional Title legislation and all municipal by-laws.

The above principles are utilised in each sub-section of the document to inform and shape the approach and content of each sub-item with regard to the underpinning Principles, the Guidelines and the recommended Norms and Standards pertaining to the sub-item.

9.5. Differentiation between typologies (Greenfield, brownfield, etc)

CRU housing projects can take a wide range of forms, from brownfield conversions and refurbishments, low-rise or high-rise blocks with lifts, to newbuild greenfield developments under certain conditions.

For this reason, it is intended that these Norms and Standards will apply to all types of housing development as described below.

Different authors, commentators and practitioners attach slightly different attributes to the terms "**greenfield**" and "**brownfield**" respectively. Rather than trying to arrive at a universal definition, we have defined the terms as follows for the purposes of these Norms and Standards:

9.5.1. Greenfield development

Construction of new buildings on vacant sites, usually requiring legal conversion of development rights (township establishment, rezoning or other formal town planning procedure), new connections to external bulk infrastructure services grids of the local authority, and varying levels of installing new internal infrastructure services.

A common perception is that greenfields projects are always located in uninhabited and undeveloped areas at the urban periphery. In this Norms and Standards document however, greenfields can also refer to undeveloped parcels or pockets of parcels of infill land in already developed and inhabited areas. These parcels are deemed completely vacant, but in some cases may have rudimentary or dilapidated structures on them that need to be demolished and the land rehabilitated in preparation for new construction.

9.5.2. Brownfields development

The re-development of existing properties, either for the same use or for conversion to a different use. For our purposes these properties are almost always located in the midst of areas that are already well developed and inhabited, with existing connections to the bulk infrastructure services grids of the local authority, and often, but not always, with pre-existing development rights that will cater for the proposed new form of use.

The redevelopment may take the form of refurbishment for the same or similar use, or conversion to a new use, for instance from dormitory hostels to family units, and although in the main the existing buildings on the site will be retained, projects may in some instances involve partial demolition, alteration and addition.

9.5.3. Refurbishment, upgrade, conversion

Acquiring existing buildings and preparing them for residential dwelling purposes can take one of two basic forms, or a combination of both:

1. *Refurbishing or rehabilitating* existing residential buildings (blocks of flats, townhouses, etc.) for continued residential use, in other words no change in use is brought about. Depending on the state of the building, this could entail minor *rehabilitation or repair* (repainting, fixing broken components, replacing floor finishes etc.), or more extensive *renovation or upgrade/refurbishment*. Renovation or refurbishment results in an essentially new building within the framework of an old one. The latter may require changes in layout and new services installations to comply with new fire safety regulations and building codes, and usually involves complete or partial tenant evacuation
2. *Adaptive re-use or conversion*, where a building that was originally designed for another type of use (offices, schools, etc.) is turned into a residential building.

Some buildings were originally built for mixed use, for instance a block of flats with shops or offices at ground level. The municipality may decide to retain the mix and simply renovate, or it may decide that it is more appropriate to convert all or some of the shops and offices into dwelling units as well.

In this report we will use the term *refurbishment* interchangeably for repair, upgrade and renovation of existing residential buildings (no change in use), and *conversion* for all cases where a change in use is affected.

In rare cases there may also be elements of *restoration* involved that is an attempt to restore the original design or historical concept of the building by stripping it of later additions and putting back or repairing original details and materials. This Norms and Standards document does not address restoration projects.

9.5.4. Newbuild / greenfield mid to high-rise or towers development

This option is not provided for in the CRU Programme as the funding model does not cover the costs

9.6. Interventions that may in certain cases apply prior to re-development of existing properties

9.6.1. Stabilisation

Stabilisation is applied, after assessment, to facilities that are not in a condition that warrants demolition, but where they pose potential threats to the health and safety of occupants.

Minimum intervention to get the facility health and safety compliant (not necessarily in terms of NBR, by-laws, town planning scheme, NHBRC, OHSA).

Applies mainly to activities such as making safe of electrical installations and structural aspects in danger of collapse, and emergency repairs to dysfunctional water and sanitary installations.

It is assumed that stabilisation will be followed quickly by one of the other permanent redevelopment options (e.g. refurbishment, conversion), and that it will therefore, be done with minimal community facilitation involving only communication and co-ordination of activities with the resident community, the cost of which is included in the rate for feasibility studies below. More comprehensive facilitation, as well as temporary re-location and accommodation will only happen in the subsequent redevelopment phase, and the cost of these will be included in the rates for those options

Stabilisation Works comprise the following where applicable:

- Minimum repair to leaking and blocked sewers on site;
- Minimum repair to leaking water pipes only where threat of flooding exists;
- Repair/replace dysfunctional sanitary fittings;
- Make electrical installation safe (repair/replace power sockets, light fittings, ensure no open live wiring, repair/install earth leakage/ trip switches, etc);
- Take minimum measures to prevent flooding of buildings (grading, open channels, stabilised earth berms or sandbag barriers);
- Remove items that may pose immediate hazards to health and safety such as broken glass and other sharp objects, toxic substances, rotting organic materials, in or near occupied buildings and commonly used walkways;
- Repair and/or temporarily support and/or barricade damaged and rusting steel fire escape stairs, walkway and balcony balustrading;
- Provide temporary support to parts of structure (e.g. roofs) in danger of collapse;

- Vacate and barricade parts of buildings where structure is unsafe, and where it is not practical to provide temporary support or repairs;
- Barricade broken/malfunctioning lifts in multi-storey buildings;
- Provide/supplement/repair basic fire-fighting equipment (extinguishers, hydrants and hose reels);
- Clear fire escape routes of obstructions such as locked or barricaded escape doors, accumulated rubble, or structures put up by landlords or residents; and
- Compile and provide house rules, and train residents in basic health and safety conduct with regard to use/abuse of electricity, sanitary facilities, littering and waste disposal, maintaining fire safety, including instituting systems for maintaining all the above.

9.6.2. Demolition and rehabilitation

Demolition, after assessment is applied to existing facilities to remove buildings, structures and services (where applicable) that are derelict and unsafe, and which are no longer structurally or economically viable i.e. too costly and unpractical to maintain and/or repair, and to rehabilitate the site for use as open space, or in preparation for immediate or future in fill new build.

The demolitions may take various forms such as: Simple demolition-

- Single storey structures;
- Demolition to just below ground level only – no removal of foundations, underground services;
- Limited breaking up of paving and roads, boundary walls, etc; and
- No major rehabilitation of site

required. Medium complex demolition-

- Double storey structures - no structural frame, slabs on load-bearing masonry walls only;
- Demolition to just below ground level only - no removal of foundations, underground services
- Limited breaking up of paving and roads, boundary walls, etc; and
- No major rehabilitation of site

required. Complex demolition-

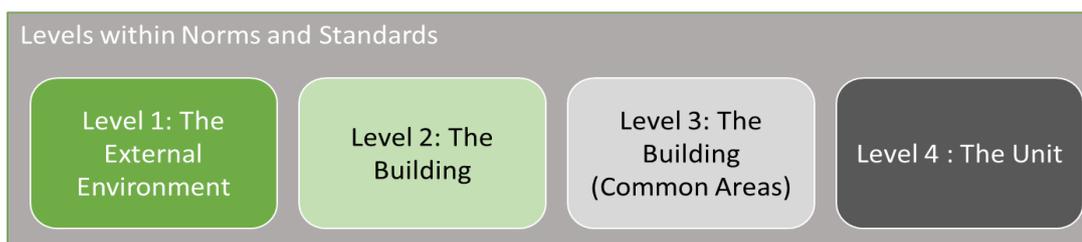
- Low-rise walk - up structures (2-4 storeys) with reinforced concrete or steel structural frame within fill walls;
- No major installations that need removal such as lifts, boilers, air conditioning plant, strong rooms and safes, central kitchens and laundries with stacks; and
- No major rehabilitation of site required.

All demolition work to be carried out in a safe and workmanlike manner, after obtaining all necessary municipal and other statutory permits, and in accordance with all Health & Safety Construction regulations.

9.7. Approach to document sections

The norms and standards are structured in a hierarchy, starting at the site and contextual framework level and working through to the detailed requirements of the unit. Four levels are provided for:

Figure 2: Norms and Standards Levels



The norms and standards are set out in a table that includes the following:

- **Overarching item:** This term refers to specific thematic elements within the levels defined. (For example, the overall context of a development).
- **Sub-item:** This element refers to a specific area of focus within themes and provides more detail on particular components of overarching items.
- **Principles:** These are the high-level key outcomes desired by the particular sub-item.
- **Guidelines:** Applicable good practice on a particular topic informed by knowledge, understanding and experience of practitioners in the field and their professional advisors. This is an explanation of how the general principles are to be achieved.
- **Norm and standard:** This is the compliance levels that must be achieved. Within this

section it is noted whether this item is a “Conditional Requirement” for funding by the SHRA.

9.8. Conclusion and Matrix of Typologies

Housing typologies that could be delivered through the Programme could range from rooms with shared communal facilities, bachelor units, one and two bedrooms units and are flexible enough to allow for the possibility of multiple tenancies per unit.

No provision is made for 3 bedroom units as in terms of policy these are regarded too expensive and unaffordable to the fiscus.

Housing typologies must be designed to provide a wide range of options to meet diverse needs and affordability profiles and allow flexibility of configuration (block layouts) to suit varying site conditions (size, shape, topography, etc). In line with this, a range of options up to two bedrooms will be considered for approval under the Programme funding.

A summary of the overarching items and sub-items covered in the norms and standard (per building typology) are shown in Table 2 overleaf.

The table is a matrix indicating for ease of reference the applicability of each sub-item in the sheets that follow to each of the possible CRU housing typologies, both greenfield newbuilds and brownfield refurbishments and conversions.

Table 1: Summary of overarching items and sub-items by level

Level	Overarching item	Sub-item	Greenfield or Infill Newbuilds	Refurbishment of existing residential	Adaptive Re-use / Conversion	Communal Housing As component of CRU housing development or as stand-alone building
1. Level 1: The external environment	1.1. Overall context	1.1.1. Location of the project	•	•	•	•
		1.1.2. Urban Design & Strategic Area Frameworks	•	•	•	•
		1.1.3. Efficient use of land & resources: Building Typologies & Densities	•	•	•	•
		1.1.4. Bulk Services	•	•	•	•
		1.1.5. Environment & Ecology	•	•	•	•
		1.1.6. Mixed Use, Tenure and Income	•	•	•	•
		1.1.7. Heritage	•	•	•	•
		1.1.8. Entrance to development and perimeter treatment	•	•	•	•
		1.2.1. Vehicular and pedestrian movement through site	•	•	•	•
		1.2.2. Parking	•	•	•	•
		1.3.1. Hierarchy of spaces and place making	•	•	•	•
		1.3.2. Architectural diversity and building massing	•	•	•	•
		1.3.3. Hard and soft landscaping	•	•	•	•
		1.3.4. Scale of project: Unit Numbers	•	•	•	•
2. Level 2: The building	2.1. Building design	2.1.1. Adaptability and building re-use	•	•	•	•
		2.1.2. Orientation: Solar heat gain and shading	•	•	•	•
		2.1.3. Building entrances, thresholds and staircases	•	•	•	•

Level	Overarching item	Sub-item	Greenfield or Infill Newbuilds	Refurbishment of existing residential	Adaptive Re-use / Conversion	Communal Housing
			Walk up no lifts	Hostels or buildings	Conversion of existing dormitory hostels and other residential buildings	As component of CRU housing development or as stand-alone building
					Conversion of existing non residential	Refurbishments and Conversions
						New Build Projects
		2.1.4. Design of buildings: Cross ventilation	•		•	•
		2.1.5. Building envelope: Walls	•			•
		2.1.6. Building envelope: Windows and glazing	•			•
		2.1.7. Building envelope: Roof Construction / Insulation / Guttering / Waterproofing	•	•	•	•
		2.2.1. Electrical, water, other	•	•	•	•
	2.2. Services	2.2.2. Lighting	•	•	•	•
	2.3. Maintenance and management	2.3.1. Operations Manual	•	•	•	•
		2.3.2. Maintenance schedules	•	•	•	•
	2.4. Sustainability	2.4.1. Rainwater collection	•			•
		2.4.2. Energy efficiency	•	•	•	•
		3.1.1. Building entrance and Lobby	•	•	•	•
		3.1.2. Common Areas: Lift lobbies & Provision of Lifts	•	•	•	•
	3.1. Common areas	3.1.3. Internal passages / External walkways	•	•	•	•
		3.1.4. Ratios	•	•	•	•
		3.2.1. Laundry areas	•	•	•	•
		3.2.2. Refuse areas	•	•	•	•
	3.2. Provision of amenities	3.2.3. Provision of open space	•	•	•	•
		3.2.4. Recreational and play areas	•	•	•	•
		3.2.5. Other amenities	•	•	•	•
		3.3.1. Services reticulation	•	•	•	•
	3.3. Services	3.3.2. Hot water provision	•	•	•	•
		3.3.3. Ventilation	•	•	•	•

Level	Overarching item	Sub-item	Greenfield or Infill Newbuilds	Refurbishment of existing residential	Adaptive Re-use / Conversion	Communal Housing As component of CRU housing development or as stand-alone building
4. Level 4: Unit design	3.4. Maintenance and management	3.3.4. Fire equipment	•	•	•	•
			3.3.5. Safety and security: Monitoring: CCTV	•	•	•
		3.4.1. Material Specifications: Common Areas: Lobbies & Passages	•	•	•	•
			3.5.1. Access to units	•	•	•
		3.6. Sustainability	3.6.1. Lighting	•	•	•
			4.1.1. Common Areas: Metering and sub metering	•	•	•
	4.1. Design: space norms and standards	4.1.2. Unit design	•	•	•	
		4.1.3. Unit size	•	•	•	
		4.1.4. Mix of unit types and sizes	•	•	•	
		4.1.5. Shape	•	•	•	
		4.2.1. Unit plans: space planning	•	•	•	
	4.2. Design of unit	4.2.2. Entrance	•	•	•	
		4.2.3. Kitchen area: space planning: self-contained unit	•	•	•	
		4.2.4. Living room	•	•	•	
		4.2.5. Bedroom (main)	•	•	•	
4.3. Materiality: specifications	4.2.6. Bedroom (second)	•	•	•		
	4.2.7. Access to outdoor space	•	•	•		
4.3. Materiality: specifications	4.3.1. Floors	•	•	•		
	4.3.2. Walls: construction and finishes	•	•	•		
	4.3.3. Ceilings	•	•	•		
	4.3.4. Bathroom	•	•	•		
	4.3.5. Kitchen fittings	•	•	•		

Level	Overarching item	Sub-item	Greenfield or Infill Newbuilds	Refurbishment of existing residential	Adaptive Re-use / Conversion	As component of CRU housing development or as stand-alone building	Communal Housing
			Walk up no lifts	Hostels or buildings	Conversion of existing dormitory hostels and other residential buildings	Refurbishments and Conversions	New Build Projects
		4.3.6. Materials: finishes	•	•	•	•	•
		4.4.1. Ventilation	•	•	•	•	•
	4.4. Services	4.4.2. TV/Satellite/IT/Fibre	•	•	•	•	•
	4.5. Maintenance and management	4.5.1. Building user/occupants guide	•	•	•	•	•
		4.6.1. Bathroom design	•	•	•	•	•
	4.6. Accessibility	4.6.2. Accessible kitchens	•	•	•	•	•
		4.7.1. Lighting internal to unit	•	•	•	•	•
		4.7.2. Water use	•	•	•	•	•
	4.7. Sustainability	4.7.3. Metering	•	•	•	•	•
		4.7.4. Use of sustainable materials	•	•	•	•	•
5. Norms & Standards for Communal Housing	5.1. Rooms with shared Amenities	5.1.1. Unit Design					•
		5.2.1 Bathrooms					•
	5.2 Common Amenities	5.2.2 Kitchens					•
		5.2.3 Common Area Amenities					•

9.9. Norms and Standards

The below sections provide detail on both overarching and sub-items of relevance to Norms and Standards of CRU Housing.

9.9.1. Level 1: External environment

Overarching Item	1.1 Overall Context
Sub-Item	1.1.1 Location of Project
Principles	<p>CRU are not restricted to any specific locality other than being located on properties designed for residential use.</p> <p>Housing should generally be well located within existing CBDs or urban nodes and within an approved urban edge.</p>
Guidelines	<p>Although the location of CRU projects will most often be determined by the location of existing hostels or bad buildings in need of re-development, consideration should wherever possible, also be given to the guidelines below.</p> <p>Housing projects should ideally be considered in terms of their location in relation to access to existing economic and social infrastructure and in a manner that enables spatial and social transformation. In this regard the following locational attributes are ideally required</p> <ul style="list-style-type: none"> • Access to Public Transport: bus, taxi, train etc • Schools: Pre-school / Public Junior + Senior Schools • Established economic activities and employers such as office parks, industrial areas etc • Retail and convenience e.g. ATMs, Pay points for municipal accounts • Healthcare Facilities • Leisure & Recreational Facilities • Open Space
Norm and Standard	None

Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.2 Urban Design Frameworks 1.1.4 Environment & Ecology
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Overarching Item	1.1 Overall Context
Sub-Item	1.1.2 Urban Design & Strategic Area Frameworks
Principles	<p>CRU is not restricted to any specific locality other than being located on properties designed for residential use.</p> <p>However, the creation of viable integrated neighbourhoods is a key goal in spatial transformation. CRU refurbishments and redevelopments should therefore aim to contribute to neighbourhood formation through positive spatial integration in existing urban areas.</p>
Guidelines	<p>In addition to the brief for the development -which should provide guidance on proposed densities, mix of unit types and proposed tenant profile, an Urban Design Framework (UDF) may be in place for major redevelopments and infill developments which comprises of a larger land parcel. An urban design framework (UDF) refers to the pattern, structure or arrangement of streets, buildings and landscape that make up urban areas. The interrelationship between these elements and their individual characteristics come together to make a 'place' and ultimately a neighbourhood.</p> <p>In many instances specific city strategic area frameworks are in place which define the development vision of specific areas and translate city scale policy frameworks into area specific frameworks.</p> <p>The mix of buildings, streetscape and open spaces are important to the quality of residential developments and neighbourhoods. A UDF creates a structure for the design of developments within an area and would take the following into consideration; movement frameworks, hierarchy of spatial development, density, diversity and mix of uses, public open space and landscape design.</p>
Norm and Standard	The development must be compliant with the Strategic Area Frameworks and /or Urban Design Framework for the relevant area where applicable.
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>1.1.1 Location of Project</p> <p>1.2.1 Hierarchy of Spaces & Place making</p>

Overarching Item	1.1 Overall Context
Sub-Item	1.1.3 Efficient use of land & resources: Building Typologies & Densities
Principles	The development should contribute to efficient use of land, environment and services through appropriate building typologies and densities.
Guidelines	<p>Urban sprawl threatens the efficient use of urban infrastructure.</p> <p>Urban consolidation is a principle that recognises designs that make use of compact development patterns to increase efficient land use utilisation.</p> <p>The redevelopment of previously used, under-utilised or unused sites contributes to urban regeneration and stimulates economic and social investment in communities. This efficient use of land is directly correlated to the typologies of buildings. Therefore, densification through the use of brownfields and infill sites is encouraged.</p> <p>The building typology is a key factor in determining densities that contribute to efficient land utilisation.</p>
Norm and Standard	<p>Building Typologies to be used should be specified in relation to new build hostel redevelopment or infill projects, or conversion from dormitory hostels to other forms of housing as provided for in the Programme:</p> <ul style="list-style-type: none"> • Rooms with shared communal amenities • Walk up units with a mix of bachelor, 1 and 2 bedroom units, or multi-bedroom, multiple tenancy self-contained units as provided for in the Programme. <p>The development should enable sufficient density in relation to the building typology and location.</p> <p>Where densities permitted in terms of existing town planning schemes/site zoning are considered inappropriate, an application and motivation for increased densities should be submitted, provided this is supported by local authority planning departments and will not unduly delay approvals.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>1.1.1 Location of Project</p> <p>1.1.2 Urban Design and Strategic Area Frameworks</p>

Overarching Item	1.1 Overall Context
Sub-Item	1.1.4 Bulk Services
Principles	New developments should be in areas where sufficient bulk capacity already exists, or where not, aligned with short to medium-term municipal infrastructure and spatial development strategies, plans and capital budgets.
Guidelines	None
Norms & Standards	Development should not proceed unless there is adequate capacity of bulk services to ensure a continued and ongoing supply.
Corresponding References	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.5 Environment & Ecology
Principles	Reduce impact of greenfields development on ecological systems and biodiversity.
Guidelines	The development should not be located on prime agricultural land or land that has a high ecological value / has evidence of threatened species or within the buffer zones of watercourses or ridges. Developments should be located within established urban boundaries and aligned to City and Metro Spatial Development Frameworks.
Norm and Standard	The development should be aligned with the relevant Spatial development Frameworks. Development should not be on land that has high ecological value – this includes land used for agricultural production, as well as land currently designated and used as open space or parkland.
Conditional Requirement	No development on land that is still zoned as agricultural land and where Bulk Services are not available.
Required documentation for evidence	<ol style="list-style-type: none"> 1. Confirmation of project location in relation to Spatial Development Frameworks. 2. Evidence of compliance with municipal by-law and national legislation related to built environment environmental considerations such as confirmation that an Environmental Impact Assessment (EIA) is not required, or when required has achieved a positive Record of Decision (ROD). 3. Submit copy of EIA and Environmental Authorisation (RoD) if required in terms of Statutory Compliance
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.1 Location of Project 1.1.2 Urban Design & Strategic Area Frameworks 1.1.4 Bulk Services 1.1.7 Heritage
Practice Note Reference	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.7 Heritage
Principles	The conservation and protection of our cultural heritage is recognised in terms of our cultural identity.
Guidelines	<p>Heritage may be identified in terms of the value and age of the built environment but it also may be in terms of the social history of the site and archaeological value.</p> <p>No person may alter or demolish any structure or part of a structure which is older than 60 years without a permit issued by the relevant provincial heritage resources authority. This is relevant to developments on brownfields sites even when currently vacant and within existing buildings.</p> <p>However, heritage does not only apply to the built environment; a development may be subject to an impact assessment, specifically in cases where the development or other activity which will change the character of a site exceeding 5 000 m² in extent; or involving the consolidation of three or more existing erven.</p>
Norm and Standard	Development should be compliant with heritage requirements where relevant.
Corresponding References	None

Overarching Item	1.1 Overall Context
Sub-Item	1.1.7 Entrance to Development and Perimeter Treatment
Principles	<p>The perimeter treatment of the development is an important factor in the integration of the development within the existing urban fabric.</p> <p>Safety & security of both residents and the neighbourhood are affected by the perimeter treatment of developments.</p>
Guidelines	<p>To provide a secure perimeter design to development that supports street surveillance and active monitoring of grounds.</p> <p>The development should have a perimeter enclosure (wall/ fencing) of adequate strength and height that provides a safe interior environment for the development.</p> <p>The development should have clearly defined entrance with separate vehicular and pedestrian access.</p> <p>Design should ensure a primary point of access control.</p> <p>In large scale developments, consideration should be given to taxi pickup and drop off zones adjacent to entrances.</p>
Norm and Standard	Secure perimeter and entrance/s to development with a gatehouse in case of estates, and with access control / facilities for guards for both estates and buildings. Points of site ingress/egress should be designed to ensure smooth and efficient flow of both pedestrian and vehicular traffic for both residents and visitors, especially at peak times
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.2 Urban Design and Strategic Area Frameworks

Overarching Item 1.2 Accessibility	
Sub-Item 1.2.1 Vehicular and pedestrian movement through the site	
Principles	Provide a safe environment for residents and ground floor accessibility for all residents.
Guidelines	<p>Vehicular and pedestrian movement should enable ease of movement and a safe environment for residents.</p> <p>Vehicular traffic to be separated from pedestrian traffic as far as possible.</p> <p>Speedbumps should be provided to slow traffic down</p> <p>Parking areas to be clearly be delineated from landscaped open areas.</p> <p>Paved or surfaced paths to be provided to facilitate movement through the development between buildings.</p>
Norm and Standard	<p>The entire ground floor of the development should be accessible for wheelchairs and push chairs through the use of mountable kerbs and ramps.</p> <p>Walkways to be adequately sized in terms of width. The surface finish should be slip resistant, easily cleanable and have longevity.</p>
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.2 Parking

Overarching Item	1.2 Accessibility
Sub-Item	1.2.2 Provision of Parking
Principles	Adequate suitably located parking to be provided on site for residents and visitors. There should be parking that is appropriate for disabled residents and visitors
Guidelines	<p>Determine appropriate parking ratios required in relation to context, locality, access to reliable and affordable public transport, and apply to municipality to have these reduced if necessary, where the reduction is supported by the planning and roads departments and will not unduly delay approvals for the project.</p> <p>In existing buildings or inner city building conversions with limited or no parking – no additional parking would be required</p>
Norm and Standard	Parking areas must be compliant with minimum required or maximum allowed parking ratios, but should take account of very low car ownership in the target market, and application should be made for relaxations accordingly. Provision should be made of adequately sized parking bays for disabled residents and visitors in close proximity to building entrances.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.2 Vehicular & pedestrian movement through site.

Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.1 Hierarchy of Spaces & Place making
Principles	The design of building types, the relationships between them, their relationships to streets and the spaces created around them will influence the character of the overall site and its surroundings and contribute to the quality and identity of the new environment.
Guidelines	<p>In preparing overall scheme layouts for new build infill projects, consideration should be given to the following factors:</p> <ul style="list-style-type: none"> • Integration of the development into the existing context through respecting existing street patterns, landscape and urban markers. • Siting of buildings to take into account relationship to street edge, building scale and size, and orientation. • Strengthening of weak urban relationships through designed spatial initiatives. • Creating identity of place through design of spaces between buildings • Encouraging 'social living' <p>The layout design should aim to create an identity of place which helps foster residents' sense of 'ownership' and responsibility for the development thereby contributing to the creation of a sustainable community.</p>
Norms & Standards	The layout should engender a sense of place and community through spatial differentiation within the development
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>1.1.2 Urban Design and Strategic Area Frameworks</p> <p>1.1.3 Efficient use of land & resources</p>

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Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.2 Architectural Diversity & Building Massing
Principles	The design of building types, the relationships between them influences the character of the overall site and its surroundings and contributes to the quality and identity of the new environment.
Guidelines	<p>In preparing overall scheme layouts consideration should be given to the following factors:</p> <ul style="list-style-type: none"> • Siting of buildings to take into account relationship to street edge, building scale and size, and orientation. • Creating identity of place through design of spaces between buildings • Avoiding monotony associated with developments with a single repetitive building type or a singular wall surface treatment. Consideration to be given to external wall treatment in terms of diversity of surface treatments and elevational design. • Consideration to be given to varying heights of buildings and marking key elements such as entrances and corners. <p>Consider to what extent ground floor units, top floor units and units at the ends of building blocks could be differentiated from the more typical floors, or amongst the units in the middle of building? To what extent have these special opportunities should be harnessed in order to create diversity and interest and in order to overcome the monotony ordinarily associated with hostel buildings.</p>
Norms & Standards	The development's architecture should be diverse including different building types, heights and facade treatments. Developments must demonstrate a diversity of building type that is responsive to site conditions in line with the Urban Design Framework.
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.1.2 Urban Design and Strategic Area Frameworks 1.2.1 Hierarchy of spaces and placemaking

Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.3 Hard and soft Landscaping
Principles	Landscaping and open space contribute to the health and wellbeing of residents whilst also contributing to climate resilience.
Guidelines	<p>In greenfields and brownfields developments: Example of sufficiency : Landscaping could include:</p> <ul style="list-style-type: none"> • Soft Landscaping: Trees, grassed areas and planted areas. • Urban Agriculture such as planting for Food Gardens. • Hard Landscaping: Paving and permeable paving. <p>All planting must be considered in terms of indigenous and water wise plants</p> <p>Seating and other amenities such as playgrounds must be correlated to the landscape plan in terms of shading.</p> <p>All surfacing must be considered in terms of permeability for stormwater attenuation and soak away and possible water collection in terms of climate resilience</p> <p>Play area surfacing must comply with relevant fall safety standards. Playgrounds should comply with SANS 51176 : Playground Equipment & Surfacing</p> <p>The maintenance of all landscaped areas must be considered in terms of maintenance, water use etc.</p> <p>In existing buildings which do not have open space consideration could be given to planting in limited planting in containers in suitable areas which have sufficient sun.</p> <p>This could also for instance include rooftop and/or courtyard food gardens</p>
Norms & Standards	Landscaping should be provided depending on the size and type of development and erf, as well as the surrounding area.
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.2.3 Provision of Open Space.

Overarching Item	1.3 Overall Building design in relation to site & context
Sub-Item	1.3.4 Scale of Project: Unit Numbers
Principles	The objective of this item is to demonstrate operational scale and the correlation between unit numbers and amenities provided in relation to new build and infill developments
Guidelines	Whilst the size of the project is based on the size of the erf and relevant CRU typologies, the number of units should be at a scale that enables the development to operate effectively.
Norms & Standards	Unit numbers must be appropriate for the size of the erf and building typologies taking into consideration unit size
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.1.3 Mix of unit types and sizes.

9.9.2. Level 2: The Building

Overarching Item	2.1 Building Design
Sub-Item	2.1.1 Adaptability and Building re-use
Principles	The re-use and adaptation of existing building stock for housing is an effective strategy for optimising unused or under-utilised assets.
Guidelines	<p>Adaptive re-use refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for.</p> <p>As construction waste accounts for approximately 30% of all waste generated which ultimately goes into landfill, re-using existing buildings minimises material consumption and is beneficial to the environment.</p> <p>A building will need to be assessed for its potential to be re-used for housing in terms of:</p> <ul style="list-style-type: none"> The condition of the building The floorplate configuration and its suitability for a residential configuration The position of circulation cores: lifts and staircases The façade of the building, its window configuration or façade make up The construction of the building: its load bearing capacity and floor slab construction. For example, can areas of the slab be cut out if required The Existing Rights: can the building be added to in terms of its area (coverage /additions) or FAR (building height)? <p>Existing older residential building stock should also be considered within similar evaluation parameters. Many older buildings require complete replacement of building services and refurbishment of the units. In some cases, the unit sizes may be incompatible with current requirements and may need to be resized. This could mean combining 2 units into a single unit or breaking larger units into smaller units.</p>
Norms & Standards	Every building conversion will have slightly different parameters and will be assessed on its own merits according to the viability of the project and compliance with unit space norms and standards and unit mixes.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.1.6 Heritage

Overarching Item	2.1 Building Design
Sub-Item	2.1.2 Orientation: Solar Heat Gain & Shading
Principles	To optimise resident thermal comfort levels within buildings. Thermal comfort is a means of describing occupant comfort levels which take into account a series of factors such as air temperature, radiant temperature, humidity, draughts, clothing value and activity rates.
Guidelines	Appropriate orientation of buildings optimises sun penetration, solar heat gain and shading. In new build projects : The majority of buildings should face north (where other weather or topography conditions do not supercede the solar gain). It is noted that this may not be possible in a perimeter block development and that elevations that are not optimally orientated should be provided with adequate shading devices. The optimum orientation needs to be balanced against other factors such as topography and place making. In building upgrades and retrofits where orientation is not optimised; shading, insulation and draft exclusion should be considered.
Norms & Standards	The majority of buildings should face north, or at least within 15 degrees west or east of north. With perimeter block developments at least 50% of all facades should face north, or at least within 15 degrees of west or east of north It is noted that within developments not all elevations can be optimally orientated. Elevations that are subject to solar heat gain e.g. West facing should be provided with adequate shading devices and/or solar control glass as per the glazing rationale
Corresponding References	This sub-item should be read in conjunction with sub-items: 1.2.1 Hierarchy of spaces and placemaking

Overarching Item	2.1 Building Design
Sub-Item	2.1.3 Building Entrances, Thresholds and Staircases
Principles	The design, location and materiality of entrances to individual buildings and location of staircases is key to accessibility, legibility, safety and the creation of community networks within developments and buildings.
Guidelines	<p>Building Entrances should be designed so that a limited group of units share an entrance or staircase. There must be a clear distinction between public, semi-private and private space and a strong sense of security for everybody who will use the area.</p> <p>Consideration should be given to planning for safety and security of residents in terms of the design.</p> <p>Staircases should have a roof covering where possible on low rise walk-ups and definitely on high rise buildings. This is not only to provide protection from the environment but also to assist with cleaning, maintenance and safety.</p>
Norms & Standards	<p>Thresholds to entrances to buildings and entrance doors should be provided with paved areas and covers to doors where possible.</p> <p>Buildings must be accessible to persons with disabilities with step free or ramped access.</p> <p>Thresholds and Staircases should conform to disability requirements in relation to changes of texture, tactile indicators etc.</p> <p>Entrance areas and staircases should be well lit.</p> <p>Access control may not necessarily be required at individual buildings within multi-unit larger developments with a single gated entrance.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>3.1.1 Building Entrance & Lobby</p> <p>3.1.2 Lift Lobbies</p>

Overarching Item	2.1 Building Design												
Sub-Item	2.1.4 Design of Buildings: Cross Ventilation												
Principles	To encourage designs that provide ample amounts of fresh air to reduce indoor temperatures and counteract the build-up of indoor pollutants and moisture build up.												
Guidelines	<p>In new build developments the design of buildings should maximise opportunities of dual aspects and cross ventilation for habitable rooms. The depth of space that can be ventilated using a cross-flow ventilation strategy is dependent on the floor to ceiling height and the number and location of the openings.</p> <p>The preferred typology in this respect is a single loaded passage typology which enables passive ventilation and cross ventilation.</p> <p>In the conversion of other building types to residential use, where a double loaded passage typology is used, consideration must be given to ventilation of passages by passive or mechanical means.</p> <p>Table 27: Types of natural ventilation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th>Type</th> <th>Image</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Single-sided Ventilation</td> <td style="text-align: center;"></td> <td>Single-sided ventilation relies on the pressure differences between different openings within a single space. It is more predictable and effective than if there is only a single opening, and can therefore be used for spaces with greater depth. For spaces that only have a single opening the ventilation is driven by turbulence. This turbulence creates a pumping action on the single opening, causing small inflows and outflows. As this is a less predictable method, the room depth for single opening, single-sided ventilation is reduced.</td> </tr> <tr> <td style="text-align: center;">Cross-ventilation - Single Spaces</td> <td style="text-align: center;"></td> <td>Cross ventilation of single spaces is the simplest and most effective approach. Cross-ventilation is driven by pressure differences between the windward and leeward sides of the space.</td> </tr> <tr> <td style="text-align: center;">Cross-ventilation - Double-Banked Spaces</td> <td style="text-align: center;"></td> <td>Cross-ventilation with banked rooms can be achieved by creating openings in the corridor partition. It is only acceptable where a room has ownership of both windward and leeward sides of the building, as the ventilation of the leeward space relies on the occupant of the windward space. The openings also provide a route for noise to travel between spaces.</td> </tr> </tbody> </table> <p>Reference : https://www.edgebuildings.com/wp-content/uploads/2018/12/EDGE-User-Guide-for-All-Building-Types-Version-2.1-Release-B.pdf</p>	Type	Image	Description	Single-sided Ventilation		Single-sided ventilation relies on the pressure differences between different openings within a single space. It is more predictable and effective than if there is only a single opening, and can therefore be used for spaces with greater depth. For spaces that only have a single opening the ventilation is driven by turbulence. This turbulence creates a pumping action on the single opening, causing small inflows and outflows. As this is a less predictable method, the room depth for single opening, single-sided ventilation is reduced.	Cross-ventilation - Single Spaces		Cross ventilation of single spaces is the simplest and most effective approach. Cross-ventilation is driven by pressure differences between the windward and leeward sides of the space.	Cross-ventilation - Double-Banked Spaces		Cross-ventilation with banked rooms can be achieved by creating openings in the corridor partition. It is only acceptable where a room has ownership of both windward and leeward sides of the building, as the ventilation of the leeward space relies on the occupant of the windward space. The openings also provide a route for noise to travel between spaces.
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Norms & Standards	<p>All buildings – units should be passively ventilated.</p> <p>Common areas should be adequately ventilated by passive or mechanical ventilation</p> <p>Buildings should have adequate airflow and be cross ventilated wherever possible</p>												

Overarching Item	2.1 Building Design
Sub-Item	2.1.4 Design of Buildings: Cross Ventilation
Required documentation for evidence	1. Building Design Documentation: Plans and Sections
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.4.1 Natural Ventilation which describes the ventilation requirements at the unit level
Practice Note Reference	None

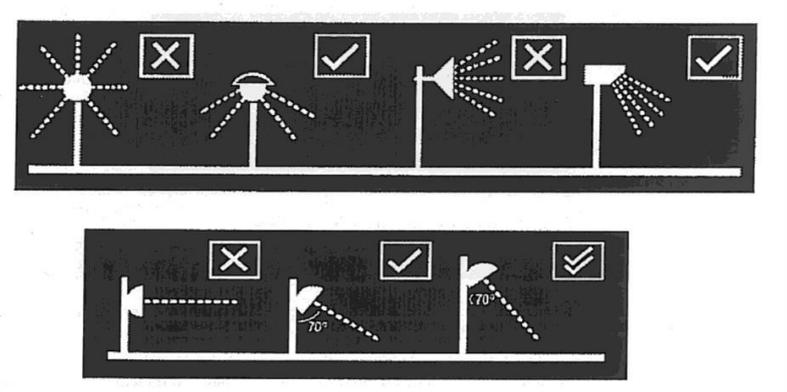
Overarching Item	2.1 Building Design
Sub-Item	2.1.5 Building Envelope: Walls
Principles	The external materiality of a building needs to balance environmental considerations, durability and aesthetics. Walls must be constructed to adequately resist water penetrations into any part of the building. Walls must be designed and constructed to be as energy efficient as possible
Guidelines	Environmental: the external envelope: wall construction must be of suitable material that is compliant in terms of SANS10400. Materiality: the materiality of the building must be considered in terms of durability and long term maintenance. Aesthetics: the elevations of large scale housing buildings can be repetitive and require design thought as to creating individuality and interest in a housing development.

Norms & Standards	The design and construction of all walls must comply with SANS 10400 Part K External building materiality must comply with SANS10400XA: Wall and Roof. Building materiality should take into account longevity of materials and maintenance.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.3.2 Architectural diversity and building massing.

Overarching Item	2.1 Building Design
Sub-Item	2.1.6 Building Envelope : Windows & Glazing
Principles	Window glazing and fenestration shall be of correct and adequate specification to provide reasonable thermal comfort within units as well as the required safety levels.
Guidelines	<p>Adequate specification of windows in terms of their frames and glazing contributes to good thermal comfort within units.</p> <p>In new build projects, windows & glazing must comply with SANS 10400XA. However this does not necessarily mean an expensive solution which could be over specified in terms of performance glazing.</p> <p>A balance must be found between adequate window sizes for achieving thermal comfort for occupants in terms of good light and ventilation and the requirements of SANS10400 Part XA in terms of solar heat gain and heat loss.</p> <p>A glazing rationale or modelling regarding the requirements for glazing in relation to orientation and shading of facades can result in a nuanced solution to the specification of windows and glazing.</p> <p>In existing buildings and conversions where windows and glazing are existing, the glazing rationale needs to be justified in terms of existing building conditions and other factors such as heritage, as the replacement of façade glazing could be a prohibitive cost centre.</p> <p>Safety of children is to be considered in relation to opening windows and heights of openings with the provision of safety bars.</p>
Norms & Standards	Window frames and glazing should comply with SANS 10400XA.
Corresponding References	This sub-item should be read in conjunction with sub-item: 4.4.1 Natural Ventilation

Overarching Item	2.1 Building Design
Sub-Item	2.1.7 Building Envelope : Roof Construction / Insulation / Guttering / Waterproofing
Principles	<p>The roof of the building is an important element in relation to managing thermal comfort through insulation as well as weather protection and rainwater run-off.</p> <p>For the purposes of habitability, the roof of the building shall be designed and constructed to resist any forces and must be durable, waterproof and not allow any water to accumulate on it.</p>
Guidelines	<p>The roof construction may vary in different building types from pitch roofs to flat roofs on higher rise buildings.</p> <p>On new build projects with pitched roofs, guttering should be provided. The purpose of providing guttering is to direct stormwater run-off from roofs away from buildings where damage to facades and foundations can occur. Guttering and downpipes also allow for rain water collection that can be used for garden irrigation and possible greywater use in some instances.</p> <p>Flat roofs must be considered in relation to the design of stormwater removal, insulation and waterproofing. If the roof is a trafficable area, the waterproofing must be guaranteed for this purpose.</p> <p>The use of concrete waterproofing admixtures could be considered which have no maintenance and longer guarantee periods.</p> <p>In existing buildings, the roof waterproofing must be evaluated and serviced or replaced as required.</p> <p>The specification of waterproofing must be evaluated in terms of the guarantee offered and the maintenance required for the guarantee to be validated. Consideration should be given to the length of guarantee that will be given with no maintenance requirements. For example;</p> <p>5 year guarantee with no maintenance required 10 year guarantee may require a service every 2 years</p>
Norms & Standards	The design and construction of the building's roof shall comply with the regulations as detailed in SANS10400 Part L and its thermal design and criteria shall comply with SANS 10400 Part XA
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.5.1 Rainwater collection

Overarching Item 2.2 Services	
Sub-Item	2.2.1 Electrical / water / other
Principles	Adequate services (water, sanitation, electricity) available within existing area or building. Adequate capacity available to take additional demand.
Guidelines	Within the broader parameters of environmental sustainability and resilience, non/un-conventional approaches to service provision may be considered wholly or partially. These could be at a macro level for example applying localised black or grey water treatment. Or at a micro level such as off grid solutions provided to elements within a development for example dry /waterless toilets in certain building types like a guardhouse or community facility.
Norms & Standards	Services including water, sanitation and electricity should be provided on an affordable and ongoing basis.
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.2.1 Bulk Services and 3.3.1 Services Reticulation

Overarching Item 2.2 Services	
Sub-Item	2.2.2 Lighting
Principles	To ensure adequate lighting at a site level to ensure safety and security whilst minimising light pollution and light overspill in to units.
Guidelines	<p>Public areas and walkways between buildings to be lit. Provide timers and / or sensors on appropriate light fixtures. Light fitting choice to reduce light pollution into sky and into units.</p>  <p>Illustrations of acceptable and unacceptable external lighting (Institute of Lighting Engineers : Green Star SA Multi Use Residential Tool V1 2011)</p>
Norms & Standards	All units and common areas must be sufficiently lit to ensure safety and security of residents in a manner that is affordable in respect of the ongoing sustainability of the development.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.1 Vehicular & pedestrian movement through site and items relating to common areas.

Overarching Item	2.3 Maintenance and management
Sub-Item	2.3.1 Operations Manual
Principles	Operations Manuals are key to providing information of maintenance, guarantees and service information to building management and should be in place for each development.
Guidelines	<p>These manuals should contain all the as built documentation, information on finishes and technical service information that are required to maintain the buildings.</p> <p>Provide service manuals, integrated operations manuals for all services.</p> <p>Provide service manuals, integrated operations manuals for all materials with guarantees, cleaning directions etc.</p>
Norms & Standards	Specify within professional service agreements and construction contracts the requirements for Operations Manuals and the handover of all Warranties / Guarantees to the Managing Entity.
Corresponding References	<p>This sub-item should be read in conjunction with sub-item:</p> <p>2.3.2 Maintenance Schedules</p> <p>4.5.1 Building User / Occupant Guide</p>

Overarching Item	2.3 Maintenance and management
Sub-Item	2.3.2 Maintenance schedules
Principles	A maintenance schedule should be provided within the Operations Manual. This summarises all the key information on servicing and maintaining elements and equipment within the building.
Guidelines	Provide maintenance schedules for ad hoc, annual, 5, 10, 20 years cycles. Service Periods for all plant and services must be specified upfront in the tender documentation with specific attention paid to the alignment of Practical Completion Dates and the Start dates of Warranty Periods. In some cases, warranties can be voided if the required maintenance is not done by the owner with specified periods.
Norms & Standards	None.
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.3.1 Operations Manuals

Overarching Item	2.4 Sustainability
Sub-Item	2.4.1 Rainwater Collection
Principles	<p>Rainwater collection should be considered in order to reduce the use of potable water for garden watering / car washing etc and to mitigate the effects of rainwater runoff on buildings edges and sites.</p> <p>In water stressed areas the collection of rain water is a critical part of ensuring building resilience.</p>
Guidelines	<p>In new build projects, consideration should be given to rainwater discharge and rainwater collection.</p> <p>The location of rainwater collection tanks should be considered in relation to the usage of the water. For example, a rainwater tank located adjacent to an entrance gatehouse could be used locally around the building and could possibly be used for greywater toilet flushing to the building at very little capital cost in relation to the savings in water usage.</p> <p>Rainwater collection tanks should be fitted with lockable taps and clear visual warnings (words and images) that the water is not safe for human consumption</p> <p>Where possible such systems should be fitted with leaf catchers and first flush diverters to minimise ingress of organic material, dust and run-off pollutants into the tanks</p>
Norms & Standards	None
Corresponding References	This sub-item should be read in conjunction with sub-item: 2.1.7 Roofs & Guttering

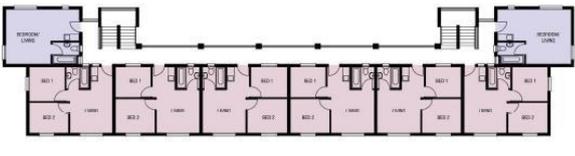
Overarching Item	2.4 Sustainability
Sub-Item	2.4.2 Energy Efficiency
Principles	To promote energy efficient designs that reduce overall energy consumption in housing developments.
Guidelines	Building upgrades / retrofits and new build construction should comply with the relevant regulations determining energy efficiency in relation to : The Building envelope: wall thermal resistance / thermal mass and roof insulation, Heating & Cooling systems if any, Services such as Hot Water, Lighting New developments should aim to achieve a 20% reduction in projected operational energy consumption as compared to typical local practices.
Norms & Standards	All buildings that are upgraded and all new builds to comply with SANS10400 Part XA
Corresponding References	This sub-item should be read in conjunction with sub-items related to lighting and 3.3.2 Hot Water provision.

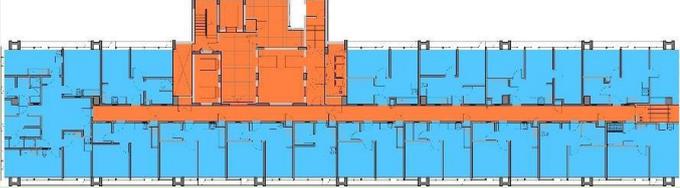
9.9.3. Level 3: The Building: Common Areas

Overarching Item	3.1 Building Design
Sub-Item	3.1.1 Building Entrance & Lobby
Principles	<p>The building entrance is the first impression a visitor or resident gets of the building.</p> <p>The safety and security of residents in building entrances is of paramount importance.</p> <p>The emphasis is on a friendly, welcoming feel, and this can be conveyed through careful consideration of materials, finishes, design and layout. Light, colour and openness are important.</p>
Guidelines	<p>The building entrance must accommodate access control turnstiles and escape gate.</p> <p>The access control barriers must provide security but must also allow easy furniture moving and disabled access.</p> <p>Security should manage building entrances including for example: Biometric access, CCTV, Security Guard. Adequate facilities should be provided for staff including a designated toilet / change room with locker and area for making refreshments during his/her shift.</p> <p>Building Directional Signage: The entrance lobby should have information signage for residents that is neatly displayed and incorporated into the design of the entrance area.</p>
Norms & Standards	The building entrance should have sufficient security measures to ensure that access to the building is controlled.
Corresponding References	This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios

Overarching Item	3.1 Building Design
Sub-Item	3.1.2 Common Areas : Lift Lobbies & Provision of Lifts
Principles	<p>Common areas are defined as any structure or areas that lies outside of the individual space of the unit. These are managed by the managing entity.</p> <p>The quality of these spaces and the management of the services and cleaning of these areas is important in maintaining a quality environment that is safe and secure for all residents.</p>
Guidelines	<p>Adequate lifts must be provided calculated on the number of residents and the average trip cycle.</p> <p>Lift lobbies should be: Well lit, ventilated and have clear and legible signage.</p> <p>Lifts must have hard wearing floor and wall surfaces and must be able to be protected when used for furniture moving.</p>
Norms & Standards	<p>Where lifts are provided in multi storey buildings (new build and retrofit), a minimum of 2 lifts to be provided unless only 1 shaft is available or specifically motivated otherwise in terms of a rational design by a lift consultant or relevant engineering professional.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios</p>

Overarching Item	3.1 Building Design
Sub-Item	3.1.3 Internal Passages / External Walkways
Principles	Common areas are defined as any structure or areas that lies outside of the individual space of the unit. These are managed by the managing entity. The quality of these spaces and the management of the services and cleaning of these areas is important in maintaining a quality environment that is safe and secure for all residents
Guidelines	<p>Internal passages in buildings can become spaces of conflict if not designed and managed well.</p> <p>Consideration should be given to the design of internal passages in relation to the placement of doors, lighting and signage.</p> <p>The width of passages should be a have a width range between 1000 and 1500 with allowances for wheelchair turning areas at some points along the length of a passage. The passage width will vary in relation to the building typology. For example a new build walk up with a single loaded access gallery may be 1000 wide, but a double loaded passage in a building conversion should be a minimum of 1200.</p> <p>It is noted that where facilities are provided for persons with disabilities the minimum passage width is 1500.</p> <p>External walkways need to be considered as safe circulation spaces and as shared social spaces. Design aspects to be taken into account are adequate walkway widths, limiting the length of walkways, durable finishes, balustrade design.</p>
Norms & Standards	Compliance with Part T of SANS10400 with design aspects to be taken into account: adequate passage / walkway widths in relation to building typology, limiting the length of passages /walkways, durable finishes, balustrade design.
Corresponding References	This sub-item should be read in conjunction with sub-item: 3.2.4 Common Area Ratios

Overarching Item	3.1 Building Design
Sub-Item	3.1.4 Common Area Ratios
Principles	Efficient common area to unit area utilisation
Guidelines	<p>A balance is required between common area space and space dedicated to units. Developments should consider common area space in terms of the allocation and sizing of passage and circulation spaces and the adequate provision of common area amenities.</p> <p>Note that the efficiency of common area ratios within buildings needs to be correlated to the efficiency of the open space walkway network between buildings. Achieving efficient common areas in buildings only does not mean that the overall development will be efficient. This is particular relevant to developments with repeated blocks which multiply circulation cores.</p>
Norms & Standards	<p>The net common area for circulation and other common uses to gross unit area benchmark targets to be applied are :</p> <ul style="list-style-type: none"> • Low rise walk-up : Average 20 % • Mid / High Rise : Average Range 25 - 30% <p>In new build projects :</p> <p>The target should be as close to 15 - 20% as possible. However, this may increase in relation to the number of social amenities that are provided within buildings themselves such as laundry spaces and common rooms.</p> <p>Mid & High Rise buildings have more requirements for lift/ lobby and service areas.</p> <p>Ratios at the higher end should be substantiated in relation to this and must be factored in the project viability</p>  <p>Example : Walk up Block : Ratio 18 - 20% dependent on number of units sharing staircase</p> <p>In adaptive re-use / building conversions :</p> <p>In these buildings the existing cores may contain areas such as toilets that can be used as communal spaces and multiple lifts some of which may not be re-commissioned. In these cases the ratio may even exceed 25%.</p>

Overarching Item	3.1 Building Design
Sub-Item	3.1.4 Common Area Ratios
	 <p>Example: Office conversion of 12m wide building results in efficient unit layout but a large circulation core with multiple lifts and toilets results in a large common space ration of 30% - this is offset against the provision of community amenities within these redundant spaces. ©Savage + Dodd Architects</p>
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.1.2 Common Areas: Lift Lobbies & Provision of Lifts 3.2.3 Passages & Walkways

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.1 Laundry Areas
Principles	To support the well-being and health of residents through the provision of safe and accessible areas for clothes drying.
Guidelines	<p>Provide areas for clothes drying that are centrally located, easily accessible and have visual openness and transparency. These areas, as well as pathways to and from them should be provided with security lighting preferably on sensor controlled, for after dark collection of laundry. Consider locating laundry areas near to play areas.</p> <p>Laundry areas must be provided with suitable facilities and services including:</p> <ul style="list-style-type: none"> • Access to adequate services to allow laundry such as metered water / wash troughs that can be managed. • Token operated machines & dryers as a maximum <p>Ensure drying yards and wash lines are fully exposed to sunlight for largest part of the day. Special consideration to be given for projects in zones with winter rainfall and limited winter daylight such as the Southern Cape Coastal Condensation Area.</p> <p>Consideration could be given to the provision of washing lines either on a balcony – low level screened by wall or internal to bathroom. However, the biggest source of air moisture content leading to condensation and mould growth is drying of clothes indoors.</p> <p>In new build walk up developments drying yards should be placed in areas in close proximity to units. Drying yards attached to circulation cores could also be considered.</p> <p>In mid to high rise building, new build or conversions, consideration should be given to laundry areas and drying areas within the building.</p>
Norms & Standards	Development should be provided with laundry areas with suitable facilities and services such as washing lines, wash troughs etc. Washing lines must be provided in adequate quantities (lengths) to provide sufficient drying space in relation to the number of units in a development.
Corresponding References	This sub-item should be read in conjunction with sub-items: 3.1.2 Common Areas : Lift Lobbies & Provision of Lifts 3.2.3 Passages & Walkways

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.2 Refuse Areas
Principles	To support the wellbeing and health of residents through the provision of sufficient refuse and recycling areas
Guidelines	<p>A central refuse and recycling area should be located close to the entrance of development with an adequate area for bins and for the cleaning of bins. A (managed) waterpoint and drain should be provided.</p> <p>The size and location of this area should be in compliance with local authority waste management requirements.</p> <p>In inner city contexts, existing buildings and conversions, refuse areas may be located in basement areas and ground floor yards.</p> <p>In addition, areas should be provided for refuse bins within buildings including:</p> <ul style="list-style-type: none"> • Refuse areas on each floor for general refuse collection (wheely bins) and recycling bins. This area should be easily accessible and be able to be cleaned. A water point and floor drain are recommended • Cleaners store equipped with sink or slophopper to be provided
Norms & Standards	Refuse and recycling areas must be provided. The size should be determined by the number of bins required as a ratio to the number of units as determined by the Local Authority.
Corresponding References	None

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.3 Provision of Open Space
Principles	The provision of communal open green space contributes to the health and well-being of residents. It provides the physical setting for the development and provides environmental and climate resilience in terms of water run-off and cool environments.
Guidelines	When providing for open space, consider any existing landscape features and trees, stormwater attenuation and permeable surfaces.
Norms & Standards	Hard and soft landscaped areas should be designed within the development.
Corresponding References	This sub-item should be read in conjunction with sub-item: 1.2.3 Hard & Soft Landscaping

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.4 Recreational and Play Areas
Principles	To support the well-being and health of residents and children through the provision of a range of communal outdoor and indoor amenities.
Guidelines	<p>The provision of play areas is context specific and is motivated by best practice.</p> <p>A large percentage of CRU housing residents are children and therefore all developments, new builds as well as refurbishments and conversions should provide some playground and recreational facilities for children of varying ages.</p> <p>Play areas should be located in areas where there is safe and easy access for children and which are overlooked by adjoining dwellings or other common facilities such as laundry areas.</p> <p>Seating for adults should be provided adjacent to the play area.</p> <p>In larger scaled developments, play areas (outdoor or indoor) should be provided for children of different ages e.g. defined playground area with play equipment for younger children and area for older children for ball play / skateboarding or a homework or study room etc.</p>
Norms & Standards	<p>Sufficient playground areas to be provided within all developments that differentiate between recreational facilities for younger children (under 8) and older children (pre-teen / teenagers)</p> <p>For example :</p> <p>One playground to be provided for every 200 units that is sufficiently sized to allow play by groups of at least 20 children.</p> <p>Playgrounds should comply with SANS51176 : Playground Equipment & Surfacing</p> <p>They need to be safe and secure e.g. If on a roof level a fence provided onto the parapet wall to prevent children from accidentally falling.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>3.2.3 Provision of Open Space</p> <p>1.1.1 Location of the project</p> <p>3.2.5 Other Amenities</p> <p>4.1.2 Unit Size</p>

Overarching Item	3.2 Provision of Amenities
Sub-Item	3.2.5 Other Amenities
Principles	To support the well-being and health of residents through the provision of other amenities such as community meeting rooms, braai areas, storage and facilities for cultural observances etc.
Guidelines	<p>Depending on the size of the development community amenities should be provided such as: space for early childhood centre, Community Hall, Braai Areas, storage facilities and Facilities for cultural observances etc.</p> <p>These areas should be provided with the requisite supportive services and infrastructure as required e.g. toilets, wash up areas etc.</p> <p>Housing Conversions often have underutilised spaces within the circulation cores, for example, former office toilets and redundant service areas that are easily adaptable for a range of community facilities.</p> <p>Where possible these spaces should be monitored by CCTV.</p>
Norms & Standards	<p>CRU developments should aim to provide a range of communal social amenities in relation to the scale of the development.</p> <p>For example :</p> <p>New Build Developments (walk up / mid-rise) :</p> <p>Developments with over 400 units should provide a multi-purpose community meeting room for meetings with 20-30 adults.</p> <p>Developments with more than 1000 units should provide a larger scale hall or meeting facility unless such a facility is available and easily accessible within the immediate environment.</p>
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>3.2.4 Recreational and Play Areas</p> <p>4.1.2 Unit Size</p>

Overarching Item	3.3 Services
Sub-Item	3.3.1 Services Reticulation
Principles	The reticulation of services can have an impact on the long-term maintenance of the building in terms of access for maintenance, meter reading and efficiency of delivery of services for example hot water.
Guidelines	<p>Show plant areas for services: hot water, electrical, information technology etc.</p> <p>Describe how services are reticulated in common areas and into units e.g. vertical ducts, surface mounted, cable trays etc.</p> <p>Services should be grouped for efficiencies and ducts must be adequately designed for access for maintenance</p> <p>Consideration should also be given to how services may be reticulated in the future, for example fibre roll outs without impacting on existing finishes.</p> <p>Consideration to be given to requirements for cabling and IT points for access control / hold open doors (fire) / metering systems as may be required</p>
Norms & Standards	Services should be grouped for efficiencies and considered in terms of access for maintenance and metering in relation to common areas / walkways.
Corresponding References	This sub-item should be read in conjunction with sub-items related to services.

Overarching Item	3.3 Services
Sub-Item	3.3.2 Services : Hot Water Provision
Principles	Demonstrate Compliance with SANS10400 XA : Hot water provision
Guidelines	<p>Hot water may be provided by a variety of systems such as heat pumps, solar, magnetic induction geysers, gas and hybrid systems. In all cases the efficiencies of the system should be evaluated in relation to the cost of producing hot water</p> <p>Demonstrate Compliance with SANS10400 XA : Hot water provision :</p> <p>Consider how hot water will be provided and the most cost effective and efficient system.</p> <p>Provide COP efficiency of system if relevant</p> <p>Consider where plant is located and how system is reticulated in the building(s).</p> <p>Note that a significant amount of energy can be lost in a system due to heat loss in the storage tank and distribution system. It is therefore critical that the system is designed efficiently in order to reduce these losses.</p> <p>* With Heat Pumps: The coefficient of performance (COP) is a measure of the heat pump's efficiency. It is determined by dividing the energy output of the heat pump by the electrical energy needed to run the heat pump, at a specific temperature. The higher the COP, the more efficient the heat pump. Typical heat pump water heaters are two to three times more efficient than standard electric water heaters.</p>
Norms & Standards	Compliance with SANS10400 XA
Corresponding References	This sub-item should be read in conjunction with sub-items: 2.2.1, Services Reticulation 2.4.2, Energy Efficiency 4.7.3 Metering.

Overarching Item	3.3 Services
Sub-Item	3.3.3 Ventilation
Principles	To ensure that common areas are adequately ventilated
Guidelines	<p>Where possible all common area passages should be naturally ventilated. Where this is not possible by design, in for example an existing building with a double loaded passage configuration, suitable mechanical fresh air and extraction systems are required.</p> <p>Ventilation is important not only for the passage / walkway areas themselves but also because rooms facing onto these areas, often bathrooms and kitchens ventilate onto them.</p>
Norms & Standards	Compliance with SANS 10400 Part O.
Corresponding References	<p>This sub-item should be read in conjunction with sub-items:</p> <p>2.2.1 Service Reticulation</p> <p>2.1.4 Design of Buildings: Cross ventilation.</p>

Overarching Item	3.3 Services
Sub-Item	3.3.4 Fire Safety : Provision of Fire Equipment / Smoke Detection
Principles	Provision of safe environments
Guidelines	Fire equipment to be located in common areas easily visible and accessible locations. The security of fire equipment should also be considered in terms of lockable cabinets for fire extinguishers if deemed a theft risk.
Norms & Standards	Fire equipment to be provided in ratios and locations as determined by statutory requirements.
Corresponding References	None

Overarching Item	3.3 Services
Sub-Item	3.3.5 Safety & Security : Monitoring : CCTV
Principles	Safety and security of residents through surveillance and monitoring of common areas where possible.
Guidelines	The safety of residents especially women and children should be considered especially in common areas and open areas. This can be done through a variety of passive techniques such as locating play areas where they are overlooked but CCTV should be considered in other key common areas.
Norms & Standards	None
Corresponding References	None

Overarching Item	3.4 Maintenance & Management
Sub-Item	3.4.1 Material Specifications : Floors & Walls : Common Areas, Lobbies, Passages
Principles	This item relates to the material specification required for common area lobbies, passages and circulation areas in relation to durability and safety.
Guidelines	<p>All floors should have a floor covering.</p> <p>Consideration needs to be given to the following when specifying materials & finishes :</p> <ul style="list-style-type: none"> • Uniformity of floor surface • Slip resistant flooring • Colour (in relation to lighting and sight / cleaning) • Conformance to Disability requirements in relation to changes of texture, colour (partially sighted), tactile indicators etc. • Maintenance of wall finishes in relation to high wear areas <p>All materials supplied should be readily available locally on an ongoing basis. Materials should be SABS Approved.</p> <p>Stock / Product Ranges and spares should be readily available locally.</p> <p>Specifications should be performance based and should be specified by make and type of item as closely as possible.</p> <p>Guarantees & Warranties on products must be available.</p>
Norms & Standards	All Floors shall comply with the minimum requirements as stipulated in SANS 10400 Part J
Corresponding References	This sub-item must be cross referenced to Items: 3.1 Common Areas 3.2 Provision of Amenities

Overarching Item	3.5 Accessibility
Sub-Item	3.5.1 Access to units
Principles	Units must be accessible to persons with mobility issues.
Guidelines	<p>All new builds to have step free access to building entrances and entrances to units.</p> <p>Ramps to be provided if required in terms of change of level.</p> <p>Care needs to be taken at entrance thresholds and to make sure there are no steps along the route to the lift lobby.</p> <p>In passages and lobbies: wall mounted fire hose-reels etc must not impede mobility of partially sighted people.</p>
Norms & Standards	Compliance with SANS 10400 Part S
Corresponding References	This sub-item must be cross referenced to Item: 3.1 Common Areas

Overarching Item	3.6 Sustainability
Sub-Item	3.6.1 Lighting
Principles	Energy Efficient Lighting to reduce lighting energy use and common area costs.
Guidelines	<p>Lighting accounts for a significant proportion of total energy use in residential buildings.</p> <p>Efficient lamps, that produce more light with less power compared to standard incandescent bulbs, reduce the building's energy use for lighting. Maintenance costs are reduced as the service life of these types of bulbs is longer than that of incandescent bulbs.</p> <p>Energy Efficient Lighting should be specified in all projects.</p> <p>Common area lighting to be controlled with presence detection and/or daylight control.</p>
Norms & Standards	90% of light bulbs used in the project use either compact fluorescent (CFL), LED, or T5, or other types of light fixtures that achieve 90 lm/W or greater. At least 90% of the lamps must be of the efficient type.
Corresponding References	This sub-item must be cross referenced to Items relating to Common Areas and passages

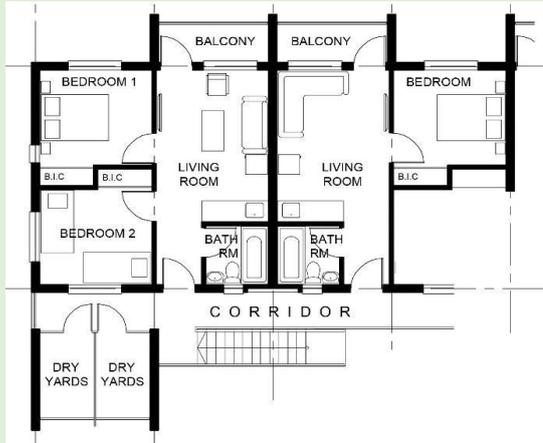
Overarching Item	3.6 Sustainability
Sub-Item	3.6.2 Common Areas : Metering & Sub Metering
Principles	Metering is an integral part of conserving energy and resources during a building's operational life. Information from metering and sub-metering as a building level allows building managers to monitor and evaluate building efficiencies.
Guidelines	Common areas electrical use to be monitored in terms of sub-metering and an effective monitoring system of this should be put in place by the Managing Entity.
Norms & Standards	A strategy for metering is to be provided that takes into account bulk metering, sub metering and individual metering of both electricity, water and any other services such as gas that may be provided. Metering to be provided to the development / building and to separate buildings and areas as required to provided adequate information to the SHI. Residential and retail areas or uses that have different rating tariffs must be metered separately.
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.2 Hot Water System

9.9.4. Level 4: Unit Design

Overarching Item	4.1 Design : Space norms and standards
Sub-Item	4.1.1 Unit Design & Occupancy
Principles	All units should be fit for purpose as a home to allow residents to enjoy privacy in a secure and safe environment.
Guidelines	Internal environments should be comfortable and capable of accommodating the necessary furniture and equipment associated with specific room activities and be suitable for the needs of intended user groups. A development should contain a mix of units appropriately sized to allow a diversity of household sizes in relation to context and market demand.
Norms & Standards	Units must comply with unit size norms and minimum room sizes. The Occupancy of any building shall be limited as detailed in SANS 10400 Part A Table 2.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.2.1 Space Planning

Overarching Item	4.1 Design : Space Norms & Standards																																			
Sub-Item	4.1.2 Unit Size																																			
Principles	To provide guidance of a range of unit sizes per typology.																																			
Guidelines	<p>The smaller the unit the more attention must be paid to layout of furniture, fittings and storage. For example if a micro-unit / bachelor unit at the lowest end of the size range is proposed, the design must show how the unit is furnished and how kitchen and clothes storage are accommodated</p> <p>The larger the percentage of smaller units (specifically micro units of less than 20m²) in the overall mix, the more communal amenities must be provided</p>																																			
Norms & Standards	<p>Compliance with table below : Unit Size per unit type and occupancy</p> <p>The method of determining unit areas is defined as the Floor Area measured within the finished surfaces of the exterior bounding walls of the unit</p> <table border="1" data-bbox="496 936 1235 1344"> <thead> <tr> <th colspan="5">Unit Size Range per unit type and occupancy</th> </tr> <tr> <th>Type of Unit</th> <th>Optimum Size (m²)</th> <th>Minimum size (m²)</th> <th colspan="2">Occupancy *</th> </tr> </thead> <tbody> <tr> <td>Room</td> <td>12</td> <td>10</td> <td colspan="2">1b1p</td> </tr> <tr> <td>Bachelor / Studio</td> <td>25</td> <td>18</td> <td colspan="2">1b2p</td> </tr> <tr> <td>1 Bedroom</td> <td>35</td> <td>25</td> <td colspan="2">1b2p / 2b3p</td> </tr> <tr> <td>2 Bedroom</td> <td>48</td> <td>42</td> <td colspan="2">3b3p / 4b4p</td> </tr> <tr> <td>3 Bedroom</td> <td colspan="4">Policy does not provide for this option within CRU cost limits</td> </tr> </tbody> </table>	Unit Size Range per unit type and occupancy					Type of Unit	Optimum Size (m ²)	Minimum size (m ²)	Occupancy *		Room	12	10	1b1p		Bachelor / Studio	25	18	1b2p		1 Bedroom	35	25	1b2p / 2b3p		2 Bedroom	48	42	3b3p / 4b4p		3 Bedroom	Policy does not provide for this option within CRU cost limits			
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Overarching Item	4.1 Design : Space Norms & Standards
Sub-Item	4.1.3 Mix of unit types & sizes
Principles	The overall development must demonstrate a mix of unit typologies that are responsive to varying family types and affordability levels.
Guidelines	Unit mix to be substantiated by demand as manifested in existing tenant audit.
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 4.1.2 Unit Size

Overarching Item	4.1 Design : Space Norms & Standards
Sub-Item	4.1.4 Shape
Principles	To achieve an efficient unit external wall to unit depth ratio.
Guidelines	<p>Consideration to be given to unit width and length ratios in relation to natural ventilation and sun penetration</p>  <p>Example: longer length to width of unit. Allow adequate cross ventilation and light penetration to all rooms.</p>  <p>Example: narrow width unit with longer façade length: better sun penetration but less efficient in terms of building envelope. This unit configuration is more likely in narrow building width conversions.</p>
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 2.1.4 Design of buildings: Cross ventilation 4.2.1, Unit Plans: Space Planning

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.1 Unit Plans: Space Planning
Principles	Units must be designed with resident's requirements in mind as well as allowance for future retrofitting. This produces flexible units that cater for future retrofitting as well that allow possible product differentiation for differing income bands.
Guidelines	Unit Plans to show all fittings and furniture layouts including electrical (Lighting and power points in relation to furniture).
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-items: 4.1.4 Shape 5.2.1 – 5.2.6

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.2 Entrance
Principles	Ensure that entrances are considered as part of space planning in units.
Guidelines	Due to space constraints, units may not necessarily have specific entrance areas. The area into which one enters the unit must have an easily accessible light switch. Moreover, consideration should be given to entrance areas and any likely impediments to access.
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.3 Kitchen Area : Space Planning : Self Contained Unit
Principles	Ensure that kitchen areas are considered as part of space planning in units.
Guidelines	<p>Show designated kitchen area which makes allowances for :</p> <p>A kitchen surface of minimum length 1200 but preferably, at least 1500 – 2100 length with single bowl sink and drainer</p> <p>Consideration should be given to a deeper bowl (pot) sink which can be provided within similar cost parameters to standard sink units and allows laundry to be done in the kitchen area.</p> <p>Adequate area for food preparation</p> <p>Space for a 2 plate surface stove or microwave</p> <p>Kitchen cupboard : wall mounted or under counter</p> <p>Allowable area and service points for a stove and a single door fridge.</p> <p>Service points : Water and drain hook up for future installation of washing machine</p> <p>Electrical plug points sufficient to service dedicated points such as fridge / stove as well as small appliances such as kettle etc.</p> <p>The kitchen design should make allowances for a future retrofitting of additional work surfaces and cupboards.</p> <p>Illustrate how kitchen area can be retrofitted with future space for stove, washing machine and additional work surface</p> <p>The kitchen should have adequate light and ventilation.</p>
Norms & Standards	<p>Minimum compliance status :</p> <p>Kitchen unit with single bowl sink and drainer.</p> <p>Stove point as per municipal byelaw requirements and SANS requirements.</p>
Corresponding References	<p>This sub-item must be cross referenced to sub-item items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.4 Living Room
Principles	Ensure that differentiation of living spaces is considered as part of space planning in units.
Guidelines	<p>The living room must be adequately sized to accommodate the following with adequate circulation space between rooms.</p> <p>Double seater couch, table / TV unit.</p> <p>Provision for at least a small table within the living or kitchen area.</p> <p>Show adequate electrical points to service TV and lighting points.</p> <p>Circulation through the room should be considered so as to maximise the usable area for furniture.</p>
Norms & Standards	None
Corresponding References	<p>This sub-item must be cross referenced to sub-items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.5 Bedroom (main)
Principles	Ensure that bedrooms are considered as part of space planning in units.
Guidelines	<p>Bedroom should be sized adequately to allow circulation around furniture</p> <p>Minimum room width for bedrooms should be at minimum 2.4m to ensure adequate circulation space within the room</p> <p>The main bedroom should be able to contain a double bed or 2 single beds, side table and a space for a cupboard.</p> <p>Bedroom must have allowable space for cupboards to be fitted</p> <p>All bedrooms must have natural light and ventilation.</p>
Norms & Standards	Room sizes should exceed the minimum habitable room size.
Corresponding References	<p>This sub-item must be cross referenced to sub- items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.6 Bedroom (second)
Principles	Ensure that bedrooms are considered as part of space planning in units.
Guidelines	<p>The second bedroom should be able to accommodate a single bed or single bunkbed.</p> <p>It should be possible to arrange the bed in at least 2 possible positions.</p> <p>Minimum room width for bedrooms should be at minimum 2.4m to ensure they exceed minimum habitable room size.</p> <p>Bedroom must have space for cupboards to be fitted</p>
Norms & Standards	Room sizes should exceed the minimum habitable room size.
Corresponding References	<p>This sub-item must be cross referenced to sub- items:</p> <p>4.1.4 Shape</p> <p>4.2.1 Unit Plans: Space Planning</p>

Overarching Item	4.2 Design of Unit
Sub-Item	4.2.7 Access to outdoor space and balconies
Principles	Ensure that residents have access to outdoor spaces.
Guidelines	If possible, ground floor units should have access to outdoor space directly from the unit.
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 1.2.2 Architectural Diversity & Building Massing

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.1 Floors
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	<p>Floor Finishes specified should meet the following requirements :</p> <ol style="list-style-type: none"> 1. Be robust and hard wearing 2. Easily maintained and cleaned 3. Considered in terms of lifecycle costing <p>The floor of any laundry, kitchen, shower room, bathroom or room containing a toilet pan or urinal shall be water resistant.</p>
Norms & Standards	Floor construction and floor coverings should meet the requirements of SANS10400 Part K
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.2 Walls : Construction & Finishes
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	<p>All wall materials should be considered in terms of : Durability of construction & finish Separating walls must be compliant with required Fire ratings Acoustically fit for purpose</p> <p>All wall finishes specified should meet the following requirements : Be robust and hard wearing Easily maintained and cleaned Considered in terms of aesthetic and quality of light</p> <p>Tile splashbacks should be provided in bathroom and kitchen areas</p>
Norms & Standards	Walls should comply with SANS 10400 Park K and applied finishes should have a 7-10 year warranty where possible.
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manuals

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.3 Ceilings
Principles	Specifications of finishes should be of good quality and durability. Ceilings contribute to energy efficient building envelopes
Guidelines	<p>Ceiling and soffits specified should meet the following requirements :</p> <ul style="list-style-type: none"> • Be robust and hard wearing • Easily maintained • Easily serviced in terms of lighting • Considered in terms of lifecycle costing • Have a fire rating if required • Ceilings to have adequate insulation
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 2.1.7 Building Envelope: Roofs 2.3.1 Operations Manuals

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.4 Bathroom
Principles	To ensure that bathrooms are adequately designed with durable finishes and fittings
Guidelines	<p>The bathroom needs to have a bath or shower, basin and toilet with suitable accessories such as a toilet roll holder, towel rails, mirror etc.</p> <p>Consideration to be given to the choice between showers or baths in relation to water use.</p> <p>Bathroom to have adequate floor and wall finishes that are slip resistant, durable and easily cleanable.</p> <p>Finishes to be considered in relation to water and steam ingress and mould formation.</p> <p>Taps, mixers, valves, WC cistern flushing mechanisms should be easily serviced with locally available spare parts</p>
Norms & Standards	<p>Sanitaryware to have 10 year warranty</p> <p>Taps to have 10 year warranty</p>
Practice Note Reference	None

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.5 Kitchen Fittings
Principles	Specifications of finishes should be of good quality and durability.
Guidelines	<p>Kitchen worktops must of a durable and long lasting material and finish and not prone to damage by water ingress or placing of hot utensils on them.</p> <p>Kitchen cupboards (under surface) or wall mounted must be of a sturdy and durable material and construction especially in relation to door construction / materiality and hinges.</p> <p>Joints between cupboards and walls should be adequately sealed to prevent the ingress of moisture and insect infestation.</p>
Norms & Standards	None
Corresponding References	<p>This sub-item must be cross referenced to sub-item:</p> <p>2.3.1 Operations Manuals</p> <p>4.23 Kitchen space planning</p>

Overarching Item	4.3 Materiality : Specifications
Sub-Item	4.3.6 Materials : Finishes
Principles	Material Selection to be considered against a series of requirements and outcomes
Guidelines	<p>All materials supplied should be readily available locally on an ongoing basis.</p> <p>Materials should be SABS Approved</p> <p>Spares should be readily available locally</p> <p>Specifications should be performance based and should be specified by make and type of item as closely as possible.</p> <p>Guarantees & Warranties must be available</p> <p>Service Periods must be specified</p>
Norms & Standards	None
Corresponding References	<p>This sub-item must be cross referenced to sub-item:</p> <p>2.3.1 Operations Manuals</p> <p>2.3.2 Maintenance Schedules</p>

Overarching Item	4.4 Services
Sub-Item	4.4.1 Ventilation
Principles	To ensure that units are adequately ventilated with enough fresh air to counteract the build-up of indoor pollutants and moisture
Guidelines	<p>Cross ventilation should be a core consideration in designing units. All rooms to be naturally ventilated wherever possible.</p> <p>Bedrooms must have natural ventilation</p> <p>Bathroom Ventilation :</p> <p>Ventilation of bathrooms to be considered in relation to natural or mechanical ventilation</p> <p>In single loaded passage typologies bathrooms should be located on the walkway side of the unit and ventilate to the walkway.</p> <p>In conversions where bathrooms may be internal without the option of an external window, they must be provided with an extract fan or mechanical extraction.</p> <p>Kitchen areas should have a window to an outside ventilated passage / walkway</p> <p>Ventilation to be considered in relation to mould prevention in both bathrooms and kitchens</p>
Norms & Standards	<p>With natural ventilation is not achieved, mechanical ventilation / extraction must be specified.</p> <p>Ventilation must be in compliance with SANS 10400 Part O</p>
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.1 Ventilation

Overarching Item	4.4 Services
Sub-Item	4.4.2 TV / Satellite / IT / Fibre
Principles	Services to be designed for centralised systems to prevent the multiple individual connections within buildings
Guidelines	Unit to should be centrally cabled so as prevent multiple satellite dishes being installed by tenants. Ensure allowance for cabled point to living room The service backbone and routing to be considered for future retrofitting of services such as fibre etc
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 3.3.1 Services Reticulation

Overarching Item	4.5 Maintenance & Management
Sub-Item	4.5.1 Building User / Occupants Guide
Principles	A Building User / Occupants Guide gives the resident guidance on how to use and maintain the unit.
Guidelines	The Building User / Occupants Guide should give guidance to the resident on the use of unit including ; How to use the services (metering, refuse, etc) Cleaning Replacement of light bulbs Fitting a washing machine Safety requirements : fire and emergency procedures Energy and water saving measures
Norms & Standards	None
Corresponding References	This sub-item must be cross referenced to sub-item: 2.3.1 Operations Manual

Overarching Item	4.6 Accessibility
Sub-Item	4.6.1 Bathroom Design
Principles	Design that enables retrofitting for people with disabilities and mobility issues.
Guidelines	<p>Accessible bathrooms to be designed to be retrofitted in a percentage of units as required by the SHI.</p> <p>This would include :</p> <p>Adequate door width to bathroom within minimum clear opening of 900mm with door opening outwards</p> <p>Accessible showers rather than baths</p> <p>Grabrails</p> <p>Suitable taps</p> <p>etc</p>
Norms & Standards	Compliance with SANS 10400 Part S and relevant accessibility guidelines
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.4 Bathrooms

Overarching Item	4.6 Accessibility
Sub-Item	4.6.2 Accessible Kitchens
Principles	Design that enables retrofitting for people with disabilities and mobility issues.
Guidelines	Accessible kitchen units to be designed to be retrofitted in a percentage of units as required by SHI.
Norms & Standards	As per Accessibility Retrofitting Guidelines
Required documentation for evidence	Compliant with SANS10400 Part S and relevant accessibility guidelines
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.5 Kitchen fittings

Overarching Item	4.7 Sustainability
Sub-Item	4.7.1 Lighting Internal to Unit
Principles	Units to have energy efficient lighting to minimise lighting energy use and costs
Guidelines	<p>Lighting accounts for a significant proportion of total energy use in residential buildings.</p> <p>Efficient lamps, that produce more light with less power compared to standard incandescent bulbs, reduce the building's energy use for lighting. Maintenance costs are reduced as the service life of these types of bulbs is longer than that of incandescent bulbs.</p> <p>Light Fittings should take CFL lamps at a minimum but preferably should be LED Luminaires.</p> <p>Bulbs should be easily available to tenants for purchase</p>
Norms & Standards	<p>At least 90% of the lamps must be of the efficient type in all habitable spaces. No light fittings that use incandescent light bulbs to be specified.</p> <p>Compliance with SANS10400 Part O</p> <p>Other efficient technologies are also available. If another technology is used, documentation must be provided to demonstrate that the light fixtures achieve at least 90 lm/W. Therefore this metric can also be demonstrated by showing energy savings through evidence provided by a competent professional.</p>
Corresponding References	This sub-item must be cross referenced to sub-item: 3.6.1 Lighting

Overarching Item	4.7 Sustainability
Sub-Item	4.7.2 Water Use
Principles	To reduce water usage
Guidelines	<p>Taps :</p> <p>By specifying low-flow taps kitchen sinks and bathroom fittings, water use is reduced without adversely affecting the functionality. Hot water use is also reduced, reducing energy consumption for heating the water.</p> <p>Many different taps are available that meet the flow rate required. To maintain user satisfaction at the lower flow rates, some manufacturers mix water with air to cause turbulence in the flow; this in turn gives an increased sense of pressure without increasing the flow rate. Flow restrictors or aerators can be added on to the specified faucets to reduce the flow rate, which may be a cheaper alternative to purchasing a low-flow faucet.</p> <p>It is important to note that the flow rate of a tap is dependent on the water pressure and manufacturers often provide a chart that plots the flow rate at different pressures.</p> <p>Toilets and cisterns :</p> <p>Toilets can either be specified with a dual flush cistern or a single flush cistern.</p> <p>If the use of a dual flush cistern is not clearly understood the water saving measures may not be achieved.</p> <p>Guidance on Water Efficient Fittings :</p> <p>Low flow showerheads 8L/min Low flow taps for kitchens sinks 6L/min Low flow taps for Bathrooms sinks 6L/min Dual Flush toilet cisterns in bathrooms 6L/first flush and 3L/second flush Single Flush cisterns 6L/flush</p>
Norms & Standards	The specification of water efficient fittings that achieve the flow rates as stipulated above or those stipulated by a metric such as the GBCSA Green Buildings Tool / Edge Rating Tool or by the municipal entity.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.4 Bathrooms 4.3.5 Kitchen fittings

Overarching Item	4.7 Sustainability
Sub-Item	4.7.3 Metering
Principles	Installation of smart metering
Guidelines	<p>The metering of services allows tenants to monitor and manage their services consumption and bills.</p> <p>The location of meters should be related to services ducts and plant areas.</p> <p>The metering of water should be considered in terms of hot and cold water metering in relation to the revenue collection of the SHI.</p>
Norms & Standards	<p>All units to have individual water and electricity metering</p> <p>Consideration should be paid to the type of metering : smart metering, prepaid etc</p>
Corresponding References	<p>This sub-item must be cross referenced to sub-item:</p> <p>3.6.2 Metering & sub metering</p>

Overarching Item	4.7 Sustainability
Sub-Item	4.7.4 Health & Safety : Hazardous Materials
Principles	To reduce health risks to residents by removing materials with hazardous content such as Asbestos and Lead.
Guidelines	An assessment should be made of existing properties before construction commences to ensure that no hazardous materials are present within the building or environment. This includes the safe disposal of items such as fluorescent tubes. Hazardous materials must be removed by a specialist.
Norms & Standards	Certification of removal by approved contractor.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.6 Materials

Overarching Item	4.7 Sustainability
Sub-Item	4.7.5 Use of sustainable Materials
Principles	<p>To encourage the use of materials that minimise the impact on the environment in terms of their embodied energy values</p> <p>To reduce health risks to residents by reducing the use of material with hazardous content.</p>
Guidelines	<p>Embodied energy is the energy consumed by all of the processes associated with the production of a building specifically building materials from the mining and processing of natural resources to the manufacturing, transport and delivery.</p> <p>Materials should be locally sourced wherever possible</p> <p>Volatile Organic Compounds (VOC) are organic compounds that produce vapours (off gassing) readily at room temperature and normal atmospheric pressure. Most commonly recognised with the strong smells in newly painted rooms or the smell of glues used in flooring adhesives</p> <p>Use of interior finishes that minimise the levels of Volatile Organic Compounds (VOC) should be specified. These are floor and wall coverings, and in particular, paints.</p> <p>All paints specified should be low VOC paints.</p>
Norms & Standards	<p>The use of interior finishes that minimise the levels of Volatile Organic Compounds (VOC) should be specified. These are floor and wall coverings, and in particular, paints where low or no VOC paints should be specified. This should be able to be achieved without any additional cost premium.</p>
Corresponding References	<p>This sub-item must be cross referenced to sub-item: 4.3.6 Materials</p>

Overarching item	4.8 Lease Agreement
Sub-Item	4.8.1 Lease agreement
Principles	A mutually rewarding relationship between landlord and tenant.
Guidelines	<p>The lease is a record of what has been agreed and ‘governs’ the relationship between the landlord and tenant. The lease agreement must cover:</p> <ul style="list-style-type: none"> • A detailed description of the rental property/accommodation – what’s included and excluded – and a list of accepted defects upon occupation by tenant. • Detailed particulars of the landlord and tenant. • The lease and notice periods. • The amount of rental and any other additional costs payable by the tenant and terms of payment. • Annual escalation. • Amount of deposit payable and its purpose (defray repair expenses if any). • Detailed information on what the rights and obligations of the landlord are, with specific focus on maintenance and repairs and arrangements for access by landlord into the premises. • Detailed information on what the rights and obligations of the tenant are, with specific focus on use/abuse of the premises, fittings and fixtures, any applicable complex or Body Corporate Rules and subletting.
Norms and Standards	<p>The lease agreement is to be in writing and signed by both parties. The provisions of the lease are to comply with the Rental Housing Amendment Act, 2014, the Formalities in Respect of Leases of land Act, 1969, the applicable provisions of the Consumer Protection Act, 2008 and its final Regulations of 2011, The Sectional Title Scheme management Act as amended, any prevailing Municipal by-laws, the Estate Agency Affairs Act, 1976 (if estate agent is the landlord), the Prevention of Illegal Eviction From and Unlawful Occupation of Land Act, 1998 and the Immigration Act 13 of 2002.</p>

9.10. Norms & Standards for Communal Housing

The following norms and Standards apply to the provision of rooms with shared bathroom & kitchen amenities which may be provided as a component of a CRU housing development, communal housing, / 'SRO- single room occupancy' typology, special needs or supported housing, transitional or temporary emergency housing.

Reference should be made to the matrix in section 2.8 for compliance criteria in terms of Levels 1-4 in addition to the Items below.

Overarching Item	5.1 Rooms with shared amenities
Sub-Item	5.1.1 Unit Design
Principles	To ensure that rooms within a communal environment are adequately sized and designed to allow residents to enjoy privacy in a secure and safe environment.
Guidelines	Rooms must be adequately sized to allow a cooking area separate from the sleeping / bed area. The room width should be adequately sized to allow space for a double bed with circulation space. There should be enough space to allow a cupboard The cooking area should have a built-in surface adequately sized for food preparation and a 2 plate surface stove or microwave and an area for a fridge. A double plug should be provided located so that the fridge plug and stove can use it.
Norms & Standards	Exceed statutory minimum room size
Corresponding References	This sub-item must be cross referenced to the sub-items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning

Overarching Item	5.2 Communal Amenities
Sub-Item	5.2.1 Bathrooms
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	Where single rooms are provided in developments. Common area bathrooms must be provided for both male and female tenants. Designs should not allow direct sightlines from passages into bathrooms. Consideration to be given to safety and security of residents: where possible install CCTV outside bathroom entrance door.
Norms & Standards	The number of ablutions to be provided is in accordance with the tables contained in SANS10400. Notwithstanding, consideration should be given to the following : <ul style="list-style-type: none"> • The provision of bathroom facilities for different genders should be designed to ensure privacy and the safety of users. • The facilities should not only be designed as communal facilities but include a mix of standalone bathrooms with bath or shower, basin and toilet suitable for family use • Access to some 'family' bathroom units should be accessible from a common passage i.e. not from either a male or female bathroom area • Showers should have a change area within the cubicle • Toilets with a basin within the cubicle • To be provided with hot and cold water Strategies for metering of water to be considered i.e. is hot and cold water metered on a smart card basis or services covered within the room rental
Corresponding References	This sub-item must be cross referenced to sub-items items: 4.1.4 Shape 4.2.1 Unit Plans: Space Planning

Overarching Item	5.1 Communal Amenities
Sub-Item	5.2.2 Kitchens
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	<p>Where single rooms are provided in developments, common kitchens should be provided.</p> <p>It is noted that most tenants may choose to cook within their individual spaces.</p> <p>Common area kitchens must be provided with suitable areas for washing and cleaning dishes and well as cooking if required. Moreover, seating should be provided in these areas</p> <p>Kitchen areas must be suitably ventilated.</p> <p>Electrical Points to be provided.</p> <p>Consideration to be given to safety and security of residents: where possible install CCTV</p>
Norms & Standards	Size and number of kitchen areas to be prescribed as ratio of unit numbers.
Corresponding References	This sub-item must be cross referenced to sub-item: 4.3.6 Materials

Overarching Item	5.1 Communal Amenities
Sub-Item	5.1.2 Common Area Amenities
Principles	This requirement is relative to buildings with single rooms and communal facilities.
Guidelines	<p>Developments with single rooms sharing communal bathroom and kitchen facilities should be provided with additional communal facilities as these are not provided internally within the unit. The range of these facilities will depend of the target market of the tenant and may include any / all of the following:</p> <p>Laundry Areas as per sub item 3.2.1 Recreational & play areas as per item 3.2.4 Communal kitchen areas with access to stoves and fridges Leisure Areas such as communal lounges, TV areas and games rooms The provision of work rooms, study areas etc</p>
Norms & Standards	Common area amenities to be related to the scale of the development, the location of the development and the nature of the integration within a campus.
Corresponding References	<p>This sub-item must be cross referenced to sub-items:</p> <p>3.1.3 Provision of Open Space 3.1.4 Provision of Play areas</p>

9.11. Development Options and Indicative Typologies

9.11.1. Development Options

The CRU programme has the following development guidelines

OPTION NO		INTERVENTION
STABILIZ	1	To address minimum Health and Safety aspects of the existing buildings. Making safe all dangerous electrical installations, address collapse sanitation systems etc.
DEMOLITION	2.1	Simple demolition of single-storey buildings, and site rehabilitation to rid sites of undesirable structures and/or to prepare for new build on the site.
	2.2	Medium complex demolition of double storey buildings with flat slabs on load-bearing brickwork, and site rehabilitation to rid sites of undesirable structures and/or to prepare for new build on the site.
	2.3	Complex demolition of multi-storey buildings (2-4 storey) with reinforced concrete framed structures, and site rehabilitation to rid sites of undesirable structures and/or to prepare for new build on the site.
REFURBISHMENT	3.1	Basic refurbishment – no upgrade (repair and re-decorate existing buildings without upgrade) following stabilisation where required.
	3.2	Upgrade refurbishment, (repair and re-decorate existing buildings and facilities, including simultaneous upgrade of specifications where required), following stabilisation where required.
HOSTEL AND OTHER BUILDING	4.1	Hostel conversion into normal self contained sustainable rental housing units or rooms with shared facilities.
	4.2	Simple conversion of existing occupied inner city or township buildings already owned, or intended to be taken over by the municipality or province (residential to residential e.g. hotels to flats or rooms with shared facilities).
	4.3	Complex conversion of existing occupied inner city or township buildings already owned, or intended to be taken over by the municipality or province (other use to residential e.g. offices to flats or rooms with shared facilities).
NEW BUILD INFILL	5.1	New build on existing sites, flats or rooms with shared facilities –single storey.
	5.2	New build infill for densification or replacement of demolished buildings on existing hostel sites, state-owned rental stock sites, or other occupied sites owned or intended to be taken over (flats or rooms with shared facilities–two to four storey walk-ups.
	6.1	New build on greenfields vacant sites to accommodate de-densification needs of hostel redevelopment projects (flats or rooms with shared facilities–two to four storey walk-ups.

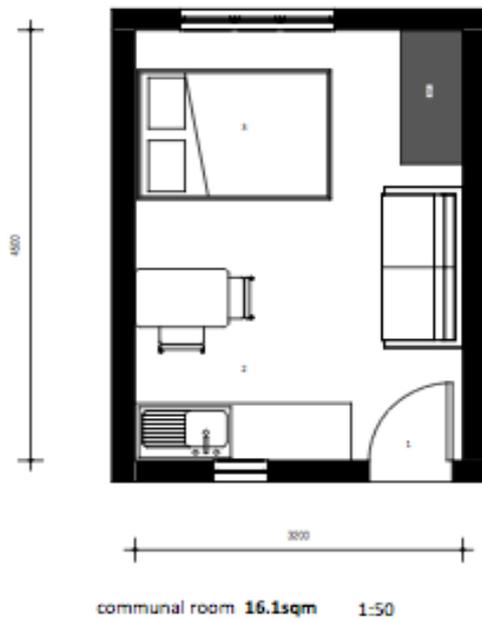
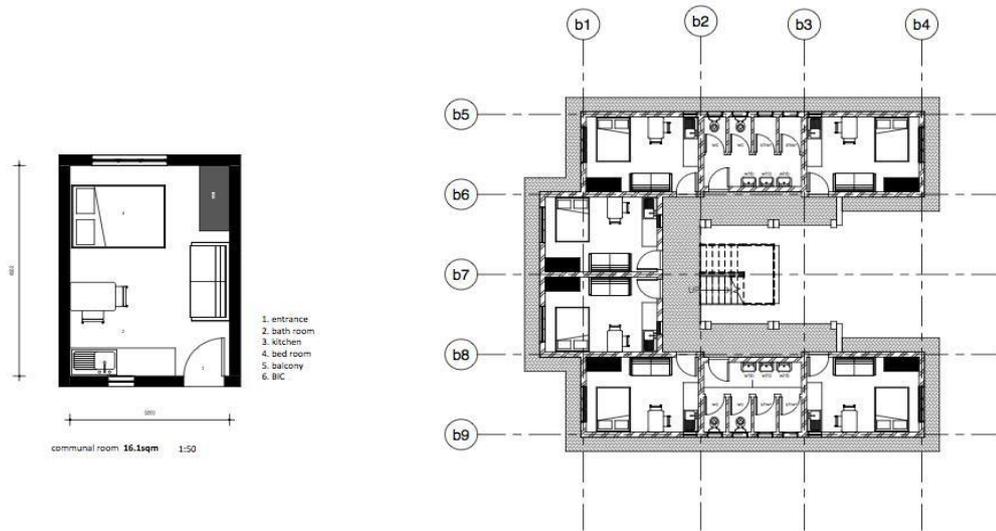
9.11.2. Design guidelines for indicative housing typologies

Housing typologies must be designed to provide a wide range of options to meet diverse needs and affordability profiles and allow flexibility of configuration (block layouts) to suit varying site conditions (size, shape, topography, etc). In line with this, the following range of options up to two bedrooms will be considered for approval under the Programme funding:

Proposed unit type	Unit features	Possible built forms (all 2-3 storey walk-ups)	Possible tenancy arrangements
1B: Rooms with communal facilities	Sink and top for cooking in unit, space for double bed/2 single beds, kitchen sink units	U-shape, courtyards, rows, clusters	1 single, single with child, couple, 2 singles sharing
1C: Bachelor unit	Fully self-contained	U-shape, courtyards, rows, clusters	1 single, single with child, couple, 2 singles sharing
2A, 2B, 2C: One bedroom units	Fully self-contained	Rows, clusters	1 single, single with child, couple, couple with child, 2 singles sharing
3A, B, C, D: Two rooms with shared facilities	Self-contained, but shared facilities within unit	U-shape, courtyards, rows, clusters	Multiple lease – 2 singles (with or without child), 2 couples, 1 single and 1 couple
3F, 3G: Two bedroom units	Fully self-contained	Rows, clusters	Single with child, couple, couple with 1-2 children, 2-4 singles sharing

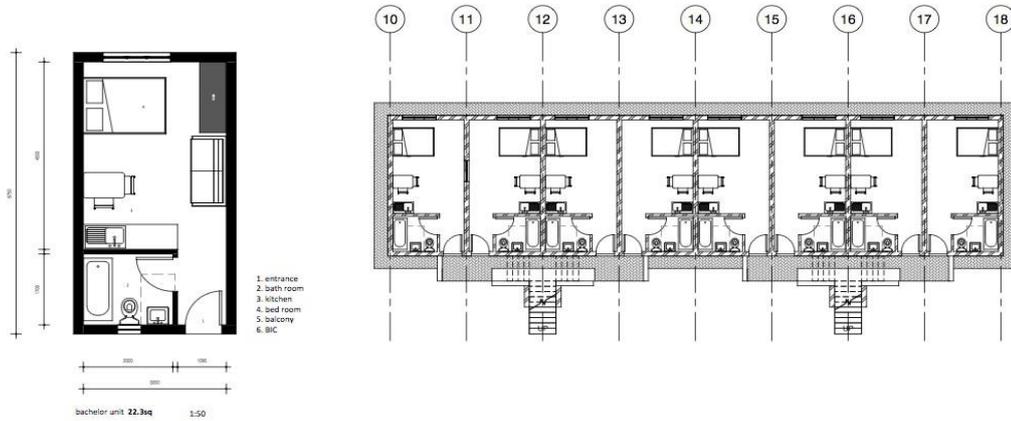
9.11.3. Design guidelines: Example floor plans of unit typologies

9.11.3.1. Unit type 1B: Rooms with communal shared facilities – 16.1m²



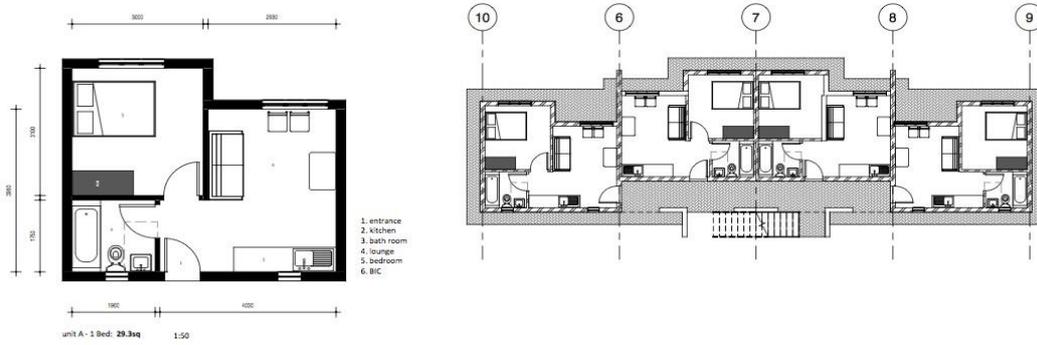
Notes:

1. The unit can be used for a single tenancy (single, single with child, couple)
2. The kitchen sink could also be moved to a communal area, allowing for more bed space
3. The configuration shown here is for a semi-courtyard U-shape block, but could be varied into rows, L-shapes, and full enclosed courtyards by adding a mirrored U-shape to the existing one
4. The plan shown here is for a two-storey block, but could also be varied for three storeys

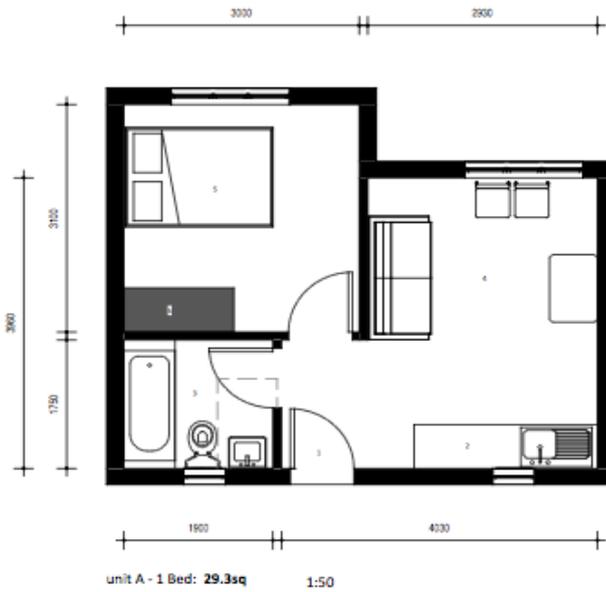
9.11.3.2. Unit type 1C: Bachelor unit, self-contained – 22.3m²**Notes:**

5. The unit can be used for a single tenancy (single, single with child, couple)
6. The unit can also be used for shared tenancy (2 singles with separate leases)
7. The bath can be replaced with a shower (this could also include moving the bathroom wall slightly to increase sleeping space)
8. Blocks can be two or three storeys
9. Blocks could be arranged in rows, L-shapes, H-shapes front to front with central connecting stairs (some potential; problems with orientation though), U-shapes and courtyards with slight modifications

9.11.3.3. Unit type 2A: One bedroom unit, self-contained – 29.3m²

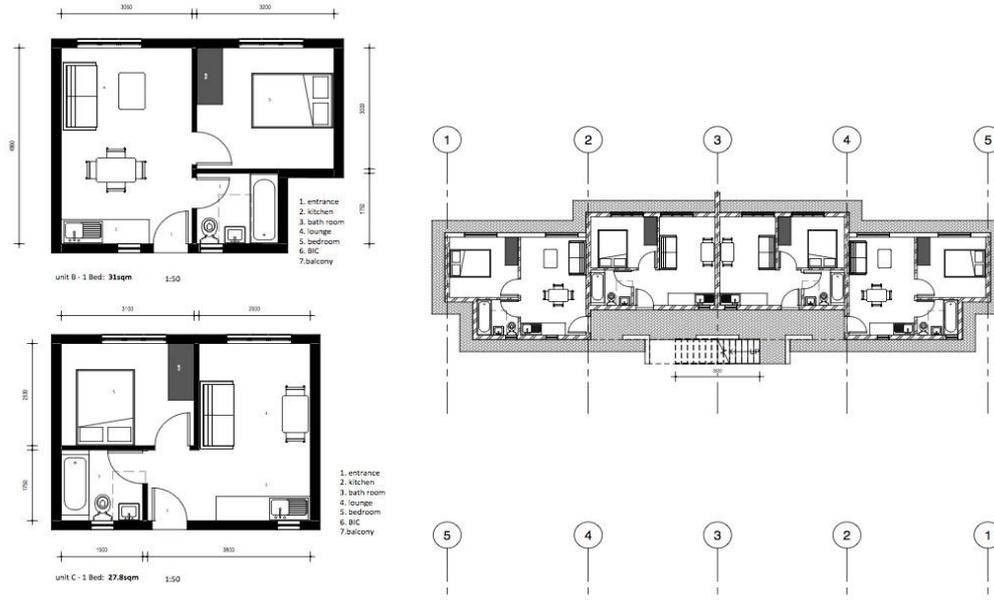


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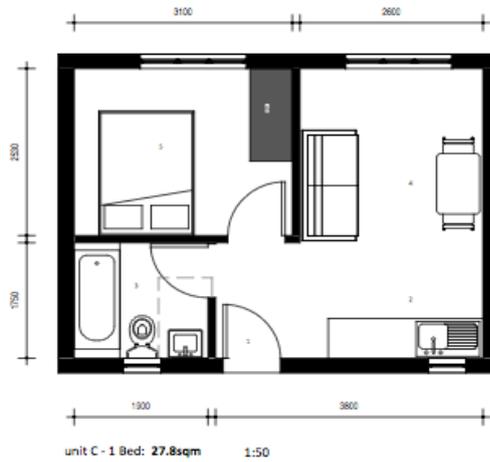


1. The unit can be used for single tenancy (single, single with child, couple, couple with 1 child)
2. unit can also be used for shared tenancy (2 singles)
3. The bath can be replaced with a shower
4. Blocks could be arranged in rows, L-shapes, H-shapes front to front with central connecting stairs (some potential; problems with orientation though), U-shapes and courtyards with slight modifications

9.11.3.4. Unit type 2B, 2C: One bedroom unit, self-contained – 31.0m², 27.8m²



Notes:



- 5. The unit can be used for single tenancy (single, single with child, couple, couple with 1 child)
- 6. The unit can also be used for shared tenancy (2 singles)
- 7. The bath can be replaced with a shower
- 8. Blocks could be arranged in rows, L-shapes, H-shapes front to front with central connecting stairs (some potential; problems with orientation though), U-shapes and courtyards with slight modifications

9.11.3.5. Unit types 3A-D: Two rooms for separate tenancies, sharing facilities contained within the unit – 40.0m², 40.0m², 41.0m², 40.0m²



Notes:

1. Units are specifically designed for shared tenancy (2 singles, 2 couples, 1 single and 1 couple, etc), but could also be used for single tenancy)
2. Different bathroom/kitchen configurations are possible with slight effects on cost
3. Baths and showers are interchangeable in all the options
4. Blocks can be two or three storeys
5. Blocks can be H-shapes as shown, or rows, L-shapes, U-shapes and courtyards with small modifications and effects on costs

9.11.3.6. Unit types 3F & 3G: Two bedroom unit, self-contained, Type 3F with main bedroom and smaller second bedroom – 41.0m², Type 3G with equal size bedrooms



Notes:

1. Type 3F is a conventional family unit with one main bedroom and one secondary bedroom. It could however be used for either single, or shared tenancy, with a lower rental for the smaller room (couple, couple with 1-2 children, single with 1-2 children, 2 singles, 2 couples).
2. Type 3G, with equal size bedrooms, is more specifically designed for shared tenancy – same rental for either room (tenancy as 3F)
3. Baths and showers interchangeable
4. Blocks can be two or three storeys, and can also be arranged in rows, L-shapes, U-shapes or full courtyards with minimal modifications and cost effects

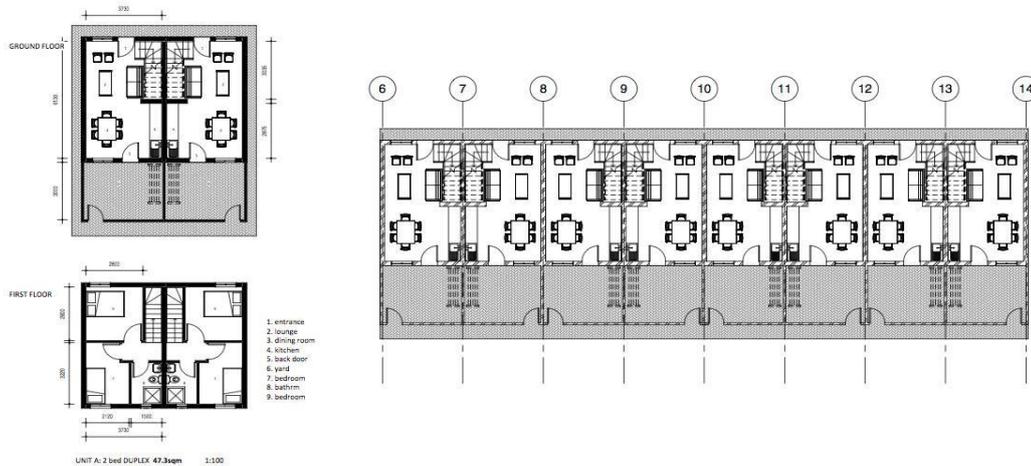
9.11.3.7. Individual family units with access to own yards

Provide for individual family homes with access to their own yards (e.g. play spaces or children). This should be higher density duplex row houses on undivided land.

These units should be limited to two bedroom duplexes (no three bedroom units which could either lead to sense of entitlement or demands for ownership), as in the table below:

Proposed unit type	Unit features	Possible built forms (all 2-4 storey walk-ups)	Size m ²	Possible tenancy arrangements
5A: Two bedroom duplex unit	Fully self-contained	Rows, clusters, courtyards	47.3	Family with 1-2 children

9.11.3.8. Unit type 5: Two bedroom duplex family unit – 47.0m²



10. Norms and Standards: Private Sector Rental Housing

10.1. Overall approach

For Private Sector Rental, the Norms and Standards are based on the very simple and clear edict of statutory compliance.

Building Regulations establish a set of minimum standards that must be achieved in the design and construction of buildings. They are supported by a series of approved documents that provide guidance about how the regulations can be satisfied in common building situations, and these in turn are supported by a wide range of reference documents.

All developments must demonstrate compliance in terms of the National Building Regulations and Building Standards Act 1997, SANS 10400, as well as a series of Normative References and Standards as issued by the SABS Standards Division such as SANS2001. SANS 10400 sets out a series of compliance routes; deemed to satisfy requirements, functional regulations and prescriptive regulations including for example:

- ☐ **Deemed to Satisfy Requirement:** This is a non-mandatory requirement, the compliance with which ensures compliance with a functional regulation.
- ☐ **Functional Regulation:** This is a regulation that sets out in qualitative terms what is required of a building or building element or building component in respect of a particular characteristic, without specifying the method of construction, dimensions or materials to be used.
- ☐ **Prescriptive Regulation:** This is a regulation which describes in some detail an operation to be performed, or the dimensions of a building, building element or building component and the materials and method of construction to be used in such building, building element or building component.

The basis of the approach is that 'residential rental accommodation' has three components:

- **The 'property'** (the land on which the dwelling/s are situated on) and where predominantly applicable legislation/regulations are municipal ordinance and by-laws and the NBR (SANS 10400 that includes 'deemed to satisfy' codes of practice).
- **The 'building'** and where the predominantly applicable legislation/regulation is again the NBR (SANS 10400), as well as SANS10142 for electricity. Depending on both the building type e.g. single dwelling, sectional title or even a rural farmstead, other legislation and regulations may also apply (for example the Sectional Title Scheme Management Act).
- **The 'lease'** which regulates the relationship between the landlord and tenant and where,

in addition to the Rental Act (applicable to all three components to varying degrees but most applicable to the relationship/lease) and Sectional Title Scheme Act (where accommodation rented is in a sectional title scheme), other legislation such as the Consumer protection Act or Immigration Act (person allowed 'legal residence') may also apply.

While all of the provisions of all the different acts and regulations may not be applicable, some inconsistencies in either the provisions or in the way they could be interpreted seem apparent. To this end, it is unclear which legislation would take precedence in the event of an inconsistency or conflict. ***Until there is further clarity on this, for the purposes of this document, where reference is made to a specific act, regulation or guideline in the following 'norms and standards' sections, the intention is that compliance with the referenced item is the required norm and/or standard.***

10.2. Structure of the Norms and Standards

The norms and standards are structured in a hierarchy, starting at the site and contextual framework level and working through to the detailed requirements of the unit. Four levels are provided for:

- ② **Level 1: The Property and Utilities**
- ② **Level 2: The Building and Amenities**
- ② **Level 3: The Lease Agreement**
- ② **Level 4: Environmental Sustainability**

The norms and standards are set out in a table that includes the following:

- ② **Overarching item:** This term refers to specific thematic elements within the levels defined. (For example, the overall context of a development).
- ② **Sub-item:** This element refers to a specific area of focus within themes and provides more detail on particular components of overarching items.
- ② **Principles:** These are the high-level key outcomes desired by the particular sub-item.
- ② **Guidelines:** Applicable good practice on a particular topic informed by knowledge, understanding and experience of practitioners in the field and their professional advisors. This is an explanation of how the general principles are to be achieved.
- ② **Norm and standard:** This is the compliance levels that must be achieved.

10.3. Norms and Standards

The below sections provide detail on both overarching and sub-items of relevance to Norms and Standards of Private Sector Rental Housing.

10.3.1.Level 1: The property and utilities

1.1 Property Rights and Designated Uses		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	1.1.1 Location and Residential Use Rights	
Sub-Item		
Principles	Private Sector Rental Housing is not restricted to any specific locality other than it is to be located on properties that are for residential purposes, namely, they have residential zoning or have been granted residential consent use by the municipality.	Not applicable (n/a)
Guidelines	For any new township development, the property owner or developer is responsible to ensure that the township is established in accordance with the municipalities' conditions of approval. The property owner is responsible to ensure that the occupation and use of the property comply with the relevant municipal zoning and consent use by-laws and/or township ordinance.	Any proposed new developments for rental housing need to be approved by the municipality and, where required, comply with the provisions of the Red Book and any other adopted & documented guidelines and by-laws of the municipality
Norm and Standard	The Rental Housing facility must have residential zoning and/or residential use rights in terms of the municipal by-laws that govern property zoning and consent rights.	N/a

Overarching Item	1.1 Property Rights and Designated Uses		
Sub-Item	1.1.2 Classification and designation of occupancy		REFERENCE TO ACTS AND LEGISLATION
Principles	Buildings used for Private Sector Rentals are to be habitable .		H3 – Domestic residence. Occupancy consisting of two or more dwelling units on a single site. NBR A20 table 1
Guidelines	As a guideline, The Private Sector Residential Rental Facility would be classified and designated as “residential” with either an occupancy of H3 or H4 as detailed in The National Building Regulations- Part A20-table1. This categorises the full spectrum of residence and occupancy that apply to various building typologies, from single stand alone/detached units to multi-storey attached units. Accordingly, for multi-unit complexes, it is irrespective of whether the landlord is the owner of the entire complex or a single unit in the complex		H4 - Dwelling house - Occupancy consisting of a dwelling unit on its own site, including a garage and other domestic outbuilding, if any. NBR A20 table 1 This classification shall reflect the primary function of such building, provided that, in any building divided into two or more areas not having the same primary function, the occupancy of each such area shall be separately classified. NBR - A20/1 Notwithstanding the requirements of the above, any area in any building which is used for any purpose ancillary to that of any occupancy classification contemplated in above shall, subject to adequate facilities and safety measures being provided, not be classified as a separate occupancy. NBR - A20/2.
Norm and Standard	The Residential Rental Facility shall be classified and designated as “residential” with an occupancy of H3 or H4 as detailed in the National Building Regulations- PART A20-table1. The rental buildings shall comply with the primary function and ancillary uses as detailed in NBR – PART A20 / 1-2. The use and purpose of the residential rental building shall be used as detailed in NBR – PART A25.		No person shall use any building or cause or permit any building to be used for a purpose other than the purpose shown on the approved plans of such building, or for a purpose which causes a change in the class of occupancy as contemplated in these regulations, whether such plans were approved in terms of the Act or in terms of any law in force at any time before the date of commencement of the Act, unless such building is suitable, having regard to the requirements of these regulations, for such first-mentioned purpose or for such changed class of occupancy. NBR A25/1. The Rental Housing Amendment Act, 2014 has a definition for ‘habitable’ but where it is quite broad and can be interpreted in many different ways. Thus the suggested norm is per that of the NBR which gives measurable detail to components that make up ‘habitability’ - such as health, safety, privacy, comfort and as further detailed in the items to follow.

Overarching Item 1.2 Services/Utilities ³⁷	
Sub-Item	1.2.1 Sanitation and disposal of sewerage
Principles	Habitable – health perspective: residential accommodation is such that residents are not exposed to contamination and disease due to the ongoing presence of untreated sewerage or dirty water.
Guidelines	<p>The rental building shall be provided with a suitable means of sewer and drainage disposal.</p> <p>The building owner shall ensure that the drainage and sewerage system is operational and functioning properly.</p>
Norms and Standards	<p>Every residential rental building shall be provided with a suitable drainage system which complies with NBR – Sans 10400 - Part P</p> <p>The design of the drainage system to a building shall comply with NBR – SANS 10400 Part P2.</p> <p>Where there is no such means of water borne sanitary disposal, other means of disposal shall be permitted by the Local authority provided it complies with NBR – SANS 10400 Part Q</p>
<p style="text-align: center;">REFERENCE TO ACTS AND LEGISLATION</p> <p>P1 COMPULSORY DRAINAGE OF BUILDINGS</p> <p>(1)</p> <p>(a) Where in respect of any building a suitable means of disposal of water-borne sewerage is available the owner of such building shall provide a drainage installation.</p> <p>(b) Where there is no such means of disposal, sewerage shall be disposed of in accordance with Part Q of these regulations.</p> <p>(2)</p> <p>(a) Where a sewer is or becomes available for the drainage of such building the owner of such building shall, at his own cost, lay, alter or extend any drain serving such building to terminate at a location and level as prescribed by the local authority for the connection to such sewer.</p> <p>P2 DESIGN OF DRAINAGE INSTALLATIONS</p> <p>(1) Any drainage installation in any building shall be so designed and constructed that –</p> <p>(a) an adequate number of sanitary fixtures is provided in relation to the population and class of occupancy of such building;</p> <p>(b) such installation is capable of carrying the design hydraulic load;</p> <p>(c) such installation is capable of discharging into any common drain, connecting sewer or sewer provided to accept such discharge;</p> <p>(d) all components and materials used in such installation are watertight;</p> <p>(e) no nuisance or danger to health will be caused as a result of the operation</p>	

(f) any drain in such system is of such strength, having regard to the manner in which it is bedded or supported, that it is capable of sustaining the actions to which it may normally be subjected and that it is, where necessary, protected against any drainage;

(g) all sanitary fixtures are so located that they are easily accessible to those persons they are intended to serve;

(h) any necessary inspection, cleaning and maintenance required, may be performed through the means of access provided.

**PART Q - NON-WATER-BORNE MEANS OF SANITARY DISPOSAL Q1
MEANS OF DISPOSAL**

Where water-borne sewage disposal is not available other means of sewage disposal shall be permitted by the local authority; Provided that:

(a) it stores, conveys, processes and disposes of human body wastes and wastewater in such a way that the pathogens, pollutants and contaminants associated therewith do not compromise the health and safety of the original user or others; and

(b) in the case of chemical or toilet a satisfactory means is available for the removal and disposal of sewage from such closets;

Q2 PERMISSION

Overarching Item 1.2 Services/Utilities		REFERENCE TO ACTS AND LEGISLATION	
Sub-Item	1.2.2 Electricity	Refer to SANS10142	
Principles	Habitable – safety perspective: residential accommodation such that occupants are not exposed to dangerous electrical installation and consequential electrocution.		
Guidelines	Any fixed electrical installation to the property and building (dwellings) is to be done by a certified competent electrician and in accordance with the provisions of SANS10142. This also applies to alternative power sources, such as PV panels and generators (clauses 5.7.4 and 7.12)		
Norms and Standards	Any electrical supply and installation are to comply with SANS10142 and any applicable municipal by-laws.		

Overarching Item 1.2 Services/Utilities	
Sub-Item	1.2.3 'Hot' Water Provision
Principles	<p>Habitable – health perspective: residential accommodation such that residents are not exposed to contamination and disease due to the lack of potable water for drinking, washing and cleaning.</p>
Guidelines	<p>Potable water supply to each accommodation unit.</p> <p>Hot water may be provided by a variety of systems such as heat pumps, solar, magnetic induction geysers, gas and hybrid systems. In all cases the efficiencies of the system should be evaluated in relation to the cost of producing hot water.</p> <p>The building owner to ensure that all plumbing in regard to water supply is functional.</p> <p>Within the broader parameters of environmental sustainability and resilience, non/un-conventional approaches to service provision may be considered wholly or partially. These could be at a macro level for example applying localised black or grey water treatment. Or at a micro level such as off grid solutions provided to elements within a development for example dry /waterless toilets in certain building types like a guardhouse or community facility.</p>
Norms and Standards	<p>Potable water to be supplied to each accommodation unit and if accommodation is in a proclaimed township, in accordance with the applicable municipal by-laws.</p> <p>If hot water is also provided, it is to be in accordance with NBR - SANS10400 PART XA</p>
REFERENCE TO ACTS AND LEGISLATION	
<p>4.1 Hot water supply</p> <p>4.1.1 In order to comply with functional regulation XA2, contained in part XA of the National Building Regulations, the following guidance is provided:</p> <p>a) the volume of the annual average hot water heating requirements shall be calculated in accordance with tables 2 and 5 of SANS 10252-1:2004; and</p> <p>b) if solar water heating systems are used, these shall comply with SANS 1307, SANS 10106, SANS 10254 and SANS 10252-1.</p> <p>4.1.2 Requirements for water installations in buildings shall be in accordance with SANS 10252-1 and SANS 10254.</p> <p>4.1.3 All hot water service pipes shall be clad with insulation with a minimum R-value in accordance with table 1.</p> <p>4.1.4 Thermal insulation, if any, shall be installed in accordance with the manufacturer's instructions.</p>	

Overarching Item 1.2 Services/Utilities	
Sub-Item	1.2.4 Stormwater disposal
Principles	Habitable – safety and health perspective: residential accommodation such that residents and accommodation are not exposed to flooding which may render the accommodation either structurally unsafe or unhealthy as a result of water ingress or ongoing dampness.
Guidelines	The rental property shall be provided with stormwater systems – surface or underground depending on the design or circumstances - so that no undue damage may be caused to either the interior of the building or its structural elements e.g. walls which render the building either uninhabitable or unsafe. Stormwater systems shall be maintained on an ongoing basis by the building owner.
Norms and Standards	A residential rental building shall be provided with a suitable means for the control and disposal of accumulated stormwater run-off which stormwater system shall comply with NBR – SANS 104400 Part R as well as any applicable municipal bylaws and town planning ordinances.
REFERENCE TO ACTS AND LEGISLATION	
<p>R1 STORMWATER DISPOSAL REQUIREMENT</p> <p>(1) The owner of any site shall provide suitable means for the control and disposal of accumulated stormwater which may run off from any earthworks, building or paving.</p> <p>(2) Such means of stormwater disposal may be in addition to or in combination with any drainage works required in terms of regulation F4(2).</p> <p>(3) The requirements of sub-regulation (1) shall be deemed to be satisfied where such means of stormwater disposal is provided in accordance with SANS 10400-R: Provided that where a local authority is of the opinion that the conditions on any site render it essential for stormwater disposal to be the subject of an acceptable rational design prepared by an approved competent person, such local authority shall, in writing, notify the owner of such site of its reasons for the necessity for such design, and may require such owner to submit for approval plans and particulars of a complete stormwater control and disposal installation for such site and for any building erected thereon, based on such design.</p> <p>R2 SAVING</p> <p>(1) These regulations shall not be construed as requiring the installation in any building of any roof gutter or downpipe where other suitable means has been provided to ensure the disposal or dispersal away from such building of rainwater from the roof of such building.</p> <p>(2) The regulations in this Part shall not apply to any site used exclusively for the erection of any dwelling house or any building appurtenant thereto, provided that where, due to special site features, the discharge of</p>	

Overarching Item 1.2 Services/Utilities		REFERENCE TO ACTS AND LEGISLATION
Sub-Item	1.2.5 Refuse Disposal	
Principles	Habitable – health perspective: residential accommodation is such that residents are not exposed to contamination and disease due to the build-up of refuse.	NBR - U1 PROVISION OF STORAGE AREAS Any building, excluding a dwelling house, in which refuse is or will be generated shall be provided with an adequate storage area for refuse containers.
Guidelines	A central refuse storage area should be located close to the entrance of development with an adequate area for bins and for the cleaning of bins. A waterpoint and drain should be provided within the refuse storage area. The size and location of this area should be in compliance with local authority waste management requirements.	NBR - U2 ACCESS TO STORAGE AREAS The location of any area contemplated in regulation U1 shall be such that access thereto from any street for the purpose of removing the refuse, is to the satisfaction of the local authority. NBR - U3 REFUSE CHUTES Where any refuse container receives refuse from any chute such chute shall be designed and erected so as to be safe in operation.
Norms and Standards	Any building, excluding a dwelling house, shall be provided with refuse facilities as stipulated in NBR – PART U1. The refuse facility for any building excluding a dwelling house shall be located in accordance with NBR – PART U2 Where refuse chutes are provided these shall be designed and erected in terms of NBR – PART U3	

10.3.2.Level 2: The building and amenities

Overarching Item		2.1 External Building Envelope
Sub-Item	2.1.1 Building Standards	
Principles	<p>The constitution states that everybody has a right to “an environment that is not harmful to their health or wellbeing. Rental Accommodation must be designed to attain the requirements associated with habitability – acceptable safety, protection from the elements and undue health hazards, privacy and comfort.</p>	
Guidelines	<p>The external envelope of the building must not allow the penetration of rainwater or another surface water into its interior. The building must be lockable and secure. The construction of any building or element shall be such that the building or element as constructed does not compromise the design intent of any design solution that satisfies the requirements of a functional regulation. (NBRA14/1a)</p>	
Norms and Standards	<p>The design and construction of residential rental dwellings for human occupation must comply with all components of the National Building Regulations and its Deemed to Satisfy Rules.</p>	
		<p style="text-align: center;">REFERENCE TO ACTS AND LEGISLATION</p> <p>PART B - 1 DESIGN REQUIREMENT</p> <p>(1) Any building and any structural element or component thereof shall be designed to provide strength, stability, serviceability and durability in accordance with accepted principles of structural design, and so that it will not impair the integrity of any other building or property.</p> <p>(2) Any such building shall be so designed that in the event of accidental overloading the structural system will not suffer disastrous or progressive collapse which is disproportionate to the original cause.</p> <p>(3) The requirements of sub-regulations (1) and (2) shall be deemed to be satisfied where such building is designed in accordance with Part B of section 3 of SABS 0400.</p> <p><i>Note: In the Rental Housing Act and its amendments (section 4B (11)) it states that the landlord/owner “must provide a tenant with a dwelling that is in a habitable condition, as well as maintain the existing structure of the dwelling”. Dwellings are defined as “any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated parking space which is leased as part of the lease”.</i></p>

2.1 External Building Envelope		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.1.2 Structural Design	
Sub-Item	2.1.2 Structural Design	
Principles	<p>For the purposes for habitability, any building and any structural element or component should be designed and built to provide strength, stability, serviceability and durability under all foreseen actions which can reasonably be expected to occur.</p> <p>In terms of the erection of a building for rental purposes, a rational design or assessment is required as well as a geotechnical investigation which is to be undertaken by a suitably qualified person.</p>	<p>As for 2.1.1 above. In addition:</p> <p>A19 APPOINTMENT OF PERSONS RESPONSIBLE FOR DESIGN, INSPECTION AND ASSESSMENT DUTIES</p> <p>(1) Wherein terms of these regulations and in respect of the erection of any building:</p> <p>(a) a rational design or rational assessment, is required in terms of:</p> <p style="margin-left: 20px;">(i) Regulations Z4(1)(b)(ii), A1(3), A23(4), G1(3), O4, P2(2), Q3, R(3), T1(2), W4 in respect of a system, measure, facility, parameter, or installation, as relevant, or</p> <p style="margin-left: 20px;">(ii) a part of SANS 10400; or</p> <p>(b) a geotechnical investigation is required in terms of regulation F3, the owner of the building shall subject to the provisions of sub-regulations(4) and (5) appoint and retain one or more approved competent persons to undertake responsibility for the work associated with such regulations including any inspections and certifications that may be required.</p> <p>A13 BUILDING MATERIALS AND TESTS</p> <p>(1) (a) Material used in the erection of a building shall be suitable for the purpose for which it is to be used.</p> <p>(b) All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the</p>
Guidelines	<p>Buildings shall be designed to be structurally sound.</p> <p>Any structural elements within a building shall be designed and materials sourced and specified in terms of NBR Part A4 and A13.</p>	
Norms and Standards	<p>Any building shall be designed by a suitably qualified person (NBR SANS 10400 Part A19) which design shall comply with NBR – Sans 10400 Part B.</p> <p>Any designs and Materials utilised within a building shall comply with NBR SANS 10400 Part A4 and Part A14.</p>	

2.1 External Building Envelope	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	PART K - WALLS
Principles	<p>K1 STRUCTURAL STRENGTH AND STABILITY</p> <p>Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking) or deformation do not compromise the opening and closing of doors and windows or the weather tightness of the wall and in the case of any structural wall, be capable of safely transferring such actions to the foundations supporting such wall.</p>
Guidelines	<p>K2 WATER PENETRATION</p> <p>(1) Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building.</p> <p>(2) Where a building includes a basement or semi-basement, the local authority may, if it considers that conditions on the site on which the building is to be erected necessitate integrated designs for the penetration of water into such basement or semi-basement applicable to all construction elements or components thereof, require the submission of such designs for approval. Construction shall be in accordance with the requirements of the approved design.</p>
Norms and Standards	<p>K3 ROOF FIXING</p> <p>Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner that will ensure that any actions to which the roof may normally be subjected will be transmitted to such wall.</p> <p>K4 BEHAVIOUR IN FIRE</p>
2.1.3: Walls	<p>For the purposes for habitability, any wall within a building shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur. The wall must be constructed to adequately resist the penetration of water into any part of the building. Walls should be designed and constructed to be as energy efficient as possible.</p> <p>External walls must be structurally sound.</p> <p>External walls must be designed and constructed to adequately prevent water penetration.</p> <p>The external wall construction must be constructed of suitable material to ensure durability and long-term maintenance.</p> <p>All walls within buildings must provide adequate provision for the fixing of roof trusses or beams.</p> <p>All walls must be compliant from a fire rating perspective. All walls must achieve a minimum R rating.</p> <p>Construction of external walls must comply with relative "R" Values as per NBR – SANS 10400 XA.</p> <p>The design and construction of all walls must comply with NBR - SANS 10400 Part K.</p>

Overarching Item	2.1 External Building Envelope
Sub-Item	<p data-bbox="395 577 419 969">REFERENCE TO ACTS AND LEGISLATION</p> <p data-bbox="459 295 515 969">Any wall shall have combustibility and fire resistance characteristics appropriate to the location and use of such wall.</p> <p data-bbox="523 790 547 969">4.4.3 External walls</p> <p data-bbox="555 353 579 969">4.4.3.1 Non-masonry walls shall achieve a minimum total R-value of</p> <p data-bbox="587 712 611 969">a) climatic zones 1 and 6: 2,2</p> <p data-bbox="619 656 643 969">b) climatic zones 2, 3, 4 and 5: 1,9.</p> <p data-bbox="651 295 722 969">4.4.3.2 The following types of masonry walling comply with the R-value requirements:</p> <p data-bbox="730 331 786 969">a) double-skin masonry with no cavity, plastered internally, or rendered externally²; or</p> <p data-bbox="794 295 882 969">b) single-leaf masonry walls with a nominal wall thickness greater than or equal to 140 mm (excluding plastering and rendering), plastered internally and rendered externally.</p> <p data-bbox="890 295 946 969">The requirements refer to the external walls of the habitable portions of the building fabric only.</p> <p data-bbox="954 295 1090 969">4.4.3.3 For masonry walling types not covered in 4.4.3.2, such walls shall achieve a minimum total R-value of 0,35. The total R-value shall be determined by means of a test conducted in accordance with ASTM C 1363, ASTM C 518 or ASTM C 177. Surface film resistance shall be in accordance with SANS 6946.</p> <p data-bbox="1098 353 1153 969">4.4.3.4 Other walling requirements shall be in accordance with SANS 10400-K. SANS 10400XA 4.4.3</p>

Overarching Item		2.1 External Building Envelope	
Sub-Item	2.1.4 Windows and Glazing and Fenestration		
Principles	Window Glazing and fenestration shall be of correct and adequate specification to ensure reasonable thermal comfort within units so that they are habitable.	<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>4.4.4 Fenestration</p> <p>4.4.4.1 Buildings with up to 15 % fenestration area to nett floor area per storey comply with the minimum energy performance requirements.</p> <p>4.4.4.2 Buildings with a fenestration area to nett floor area per storey that exceeds 15 % shall comply with the requirements for fenestration in accordance with SANS 204.</p> <p>4.4.4.3 All fenestration air infiltration shall be in accordance with SANS</p>	
Guidelines	<p>In new build projects:</p> <ul style="list-style-type: none"> • Glazing must comply with SANS 10400XA. • All fenestration shall have adequate air infiltration. <p>In existing buildings and where windows and glazing are existing:</p> <ul style="list-style-type: none"> • The glazing rationale needs to be justified in terms of existing building conditions and other factors such as heritage, as the replacement of façade glazing could be a prohibitive cost centre. • Safety of persons is to be considered in relation to opening windows and heights of openings with the provision of safety bars. 		
Norms and Standards	Window frames and glazing should comply with NBR SANS 10400XA with as simple a solution to glazing as possible.		

Overarching Item	2.1 External Building Envelope	
Sub-Item	2.1.5 Roof Construction / Insulation / Guttering / Waterproofing	
Principles	<p>For the purposes for habitability, the roof of the building shall be designed and constructed to resist any forces and must be durable, waterproof and not allow any water to accumulate on it.</p>	
Guidelines	<p>In terms of SANS10400 Part L, the roof of any building shall be so designed and constructed that it:</p> <ul style="list-style-type: none"> • safely sustains any actions which can reasonably be expected to occur • is adequately anchored against wind uplift; • is durable and does not allow the penetration of rainwater or any other surface water to its interior; • does not allow the accumulation of any water upon its surface; and as part of a roof and ceiling assembly, provides adequate height in any room immediately below such assembly. • The fire resistance of any roof or roof and ceiling assembly complete with light fittings or any other component which penetrates the ceiling, shall be appropriate to its use. • A roof assembly shall achieve the minimum total R-value specified as detailed in table 7 SANS 10400XA • On buildings with pitched roofs, guttering should be provided, the purpose of which is to direct stormwater run-off from roofs away from buildings where damage to facades and foundations can occur. • Flat roofs must be considered in relation to the design of stormwater removal, insulation and waterproofing. • If the roof is to a trafficable area, the waterproofing must be 	<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>L1 GENERAL REQUIREMENT The roof of any building shall be so constructed that it will - (a) resist any forces to which it is likely to be subjected; (b) be durable and waterproof; (c) not allow the accumulation of any rainwater upon its surface; and (d) as part of a roof and ceiling assembly provide adequate height in any room immediately below such assembly.</p> <p>L2 FIRE RESISTANCE AND COMBUSTIBILITY The fire resistance of any roof or roof and ceiling assembly complete with light fittings or any other component which penetrates the ceiling, shall be appropriate to its use and where necessary such roof or roof and ceiling assembly shall be non-combustible.</p> <p>4.4.5 Roof assemblies 4.4.5.1 A roof assembly shall achieve the minimum total R-value specified in table 7 for the direction of heat flow. 4.4.5.2 A roof assembly that has metal sheet roofing fixed to metal purlins, metal rafters or metal battens shall have a thermal break consisting of a material with an R-value of not less than 0,2 installed between the metal sheet roofing and its supporting member. SANS 10400XA 4.4.5.2 4.4.5.3 Metal sheeting types of roofing assembly construction shall achieve the minimum total R-value in accordance with 4.4.5.1, with the installation of insulation that has an R-value as specified in table 8 of SANS 10400 XA 4.4.5.3</p>

Overarching Item	2.1 External Building Envelope	
Sub-Item	2.1.5 Roof Construction / Insulation / Guttering / Waterproofing	REFERENCE TO ACTS AND LEGISLATION
	<ul style="list-style-type: none"> Gutters and paved splashbacks around buildings to manage stormwater run-off. 	The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204. Windows facing east and west should be limited in number and confined to the minimum required for daylight and ventilation. SANS 10400XA 4.4.1.2
Norms and Standards	The design and construction of the building's roof shall comply with the regulations as detailed in NBR – SANS 10400 – Part L and its thermal design and criteria shall comply with NBR – SANS 10400 Part XA	

2.1 External Building Envelope	
Sub-Item	2.1.6 Staircase, Building Entrances and Thresholds
Principles	Staircases must allow pedestrian movement from floor to floor in a safe and as easy as possible manner.
Guidelines	Any stairway shall be designed to safely sustain any load it is subjected to. Any stairway shall be fit for purpose and safely permit movement of physically able and disabled persons from floor to floor. Any Stairway used for emergency escape purposes shall have correctly sized dimensions and shall be fire resistant.
Norms and Standards	All staircase within a building shall comply with NBR – SANS 10400 – Part M.
	<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>M1 GENERAL REQUIREMENT (1) Any stairway, including any wall, screen, railing or balustrade to such stairway, shall be capable of safely sustaining any loads to which it is likely to be subjected and shall permit safe movement of persons from floor to floor. (2) Any such stairway shall have dimensions appropriate to its use.</p> <p>M2 FIRE REQUIREMENT A stairway contemplated in regulation M1 shall comply with the relevant requirements in Part T of these regulations.</p> <p>M3 DEEMED-TO-SATISFY REQUIREMENTS The requirements of regulations M1 and M2 shall be deemed to be satisfied where the design of any stairway complies with part M of section 3 of SASS 0400.</p>

2.2 Unit Design and Occupancy	
Overarching Item	2.2.1 Unit Size, dimensions, heights and areas
Sub-Item	2.2.1 Unit Size, dimensions, heights and areas
Principles	All buildings and rooms should be fit for purpose as a rental unit to allow tenants to enjoy privacy in a secure and safe environment. Floor area of a home must be habitable and building not a threat to public safety.
Guidelines	SANS 10400 Part c prescribes the following: Minimum floor to underside of ceiling, or roof covering or underside of structural element: <ul style="list-style-type: none"> • Minimum heights in bedrooms and other habitable rooms = 2.4m • Passages entrance halls, bathrooms shower and mezzanine = 2.1m • Minimum total floor area of a dwelling houses with Occupation of H4 = 30m² • Min room size of 6sqm (provided min wall length is 2m and no built-in cupboards). • Min dwelling size of 30sqm and 15sqm for a temporary dwelling.
Norms and Standards	All buildings and rooms shall comply with dimensions and areas as stipulated in NBR – SANS 10400 – PART C
REFERENCE TO ACTS AND LEGISLATION	
PART C - DIMENSIONS	
C1 ROOMS AND BUILDINGS	
(1) Any room or space shall have dimensions that will ensure that such room or space is fit for the purpose for which it is intended.	
(2) The floor area of any dwelling unit shall not be less than that necessary to provide one habitable room and a separate room containing toilet facilities.	

2.2 Unit Design and Occupancy		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.2 Unit Design and Occupancy	
Sub-Item	2.2.2 Unit Occupancy	
Principles	Occupancy of any unit is subject to firstly, the unit design and intended number of occupants and secondly, to the level of desired comfort and privacy by the occupants.	
Guidelines	The maximum occupancy on a permanent basis, for rental units with an occupancy of H3 and H4 shall be limited to 2 persons per bedroom.	
Norms and Standards	Occupancy of any rental building shall be limited as detailed in NBR –SANS 10400 Part A21 Table 2 and the Rules of the Body Corporate in the case of sectional title schemes	
		<p>A21 POPULATION</p> <p>(1) The population of any room or storey or portion thereof shall be taken as the actual population of such room, storey or portion thereof where such population is known or, where such population is not known, the population shall be calculated from the criteria given in Table 2.</p> <p>Class of occupancy of room or storey or portion thereof for E1, E3, H1, H3, H4 - 2 persons per bedroom</p>

2.3 Material Specifications	
Overarching Item	2.3 Material Specifications
Sub-Item	2.3.1 General Building Materials
Principles	Material used in the erection of a buildings shall be suitable for the purpose for which it is to be used. (NBR A13/1a), in this case, for human occupation (habitability).
Guidelines	All Materials used within the building fit for purpose. All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the requirements of SANS 10005. (NBR A13/1b).
Norms and standards	All materials used within a building shall comply with NBR – SANS 10400 – Part A13.
REFERENCE TO ACTS AND LEGISLATION	
A13 BUILDING MATERIALS AND TESTS	
<p>(1) (a) Material used in the erection of a building shall be suitable for the purpose for which it is to be used.</p> <p>(b) All timber used in the erection of a building shall be treated against termite and wood borer attack and fungal decay in accordance with the requirements of SANS 10005 and shall bear the product certification mark of a body certified by the South African National Accreditation Systems.</p>	

2.3 Material Specifications		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.3 Material Specifications	
Sub-Item	2.3.2 Floors	
Principles	Floors to be fit for their respective purposes.	
Guidelines	<p>Floors to comply with the following:</p> <ul style="list-style-type: none"> • Be designed and constructed to safely support its own weight and any actions which can reasonably be expected to apply. • Fire resistant, irrespective of room type. • The floor of any laundry, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant. • Timber floors shall not be exposed to the elements and have adequate under floor ventilation. • Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or filling is prevented from penetrating such concrete floor slab. • Be robust and hard wearing. 	<p>PART J - FLOORS</p> <p>J1 GENERAL REQUIREMENT</p> <p>(1) Any floor of any building shall -</p> <p>(a) be designed and constructed to safely support its own weight and any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking), deformation or vibration do not compromise the efficient use of the building or the functioning of equipment supported by such floor; and</p> <p>(b) have a fire resistance appropriate to its use and where required, be non-combustible.</p> <p>(2) The floor of any laundry, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant.</p> <p>(3) Any suspended timber floor in a building shall be provided with adequate under-floor ventilation.</p> <p>(4) Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or filling is prevented from penetrating such concrete floor slab.</p>
Norms and Standards	ALL floor within a room shall comply with the minimum requirements as stipulated in NBR – SANS 10400 – PART J	

2.3 Material Specifications		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.3 Material Specifications	
Sub-Item	2.3.3 Walls: Construction and Finishes	PART K – WALLS
Principles	Walls to be strong and stable enough to support loads/roof, be waterproof and fire resistant so as no undue safety risk to occupants or to render internal rooms uninhabitable.	K1 STRUCTURAL STRENGTH AND STABILITY Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking) or deformation do not compromise the opening and closing of doors and windows or the weather tightness of the wall and in the case of any structural wall, be capable of safely transferring such actions to the foundations supporting such wall.
Guidelines	<ul style="list-style-type: none"> • Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur. • Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building. • Basements and rooms below ground level, might necessitate the integrated designs for the penetration of water approval by the local authority. • All walls shall have combustibility and fire resistance characteristics. • Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner. • All walls shall be durable of construction and finish. • Separating walls must be compliant with required fire ratings. • Walls must be acoustically fit for purpose. • All wall finishes specified shall be robust, hard wearing, easily maintained 	K2 WATER PENETRATION (1) Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building. (2) Where a building includes a basement or semi-basement, the local authority may, if it considers that conditions on the site on which the building is to be erected necessitate integrated designs for the penetration of water into such basement or semi-basement applicable to all construction elements or components thereof, require the submission of such designs for approval. Construction shall be in accordance with the requirements of the approved

<p>Norms and Standards</p>	<p>Walls should be designed and constructed in accordance with NBR - SANS 10400 – PART K</p>	<p>design. K3 ROOF FIXING</p> <p>Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure manner that will ensure that any actions to which the roof may normally be subjected will be transmitted to such wall.</p> <p>K4 BEHAVIOUR IN FIRE</p>
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2.4 Occupational Health and Safety	
Overarching Item	2.4.1 Fire and smoke safety, equipment and escape.
Sub-Item	REFERENCE TO ACTS AND LEGISLATION
Principles	T1 GENERAL REQUIREMENT (1) Any building shall be so designed, constructed and equipped that in case of fire-
Guidelines	<p>(a) the protection of occupants or users therein is ensured and that provision is made for the safe evacuation of such occupants or users;</p> <p>(b) the spread and intensity of such fire within such building and the spread of fire to any other building will be minimized;</p> <p>(c) sufficient stability will be retained to ensure that such building will not endanger any other building: Provided that in the case of any multi-storey building no major failure of the structural system shall occur;</p> <p>(d) the generation and spread of smoke will be minimized or controlled to the greatest extent reasonably practicable; and</p> <p>(e) adequate means of access, and equipment for detecting, fighting, controlling and extinguishing such fire, is provided.</p> <p>(2) The requirements of sub-regulation (1) shall be deemed to be satisfied where the design, construction and equipment of any building -</p> <p>(a) is the subject of an acceptable rational design prepared by a professional engineer or other approved competent person; or</p> <p>(b) complies with Part T of section 3 of SABS 0400: Provided that where any local authority is of the opinion that such compliance would not comply with all the requirements of sub-regulation (1), such local authority shall, in writing, notify the owner of the building of its reasons</p>
Norms and Standards	<p>For the purposes of habitability and safety, residential rental buildings shall be designed and built to withstand smoke and fire and be provided with the necessary fire-fighting equipment and signage.</p> <p>Buildings shall be designed and constructed to limit the spread of fire and smoke. Buildings are to be designed to facilitate the safe evacuation of occupants. Adequate fire detection equipment and firefighting equipment shall be provided within a building.</p> <p>Adequate statutory fire signage shall be provided.</p> <p>All buildings used for residential rental purposes excluding single residential units shall be designed and constructed to comply with the fire regulations as stated in NBR – SNAS 10400 – Part T</p>

2.4 Occupational Health and Safety	
Overarching Item	2.4.2 Public Safety - Ground conditions, entrances, ramps, trees etc
Sub-Item	2.4.2 Public Safety - Ground conditions, entrances, ramps, trees etc
Principles	All building components that are accessible to its habitants and/or the general public should not be a threat to public safety.
Guidelines	Public safety considerations are changes in ground level and ground conditions (dolomite), entrances, ramps, swimming pools, tree damaging walls.
Norms and Standards	All buildings shall be designed and constructed to comply with NBR – SANS 10400 PART D
	<p>REFERENCE TO ACTS AND LEGISLATION</p> <p>D1 CHANGE IN LEVEL - The protection of the edge of any balcony, bridge, flat roof of similar place shall be designed to prevent any person from falling from such balcony, bridge, flat roof or similar place.</p> <p>D2 PEDESTRIAN ENTRANCES TO PARKING AREAS IN BUILDINGS - Where any pedestrian entrance is provided to a vehicle parking area in any building, such entrance shall be so positioned, marked or protected that no pedestrian can unintentionally walk into the path of any moving vehicle.</p> <p>D3 RAMPS - Any ramp or driveway shall be so designed that it is safe when used and is fit for the purpose for which it is intended.</p> <p>D4 SWIMMING POOLS AND SWIMMING BATHS - (1) The owner of any site which contains a swimming pool shall ensure that access to such swimming pool is controlled.</p>

2.4 Occupational Health and Safety	
2.4.3 Maintenance and Operation	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	A15 MAINTENANCE AND OPERATION
Principles	(1) The owner of any building shall ensure that any mechanical equipment, facility or any service installation provided in or in connection with such building, pursuant to these regulations or pursuant to any building bylaw which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition.
Guidelines	(b) Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in these regulations or in any by-law for such equipment or installation.
Norms and Standards	(2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L: (a) the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur); (b) the measures taken to resist the penetration of rainwater and the passage of moisture into the interior of a building.
All property and building components and installations which require maintenance to render the accommodation functional and habitable are to be maintained in a safe and proper manner.	A15 MAINTENANCE AND OPERATION
The owner of a building is obligated to ensure that the property, building and all equipment is operational and fit for purpose.	(1) The owner of any building shall ensure that any mechanical equipment, facility or any service installation provided in or in connection with such building, pursuant to these regulations or pursuant to any building bylaw which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition.
The owner of the building is obligated to ensure the structural safety and performance of the structure.	(b) Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in these regulations or in any by-law for such equipment or installation.
The owner of a building must ensure that all measures are undertaken to resist the penetration of rainwater and passage of moisture into the interior of the building.	(2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L:
The maintenance and operation of all parts in the building shall be maintained by the owner in terms of the NBR - SNAS 10400 – Part A15.	(a) the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur);
The owner of a building shall ensure maintenance of the relevant functional regulations contained in the NBR SANS 10400 Parts B, H, J, K and L.	(b) the measures taken to resist the penetration of rainwater and the passage of moisture into the interior of a building.

2.5 Building Amenities		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.5 Building Amenities	
Sub-Item	2.5.1 General	
Principles	Any physical facility (e.g. garage) or service (e.g. Wi-Fi connection) in addition to the dwelling that is to be occupied by the tenant to 'live in' is an 'added extra' amenity. Any added extra amenity is not a requirement to render the rental accommodation acceptable, but rather a choice of the landlord/tenant and a function of the agreed rental amount between landlord and tenant.	
Guidelines	<p>Fixed/physical amenities would vary depending on the type of rental accommodation (single house, multi-storey res 3 etc) and whether the tenant/occupant has exclusive or shared use of such amenities.</p> <p>For the latter, notionally being 'common property', specific house rules for the use of these amenities would likely be in place and applicable.</p> <p>The above would also apply to ongoing service type amenity but likely to also include a 3rd party service provider with additional Terms and Conditions in the performance of the ongoing services.</p> <p>All the above as well as any 3rd party service charges, Body Corporate or House Rules are to be described and included in the lease between the landlord and tenant.</p>	
Norms and standards	Any amenities and services included as part of the rental property are to be described and included in the lease between the landlord and tenant as per the Rental Housing Amendment Act, 2014.	

10.3.3.Level 3: Lease Agreement

Overarching Item		3.1 Rental terms and conditions	REFERENCE TO ACTS AND LEGISLATION
Sub-Item		3.1.1 Lease agreement	
Principles		A mutually rewarding relationship between landlord and tenant.	
Guidelines		<p>The lease is a record of what has been agreed and 'governs' the relationship between the landlord and tenant. The lease agreement must cover:</p> <ul style="list-style-type: none"> • A detailed description of the rental property/accommodation – what's included and excluded – and a list of accepted defects upon occupation by tenant. • Detailed particulars of the landlord and tenant. • The lease and notice periods. • The amount of rental and any other additional costs payable by the tenant and terms of payment. • Annual escalation. • Amount of deposit payable and its purpose (defray repair expenses if any). • Detailed information on what the rights and obligations of the landlord are, with specific focus on maintenance and repairs and arrangements for access by landlord into the premises. • Detailed information on what the rights and obligations of the tenant are, with specific focus on use/abuse of the premises, fittings and fixtures, any applicable complex or Body Corporate Rules and subletting. 	<p>There is a plethora of legislation that in one way or another could impact on the 'norms and standards' of private sector rental and in particular the lease agreement provisions. A legal view on what takes precedence is required.</p>

Norms and Standards	<p>The lease agreement is to be in writing and signed by both parties. The provisions of the lease are to comply with the Rental Housing Amendment Act, 2014, the Formalities in Respect of Leases of Land Act, 1969, the applicable provisions of the Consumer Protection Act, 2008 and its final Regulations of 2011, The Sectional Title Scheme management Act as amended, any prevailing Municipal by-laws, the Estate Agency Affairs Act, 1976 (if estate agent is the landlord), the Prevention of Illegal Eviction From and Unlawful Occupation of Land Act, 1998 and the Immigration Act 13 of 2002.</p>	
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10.3.4.Level 4: Environmental Sustainability

4.1 Environmental Sustainability	
4.1.1 Orientation: Solar Heat Gain and Shading	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	SANS 10400 XA 4.2.1 b) - in any building of occupancy classified in terms of Regulation A20 as A1, A2, A3, A4, C1, C2, E1, E2, E3, E4, F1, F2, F3, G1, H1, H2, H3, H4, and H5, the orientation and shading are in accordance with the requirements of SANS 204 or Appropriate orientation of buildings optimises sun penetration, solar heat gain and shading. SANS 10400 XA 4.2
Principles	Buildings shall be orientated to optimise occupiers thermal comfort levels. Thermal comfort is a means of describing occupant comfort levels which take into account a series of factors such as air temperature, radiant temperature, humidity, draughts, clothing value and activity rates.
Guidelines	Buildings should where possible be orientated in accordance with NBR – SANS 10400 XA. Living spaces should be arranged in terms of NBR - SNAS 10400 XA. Roof overhangs shall be in accordance with SANS – 10400 XA.
Norms and Standards	None
	<p>The majority of buildings should face north (where other weather or topography conditions do not supersede the solar gain). SANS 10400 XA 4.4.1.1</p> <p>Living spaces should be arranged so that the rooms where people spend most of their hours are located on the northern side of the unit. Uninhabited rooms, such as bathrooms and storerooms, can be used to screen unwanted western sun or to prevent heat loss on the south-facing facades. SANS 10400 XA4.4.1.1</p> <p>Living rooms should ideally be placed on the northern side.</p> <p>The longer axis of the dwelling should be orientated so that it runs as near east/west as possible. SANS 10400 XA4.4.1.1</p> <p>The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204. Windows facing east and west should be limited in number and confined to the minimum required for daylight and ventilation. SANS 10400 XA 4.4.1.2.</p>

4.1 Environmental Sustainability	
Overarching Item	4.1.2 Ventilation
Sub-Item	4.1.2 Ventilation
Principles	To ensure that any habitable room within a building is adequately ventilated with enough fresh air to enable that room to be used without detriment to health and safety or causing any nuisance for the purpose for which it was designed. NBR – SANS 10400 Part 0 (1).
Guidelines	To ensure that common areas are adequately ventilated. To encourage designs that provide ample amounts of fresh air to reduce indoor temperatures and counteract the build-up of indoor pollutants and moisture build up. Where this is not possible by design, in for example an existing building with a double loaded passage configuration, suitable mechanical fresh air and extraction systems are required. Buildings should have adequate airflow and be cross ventilated wherever possible. Where natural ventilation cannot be achieved, mechanical ventilation / extraction must be specified and installed.
REFERENCE TO ACTS AND LEGISLATION	
<p>01 LIGHTING AND VENTILATION REQUIREMENT</p> <p>(1) Any habitable room, bathroom, shower-room and room containing a urinal, or any room which is a parking garage shall be provided with a means of lighting and ventilation which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed.</p> <p>(2) The requirement of subregulation (1) shall be deemed to be satisfied where-</p> <p>(a) subject to the requirements of subregulation (3), such room is provided with one or more openings for natural light and ventilation in accordance with Part 0 of section 3 of SABS 0400; or</p> <p>(b) such room is provided with artificial lighting and ventilation in accordance with the provisions of Part 0 of section 3 of SABS 0400.</p> <p>b) Notwithstanding the provision of openings for natural ventilation in accordance with subregulation (2)(a) any room subject to the</p>	

<p>Norms & Standards</p>	<p>All buildings should be adequately ventilated and comply with SANS 10400 – Part O</p>	<p>Machinery and Occupational Safety Act, 1983 (Act No.6 of 1983), shall in terms of the said Act be provided with artificial ventilation as prescribed by such Act, and any room contemplated</p> <p>In subregulation (1) which is -</p> <ul style="list-style-type: none"> (I) a room which, due to conditions of high temperature, may be dangerous to safety or health; (II) a room where there will be dust, gas, vapour or volatile matter which may be dangerous to safety or health; or (III) used for any purpose for which natural ventilation is not suitable, shall be provided with a means of artificial ventilation.
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4.1 Environmental Sustainability	
Overarching Item	4.1.3 Lighting Internal to Unit
Sub-Item	REFERENCE TO ACTS AND LEGISLATION
Principles	01 LIGHTING AND VENTILATION REQUIREMENT (1) Any habitable room, bathroom, shower-room and room containing a urinal, or any room which is a parking garage shall be provided with a means of lighting and ventilation which will enable such room to be used, without detriment to health or safety or causing any nuisance, for the purpose for which it is designed. (2) The requirement of subregulation (1) shall be deemed to be satisfied where-
Guidelines	(a) subject to the requirements of subregulation (3), such room is provided with one or more openings for natural light and ventilation in accordance with Part 0 of section 3 of SABS 0400; or (b) such room is provided with artificial lighting and ventilation in accordance with the provisions of Part 0 of section 3 of SABS 0400.
Norms & Standards	NATURAL LIGHTING Where for the purposes of natural lighting a room is provided with one or more openings, such opening or openings shall be situated in an external wall, or in a suitable position in the roof of the building. 002 002.1: Where such opening is glazed it shall be glazed with transparent or approved translucent glazing material. 002.3 The area of such opening, or total area of such openings, inclusive of frames and glazing bars, shall be not less than 10 % of the floor area of the room or rooms served by it, or 0,2 m ² , whichever is the greater.
	Any habitable room including any form of bathroom within a building shall be provided with adequate and appropriate lighting. NBR – SANS 10400 Part 0 (1). Rooms shall where possible be provided with Natural lighting. Window sizes shall be provided in terms of SANS – 10400 Part 0. Energy efficient lamps should be utilised to reduce total energy usage. Any habitable room as well as all forms of toilets and bathrooms shall have adequate windows to provide natural light and provision of artificial light shall comply with the provisions of NBR - SANS 10400 Part 0. Other efficient technologies are also available. If another technology is used, documentation must be provided to demonstrate that the light fixtures achieve at least 90 lm/W. Therefore this metric can also be demonstrated by showing energy savings through evidence provided by a competent professional.

11. Norms and Standards: Backyard Rentals

11.1. Overall Approach

For Private Sector Rental, the Norms and Standards are based on the very simple and clear edict of statutory compliance. Building Regulations establish a set of minimum standards that must be achieved in the design and construction of buildings. They are supported by a series of approved documents that provide guidance about how the regulations can be satisfied in common building situations, and these in turn are supported by a wide range of reference documents. In terms of private sector rental, developments must demonstrate compliance in terms of the National Building Regulations and Building Standards Act 1997, SANS 10400, as well as a series of Normative References and Standards as issued by the SABS Standards Division such as SANS2001.

On the basis of studies undertaken and anecdotal evidence most Backyard Rental units are unlikely to comply with the above norms and standards. In addition requiring that Backyard Rental should comply will undermine the ability of the sub-market to service lower income households, as it currently does.

Findings from studies reveal that Backyard Rental is a very complex, fragile, but normally operating housing sub-market. The factors driving demand within this sub-market are the current limited stock of affordable rental options and insufficient delivery of subsidised housing in general, coupled with low effective demand for purchased housing due to financing constraints, low affordability and inadequate supply.

It is very important that any norms and standards that are introduced enhance rather than undermine the Backyard Rental sub-market. Norms and standards for this sub-market must take into consideration the funding constraints under which this market operates. If the norms and standards are too restrictive it will mean that landlords will not have sufficient funding to provide the housing units and that current tenants will not be able to afford them.

Accordingly given that there is no explicit policy framework for the Backyard Rental sub-market in place and using the currently policy and legislation that exists (as set out in section 1.4.2 above) the following approach is proposed and forms the basis for the norms and standards as set out in this document.

- 1) The norms and standards as specified in this document are of a lower standard than those specified for private sector rental and are based on and expand the Category 1 classification as specified in SANS 10400-0. In this regard:
 - i. It is noted that the physical rental accommodation provided for in these norms and standards is 'fixed' and of a 'permanent' nature and therefore informal dwellings or shacks are not considered to be acceptable habitable accommodation.

- ii.* The norms and standards focus on ensuring the safety and health of tenants, as well as defining responsibilities of the tenant and landlord.
- 2) Any stand alone backyard unit, in any area, can be designated as a Category 1 building and should comply with the requirements of this classification as indicated in section 1.4.2 (3) above, as well as the norms and standards indicated in this document.
- 3) In addition Municipalities can designate specific areas where Backyard Rental will be supported. Such areas should include:
 - Areas where there is existing backyard rental and the Municipality would like to encourage an improvement in the quality of the rental units, or
 - Well located areas where the Municipality would like to encourage the development of backyard rental stock.

In designating such areas municipalities should take into consideration the following:

- The bulk services in the area either have sufficient capacity to accommodate the increased density or the municipality increases capacity to meet the increased density.
- The area is sufficiently well located so as to provide affordable access to economic opportunities, access to public transport and education, health and social facilities or where additional facilities can be viably provided to meet increased demand.

In these designated areas Municipalities are encouraged to enable Landlords to comply over time with the norms and standards as specified in this document through consideration of the provision of the following support mechanisms:

- i.* **Clear and simple set of requirements:** Municipalities should specify in respect of an area designated for Backyard Rental units, clear and simple requirements that can be accessed by existing property owners, who are or wish to become landlords of Backyard Rental units. This should clearly state the rules and translate them into site and building plans that can be easily applied (see point *iii* below).
- ii.* **Simplified planning approval:** This should include a simplified planning approval process that enables home owners to submit either existing buildings for planning approval (without being penalised) or new plans for approval. The process should be within a reduced time frame and cost than the current planning approval process.
- iii.* **Backyard rental plans free of charge:** The municipality should make available plans for backyard units in compliance with these norms and standards, free of charge to home owners in the designated area.
- iv.* **Additional service connections to the backyard unit/s:** The municipality should make

available at a reduced cost or at no cost, additional service connections to the backyard units in the designated areas. National government should consider a funding window or section of the Housing Code that provides municipalities with a grant per service connection to existing designated densification areas. This grant should include a contribution to increasing bulk services capacity.

- v. **Dedicated support capacity:** The municipality should make available dedicated capacity to inspect units and regulate compliance to the norms and standards. This should be on the basis of supporting, encouraging and enabling home owners to comply, rather than penalising or charging a monetary or other fine for non-compliance.
 - vi. **Creating an enabling and support sector:** The municipality should encourage and invite non- governmental and private sector entities that would support homeowners to upgrade or build backyard rental units, to offer their services in the designated areas. This could include finance entities that offer loan finance, building material suppliers, draftspersons etc.
- 4) It is acknowledged that a significant portion of the current Backyard Rental accommodation that currently exists is unlikely to meet the norms and standards as specified in this document. Municipalities are strongly encouraged not to enforce the norms and standards in a manner that will undermine the Backyard Rental sub-markets that already exist in their areas, but rather to designate areas as indicated in 3) above and encourage the upgrading of the stock over time.

11.2. Structure of the norms and standards

The norms and standards are structured in a hierarchy, starting at the site and contextual framework level and working through to the detailed requirements of the unit. Four levels are provided for:

- **Level 1: The Property and Utilities**
- **Level 2: The Building and Amenities**
- **Level 3: The Building Environment : Occupational Health and Safety**
- **Level 4: Tenant – Landlord Obligations: Maintenance and the Lease Agreement**

The norms and standards are set out in a table that includes the following:

- **Overarching item:** This term refers to specific thematic elements within the levels defined. (For example, the overall context of a development).
- **Sub-item:** This element refers to a specific area of focus within themes and provides more detail on particular components of overarching items.
- ☐ **Principles:** These are the high-level key outcomes desired by the particular sub-item.
- **Guidelines:** Applicable good practice on a particular topic informed by knowledge, understanding and experience of practitioners in the field and their professional

advisors. This is an explanation of how the general principles are to be achieved.

- **Norm and standard:** This is the compliance levels that must be achieved.

11.3. Norms and Standards

The below sections provide detail on both overarching and sub-items of relevance to Norms and Standards of Backyard Rental Housing:

11.3.1.Level 1: The property and utilities

Overarching Item	1.1 Property Rights and Designated Uses	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	1.1.1 Location and Residential Use Rights	
Principles	<p>Backyard Rentals are defined as subsidiary units to the main dwelling unit. Backyard Rental for the purposes of these norms and standards is restricted to units classified as a Category 1 unit (and meet the requirements of this classification) or must be located in a designated area defined by the Municipality.</p> <p>Backyard Rental units must be on properties that have residential zoning within the relevant land use scheme and in areas where provision has been made in the LUMS for backyard rental or have been granted residential specific consent use by the municipality.</p> <p>All other Backyard Rental not provided for as above must comply with the norms and standards specified for Private Sector Rental (see separate document).</p>	<p>There is precedent for Municipalities to declare designated areas. This can be undertaken either through:</p> <ul style="list-style-type: none"> - the Land Use Management Scheme of a Municipality, or - could be enabled through national policy
Guidelines	<p>The municipality must encourage densification and the Category 1 classification, as well as designate areas for Backyard Rental units.</p>	N/a
Norm and Standard	<p>The property on which the Backyard Rental unit is located must have residential zoning and/or residential use rights in terms of the municipal by-laws.</p>	N/a

Overarching Item	1.1 Property Rights and Designated Uses		
Sub-Item	1.1.2 Classification and Designation of Occupancy / Definition of Subsidiary Dwelling Units		REFERENCE TO ACTS AND LEGISLATION
Principles	Buildings used for Private Sector Rentals are to be habitable .		H3 – Domestic residence. Occupancy consisting of two or more dwelling units on a single site. NBR A20 table 1
Guidelines	Designation of Occupancy: As a guideline, Private Sector Residential Rental Units would be classified and designated as “residential” with either an occupancy of H3 or H4 as detailed in The National Building Regulations- Part A20-Table 1. This categorises the full spectrum of residence and occupancy that apply to various building typologies, from single stand alone/detached units to multi-storey attached units.	Backyard Rental units are considered as subsidiary dwelling units to a primary dwelling unit on an Erf. This includes 2 and 3 storey developments.	H4 - Dwelling house - Occupancy consisting of a dwelling unit on its own site, including a garage and other domestic outbuilding, if any. NBR A20 table 1 This classification shall reflect the primary function of such building, provided that, in any building divided into two or more areas not having the same primary function, the occupancy of each such area shall be separately classified. NBR - A20/1 Notwithstanding the requirements of the above, any area in any building which is used for any purpose ancillary to that of any occupancy classification contemplated in above shall, subject to adequate facilities and safety measures being provided, not be classified as a separate occupancy. NBR - A20/2.
Norm and Standard	The Residential Rental Facility shall be classified and designated as “residential” with an occupancy of H3 or H4 as detailed in the National Building Regulations- PART A20-Table1.	The rental buildings shall comply with the primary function and ancillary uses as detailed in NBR – PART A20 / 1-2.	No person shall use any building or cause or permit any building to be used for a purpose other than the purpose shown on the approved plans of such building, or for a purpose which causes a change in the class of occupancy as contemplated in these regulations, whether such plans were approved in terms of the Act or in terms of any law in force at any time before the date of commencement of the Act, unless such building is suitable, having regard to the requirements of these regulations, for such first-mentioned purpose or for such changed class of occupancy. NBR A25/1.
	The use and purpose of the residential rental building shall be used as detailed in NBR – PART A25.	Subsidiary dwelling units may be attached to or detached from the main dwelling house but may not be interconnected. A subsidiary dwelling unit may consist of interconnected rooms or stand-alone rooms and may be self-contained or share	The Rental Housing Amendment Act, 2014 has a definition for ‘habitable’ but where it is quite broad and can be interpreted in many different ways. Thus the suggested norm is per that of the NBR which gives measurable detail to components that make up ‘habitability’ - such as

<p>Overarching Item</p>	<p>1.1 Property Rights and Designated Uses</p>	<p>REFERENCE TO ACTS AND LEGISLATION</p>
<p>Sub-Item</p>	<p>1.1.2 Classification and Designation of Occupancy / Definition of Subsidiary Dwelling Units</p>	<p>health, safety, privacy, comfort and as further detailed in the items to follow.</p>
<p></p>	<p>The individual rooms within the subsidiary dwelling should not exceed the area of the primary dwelling. The total coverage of both the main dwelling and the subsidiary dwelling units should not exceed 70% of the total property unless otherwise allowed by municipal zoning.</p>	<p></p>

Overarching Item 1.2 Services/Utilities ³⁸		REFERENCE TO ACTS AND LEGISLATION	
Sub-Item	1.2.1 Availability of Bulk Services	Relevant Acts and Legislation in respect of water, sanitation, waste management, roads and stormwater and electricity.	
Principles	Building density must be supported by adequate availability of Bulk Services. Bulk Services or External Services are the responsibility of the Local Municipality to provide and include water reservoirs and distribution networks, electrical installations and distribution networks, sewerage treatment works, refuse landfill sites and main roads and storm water.		
Guidelines	Municipalities must estimate the anticipated increased density as a result of zoning an area for Backyard Rental and must then ensure that there is sufficient bulk capacity to service the expected increased density.		
Norm and Standard	An area can only be declared a special designated area for Backyard Rental if the municipality has determined that there is adequate bulk services to meet the increased density.		

Overarching Item 1.2 Services/Utilities		REFERENCE TO ACTS AND LEGISLATION
Sub-Item	1.2.2 Sanitation and disposal of sewerage	
Principles	Habitable: Access to basic services: Residential accommodation is such that residents are not exposed to contamination and disease due to the ongoing presence of untreated sewerage or dirty water.	P1 COMPULSORY DRAINAGE OF BUILDINGS (1) (a) Where in respect of any building a suitable means of disposal of water-borne sewage is available the owner of such building shall provide a drainage installation. (b) Where there is no such means of disposal, sewage shall be disposed of in accordance with Part Q of these regulations. (2) (a) Where a sewer is or becomes available for the drainage of such building the owner of such building shall, at his own cost, lay, alter or extend any drain serving such building to terminate at a location and level as prescribed by the local authority for the connection to such sewer.
Guidelines	All ablution and washing facilities will be provided with a suitable means of sewer and drainage disposal. The building owner shall ensure that the drainage and sewerage system is operational and functioning properly.	
Norms and Standards	Every residential rental building shall be provided with a suitable drainage system which complies with NBR – Sans 10400 - Part P The design of the drainage system to a building shall comply with NBR – SANS 10400 Part P2. Where there is no such means of water borne sanitary disposal, other means of disposal shall be permitted by the Local authority provided it complies with NBR – SANS 10400 Part Q	P2 DESIGN OF DRAINAGE INSTALLATIONS (1) Any drainage installation in any building shall be so designed and constructed that – (a) an adequate number of sanitary fixtures is provided in relation to the population and class of occupancy of such building; (b) such installation is capable of carrying the design hydraulic load; (c) such installation is capable of discharging into any common drain, connecting sewer or sewer provided to accept such discharge; (d) all components and materials used in such installation are watertight; (e) no nuisance or danger to health will be caused as a result of the operation of any such installation; (f) any drain in such system is of such strength, having regard to the manner in which it is bedded or supported, that it is capable of sustaining the actions to which it may normally be subjected and that it is, where necessary, protected against any drainage; (g) all sanitary fixtures are so located that they are easily accessible to those

	<p>PART Q - NON-WATER-BORNE MEANS OF SANITARY DISPOSAL Q1 MEANS OF DISPOSAL</p> <p>Where water-borne sewage disposal is not available other means of sewage disposal shall be permitted by the local authority: Provided that:</p> <p>(a) it stores, conveys, processes and disposes of human body wastes and wastewater in such a way that the pathogens, pollutants and contaminants associated therewith do not compromise the health and safety of the original user or others; and</p> <p>(b) in the case of chemical or toilet a satisfactory means is available for the removal and disposal of sewage from such closets;</p> <p>Q2 PERMISSION</p> <p>No person shall construct any pit toilet without the permission of the local</p>
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Overarching Item 1.2 Services/Utilities		REFERENCE TO ACTS AND LEGISLATION	
Sub-Item 1.2.3 Provision of Services : Electricity		Refer to SANS10142	
Principles	Habitable – safety perspective: Residential accommodation such that occupants are not exposed to dangerous electrical installation and consequential electrocution.		
Guidelines	Any electrical installation to the property and building (dwellings) is to be done by a certified competent electrician and in accordance with the provisions of SANS10142. This also applies to alternative power sources, such as PV panels and generators (clauses 5.7.4 and 7.12)		
Norms and Standards	Any electrical supply and installation are to comply with SANS10142 and any applicable municipal by-laws. Each habitable room should have at least a light point and a plug point.		

Overarching Item 1.2 Services/Utilities	
Sub-Item	1.2.4 Provision of Services : Water
Principles	Habitable – access to basic services: Residential accommodation such that residents are not exposed to contamination and disease due to the lack of potable water for drinking, washing and cleaning.
Guidelines	Potable water supply must be available to all subsidiary units. The building owner to ensure that all plumbing in regard to water supply is functional.
Norms and Standards	Potable water to be available to each accommodation unit and if accommodation is in a proclaimed township, in accordance with the applicable municipal by-laws. Self-contained units should have their own water supply to ablutions and sinks Rooms must have access to a water point within a communal ablution facility. If hot water is also provided, it is to be in accordance with NBR - SA NS.10400 PART XA
REFERENCE TO ACTS AND LEGISLATION	
<p>4.1 Hot water supply</p> <p>4.1.1 In order to comply with functional regulation XA2, contained in part XA of the National Building Regulations, the following guidance is provided:</p> <p>a) the volume of the annual average hot water heating requirements shall be calculated in accordance with tables 2 and 5 of SANS 10252-1:2004; and</p> <p>b) if solar water heating systems are used, these shall comply with SANS 1307, SANS 10106, SANS 10254 and SANS 10252-1.</p> <p>4.1.2 Requirements for water installations in buildings shall be in accordance with SANS 10252-1 and SANS 10254.</p> <p>4.1.3 All hot water service pipes shall be clad with insulation with a minimum R-value in accordance with table 1.</p> <p>4.1.4 Thermal insulation, if any, shall be installed in accordance with the manufacturer's instructions.</p>	

Overarching Item 1.2 Services/Utilities	
Sub-Item	REFERENCE TO ACTS AND LEGISLATION
1.2.5 Refuse Disposal	
Principles	NBR - U1 PROVISION OF STORAGE AREAS Any building, excluding a dwelling house, in which refuse is or will be generated shall be provided with an adequate storage area for refuse containers.
Guidelines	NBR - U2 ACCESS TO STORAGE AREAS The location of any area contemplated in regulation U1 shall be such that access thereto from any street for the purpose of removing the refuse, is to the satisfaction of the local authority.
Norms and Standards	Any building, excluding a dwelling house, shall be provided with refuse facilities as stipulated in NBR – PART U1.

1.1.3.2.Level 2: The building and amenities

Overarching Item		2.1 External Building Envelope
Sub-Item	2.1.1 Building Standards	
Principles	<p>The constitution states that everybody has a right to “an environment that is not harmful to their health or wellbeing. Rental Accommodation must be designed to attain the requirements associated with habitability – acceptable safety, protection from the elements and undue health hazards, privacy and comfort.</p>	
Guidelines	<p>The external envelope of the building must not allow the penetration of rainwater or another surface water into its interior. The building must be lockable and secure.</p>	
Norms and Standards	<p>Backyard rental units may be designated as ‘Category 1’ buildings in terms of the application of SANS10400-0. If a backyard rental unit would like to be designated as a ‘Category 1’ building but would like to exceed 1 storey in height then an engineer’s certificate for foundations and walls must be provided. Where building plans have been submitted to a local authority, an Occupation Certificate should be obtained on completion of construction.</p>	
		<p>REFERENCE TO ACTS AND LEGISLATION See Category 1 classification as specified in SANS 10400-0.</p>

2.1 External Building Envelope	
Overarching Item	2.1 External Building Envelope
Sub-Item	2.1.2 Building Design : Structural Design
Principles	<p>For the purposes for habitability, any building and any structural element or component should be designed and built to provide strength, stability, serviceability and durability under all foreseen actions which can reasonably be expected to occur.</p> <p>In terms of the erection of a building for rental purposes, a rational design is required undertaken by a suitably qualified person.</p>
Guidelines	<p>Buildings shall be designed to be structurally sound.</p> <p>Any structural elements within a building shall be designed and materials sourced and specified in terms of NBR Part A4 and A13.</p>
Norms and Standards	<p>Structural Design shall be designed by a suitably qualified person (NBR SANS 10400 Part A19) which design shall comply with NBR – SANS 10400 Part B or can use plans provided by a municipality in respect of areas designated for Backyard Rental</p> <p>Any designs and materials utilised within a building shall comply with NBR SANS 10400 Part A4 and Part A14.</p>
REFERENCE TO ACTS AND LEGISLATION	
<p>As for 2.1.1 above. In addition:</p> <p>A19 APPOINTMENT OF PERSONS RESPONSIBLE FOR DESIGN, INSPECTION AND ASSESSMENT DUTIES</p> <p>(1) Wherein terms of these regulations and in respect of the erection of any building:</p> <p>(a) a rational design or rational assessment, is required in terms of:</p> <p style="padding-left: 20px;">(i) Regulations Z4(1)(b)(ii), A1(3), A23(4), G1(3), O4, P2(2), Q3, R(3), T1(2), W4 in respect of a system, measure, facility, parameter, or installation, as relevant, or</p> <p style="padding-left: 20px;">(ii) a part of SANS 10400; or</p> <p>(b) a geotechnical investigation is required in terms of regulation F3, the owner of the building shall subject to the provisions of sub-regulations(4) and (5) appoint and retain one or more approved competent persons to undertake responsibility for the work associated with such regulations including any inspections and certifications that may be required.</p> <p>A13 BUILDING MATERIALS AND TESTS</p> <p>(1) (a) Material used in the erection of a building shall be suitable for the purpose for which it is to be used.</p> <p>(b) All timber used in the erection of a building shall be treated against termite and wood-borer attack and fungal decay in accordance with the</p>	

Overarching Item		2.1 External Building Envelope
Sub-Item	2.1.2 Building Orientation: Solar Heat Gain and Shading	
Principles	Buildings shall be orientated to optimise occupiers thermal comfort levels. Thermal comfort is a means of describing occupant comfort levels taking into account a series of factors such as air temperature, radiant temperature, humidity, draughts, clothing value and activity rates.	REFERENCE TO ACTS AND LEGISLATION SANS 10400 XA 4.2.1 b) – in any building of occupancy classified in terms of Regulation A20 as A1, A2, A3, A4, C1, C2, E1, E2, E3, E4, F1, F2, F3, G1, H1, H2, H3, H4, and H5, the orientation and shading are in accordance with the requirements of SANS 204 or Appropriate orientation of buildings optimises sun penetration, solar heat gain and shading. SANS 10400 XA 4.2 The majority of buildings should face north (where other weather or topography conditions do not supersede the solar gain). SANS 10400 XA 4.4.1.1 Living spaces should be arranged so that the rooms where people spend most of their hours are located on the northern side of the unit. Uninhabited rooms, such as bathrooms and storerooms, can be used to screen unwanted western sun or to prevent heat loss on the south-facing facades. SANS 10400 XA4.4.1.1 Living rooms should ideally be placed on the northern side. The longer axis of the dwelling should be orientated so that it runs as near east/west as possible. SANS 10400 XA4.4.1.1 The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204. Windows facing east and west should be limited in number and confined to the minimum required for daylight and ventilation. SANS 10400 XA 4.4.1.2.
Guidelines	Buildings should where possible be orientated in accordance with SANS 10400 XA i.e. building should be orientated to face north where this can be achieved with the existing site constraints. Good practice: Roof overhangs shall be in accordance with SANS – 10400 XA.	
Norms and Standards	None	

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2.1 External Building Envelope	
Overarching Item	2.1.3 Foundations & Floors
Sub-Item	2.1.3 Foundations & Floors
Principles	Dwellings are required to have adequately designed and constructed foundations to ensure structural stability of the unit.
Guidelines	<p>Foundations to be designed and constructed in relation to the founding conditions requiring some assessment of the soil conditions and geotechnical conditions of the location.</p> <p>Particular care must be taken in areas developed on dolomite land.</p> <p>Dwelling Units constructed from alternate building technologies or prefabricated buildings must have suitable foundations / footings or surface beds appropriate to the design materiality and loading of the unit.</p> <p>The floor of a dwelling unit must be designed and constructed to support its own weight and the functional use of the unit, it must be adequately constructed to prevent moisture ingress into the unit.</p> <p>All floors of bathrooms and kitchens must be water resistant or have a suitable floor covering to prevent water ingress and damage.</p>
Norms and Standards	Foundations to comply with SANS 10400 Part H and SANS200-CM2
REFERENCE TO ACTS AND LEGISLATION	
<p>PART H : FOUNDATIONS Reference should be made to Annex A in relation to design of foundations for single storey dwellings.</p> <p>PART J : FLOORS Any floor of any building shall – (a) be designed and constructed to safely support its own weight and any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking), deformation or vibration do not compromise the efficient use of the building or the functioning of equipment supported by such floor; and (b) have a fire resistance appropriate to its use and where required, be non-combustible.</p> <p>(2) The floor of any laundry, kitchen, shower-room, bathroom or room containing a toilet pan or urinal shall be water-resistant.</p> <p>(3) Any suspended timber floor in a building shall be provided with adequate under-floor ventilation.</p> <p>(4) Where any concrete floor slab is supported on ground or filling, such floor shall be so constructed that any moisture present in such ground or</p>	

2.1 External Building Envelope	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	2.1.4 Walls
Principles	<p>PART K - WALLS</p> <p>K1 STRUCTURAL STRENGTH AND STABILITY</p> <p>Any wall shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur and in such a manner that any local damage (including cracking) or deformation do not compromise the opening and closing of doors and windows or the weather tightness of the wall and in the case of any structural wall, be capable of safely transferring such actions to the foundations supporting such wall.</p> <p>K2 WATER PENETRATION</p> <p>(1) Any wall shall be so constructed that it will adequately resist the penetration of water into any part of the building where it would be detrimental to the health of occupants or to the durability of such building.</p> <p>(2) Where a building includes a basement or semi-basement, the local authority may, if it considers that conditions on the site on which the building is to be erected necessitate integrated designs for the penetration of water into such basement or semi-basement applicable to all construction elements or components thereof, require the submission of such designs for approval. Construction shall be in accordance with the requirements of the approved design.</p> <p>K3 ROOF FIXING</p> <p>Where any roof truss, rafter or beam is supported by any wall provision shall be made to fix such truss, rafter or beam to such wall in a secure</p>
Guidelines	<p>For the purposes for habitability, any wall within a building shall be designed and constructed to safely sustain any actions which can reasonably be expected to occur. The wall must be constructed to adequately resist the penetration of water into any part of the building. Walls should be designed and constructed to be as energy efficient as possible.</p> <p>External walls must be structurally sound.</p> <p>External walls must be designed and constructed to adequately prevent water penetration.</p> <p>Foundation walls should have adequate waterproofing : Damp proof courses to prevent water ingress and rising damp</p> <p>The external wall construction must be constructed of suitable material to ensure durability and long-term maintenance.</p> <p>All walls within buildings must provide adequate provision for the fixing of roof trusses or beams.</p> <p>All walls must be compliant from a fire rating perspective.</p> <p>All wall finishes specified shall be robust, hard wearing, easily maintained and cleaned.</p>

<p>Norms and Standards</p>	<p>The design and construction of all walls must comply with NBR - SANS 10400 Part K unless designated as a Category 1 Building. Walls in single-storey Category 1 buildings shall comply with the boundary and fire-resistance requirements of 4.57 of SANS 10400 Part T (for details see Appendix 2)</p>	<p>manner that will ensure that any actions to which the roof may normally be subjected will be transmitted to such wall. K4 BEHAVIOUR IN FIRE Any wall shall have combustibility and fire resistance characteristics appropriate to the location and use of such wall. 4.4.3 External walls</p>
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2.1 External Building Envelope	
Overarching Item	Sub-Item
	<p style="text-align: center;">REFERENCE TO ACTS AND LEGISLATION</p> <p>a) climatic zones 1 and 6; 2,2 b) climatic zones 2, 3, 4 and 5: 1,9. 4.4.3.2 The following types of masonry walling comply with the R-value requirements:</p> <p>a) double-skin masonry with no cavity, plastered internally, or rendered externally;³⁹ or b) single-leaf masonry walls with a nominal wall thickness greater than or equal to 140 mm (excluding plastering and rendering), plastered internally and rendered externally.</p> <p>The requirements refer to the external walls of the habitable portions of the building fabric only.</p> <p>4.4.3.3 For masonry walling types not covered in 4.4.3.2, such walls shall achieve a minimum total R-value of 0,35. The total R-value shall be determined by means of a test conducted in accordance with ASTM C 1363, ASTM C 518 or ASTM C 177. Surface film resistance shall be in accordance with SANS 6946.</p> <p>4.4.3.4 Other walling requirements shall be in accordance with SANS 10400-K. SANS 10400XA 4.4.3</p>

Overarching Item		2.1 External Building Envelope	
Sub-Item	2.1.5 Windows, Fenestration and Glazing	REFERENCE TO ACTS AND LEGISLATION	
Principles	Window sizes and positions must be designed to allow adequate light and ventilation. Glazing and shall be of correct and adequate specification to ensure reasonable thermal comfort within units so that they are habitable.	PART N : GLAZING	
Guidelines	Backyard rental units with up to 15% fenestration area (window area) to nett floor area comply with the minimum energy performance requirements of SANS10400 Part XA. Buildings with a fenestration area to nett floor area per storey that exceeds 15 % shall comply with the requirements for fenestration in accordance with SANS 204. All windows and glazing should be correctly installed to ensure building safety and be properly maintained without any cracked or broken panes of glass.	<p>N1 TYPE AND FIXING OF GLAZING</p> <p>(1) Any material used in the glazing of any building shall be of a secure and durable type and shall be fixed in a manner and position that will ensure that it will –</p> <p>(a) safely sustain any wind actions which can reasonably be expected;</p> <p>(b) not allow penetration of water to the interior of the building; and</p> <p>(c) be apparent, in the case of clear glazing, to any person approaching such glazing.</p> <p>PART XA : ENERGY USAGE IN BUILDINGS</p> <p>4.4.4 Fenestration</p> <p>4.4.4.1 Buildings with up to 15 % fenestration area to nett floor area per storey comply with the minimum energy performance requirements.</p> <p>4.4.4.2 Buildings with a fenestration area to nett floor area per storey that exceeds 15 % shall comply with the requirements for fenestration in accordance with SANS 204.</p> <p>4.4.4.3 All fenestration air infiltration shall be in accordance with SANS</p>	
Norms and Standards	The placement of windows and glazing must comply with the safety requirements of SANS 10400 Part N Window frames and glazing should comply with NBR SANS 10400XA.		

Overarching Item		2.1 External Building Envelope	
Sub-Item	2.1.6 Roof Construction / Insulation / Guttering / Waterproofing		
Principles	For the purposes for habitability, the roof of the building shall be designed and constructed to resist any forces and must be durable, waterproof and not allow any water to accumulate on it.		
Guidelines	<p>Roofs consisting of the roof structure and roof covering must be designed and constructed to ;</p> <ul style="list-style-type: none"> • be adequately anchored against wind uplift. • Have an adequate pitch in relation to the roof covering so as to not allow the accumulation of water on its surface or hail accumulation to allow water penetration into the interior. • Provide an adequate floor to ceiling height in compliance with SANS 10440 Part C Table 2. • prevent the penetration of rainwater into the interior of the building. • Be capable of being repaired in the event of being damaged <p>Good building practice would include :</p> <ul style="list-style-type: none"> • Sufficient roof overhangs to protect the wall surfaces from rain penetration and to provide shading • Gutters and paved splashbacks around buildings to manage stormwater run-off. • A ceiling and insulation to provide adequate thermal resistance in compliance with SANS10440 Part XA. 		
REFERENCE TO ACTS AND LEGISLATION			
<p>L1 GENERAL REQUIREMENT</p> <p>The roof of any building shall be so constructed that it will -</p> <ol style="list-style-type: none"> resist any forces to which it is likely to be subjected; be durable and waterproof; not allow the accumulation of any rainwater upon its surface; and as part of a roof and ceiling assembly provide adequate height in any room immediately below such assembly. <p>L2 FIRE RESISTANCE AND COMBUSTIBILITY</p> <p>The fire resistance of any roof or roof and ceiling assembly complete with light fittings or any other component which penetrates the ceiling, shall be appropriate to its use and where necessary such roof or roof and ceiling assembly shall be non-combustible.</p> <p>4.4.5 Roof assemblies</p> <p>4.4.5.1 A roof assembly shall achieve the minimum total R-value specified in table 7 for the direction of heat flow.</p> <p>4.5.2 A roof assembly that has metal sheet roofing fixed to metal purlins, metal rafters or metal battens shall have a thermal break consisting of a material with an R-value of not less than 0,2 installed between the metal sheet roofing and its supporting member. SANS 10400XA 4.4.5.2</p> <p>4.4.5.3 Metal sheeting types of roofing assembly construction shall achieve the minimum total R-value in accordance with 4.4.5.1, with the installation of insulation that has an R-value as specified in table 8 of SANS 10400 XA</p>			

Overarching Item	2.1 External Building Envelope	
Sub-Item	2.1.6 Roof Construction / Insulation / Guttering / Waterproofing	REFERENCE TO ACTS AND LEGISLATION
Norms and Standards	The design and construction of the building's roof shall comply with the regulations as detailed in SANS 10400 – Part L as relevant to Category 1 buildings.	4.4.5.3 The roof overhang to the northern wall shall be sufficient to shade the windows from midday summer sunshine in accordance with SANS 204.

2.2 Unit Design and Occupancy	
Overarching Item	2.2.1 Unit Size, dimensions, heights and areas
Sub-Item	2.2.1 Unit Size, dimensions, heights and areas
Principles	All buildings and rooms should be fit for purpose as a rental unit to allow tenants to enjoy privacy in a secure and safe environment. Floor area of a home must be habitable and building not a threat to public safety.
Guidelines	SANS 10400 Part C prescribes the following: Minimum floor to underside of ceiling, or roof covering or underside of structural element: <ul style="list-style-type: none"> • Minimum heights in bedrooms and other habitable rooms = 2.4m • Passages entrance halls, bathrooms shower and mezzanine = 2.1m • Minimum room size of 6sqm (provided min wall length is 2m and no built-in cupboards) and assuming an occupancy of 2 people. A subsidiary dwelling unit may be attached to or detached from the main dwelling house but in the former instance may not be interconnected; <ul style="list-style-type: none"> • A subsidiary dwelling unit may consist of interconnected rooms or unconnected rooms. • The unconnected rooms may be self-contained or may share communal ablution and/or kitchen facilities. • In an interconnected subsidiary dwelling unit, the unit may be rented out to a household or single bedrooms may be rented to individual persons. • In an unconnected subsidiary unit, rentable rooms, the minimum size of a habitable space shall not be less than 9m², excluding ablutions and kitchens, or 6m² per person for more than one person.⁴⁰ • Rentable rooms may be self-contained (including ablutions and kitchens) provided that the room may not exceed 25m².
REFERENCE TO ACTS AND LEGISLATION	
PART C - DIMENSIONS C1 ROOMS AND BUILDINGS (1) Any room or space shall have dimensions that will ensure that such room or space is fit for the purpose for which it is intended. (2) The floor area of any dwelling unit shall not be less than that necessary to provide one habitable room and a separate room containing toilet facilities.	

Overarching Item		2.2 Unit Design and Occupancy	
Sub-Item	2.2.1 Unit Size, dimensions, heights and areas	REFERENCE TO ACTS AND LEGISLATION	
Norms and Standards	All buildings and rooms shall comply with dimensions and areas as stipulated in SANS 10400 – PART C		

Overarching Item		2.2 Unit Design and Occupancy	
Sub-Item	2.2.2 Unit Occupancy	REFERENCE TO ACTS AND LEGISLATION	
Principles	Occupancy of any unit is subject to firstly, the unit design and intended number of occupants and secondly, to the level of desired comfort and privacy by the occupants.	A21 POPULATION	
Guidelines	The maximum occupancy on a permanent basis, for rental units with an occupancy of H3 and H4 shall be limited to 2 persons per bedroom.	(1) The population of any room or storey or portion thereof shall be taken as the actual population of such room, storey or portion thereof where such population is known or, where such population is not known, the population shall be calculated from the criteria given in Table 2.	
Norms and Standards	Occupancy of any rental building shall be limited as detailed in SANS 10400 Part A21 Table 2.	Class of occupancy of room or storey or portion thereof for E1, E3, H1, H3, H4 - 2 persons per bedroom	

2.2 Unit Design and Occupancy		REFERENCE TO ACTS AND LEGISLATION
Overarching Item	2.2 Unit Design and Occupancy	
Sub-Item	2.2.3 Common Areas	
Principles	Subsidiary dwelling units consisting of rooms only require communal shared amenities	
Guidelines	<p>The following shared amenities must be provided :</p> <ul style="list-style-type: none"> • Bathrooms / Ablution Facilities • Access to a wash trough or sink for laundry • Access to a sink for food preparation and washing of dishes. • Access to an outdoor yard area • Access to an area suitable for hanging laundry for drying <p>Bathrooms / Ablution Facilities</p> <p>Shared Ablutions must be provided in sufficient numbers in relation to the number of rooms sharing the bathrooms.</p> <p>Consideration should be given to having separate toilet and washing (shower/basin) facilities.</p> <p>Consideration should be given to privacy of bathroom facilities</p> <p>Bathrooms should be secure and able to be locked internally during use</p>	
Norms and Standards	Common Ablution, wash up and laundry facilities to be provided with access to potable water and drainage arrangements.	

11.3.3. Level 3: The Building Environment: Occupational Health & Safety

3.1 The Building Environment : Occupational Health and Safety	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	3.1.1 Fire and smoke safety, equipment and means of escape.
Principles	For the purposes of habitability and safety, residential rental buildings shall be designed and built to withstand smoke and fire and be provided with the necessary fire-fighting equipment and signage.
Guidelines	Buildings shall be designed and constructed to limit the spread of fire and smoke. Buildings are to be designed to facilitate the safe evacuation of occupants. Adequate fire detection equipment and firefighting equipment shall be provided within a building. Adequate statutory fire signage shall be provided.
Norms and Standards	All buildings used for residential rental purposes excluding single residential units shall be designed and constructed to comply with the fire regulations as stated in 4.57 of SANS 10400 Part T (for details see Appendix 2) Dwelling Units with subsidiary units therefore require additional compliance in relation to fire resistance of materials, separating walls, external escape doors into a yard area and simple fire-fighting equipment such as fire extinguishers located in a common area or adjacent any area where cooking takes place.
	SANS 10400 PART T Notwithstanding the General Requirements contained in Part T1 single storey category 1 buildings for H3 and H4 Classifications shall be designed in accordance with the requirements of Item 4.57 Single-storey category 1 buildings for H3 and H4 occupancies

3.1 The Building Environment : Occupational Health and Safety	
Overarching Item	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	3.1.2 Lighting
Principles	Lighting of common areas and units is essential for safety and security. Lighting accounts for a significant proportion of total energy use in residential buildings.
Guidelines	Consideration should be given to using energy efficient light fittings where economically feasible as this saves on long term operational and maintenance expenses with bulb replacement costs.
Norms and Standards	Common Areas: The yard area should have lighting for residents' safety and security. This should be located in relation to amenities such as common area washup areas and ablution facilities. Common Areas : Ablutions : should have internal lighting Units: should have wall or ceiling/soffit mounted light. Each room should have 1 light fitting.
SANS 10400 PART O : LIGHTING & VENTILATION	
4.2.1 Natural lighting	
4.2.1.1 General	
4.2.1.1.1 Where, for the purposes of natural lighting, a room is provided with one or more openings, such opening or openings shall be situated in an external wall, or in a suitable position in the roof of the building, and shall be provided with a zone of space outside it in accordance with the requirements of 4.2.1.2.	
4.2.1.1.2 Where such opening is glazed, it shall be glazed with transparent or approved translucent glazing material, in accordance with the requirements of SANS 10400-N.	
4.2.1.1.3 The area of such opening, or the total area of such openings, inclusive of frames and glazing bars, shall be not less than	
a) 5 % of the floor area of the room(s) in respect of category 1 buildings that have an occupancy class of F2, H3 or H4; and	
b) 10 % of the floor area of the room(s) in respect of other buildings, or 0,2 m2, whichever is the greater.	
NOTE The requirements of 4.2.1 do not apply to ventilated improved pit toilets.	

3.1 The Building Environment : Occupational Health and Safety	
Overarching Item	3.1.2 Ventilation
Sub-Item	3.1.2 Ventilation
Principles	Adequate ventilation and airflow in buildings reduced indoor temperatures and prevents to build up of indoor pollutants and moisture build up.
Guidelines	Rooms should have adequately sized windows and opening sections to allow natural lighting and ventilation. If possible windows should be placed in adjacent or opposite walls to allow for cross ventilation.
Norms and Standards	All habitable rooms and ablution facilities shall be provided with a window opening in relation to the floor area of the room to allow adequate light and ventilation. The area of the opening shall not be less than 5% of the floor area of the room or 0,1 m2 in respect of category 1 buildings that have an Occupancy class of H3, H4.
REFERENCE TO ACTS AND LEGISLATION	
<p>SANS 10400 PART O : LIGHTING & VENTILATION</p> <p>4.3 Ventilation</p> <p>4.3.1 Natural ventilation</p> <p>4.3.1.1 General</p> <p>4.3.1.1.1 Where, for the purposes of natural ventilation, a room is provided with an opening or openings,</p> <p>a) the position of such opening or openings in relation to each other and to internal doors to such room shall be such as to enable such room to be ventilated, and</p> <p>b) the arrangement and sizes of such openings in a garage shall be such that the quantity of noxious fumes or gases in such garage does not exceed a safe limit.</p> <p>4.3.1.1.2 Every such opening shall be either</p> <p>a) an opening or door in an external wall, or</p> <p>b) an openable glazed window in an external wall or in a suitable position in the roof, or</p> <p>c) an opening in the ceiling or at the top of an internal wall, connected directly to a vertical ventilating flue.</p> <p>4.3.1.1.3 The total area of an opening, a door or an openable glazed window that complies with the requirements of 4.3.1.1.2(a) or (b) shall be not less than 5 % of the floor area of the room, or</p> <p>a) 0,1 m2 in respect of category 1 buildings that have an occupancy class of</p>	

11.3.4.Level 4: Tenant – Landlord Obligations: Maintenance & Lease Agreement

Overarching Item		4.1 Tenant – Landlord Obligations : Rental terms and conditions	REFERENCE TO ACTS AND LEGISLATION
Sub-Item	4.1.1 Lease agreement		Rental Housing Act, Act 50 of 1999, Chapter 3, Clause 6 Rental Housing Amendment Act, Act 35 of 2014, Section 8
Principles	A mutually rewarding relationship between landlord and tenant.		
guidelines	<p>The lease is a record of what has been agreed and ‘governs’ the relationship between the landlord and tenant. It is acknowledged that generally lease agreements between landlords and tenants are verbal in respect of Backyard Rental. However landlords and tenants are encouraged to sign a written lease agreement which should cover the following:</p> <ul style="list-style-type: none"> • The names of the tenant and the landlord and their addresses • A description of the unit being rented • The rental amount to be paid, how often it will be paid and how it is increased and paid. • The deposit amount and when and how it is repaid when the lease is terminated • The period over which the Landlord agrees to rent the unit and how the period can be extended • How services such as water and electricity will be paid for • How many people can stay in the unit • How maintenance will be undertaken • Responsibilities of the landlord and tenant <p>A draft lease agreement is attached as Appendix 3.</p> <p>Should a verbal agreement be in place between a landlord and tenant and there is a dispute then Non-Statutory Law (Common Law) requirements will apply.</p>		

Overarching Item		4.1 Tenant – Landlord Obligations : Rental terms and conditions	
Sub-Item	4.1.1 Lease agreement	REFERENCE TO ACTS AND LEGISLATION	
Norms and Standards	The lease agreement is to be in writing and signed by both parties.		

Overarching Item		4.2 Tenant – Landlord Obligations : Maintenance	
Sub-Item	4.2.1 Maintenance and Operations	REFERENCE TO ACTS AND LEGISLATION	
Principles	All property and building components and installations which require maintenance to render the accommodation functional and habitable are to be maintained in a safe and proper manner.	A15 MAINTENANCE AND OPERATION (1) (a) The owner of any building shall ensure that any mechanical equipment, facility or any service installation provided in or in connection with such building, pursuant to these regulations or pursuant to any building bylaw which was in operation prior to the coming into operation of the Act, shall be maintained in a safe and functional condition. (b) Such owner or any person appointed by such owner to be in control of such building shall ensure that where such equipment, facility or installation is designed to be kept operating during the times of normal occupancy of the building, it is kept operating in such a manner as to attain any standard of performance prescribed in these regulations or in any by-law for such equipment or installation.	
Guidelines	The owner of a building is obligated to ensure that the property, building and all equipment is operational and fit for purpose. The owner of a building is obligated to ensure that the structural safety and performance of the structure. The owner of a building must ensure that all measures are undertaken to resist the penetration of rainwater and passage of moisture into the interior of the building.		

<p>Norms & Standards</p>	<p>The maintenance and operation of all parts in the building shall be maintained by the owner in terms of the SANS 10400 – Part A15. The owner of a building shall ensure maintenance of the relevant functional regulations contained in the NBR SANS 10400 Parts B, H, J, K and L.</p>	<p>(2) The owner of any building shall ensure that pursuant to these regulations or pursuant to any building by-law that was in operation prior to the coming into operation of the Act, the following is maintained in accordance with the requirements of the relevant functional regulations contained in Regulations B, H, J, K and L:</p>
		<p>(a) the structural safety performance (behaviour of buildings under all actions that can be reasonably expected to occur); (b) the measures taken to resist the penetration of rainwater and the passage of moisture into the interior of a building.</p>

11.4. Appendix 1: SANS 10400 – 0: Difference in performance of Category 1 developments and other developments.

Clause 3.6 note 2: A building may be classified as a category 1 building for the purposes of one or more parts of SANS 10400. Additional limitations may accordingly be imposed on category 1 buildings. For example, a category 1 building in terms of SANS 10400-T (Fire protection) will be restricted to a single storey.

Table 1: Differences in performance between category 1 buildings and other buildings

Technical aspect	Differences between user performance levels
Size and type of building	Category 1 buildings are restricted to those which have no basements, have floor areas of less than 80 m ² , and have a maximum length of 6,0 m between intersecting walls or members providing lateral support.
Maintenance cycles	Category 1 buildings might require more frequent maintenance.
Earthquakes	Not applicable.
Windstorms	Not applicable.
Deflection and deviation from the horizontal and vertical	Deflections and deviation from the horizontal and vertical are greater in category 1 buildings than those associated with non-category 1 buildings and might be visible/noticeable to a trained eye, although structural performance and safety is not impaired.
Expected damage in walls and floors	The degree of expected damage will generally be greater in category 1 buildings; such damage will nevertheless be of a minor nature and be repairable during the course of normal redecoration.
Behaviour in fire	Restrictions will be placed on the size and layout of the building in category 1 buildings.
Severe condensation and consequential mold growth	No prohibition is placed on the use of category 1 buildings with poor thermal performance in areas with high winter rainfall and humidity such as the Southern Cape Condensation Problem Area, provided that it can be demonstrated that the building is upgradable to a non- category 1 building without having to rebuild the structure.
Attack by biological agents	Not applicable.
Rising damp	Not applicable.
Resistance of walls and roofs to rain penetration	Minor ingress might be experienced in infrequent major storms but not to the extent that any permanent damage might be caused.
Hail resistance	Elements other than normal glazing in category 1 buildings might be more susceptible to hail damage in severe hail storms.
Resistance to local damage/soft body impact	The resistance to local damage when struck by sharp-edged objects and the ability to hold fittings and the impact resistance to soft body impacts will be lower in the case of category 1 buildings than that for non-category 1 buildings. The reduction in performance does not compromise the safety of the structure in any way under all normal circumstances of use.
Accuracy of construction	Tolerances will be greater (i.e. relaxed) in category 1 buildings.
Lighting and ventilation	Reduction in category 1 buildings in size of openings for occupancy classes E3, H3 and H4 only.

Source: SANS 10400 – 0, Annex B, Table B1.

11.5. Appendix 2: Section 4.57 of SANS 10400 Part T

This section provides more detail in respect of both materiality and fire management of Category 1 buildings. The additional details are set out below.

4.57.1 *The minimum distances from an external wall of attached and detached single-storey category 1 buildings for H3 and H4 occupancies to the lateral and rear boundary of the site shall not be less than*

- a) *0,0 m for walls with no openings and a fire resistance (stability, integrity and insulation) of at least 30 min;*
- b) *0,5 m for walls with no openings, constructed with non-combustible external cladding and a surface area of not more than 7,5 m², where such walls have a fire resistance of less than 30 min but which, when tested, comply with the requirements for stability and integrity for a period of not less than 30 min;*
- c) *1,0 m for walls as described in (b) but with a surface area greater than 7,5 m²;*
- d) *that given in table 19 for walls similar to those described in (a), (b) and (c) above, but with openings, provided that the openings in walls at right angles to the boundary are at least 500 mm away from the boundary; and*
- e) *4,5 m where walls have combustible external cladding, or non-combustible external cladding which does not have a fire rating of 30 min for stability or integrity, the entire facade should be regarded as an opening and the minimum boundary should be at least as tabled in table 2, column 2 (low fire load).*

Table 19 – Minimum boundary distances

1	2
<i>Area of openings in elevation m²</i>	<i>Minimum boundary distance m</i>
<i><5</i>	<i>1,0</i>
<i>5</i>	<i>1,5</i>
<i>7,5</i>	<i>2,0</i>
<i>10</i>	<i>2,4</i>

4.57.2 *Where the roof cladding is combustible, the distance from the boundary to the edge of the combustible material shall be in accordance with the requirements for combustible roofs, unless the roofing system is the subject of an Agrément certificate, in which case the assessed safety distances shall apply.*

4.57.3 *Detached single-storey category 1 buildings for H3 and H4 occupancies constructed with internal*

walls that do not have a 20 min fire resistance, shall have

- a. external doors located such that an occupant does not have to move through more than one room to reach an external door or escape routes; and
- b. boundary distances appropriate to the type of cladding used in the roofs and walls.

4.57.4 Attached single-storey category 1 buildings for H3 and H4 occupancies shall either have

- c. external walls with a fire resistance of 30 min (stability and integrity) and a separation wall between buildings extending to the underside of the roof covering with a fire resistance of 30 min (stability, integrity and insulation) of 30 min; or
- d. external walls of combustible material, or non-combustible walls with a fire resistance of less than 30 min, and a separation wall between buildings extending to the underside of the roof covering with a fire resistance of 30 min (stability, integrity and insulation of 30 min) with projections of at least 500 mm beyond the faces of external walls and above the roof.

11.6. Appendix 3: Lease Agreement⁴¹

1. Parties

1.1 The Parties to this agreement are:

1.1.1

Landlord (Owner of the property on which a Backyard Rental units is located); and

1.1.2

Tenant (Person who is renting a Backyard rental unit)

1.2 Property

Through the signing of this document the Landlord agrees to rent to the Tenant the following unit:

Describe unit:

Address of unit:

2. Lease Agreement

3.1 The Landlord rents a Backyard rental unit on his/her Property to the Tenant on the terms and conditions of this agreement.

3.2 The Tenant, for the lease period, has the right to use and enjoy the Backyard rental unit as agreed.

4. Duration

4.1 This agreement will commence on _____

(insert date) and will continue for _____ *(insert number of year/s)* year/s

and _____ *(insert number of months)*

_____ months.

5. Rent

5.1 The Rent will be:

5.1.1 R_____ (*insert value*)

(*insert words*) _____

5.1.2 The rent will be paid _____ (*insert how often i.e. for example monthly/annually etc*)

5.1.3 The rent shall increase annually, by _____% (*insert percentage*)

5.2 An increase in Rent requires the Landlord to give the Tenant 30 Days written notice of the increase

- which will take effect on the first day of the Month after the Tenant receives the notice.

5.3 The Tenant must pay the rent as follows
(specify day and or month)

6. Additional Charges

6.1 The following additional charges will apply: _____

(*Specify how electricity, water and sanitation will be charged for and the basis by which they will be paid*)

7. Payments

7.1 All payments due by the Tenant to the Landlord under this agreement must be made electronically into the following bank account:

Bank : _____ (*insert Landlord's name of bank*)

Account number: _____ (*insert Landlord's account number*)

Branch code: _____ (*insert Landlord's branch code*)

Account type: _____ *Landlord's account type*

Name _____ (*insert Landlord's full name*)

Reference _____ (*insert Landlord's reference*)

If the payment will not be done electronically specify how payment will be made

- 7.2 The Landlord will provide the Tenant with a written receipt for all payments made by the Tenant.
- 7.3 The Tenant must not withhold, defer, set-off, or make any deduction from a payment s/he owes the Landlord.
- 7.4 The Tenant will be liable for interest on all overdue amounts payable under this agreement at a rate per annum of % (*insert percentage*), commencing from the date of the outstanding amount until the amount is paid in full.
8. Deposit
- 8.1 On the commencement of this agreement (per clause 4.1), the Tenant must pay the Landlord a deposit of R _____ (*insert value*) _____ (*insert words*).
- 8.2 Once the Lease Period has lapsed, the Landlord must refund the deposit to the Tenant unless the Landlord can prove that the deposit is needed to restore the Property to the condition it was in on the date this agreement started, taking into account reasonable wear and tear.

9. Roles and responsibilities
- 9.1 The Tenant may not sublet the Property
- 9.2 The Tenant must:
- 9.2.1 keep the Property clean and tidy;
 - 9.2.2 use the Property for private dwelling only;
 - 9.2.3 take care of the Property (and other items belonging to the Landlord);
 - 9.2.4 protect the Property from abuse, damage, destruction, and theft;
 - 9.2.5 respect the Property's neighbours;
 - 9.2.6 leave refuse in the refuse bins provided;
 - 9.2.7 enable the Landlord to carry out his duty of maintenance and repair;
 - 9.2.8 allow no more than _____ (insert number of persons) persons to reside on the Property during the Lease Period;
 - 9.2.9 keep no more than _____ (insert number of animals) animals on the Property during the Lease Period, and maintain control of them at all times;
 - 9.2.10 prevent blockages and obstructions in the drains, sewerage pipes and water pipes on the Property; and
 - 9.2.11 provide light bulbs when required on the Property.
- 9.3 The Landlord must at his expense:
- 9.3.1 maintain the Property including repair and replacement of the roof and walls of the Building/s; including the structure, systems, and installations of the Building/s.
 - 9.3.2 repair damage to the Property regardless of the cause of such damage.
- 9.4 The Tenant must notify the Landlord in writing within 30 Days after having taken possession of the Property that specific items need to be repaired or replaced. The Landlord must repair or replace the defective item/s at his own expense, without recourse from the Lessee.
- 9.5 The Tenant may not make alterations or improvements to the Property without the

Landlord's prior written consent.

- 9.6 The Tenant cannot claim against the Landlord for compensation for alterations or improvements to the Property, unless the Landlord has given his prior written consent.
- 9.7 Alterations and improvements made to the Property will belong to the Landlord and may not be removed from the Property.
- 9.8 The Landlord (including his agent or third party acting on his instruction) may enter the Property to perform repairs, replacements, or other necessary maintenance services.

9.9 Prior to entry, the Landlord must give notice to the Tenant to ensure that there is minimum interference to the Property.

10. General

10.1 This agreement constitutes the whole agreement between the Parties.

10.2 This agreement may only be amended if the Parties agree to the amendment in writing, and sign the written document, in ink by hand – which must be attached to this agreement as an Annexure.

11. Signatories

Signed at _____ on _____ 20____

As witnesses for the Landlord:

1. _____
Signature

Full name

2. _____
Signature

Full name

The Lessor:

Signature	Full name
-----------	-----------

1. _

Signature

Full name

2. _

Signature

Full name

The Tenant:

Annexure A: Policy and legislation

The key legislative and policy documents that frame governments approach to the rental sector are:

- The Constitution of South Africa, 1996 [Act No. 108 of 1996] [the Constitution]
- The Housing Act, 1997 [Act No. 107 of 1997 as amended in 2001] [the Housing Act]
- The Residential Landlord and Tenant Act, 1997 [Act No. 3 of 1997]
- The Rental Housing Act [Act No 50 of 1999]
- The Comprehensive Plan 'Breaking New Ground in Housing Delivery', National Department of Housing, 2004 [Comprehensive Housing Plan]
- The Social Housing Policy, 2005
- Social Housing Programme Guidelines, November 2006
- The Social Housing Act [Act No. 16 of 2008]
- The National Housing Code, 2009
- Outcome 8, Sustainable Human Settlements and an improved quality of household life, 2010
- The National Development Plan, 2030 (2012)
- The Medium Term Strategic Framework (2014 – 2019)
- Integrated Urban Development Framework (IUDF), Department of Co-Operative Governance (DECOG), 2016
- Spatial Planning and Land Use Management Act (SPLUMA) [Act 16 of 2013]

An overview of each of these documents is set out below.

- 1) **The Constitution of South Africa, 1996:** The Constitution is the supreme law of the country and therefore has a fundamental impact on National Housing Policy. In respect of housing the following two principles apply:
 - **Housing as a Basic Human Right:** Section 26 of the Constitution states that all South Africans have the right to have 'access to adequate housing'. It is the government's duty to take reasonable legislative and other measures, within its available resources, to achieve the realisation of this right on a progressive basis. Adequate housing is measured in terms

of certain core factors including legal security of tenure, the availability of services, materials, facilities and infrastructure, affordability, accessibility and location.

The Constitution allows that the right to adequate housing cannot be achieved immediately but must be achieved over time. Nevertheless Government must show that it has worked as effectively as possible to achieve this right.

- **Defining the powers of National and Provincial Government and Municipalities:** Schedule 4 of The Constitution broadly sets out the powers of the different spheres of Government as follows :
 - **National Government** has the power **to develop laws** that deal with matters that apply at a national level.
 - **Provincial Government** has the power to make **specific laws for the Province** in terms of all functional areas including housing. These laws must be in accordance with the national laws.
 - **Municipalities [local government]** have the power to **administer** matters such as housing and all other related matters like building regulations, municipal planning and service provision within their area of jurisdiction

2) **The Housing Act, 1997:** The Housing Act is the supreme housing law in South Africa. The President assented to the Act on the 27 November 1997. The Housing Act was then published in the Government Gazette on the 19 December 1997 and commenced on 1 April 1998. The Act was amended in 2001. Following a preamble and a section on definitions the Housing Act is split into seven parts. These are:

- Part 1 – General principles.
- Part 2 – National Government.
- Part 3 – Provincial Government.
- Part 4 – Municipalities.
- Part 5 – Financing of housing development.
- Part 6 – Termination of housing arrangements.
- Part 7 – General provisions.

The Housing Act is based on two points of departure:

- The Housing Act upholds Section 26 of the Constitution which provides that all South Africans have the right to access adequate housing and Government is required to take reasonable legislative and other measures within its resources to achieve the progressive realisation of this right.
- The Housing Act recognises that housing :
 - Fulfils a basic human need.
 - Is a product of human endeavour and enterprise
 - Is a vital part of integrated development planning
 - Is a key sector of the national economy
 - Is vital to the socio-economic well-being of the nation.

In addition the Housing Act outlines the following general principles applicable to housing development which National and Provincial Government and Municipalities must adhere to, encourage and promote:

- The needs of the poor must be prioritised.
- The housing process should provide a wide choice of housing and tenure options, be economically and financially affordable and sustainable and be administered in a transparent and equitable manner.
- Housing development should occur in an integrated manner that creates socially and economically viable communities.
- Government should encourage and support all individuals and community based bodies in fulfilling their own housing needs in a way that ensures skills transfer and community empowerment.
- The active participation of all relevant stakeholders in housing development should be facilitated.
- Individuals and communities affected by housing development should be meaningfully consulted.
- The gearing of Government investment in housing by additional finance and other investment by the private sector and individuals should be facilitated.
- The sustained protection of the environment should be promoted.

The Housing Act specifies the roles and responsibilities of the different spheres of Government. The Housing Act was amended twice in 1999 and 2001. The amendments included:

- **Housing Amendment Act, No 28 of 1999:** This Act amended the Housing Act, 1997, so as to:
 - Recognise the Social Housing Foundation as a national institution (see below)
 - Provide for committees for the South African Housing Development Board and for the co- option of persons to that Board;
 - Further regulate the transfer of movable and immovable property to the provincial housing development boards and the phasing out of certain housing subsidies
 - **Housing Amendment Act, Act 4 of 2001:** The Housing Amendment Act amended the Housing Act, 1997, so as to provide for:
 - The abolition of the South African Housing Development Board and Provincial Housing Development Boards
 - Establishing advisory panels
 - The determination of a procurement policy in respect of housing development
 - The publication in the Gazette of lists of national housing programmes and national institutions
 - That the National Housing Code is binding on all spheres of Government
 - This Act introduces the regulation of the sale of state-funded housing
- 3) **The Residential Landlord and Tenant Act, Act No 3 of 1997:** This Act was promulgated by the Gauteng Provincial Government. It is significant because it was the first legislation of its kind in the country that focused on issues in the rental sector. The act focused on managing landlord and tenant relations in Gauteng and set the parameters for the Rental Housing Act (see below). The Act indicated an increasing recognition of the importance of the rental sector within the human settlements sector.
- 4) **Rental Housing Act, No. 50 of 1999:** The Rental Housing Act defines the responsibility of Government in respect of rental housing property and creates mechanisms to promote the provision of rental housing. The Act creates mechanisms to ensure the proper function of the rental housing market through making provisions for the establishment of Rental Housing Tribunals and laying down general principles governing relations between tenants and landlords and the basis by which conflict resolution in the rental housing sector should occur.

- 5) **The Comprehensive Plan for the Development of Sustainable Human Settlements:** Popularly known as “Breaking New Ground”, was the key document that emphasized the formal recognition by the government of social housing and defined the current role that it is performing in the housing sector. As a policy document, “Breaking New Ground” shifted Government’s emphasis from the provision of housing to the creation of sustainable human settlements, in a manner that is responsive to the demands of particular segments of society and local situations.

“Breaking New Ground” focuses on the promotion of more efficient cities, towns and regions. In support of spatial restructuring, the plan highlights the need to *“integrate previously excluded groups into the city and the benefits it offers.”* The plan flags the need to promote densification, including *“housing products which provide adequate shelter to households, whilst simultaneously enhancing flexibility and mobility.”*

“Breaking New Ground” indicates that **social housing is the key mechanism to achieving these objectives**. Importantly social housing was also linked to other municipal initiatives such as municipal redevelopment projects and the Urban Development Zone (UDZ) tax incentive offered by the South African Revenue Services (SARS). The existing funding mechanisms for social housing were also identified as being “inadequate” and a new funding mechanism was identified whereby “funding support will thus shift away from the current emphasis on uniform individual subsidies, towards equity support for social institutions determined as a percentage of the total capital cost of the project.”

- 6) **The Social Housing Policy, 2005:** The policy framework as set out in the Social Housing Policy presented a new and bold indication of government’s commitment to making the social housing sector work, because of the benefits that it brings to the country. The policy document had a major impact on shaping the current programme as reflected in the Housing Code and the Social Housing Act (see below). The policy indicates that the social housing programme has two primary objectives:

- Firstly, to contribute to the national priority of restructuring South African society in order to address structural, economic, social and spatial dysfunctionalities thereby contributing to Government’s vision of an economically empowered, non-racial, and integrated society living in sustainable human settlements.
- Secondly, to improve and contribute to the overall functioning of the housing sector and in particular the rental sub-component, especially in so far as social housing is able to contribute to widening the range of housing options available to the poor.

The following principles are specified as underpinning the social housing policy. Social housing must:-

- Promote urban restructuring within urban restructuring zones, to be defined by the local authority and supported at provincial level.

- Social housing developments must influence and be influenced by integrated development planning, and should therefore be in line with local Integrated Development Plans (IDPs) and other related plans created for the promotion of integrated development in urban areas.
- Promote the establishment of well-managed, quality rental housing options for the poor.
- Respond to local housing demand.
- Deliver housing for a range of income groups (including, inter alia, middle income, emerging middle class, working class and the poor) in such a way as to allow social integration and financial cross subsidisation.
- Support the economic development of low income communities
- Foster the creation of quality living environments for low-income persons.
- Promote a safe, harmonious, and socially responsible environment both internal to the project and in the immediate urban environs.
- Promote the creation of sustainable and viable projects.
- Encourage the involvement of the private sector where possible.
- Facilitate the involvement of residents in the project.
- Ensure secure tenure for the residents of projects.
- Be facilitated, supported and/or driven by all spheres of government.
- Ensure transparency, accountability and efficiency in the administration and management of social housing stock.
- Promote the use of public funds in such a manner that stimulates and/or facilitates private sector investment and participation in the social housing sector.

The policy introduced a number of new mechanisms, processes and institutions including the following:

- With regard to delivery, SHIs are envisaged to be a key delivery agent of social housing units (either as SHIs or via PPPs). In addition, the possibility of the private sector as a deliverer of social housing via accredited projects is introduced.
- A major conceptual shift was made from linking subsidy allocations to units provided to subsidizing projects, as a mechanism for allowing greater delivery flexibility, but primarily for allowing a more holistic approach to providing sustainable living environments and

promoting quality. The policy emphasises the establishment and promotion of viable and sustainable housing projects on the basis that viable projects are the building blocks to sustainable institutions.

- A new concept of subsidizing accredited projects is introduced.
- With respect to debt financing the policy indicates that the National Housing Finance Corporation and the private sector will play the key roles.

Section 4.1 of the policy, dealing with the Target Market for social housing that the typical nuclear family is not a predominant household in South Africa, and thus, the Policy acknowledges that the "...demand for social housing implies a wide product range, including rooms with shared facilities, communal housing, short stay accommodation..."

The policy acknowledges the need for units that are "unavoidably small out of financial necessity...", and stresses the importance of the overall environment for relief in this regard. It furthermore states that projects will "conform to and exceed the norms and standards set by the Minister..., the National Building Regulations...and the NHBRC", but envisages that "...best practice benchmarks will be continually developed...that the sector itself will develop and which the regulator will enforce." The policy does not therefore, explicitly set space norms, nor excludes non self-contained units such as communal housing.

Social Housing Policy has since been incorporated into the 2009 National Housing Code, and it is this document, together with the 2008 Social Housing Act and its accompanying Regulations that one should look to for guidance in this regard.

- 7) **Social Housing Programme Guidelines, November 2006:** These were interim operational guidelines to support the operational roll-out of the Social Housing Policy prior to the revised 2009 National Housing Code, the 2008 Social Housing Act and 2012 Regulations, and establishment of the SHRA, and are not regulations.

For instance, Annexure 5.5, "Minimum Specifications for Social Housing Units", prescribe that social housing units must be at least 30m² in size for newbuilds, refurbishments and conversions, and "self-contained, i.e. have a separate bathroom and, at least a kitchen area if it is a bachelor unit"

Since there was no prescription that units must have lounges, dining areas, etc., presumably one could also have units with one or more bedrooms only without living areas, as long as the unit is self-contained with its own bathroom and kitchen area.

The effect of these guidelines was that the following more affordable options were excluded from the Programme:

- Smaller and more affordable bachelor/studio units that can be quite effectively designed

with floor areas of 18 to 25m²

- communal forms of accommodation where ablution and other facilities are shared by a number of rooms or flatlets

There is a reference in the Social Housing Act that may be deemed to link the Housing Design Criteria directly to the Minimum Specifications in these Guidelines, namely clause 14(2)(b) which says that SHIs must comply with provisions of government programmes and guidelines, as updated. It is these last words “as updated” that leads to the reasonable conclusion that the Social Housing Act in 2008, the Regulations under it (2012), and the National Housing Code, 2009 have superseded these 2006 Guidelines. Thus, these guidelines from 2006, since never gazetted as regulations, are deemed as no longer binding on social housing norms and standards. The prescript of a 30m² minimum unit size no longer exists in any current regulatory rules.

8) **The Social Housing Act (Act No 16 of 2008):** The Social Housing Act provides the regulatory framework that reinforces government’s support to the social housing sector and sets the framework through which social housing is currently implemented, funded and regulated. The purpose of the Social Housing Act is to create an environment in which social housing is a viable and substantial component of the housing sector in which the public sector is empowered to act and the private sector is confident to invest. Specifically, the Social Housing Act provides the legislative framework for the following key areas of importance to the social housing sector.

- To establish and promote a sustainable social housing environment;
- To define the functions of national, provincial and local governments in respect of social housing;
- To provide for the establishment of the Social Housing Regulatory Authority (SHRA) in order to promote, regulate and guide the investment of public money in the social housing sector;
- To provide the basis through which, and govern the use of public money for Social Housing by delivery agents in social housing projects;
- To give statutory recognition to, and regulate, SHIs; and
- To provide for the creation of Restructuring Zones.

Clause 2(1)(a) states that spheres of government and SHIs must “ensure their respective housing programmes are responsive to local housing demands, and special priority must be given to the needs of women, children, child-headed households, persons with disabilities and the elderly”

Although not explicitly stated, this implies that forms of communal and special needs housing must be provided. This principle is further reinforced in many parts of the 2009 National Housing Code.

Clause 14(2) states that SHIs must function in compliance with:

- provisions of social housing programmes and guidelines of government (b)
- ministerial norms and standards in respect of permanent residential structures (c)
- the NBR and technical standards of the NHBRC (d) and (e)

It has already been shown above that neither the NBR, nor the NHBRC technical requirements contain any prescriptions with regard to unit types and sizes. The ministerial norms referred to are contained in the Housing Code and apply to the construction of standalone residential dwellings on individual erven (BNG) rather than multi-unit multilevel buildings, and this reference is therefore, considered inappropriate for social housing. It should be amended to refer to norms and standards

to be developed by the sector and SHRA specifically for social housing, which is the objective of the current assignment. The Act contains no further references to technical elements.

- 9) **The National Housing Code, 2009:** The National Housing Code compiles all housing policy into one document and provides an overview of National Housing Policy and the Housing Act, as well as an implementation manual on the Housing Subsidy programme. The Code sets out in one comprehensive document the national housing policy of South Africa and most significantly sets out the rules and regulations pertaining to the National Subsidy Programmes. It sets the underlying policy principles, guidelines and norms and standards which apply to Government's various housing assistance programmes introduced since 1994. It is considered reasonable to conclude, from the language in the National Housing Code, that this document supersedes other prior documentation. The National Housing Code (2009) is aimed at simplifying the implementation of housing projects by being less prescriptive while providing clear guidelines.

The code is revised on an ongoing basis by the National Department of Housing. The Housing Code was first developed in March 2000. The latest edition of the Housing Code was published in 2009. An overview of the chapters of the revised Housing Code and the different subsidies offered is set out below:

- **Simplified Guide and Policy Context:** The guide provides an easy to understand overview of the various housing subsidy instruments available to assist low income households to access adequate housing. The detailed description of the policy principles, guidelines, qualification criteria and norms and standards are available in the other sections of the National Housing Code (as described below).
- **Technical and General Guidelines :** The Technical and General Guidelines deal with the provisions pertaining to housing subsidies and include the criteria for eligibility, types of tenure to which the subsidies apply, the quantum of the subsidies, beneficiary contribution

requirements, hidden subsidies and the basis by which value added tax is dealt with. In addition there are technical provisions which include national norms and standards for the construction of dwellings financed through the national housing programme, as well as environmental guidelines and the application of the Expanded Public Works Programme. Issues relating to the management, evaluation and reporting are also covered.

- **Financial interventions** : The following Financial Interventions are specified including accreditation of municipalities, the enhanced extended discount benefit scheme, the individual subsidy programme, operational capital budget OPS/CAP, Housing Chapters of the IDP, social and economic facilities and rectification of certain residential properties created under the pre-1994 housing dispensation
- **Incremental Housing Interventions:** The following Incremental Interventions are specified: the consolidation subsidy programme, emergency housing programme, Integrated Residential Development Programme, informal settlements upgrading and People's Housing Process.
- **Rural Housing Interventions** : The following Rural Interventions are specified: rural subsidy informal land rights
- **Social and rental housing interventions:** The following Interventions are specified:
- **Community residential units programme:** The Community Residential Units Programme aims to provide secure, stable rental accommodation for very low income households. The programme comprises a grant for the development of existing and new public rental housing assets including both capital and maintenance costs. The stock developed should remain in public ownership and cannot be sold or transferred to individual residents.
 - **Institutional subsidies:** This mechanism is targeted at housing Institutions that provide tenure arrangements alternative to immediate ownership (such as rental, instalment sale, share block or co-operative tenure) to subsidy beneficiaries.
 - **Social Housing Programme:** The Social Housing Programme provides grant funding to establish, capacitate and capitalize social housing institutions which may develop, hold and administer affordable rental units within identified restructuring zones. A precondition for receiving capital grants is that social housing institutions need to be accredited by the Social Housing Regulatory Authority and also access own capital contributions.

The only specific reference in the Code to technical norms and standards is Section 3, "Technical and General Guidelines" containing the "Revised Technical Norms and Standards for Stand Alone Residential Dwellings". Thus, the above norms and standards cannot be applied to medium density multi-unit, multi-level buildings. The statement in the section of the Code on Institutional Subsidies, that these Norms and Standards apply is therefore, somewhat incongruous.

In Part 3, Volume 6 of the Code, Social and Rental Interventions, Social Housing Policy, Section

4.1 clearly allows for the programme to benefit a range of people, from singles, singles co-habiting to different kinds of households. The Housing Code therefore, as it pertains to social housing, contains no specific prescripts with regard to unit types, sizes, layouts, space norms or any other dimensional aspects of design.

- 10) **Outcome 8: Sustainable Human Settlements and Improved Quality of Life:** During 2010, the South African Government agreed on 12 outcomes as a key focus of work between 2010 and 2014. Cabinet ministers signed performance agreements for outcomes linked to their department's areas of focus, and they are accountable for the achievement of these to the president. Each outcome has a limited number of measurable outputs with targets. Each output is linked to a set of activities that will help achieve the targets and contribute to the outcome. Each of the 12 outcomes has a delivery agreement, which in most cases involves all spheres of government and a range of partners outside government. Combined, these agreements reflect government's delivery and implementation plans for its foremost priorities.

Outcome 8 focuses on Sustainable Human Settlements and Improved Quality of Household Life. All public entities within the housing and social housing sector are required to, and have aligned their activities to achieve the targets specified in Outcome 8, as the Minister for Human Settlements is accountable for these to the president. Outcome 8 comprises four outputs, and the performances of departments are evaluated by the extent to which they achieve these targets:

- Output 1: Accelerated Delivery of Housing Opportunities
- Output 2: Access to basic services
- Output 3: Efficient Utilisation of Land for Human Settlements Development
- Output 4: Improved property market

The social housing sector falls under Output 1. In terms of this output **government aimed to provide 80,000 units of well-located and affordably priced rental accommodation units by 2014** (20,000 units per annum). The target is broken down in terms of different types of rental accommodation of which social housing is one. These are as follows:

- Social Housing Programme: 24,312 units by 2014
- Institutional Housing Subsidy Programme: 8,487 units by 2014
- Community Residential Unit Programme: 20,000 units by 2014
- Private Sector Rental Housing (including small scale and larger corporate sector landlords): 26,600 units by 2014

- 11) **The National Development Plan, 2030:** The need for and government's support of social housing was further reinforced by the National Development Plan 2030. In addition the Plan has implications for the way in which social housing is delivered in the future. The National Development Plan was developed by the National Planning Commission which was appointed in May 2010 by President Jacob Zuma. The Commission is an advisory body consisting of 26 people drawn largely from outside government chosen for their expertise in key areas. The Commission's Diagnostic Report was released in June 2011 and set out South Africa's achievements and shortcomings since 1994. This led to the development of a draft National Development Plan, released in November 2011. After a period of public engagement and refinement, the plan was approved by Cabinet in 2012.

The Plan aims to eliminate poverty and reduce inequality in South Africa by 2030. The plan recognizes the significant achievements that South Africa has made since the transition from apartheid to democracy. In addition it recognizes the significant challenges that South Africa still faces. The Plan acknowledges the positive direction that human settlement policy has taken since the introduction of "Breaking New Ground" and believes that the full implementation of Outcome 8 will make a major contribution to housing delivery. In addition the Plan makes the following proposals in respect of the housing sector:

- **Develop a more coherent and inclusive approach to land:** The plan proposes that municipalities should formulate a land policy as part of their Integrated Development Plan (IDP) and should support poorer people to access land. Administrative procedures for land development should be revised to eliminate delays.
- **Radically revise the housing finance regime:** The plan proposes that state support for housing in poorly located areas should be prevented and development in inner cities and around transport hubs etc. should be prioritised. State investment should be shifted from support for top structures to incentivize the acquisition of well-located land and supporting the development of the public environment needed for sustainable human settlements. Housing funding should be shifted away from building single houses to supporting the development of a wide variety of housing types with different tenure arrangements (including affordable rental and social housing). Mixed use development should be encouraged.
- **The regulations and incentives for housing and land management should be revised:** The plan proposes that the link between public transportation and land use management should be strengthened with the introduction of incentives and regulations to support compact mixed use development. New private housing developments should be incentivised to include a proportion of affordable housing. Addressing obstacles in supply and demand should encourage the growth of housing in the gap market. All new developments should be required to be consistent with a set of sustainability criteria. All local spatial development frameworks should be required to incorporate a growth management approach that would align areas of population and economic growth with investment in bulk infrastructure. A proactive element into land use management systems

should be introduced by allowing municipalities to proactively rezone land to achieve objectives such as densification.

- The **role played by informal settlements should be recognised** and the existing national programme for informal settlement upgrading should be enhanced, by developing a range of tailored responses to support their upgrading.

12) **The Medium Term Strategic Framework:** The MTSF is government's strategic plan for the 2014 to 2019 electoral term and sets out the actions government will take and targets to be achieved. To achieve the vision of sustainable human settlements and an improved quality of household life, the priorities include:

- 1.4 million more households living in new or improved housing conditions by 2019
- 110 000 new housing units delivered in the affordable gap market by 2019
- 49 municipalities assigned or accredited with the housing function
- A multi-segmented social-rental housing programme, which includes backyard rentals.

13) **The Integrated Urban Development Framework:** The IUDF is a response to Chapter 8 of the National Development Plan (NDP) 'Transforming human settlements and the national space economy'. The policy framework aims to guide the development of inclusive, resilient and liveable urban settlements, while squarely addressing the unique conditions and challenges facing South Africa's cities and towns. It provides a new approach to urban investment by the developmental state, which in turn guides the private sector and households. Its vision is: *'Liveable, safe, resource- efficient cities and towns that are socially integrated, economically inclusive and globally competitive, where residents actively participate in urban life'*. These goals inform the priority objectives of the following seven policy levers:

- Integrated transport and mobility
- Integrated sustainable human settlements
- Integrated infrastructure planning
- Inclusive economic development
- Efficient land governance and management
- Empowered active communities
- Effective urban governance

The ultimate goal of sustainable human settlement design and constructions is a decent standard of living, which includes access to transport, safety and security, adequate health care, nutrition, housing, water, electricity and sanitation services, among others. To achieve this requires finding the right mechanisms and levers to bring out fundamental spatial transformation.

The short-medium term recommendations are:

- Finalise the Human Settlements White Paper
- Prioritise the regeneration of the inner cities
- Accelerate the upgrading of informal settlements
- Finalise the devolution of the housing function
- Promote densification, including supporting back-yarding in townships and low-cost housing neighbourhoods
- Improve integrated planning and management
- Redevelop townships
- Develop a national policy on inclusionary housing

The longer term recommendations are:

- The focus could be on monitoring and review of policies where required, based on the implementation of various programmes, with the intention of advancing options for more integrated and inclusive human settlements.
- NUSP should be completed and evaluated.
- The concepts and ideas for human settlements need to continue to be well informed by developmental thinking and research, and partnerships and alliances with key national and international role-players.

14) **The Spatial Planning and Land Use Management Act:** SPLUMA is a national framework legislation that sets out a new spatial planning and land use management system regime for South Africa. It gives guidance to provincial planning laws and to municipal planning by-laws so that they will be consistent and aligned to SPLUMA. Broadly SPLUMA provides:

- Development principles and norms and standards;

- Guidance on the spatial planning system by indicating the different kinds of spatial plans, or spatial development frameworks (SDFs) and their content;
- Guidance on the land use management system (LUMS);
- Limited guidance on land development applications (LDAs) and procedures as these must be detailed in the provincial planning laws and implemented by municipalities.

SPLUMA takes a clearly supportive position on informal settlements and incremental upgrading. Its provisions make explicit reference to informal settlements, unlike any pre-1994 planning legislation, creating a set of legally-binding obligations on government.

SPLUMA requires a municipality to have a land use scheme that covers all the land within the municipality, including informal settlements. This means that the municipality will have to play a role in regulating and offering land use management services in informal settlement areas. Informal settlements will have zoning applying to them. Zoning is important because it legalises the land use and it sets out development rules for that zoning. The informal settlement is then legally recognised.

Thus an opportunity exists when the zoning of an informal settlement is determined, for the zoning rules and conditions to include a number of aspects to secure tenure, for example:

- A local register of occupants, so that residents are formally listed on an official record.
- An occupation permit/certificate to give residents evidence of occupation.
- Shelters linked to a spatial plan and a register through the GPS points of the shelter.
- A services card as proof that the informal settlement receives services or may even pay a nominal amount for services.

NOTES AND REFERENCES

- ¹ This section adapted from the Department of Planning, Monitoring and Evaluation, Impact and Implementation Evaluation of the Social Housing Programme, Literature review and theory of change, 2015, unless otherwise indicated.
- ² Department of Planning, Monitoring and Evaluation, Impact and Implementation Evaluation of the Social Housing Programme, Literature review and theory of change, 2015.
- ³ Centre for Urbanism and Built Environment Studies, A landlords guide to rental housing in South Africa, no date
- ⁴ Department of Human Settlements, Department of Performance Monitoring and Evaluation, Impact and Implementation Evaluation of the Social Housing Programme, Summary Report, March 2016
- ⁵ Social Housing Regulatory Authority (SHRA), State of the Social Housing Sector (2017/18)
- ⁶ Social Housing Regulatory Authority (SHRA), *State of the Social Housing Sector (2017/18)*
- ⁷ Department of Human Settlements, A Comprehensive Plan for the Development of Sustainable Human Settlements, 2014, p 3: *'Backyard rental accommodation in the form of backyard shacks, student accommodation and granny flats, is increasingly recognized as an important component of the overall private rental sector and it plays a significant role in the residential property market'*
- ⁸ Department of Cooperative Development and Traditional Affairs, Integrated Urban Development Framework, 2016, p 46: *'Backyard rentals provide affordable rental accommodation for lower-income groups and for people not needing permanent accommodation. These rentals also offer owners income assets. Cities need to develop strategies to extend basic services to backyarders, assist with creating more permanent structures and enhance tenant security.'*
- ⁹ SANS 10400-0 in the 2011 edition (edition 3) introduces a Category 1 building to which a lower level of standards are specified. Clause 3.6 note 2 indicates: *'A building may be classified as a category 1 building for the purposes of one or more parts of SANS 10400. Additional limitations may accordingly be imposed on category 1 buildings. Category 1 buildings are defined in Clause 3.6 (p4) as: 'Building which:*
- a) is designated as being of class... H2, H3, or H4 occupancy,*
 - b) has no basements,*
 - c) has a maximum length of 6,0 m between intersecting walls or members providing lateral support, and*
 - d) has a floor area that does not exceed 80 m²*
- The definitions of the classes (see point a) above) are H2 (Dormitory), H3 (Domestic residence), or H4 (Dwelling house). The difference in performance between Category 1 buildings and other buildings is shown in Annexure A attached as provided in SANS 10400-0.
- ¹⁰ SPLUMA supports the notion of Backyard Rental particularly in respect of the principles on spatial justice set out in Chapter 2 and the specifications set out in respect of Spatial Development Frameworks.
- a) In respect of the spatial justice principles, the following is indicated:
- Section 7 (a)
 - i. past spatial and other development imbalances must be redressed through improved access to and use of land;*
 - ii. SDFs and policies at all spheres of government must address the inclusion of persons and areas that were previously excluded, with an emphasis.....on areas characterised by widespread poverty and deprivation;*
 - iii. spatial planning mechanisms, including land use schemes, must incorporate provisions that enable redress in access to land by disadvantaged communities and persons;*
 - iv. land use management systems must include all areas of a municipality and specifically include provisions that are flexible and appropriate for the management of disadvantaged areas, informal settlements and former homeland areas*

These provisions set the basis and points of departure to identify areas and to include plans, policies and regulations that will be suitable to manage areas that were previously disadvantaged.
 - Section 8 (2) discusses norms and standards relating to land use management and development indicating the following:
 - (a) The norms and standards must promote social inclusion, spatial equity, desirable settlement patterns, rural revitalisation, urban regeneration and sustainable development;..... and*

- (f) *differentiate between geographic areas, types of land use and development needs*
- b) In respect of the provisions relating to SDFs, the following is specified in Chapter 4 (General provisions relating to SDFs)
- Section 12(1): the national and provincial sphere of government and each municipality must prepare spatial development frameworks that-
 - (h) *include previously disadvantaged areas,and address their inclusion and integration into the spatial, economic, social and environmental objectives of the relevant sphere*
 - (k) *provide direction for strategic developments, infrastructure investment, promote efficient, sustainable and planned investments by all sectors and indicate priority areas for investment in land development*
 - Section 12(2)(b): *An SDF adopted in terms of this Act must guide and inform the exercise of any discretion or of any other law relating to land use and development of land by that sphere of government*
 - Section 12(6): *SDFs must outline specific arrangements for prioritising, mobilising, sequencing and implementing public and private infrastructural and land development investment in the priority spatial structuring areas identified in SDFs*

¹¹ Municipalities are required by SPLUMA to prepare a Land Use Scheme to cover their entire municipality and this is promulgated in terms of the by law and SPLUMA. It is this document that sets out the zoning, building plans, definition of land uses, floor areas, coverage, building lines, subsidiary dwellings, site development plans, consent use applications and so forth. It also says what happens if use of land is contravened or used illegally.

Generally LUMS permit subsidiary dwellings on Res 1 sites for example granny flat and quarters for domestic workers. However some of the LUMS are more explicit in enabling Backyard Rental. For example Section 21 of the Johannesburg LUMS is instructive as set out below.

Example: City of Johannesburg LUMS: Section 21(1). SUBSIDIARY DWELLING UNIT: Notwithstanding the provisions of the land development requirements of the erf, as contained in the Land Use Scheme.

- (a) *An owner may erect and use a maximum of two subsidiary dwelling units on an erf zoned "Residential 1", subject to the following conditions: In the event of a subsidiary dwelling unit/s being in excess of one storey, the written consent of the Council shall be required; such written consent shall include the notification of the neighbours; informing the neighbours of the intent of the owner; indicating that any objections / representations shall be made to the Council and the owner in writing within twenty-eight (28) days from the date of notification.*
- (b) *The two (2) subsidiary dwelling units shall be inclusive of staff accommodation.*
- (c) *The total combined floor area of the subsidiary dwelling units shall not exceed 160m² or 90% of the main dwelling house whichever is the lesser.*
- (d) *A subsidiary dwelling unit may only be erected in relation to an existing dwelling house.*
- (e) *A subsidiary dwelling unit may be attached to or detached from the main dwelling house but in the former instance may not be interconnected.*
- (f) *A subsidiary dwelling unit may consist of interconnected rooms or unconnected rooms.*
 - (i) *The unconnected rooms may be self-contained or may share communal ablution and/or kitchen facilities.*
 - (ii) *In an interconnected subsidiary dwelling unit, the unit may be rented out to a household or three (3) bedrooms may be rented to individual persons.*
 - (iii) *In an unconnected subsidiary unit, rentable rooms, the minimum size of a habitable space shall not be less than 9m², excluding ablutions and kitchens, or 6m² per person for more than one person.*
 - (iv) *Rentable rooms may be self-contained (including ablutions and kitchens) provided that the room may not exceed 25m².*
 - (v) *A subsidiary dwelling unit is equivalent to three (3) rentable rooms which may share a kitchen and/or ablution facilities or three (3) self-contained rentable rooms.*
- (g) *Parking shall be provided to the satisfaction of the Council;*
- (h) *No outbuildings may be erected in relation to the subsidiary dwelling units other than a garage/s;*
- (i) *The access, positioning and design of the subsidiary dwelling units shall be to the satisfaction of the Council;*
- (j) *The screening of the subsidiary dwelling units shall be to the satisfaction of the Council;*

- (k) *The amenity of the area shall not be disturbed at the sole discretion of the Council;*
- (l) *Where an owner of a "Residential 1" property exercised the right of a subsidiary dwelling unit, neither the subsidiary dwelling unit nor the dwelling house may be sectionalized;*
- (m) *In the event of subdivision in accordance with the prevailing density guidelines a newly created portion may contain the detached subsidiary dwelling unit, which may now be re-defined as an existing dwelling house;*
- (n) *When an owner exercises the right for the subsidiary dwelling units, engineering services contributions in terms of the prevailing policies for engineering services, may be payable on submission of the building plan as determined by the Council.*

¹² This section from Alcarí Consulting (undertaken for National Treasury), Appendix 5, South African Rental Housing Market Report, Performance and expenditure review, Provincial Government Housing Rental Stock, May 2018

¹³ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

¹⁴ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

¹⁵ This section from Alcarí Consulting (undertaken for National Treasury), Appendix 5, South African Rental Housing Market Report, Performance and expenditure review, Provincial Government Housing Rental Stock, May 2018

¹⁶ This is considered to be an annual amount of at least 1.02% of the capital cost of the project in real terms.

¹⁷ Department of Planning, Monitoring and Evaluation, Impact and Implementation Evaluation of the Social Housing Programme, Literature Review, January 2015

¹⁸ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

¹⁹ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

²⁰ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

²¹ Rhizome Management Services, A Framework to Inform a National Rental Research Agenda for the Department of Human Settlements, 2012

²² Robert McGaffin, John Spiropoulos & Luke Boyle, Micro-developers in South Africa: a Case Study of Micro-property Developers in Delft South and Ilitha Park, Cape Town, Published Online, 20 October 2018

²³ *ibid*

²⁴ Community Survey, Stats SA, 2016

²⁵ David Gardner and Margot Rubin, The 'other half' of the backlog: (Re)considering the role of backyarding in South Africa,

December 2013

²⁶ See Shisaka Development Management Services (Pty) Ltd in Association with CSIR Building and Construction Technology, Final Report: Small Scale Landlords: Research Findings and Recommendations, 2006

²⁷ SALGA, Local Government Position on Municipal Responses to Backyarders and Backyard Dwellings, May 2014

²⁸ SALGA, Local Government Position on Municipal Responses to Backyarders and Backyard Dwellings, May 2014, page 2

²⁹ SALGA, Local Government Position on Municipal Responses to Backyarders and Backyard Dwellings, May 2014

³⁰ Adapted from SALGA, Local Government Position on Municipal Responses to Backyarders and Backyard Dwellings, May 2014, page 7

³¹ This includes privately-held or owned land, with a wide range of tenure types including freehold, leasehold, rental, allocated by traditional authority, or a part of a phased tenure process.

32 Including for example municipal housing estates in Cape Town and Johannesburg

33 Adapted from Social Housing Regulatory Authority, State of the Social Housing Sector, 2011/12 – 2012/13

34 In the Rental Housing Act and its amendments (section 4B (11)) it states that the landlord/owner “must provide a tenant with a dwelling that is in a habitable condition, as well as maintain the existing structure of the dwelling and “where possible facilitate the provision of basic services to the dwelling”. While dwellings are defined as “any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated parking space which is leased as part of the lease”, it does not define basic services nor does it require that basic services actually have to be provided by the owner/landlord.

35 NOTE: The cavity and grouted cavity walling systems exceed the minimum R-value of 0,35.

36 An urban edge is defined as a line drawn around an urban area as a growth boundary i.e. the outer limit of urban areas. This urban edge marks the transition between rural and urban land use i.e. generally between urban areas serviced by municipal services to land uses predominantly agricultural, nature and conservation areas.

³⁷ In the Rental Housing Act and its amendments (section 4B (11)) it states that the landlord/owner “must provide a tenant with a dwelling that is in a habitable condition, as well as maintain the existing structure of the dwelling and “where possible facilitate the provision of basic services to the dwelling”. While dwellings are defined as “any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated parking space which is leased as part of the lease”, it does not define basic services nor does it require that basic services actually have to be provided by the owner/landlord.

38 In the Rental Housing Act and its amendments (section 4B (11)) it states that the landlord/owner “must provide a tenant with a dwelling that is in a habitable condition, as well as maintain the existing structure of the dwelling and “where possible facilitate the provision of basic services to the dwelling”. While dwellings are defined as “any house, hostel room, hut, shack, flat, apartment, room, outbuilding, garage or similar structure which is leased, as well as any storeroom, outbuilding, garage or demarcated parking space which is leased as part of the lease”, it does not define basic services nor does it require that basic services actually have to be provided by the owner/landlord.

39 NOTE: The cavity and grouted cavity walling systems exceed the minimum R-value of 0,35.

40 This indicates a minimum unit size of 15m² for a self contained unit comprising 6m² for the bedroom (occupancy 2 people) and a further 9m² for a separate bathroom and kitchen area.

41 The lease agreement provided in this Appendix has been adapted from Legalwise Standard agreements available on <https://www.legalwise.co.za/>

NATIONAL TREASURY

NO. 2942

20 January 2023

I, E Godongwana, Minister of Finance, acting in terms of the Division of Revenue Act, 2022 (Act No. 9 of 2022), hereby publish in the attached Schedule -

- (a) The allocation of Schedule 7, Part A allocations to Eastern Cape - Provincial Emergency Housing Grant

For ease of reference only and where applicable, the attached Schedule reflect the allocations published in the Division of Revenue amendment Act, 2022 Schedule 7, Part A.

This Government Notice is set out as follows:

- Part 1: Conditional allocations; and
Part 2: Explanatory memorandum relating thereto.



E Godongwana
Minister of Finance

Date: 14/12/2022

Explanatory Memorandum to the Provincial Allocations set out in the Schedules

This *Gazette* is published in terms of the Division of Revenue Act, 2022 (Act No. 5 of 2022), and provides information on adjustments to existing allocations to national departments and provinces in the 2022/23 financial year.

This is necessitated by the need to allocate a portion of an unallocated schedule 7, Part A grant to Eastern Cape following storm and flooding damages experienced by the province.

This *Gazette* therefore updates information that was published in the Division of Revenue Act, 2022.

This notice affects the Provincial Emergency Housing Grant,

- a) In compliance with Section 25 of the Division of Revenue Act, 2022 the National Department of Human Settlements allocates R42.054 million to Eastern Cape from the unallocated Provincial Emergency Housing Grant (Schedule 7, Part A).

SCHEDULE 7, PART A
TRANSFERS FROM THE PROVINCIAL EMERGENCY HOUSING GRANT

Vote	Name of allocation	Purpose	Province	Column A		
				2022/23 (Division of Revenue Act, 2022)	Adjustment	2022/23 Adjusted Allocation
Human Settlements (Vote 33)	Provincial Emergency Housing Grant	To provide funding to provinces for the provision of temporary shelter assistance to households affected by disasters or a housing emergency; to provide funding to provinces to repair the damage to housing for low-income households following a disaster or housing emergency if the costs of repairs are less than the cost of relocation and provision of temporary shelter.	Eastern Cape	R'000	R'000	R'000
			Free State	-	42 054	42 054
			Gauteng	-	-	-
			KwaZulu-Natal	-	325 764	325 764
			Limpopo	-	-	-
			Mpumalanga	-	-	-
			Northern Cape	-	-	-
			North West	-	-	-
			Western Cape	-	-	-
			Unallocated	325 764	(247 818)	77 946
TOTAL	325 764	120 000	445 764			

NATIONAL TREASURY

NO. 2943

20 January 2023

**FINANCIAL INTELLIGENCE CENTRE ACT, 2001: AMENDMENT OF MONEY
LAUNDERING AND TERRORIST FINANCING CONTROL REGULATIONS**

The Minister of Finance has, in terms of section 77 of the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001), made the regulations set out in the Schedule.

SCHEDULE

GENERAL EXPLANATORY NOTE:

[] Words in bold type in square brackets indicate omissions from existing enactments.

_____ Words underlined with a solid line indicate insertions in existing enactments.

Definitions

1. In these regulations, “**the Regulations**” mean the Money Laundering and Terrorist Financing Control Regulations, 2002, published in Government Notice R.1595 of 20 December 2002, as amended by Government Notice R456 in Government Gazette 27580 of 20 May 2005, Government Notice R867 in Government Gazette 33596 of 01 October 2010, Government Notice 1107 in Government Gazette 33781 of 26 November 2010 and Government Notice R1062 in Government Gazette 41154 of 29 September 2017.

Amendment of regulation 1

2. Regulation 1 of the Regulations is hereby amended by—
- (a) the insertion after the definition of “guidance” of the following definition:
“**international funds transfer report**’ means a report which must be submitted in terms of section 31 of the Act;” and
- (b) the substitution for the definition of “reporter” of the following definition:
“**reporter**’ means—
- (a) an accountable institution or reporting institution making a cash threshold report under section 28 of the Act as contemplated in regulation 22C;
- (b) an accountable institution making a terrorist property report under section 28A of the Act as contemplated in regulation 22A; **[and]**
- (c) a natural or legal person making a suspicious or unusual transaction report, suspicious or unusual activity report, terrorist financing transaction report or terrorist financing activity report, under section 29

of the Act as contemplated in regulations 23, 23A, 23B or 23C, or other entity on whose behalf such a report is made; and

- (d) an accountable institution making an international funds transfer report under section 31 of the Act as contemplated in regulation 23E;”.

Insertion of new regulations

3. The following regulations are hereby inserted after regulation 23C of the Regulations:

“Prescribed amount for the reporting of an international funds transfer report

23D. The prescribed amount of funds above which a transaction must be reported to the Centre under section 31 of the Act is R19 999,99.

Information to be reported concerning an international funds transfer report

23E. (1) When a reporter makes an international funds transfer report, the report must contain full particulars of—

- (a) the name of the accountable institution making the report;
- (b) the identifying particulars of the accountable institution on whose behalf the report is made including a registration or license number;
- (c) the contact address of the accountable institution on whose behalf the report is made;
- (d) the type of business or economic sector of the accountable institution on whose behalf the report is made;
- (e) in the case of a legal person or an entity making a report, the surname, first name, date of birth and contact particulars of a contact person who may be contacted in relation to the report; and
- (f) if the contact person mentioned in paragraph (e) is—
 - (i) a South African citizen or resident, the identifying particulars of that person and the type of identifying document from which the particulars were obtained; or
 - (ii) not a South African citizen or resident, the identifying particulars of that contact person and the source of identifying information

from which the particulars referred to were obtained and the issuing country thereof.

(2) In respect of any transaction for which an international funds transfer report is made, the report must contain—

(a) full particulars of—

- (i) the location where the transaction took place;
- (ii) the date of the transaction;
- (iii) the value of the transaction in local currency; and
- (iv) a description of how the transaction was conducted; and

(b) as much of the following information as is readily available—

- (i) the foreign currency value, currency code and conversion rate applied by the reporter, if the funds or any portion of the funds were converted into foreign currency;
- (ii) the unique internal reference number for the transaction, if such a number was allocated to the transaction;
- (iii) the Internet Protocol address pertaining to the device by means of which the transaction was conducted if the transaction was conducted by means of an internet transaction facility;
- (iv) the merchant location if the transaction was conducted by means of a credit or debit card;
- (v) a description of the South African Reserve Bank Balance of Payments category;
- (vi) a description of the South African Reserve Bank Balance of Payments subcategory; and
- (vii) the stated purpose for the transaction.

(3) In respect of a transaction by which funds are sent out of the Republic for which an international funds transfer report is made, the report must contain—

(a) full particulars of—

- (i) the location of the institution where the funds will be received; and
- (ii) the SWIFT code of the institution or institution code where the funds will be received; and

(b) as much of the following information as is readily available—

- (i) the particulars of the recipient of the funds; and

(ii) the number of the account to which the funds will be credited, if the funds are to be credited to an account.

(4) In respect of a transaction by which funds are received in the Republic for which an international funds transfer report is made, the report must contain—

(a) full particulars of—

(i) the location of the institution from where the transaction originated; and

(ii) the SWIFT code of the institution or institution code from where the transaction originated; and

(b) as much of the following information as is readily available—

(i) the particulars of the originator of the transaction; and

(ii) the number of the account from which the funds are sent, if the funds are sent from an account.

(5) In respect of a person conducting a transaction for which an international funds transfer report is made, or an entity for which a natural person is conducting such a transaction, the report must contain as much of the following information as is readily available—

(a) in the case of a natural person—

(i) the person's title, gender, names and surname;

(ii) the person's identifying number, nationality and date of birth;

(iii) the source of identifying information from which the particulars referred to in subparagraphs (i) and (ii) were obtained;

(iv) the person's contact address in the Republic;

(v) the person's contact number;

(vi) the person's occupation;

(vii) the person's country of residence;

(viii) if the person's country of residence is other than the Republic, the person's contact address in the country of residence;

(ix) the person's alias, if any;

(x) the person's source of funds;

(xi) the person's income tax number; and

(xii) the person's employer's name, contact address and contact particulars; and

- (b) in the case of a legal person or entity—
- (i) the person's or entity's name;
 - (ii) the person's or entity's identifying number, if it has such a number;
 - (iii) the information referred to in paragraph (a) in respect of the natural person with authority to conduct the transaction on behalf of the person or entity; and
 - (iv) in the case of a company, the information referred to in paragraph (a) in respect of at least one director of that company; or
 - (v) in the case of another type of legal person or other entity, the information referred to in paragraph (a) in respect of at least one natural person associated with that legal person or entity and the role of such person in the legal person or entity.
- (6) If any account held at the reporter was involved in the transaction for which an international funds transfer report is made, the report must contain—
- (a) full particulars in respect of each such account, of—
- (i) the account number;
 - (ii) the name and identifying particulars of the branch or office of the reporter where each account is held;
 - (iii) the type of account;
 - (iv) the currency in which this account is denominated; and
 - (v) the date on which the account was opened; and
- (b) as much of the following information as is readily available in respect of each signatory on each such account—
- (i) the person's title, gender, names and surname;
 - (ii) the person's identifying number, nationality and date of birth;
 - (iii) the source of identifying information from which the particulars referred to in subparagraphs (i) and (ii) were obtained;
 - (iv) the person's alias, if any;
 - (v) the person's contact address in the Republic;
 - (vi) the person's country of residence;
 - (vii) if the person's country of residence is other than the Republic, the person's contact address in the country of residence;
 - (viii) the person's contact number;

- (ix) the person's occupation;
- (x) the source of funds of the person;
- (xi) the person's income tax number; and
- (xii) the person's employer's name, contact address and contact particulars.

(7) In respect of each holder of each account referred to in subregulation (6), the report must contain—

(a) in the case of a natural person—

(i) full particulars of—

(aa) the person's names and surname;

(bb) the person's identifying number and date of birth; and

(ii) as much of the following information as is readily available—

(aa) the person's title, gender, nationality and alias, if any;

(bb) the person's contact address in the Republic;

(cc) the person's country of residence;

(dd) if the person's country of residence is other than the Republic, the person's contact address in the country of residence;

(ee) the person's contact number;

(ff) the person's occupation;

(gg) the person's source of funds;

(hh) the person's income tax number; and

(ii) the person's employer's name, contact address and contact particulars; or

(b) in the case of a legal person or other entity—

(i) full particulars of—

(aa) the person's or entity's name; and

(bb) the person's or entity's identifying number, if it has such a number; and

(ii) as much of the following information as is readily available—

(aa) the person's or entity's contact address in the Republic;

(bb) the type of business conducted by the person or entity;

(cc) the person's or entity's country of incorporation or origin;

- (dd) if the country of incorporation or origin is other than the Republic, the person's or entity's contact address in the country of incorporation or origin;
 - (ee) in the case of a company, the information referred to in paragraph (a)(i) and (ii), in respect of at least one director of that company; and
 - (ff) the tax number of the person or entity.
- (8) An international funds transfer report must contain an indicator or indicators in respect of the circumstances that gave rise to the submission of the report."

Amendment of regulation 24

4. Regulation 24 of the Regulations is hereby amended by the insertion after subregulation (4) of the following subregulation:

"(5) A report under section 31 of the Act must be sent to the Centre as soon as possible but not later than 3 days after a natural person or any of his or her employees, or any of the employees or officers of a legal person or other entity, has become aware of a fact of an international funds transfer that has exceeded the prescribed limit."

Amendment of regulation 29

5. Regulation 29 of the Regulations is hereby amended by the insertion after subregulation (6L) of the following subregulations:

"(6M) Any person or institution which fails to provide the information to be reported concerning an international funds transfer report in accordance with regulation 23E is guilty of an offence.

(6N) Any person or institution which fails to provide the information to be reported concerning an international funds transfer report in accordance with regulation 23E is non-compliant and is subject to an administrative sanction."

Commencement

6. These regulations take effect on 1 February 2023.

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2944

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade and Industry, Mr Ebrahim Patel, in terms of section 12I(12)(a)(i)(aa) and (19)d of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision to **withdraw** the approval of an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: Tongaat Hulett Ltd.
- Tongaat Hulett Ltd was approved as a Brownfield project and awarded 7 points and afforded Preferred Status.
- The project would have invested a total of R525 000 000.
- The approved amount for the additional investment allowance in respect of manufacturing assets brought into use by Tongaat Hulett Ltd was R288 750 000 and additional training allowance of R2 376 000, totalling R291 126 000.
- On 12 October 2020 the Minister of Trade and Industry endorsed the recommendation of the 12I Adjudication Committee meeting of 10 February 2020 to withdraw the approval of Tongaat Hulett Ltd as an Industrial Policy Project in terms of Section 12I of the Act and the relevant Regulations.

Enquiries relating to this publication should be made to:

The Secretariat: 12I Tax Allowance Programme
Department of Trade and Industry
Private Bag X84
PRETORIA
0001

For attention: Mr A Potgieter
Telephone No.: 012 394 1427
E-mail: andre@thedti.gov.za

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2945

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade, Industry and Competition, Mr Ebrahim Patel - in terms of section 12I (19)d of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision to **approve** an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: **Air Liquide Large Industries (Pty) Ltd.**
- **Air Liquide Large Industries (Pty) Ltd – Sasol T18** is a project to manufacture **Gaseous Oxygen, Gaseous Nitrogen, Instrument Air, Liquid Oxygen, Argon, Krypton and Xenon**. The project will invest a total of **R3 502 235 000**, with the value of qualifying manufacturing assets equal to **R3 502 235 000**. The project is classifiable under **SIC 3341**.
- Description and costs of qualifying manufacturing assets:

Assets	Expected Date of Assets In Use	Value of Qualifying Assets (R)
Plant and Machinery	1 July 2024	R3 502 235 000
Total Qualifying Assets		R3 502 235 000

- Date of approval: **22 July 2021**.
- Envisaged date of commercial production: **1 July 2024**.
- Additional investment allowance benefit period: **July 2021 to July 2025**.
- **Air Liquide Large Industries (Pty) Ltd – Sasol T18** is approved as a **Greenfield** project and awarded **5 points** and afforded **Qualifying Status**.
- The approved amount for the additional **investment** allowance in respect of manufacturing assets to be brought into use by **Air Liquide Large Industries (Pty) Ltd** is **R550 000 000 (five hundred and fifty million rand)**.
- The approved amount for the additional **training** allowance is **R216 000 (two hundred and sixteen thousand rand)**.
- Total potential national revenue to be forgone by virtue of deduction of the approved allowances **Air Liquide Large Industries (Pty) Ltd** will be **R154 060 480**.

Enquiries relating to this publication should be made to:

The Secretariat: 12I Tax Allowance Programme
Department of Trade, Industry and Competition
Private Bag X84
PRETORIA
0001

For attention: Mamaki Ngobeni
Telephone No.: 012 394 1016
Fax No.: 012 394 2016

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2946

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade, Industry and Competition, Mr Ebrahim Patel - in terms of section 12I (19)d of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision to **approve** an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: **Clover SA (Pty) Ltd.**
- **Clover SA (Pty) Ltd – Project Sencillo** is a project to manufacture **Dairy Products**. The project will invest a total of **R1 160 940 087**, with the value of qualifying manufacturing assets equal to **R1 160 940 087**. The project is classifiable under **SIC 3020**.
- Description and costs of qualifying manufacturing assets:

Assets	Value of Qualifying Assets (R)
Plant and Machinery	R1 025 346 320
Buildings	135 593 767
	R1 160 940 087

- Date of approval: **31 March 2021**.
- Envisaged date of commercial production: **31 December 2021**.
- Additional investment allowance benefit period: **31 March 2021 to 31 March 2025**.
- **Clover SA (Pty) Ltd – Project Sencillo** is approved as a **Brownfield** project and awarded **8** points and afforded **Preferred Status**.
- The approved amount for the additional **investment** allowance in respect of manufacturing assets to be brought into use by **Clover SA (Pty) Ltd** is **R550 000 000** (five hundred and fifty million rand).
- The approved amount for the additional **training** allowance is **R19 642 000** (nineteen million six hundred and forty-two thousand rand).
- Total potential national revenue to be forgone by virtue of deduction of the approved allowances **Clover SA (Pty) Ltd** will be **R159 499 760**.

Enquiries relating to this publication should be made to:

The Secretariat: 12I Tax Allowance Programme
 Department of Trade and Industry
 Private Bag X84
 PRETORIA
 0001

For attention: Mamaki Ngobeni
 Telephone No.: 012 394 1016
 Fax No.: 012 394 2016

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2947

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade, Industry and Competition, Mr Ebrahim Patel - in terms of section 12I (12)(a)(i)(b)(c) and (19)d of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision to **withdraw** the approval of an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: **Nautic Africa (Pty) Ltd**
- **Nautic Africa (Pty) Ltd- Flagship Vessel Production Facility** was approved as a Greenfield project and awarded 6 points and afforded Qualifying Status.
- The project would have invested a total of **R99 464 000**, with the value of qualifying manufacturing assets equal to **R63 464 000**.
- The approved amount for the additional **investment** allowance in respect of manufacturing assets brought into use by **Nautic Africa (Pty) Ltd - Flagship Vessel Production Facility** was **R22 212 400** and additional **training** allowance of **R7 704 000**, totalling **R29 916 400**.
- On **19 March 2021** the Minister of Trade, Industry and Competition endorsed the recommendation of the 12I Adjudication Committee meeting of **4 August 2020** to withdraw the approval of **Nautic Africa (Pty) Ltd - Flagship Vessel Production Facility** as an Industrial Policy Project in terms of Section 12I of the Act and the relevant Regulations.

Enquiries relating to this publication should be made to:

The Secretariat: 12I Tax Allowance Programme
Department of Trade, Industry and Competition
Private Bag X84
PRETORIA
0001

For attention: Ms M Ngobeni
Telephone No.: 012 394 1016
E-mail: Mamaki.Ngobeni@thedtic.gov.za

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2948

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade and Industry, Mr Ebrahim Patel - in terms of Section 12I (19) of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision **not to approve** an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: Fuchs Lubricants SA (Pty) Ltd.
- Fuchs Lubricants SA (Pty) Ltd is manufacturer of lubricants and greases. The project planned to invest a total of **R263 421 014**, with the value of qualifying manufacturing assets equal to **R263 421 014**. The project is classifiable under **SIC (v7) 1920**.
- Description and costs of qualifying manufacturing assets:
- On 17 March 2021, I as the Minister of Trade, Industry and Competition, endorsed the recommendation of the 12I Adjudication Committee meeting of 04 August 2020 not to approve the application of Fuchs Lubricants SA (Pty) Ltd as an Industrial Policy Project in terms of Section 12I of the Income Tax Act and the relevant Regulations.
- **Enquiries relating to this publication should be made to:**

The Secretariat: 12I Tax Allowance Programme
Department of Trade, Industry and Competition
Private Bag X84
PRETORIA
0001

For attention: Mr A Potgieter
Telephone No.: 012 394 1427

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2949

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade, Industry and Competition, Mr Ebrahim Patel - in terms of section 12I (19)d of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision to **approve** an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: **PG Bison (Pty) Ltd.**
- **PG Bison (Pty) Ltd – Medium Density Fibreboard Mega Plant** is a project to manufacture **Medium Density Fibreboard (MDF)**. The project will invest a total of **R1 333 333 000**, with the value of qualifying manufacturing assets equal to **R1 333 333 000**. The project is classifiable under **SIC 3221**.
- Description and costs of qualifying manufacturing assets:

Assets	Expected Date of Assets In Use	Value of Qualifying Assets (R)
Plant and Machinery	1 July 2023	R1 333 333 000
Total Qualifying Assets		R1 333 333 000

- Date of approval: **29 October 2021**.
- Envisaged date of commercial production: **1 July 2023**.
- Additional investment allowance benefit period: **October 2021 to October 2025**.
- **PG Bison (Pty) Ltd – Medium Density Fibreboard Mega Plant** is approved as a **Greenfield** project and awarded **6** points and afforded **Qualifying Status**.
- The approved amount for the additional **investment** allowance in respect of manufacturing assets to be brought into use by **PG Bison (Pty) Ltd** is **R466 666 550 (four hundred and sixty-six million six hundred and sixty-six thousand five hundred and fifty rand)**.
- The approved amount for the additional **training** allowance is **R1 836 000 (one million eight hundred and thirty-six thousand rand)**.
- Total potential national revenue to be forgone by virtue of deduction of the approved allowances **PG Bison (Pty) Ltd** will be **R131 180 714**.

Enquiries relating to this publication should be made to:

The Secretariat: 12I Tax Allowance Programme
Department of Trade, Industry and Competition
Private Bag X84
PRETORIA
0001

For attention:	Mamaki Ngobeni
Telephone No.:	012 394 1016
Fax No.:	012 394 2016

DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

NO. 2950

20 January 2023

SECTION 12I TAX ALLOWANCE PROGRAMME

The Minister of Trade, Industry and Competition, Mr Ebrahim Patel - in terms of Section 12I (19) of the Income Tax Act, 1962 (Act 58 of 1962) as amended (herein after referred to as the Act) and the Regulations promulgated in the Government Gazette No. 33385 of 23 July 2010 - hereby publishes the decision **not to approve** an application received for the 12I Tax Allowance Programme.

Particulars of applicant

- Name of applicant: **Coega Fruit Terminal (Pty) Ltd.**
- **Coega Fruit Terminal (Pty) Ltd- Cold Store and Container Depot** is a **Fruit Cold Storage and Container Depot**. The project will invest a total of **R163 125 088**, with the value of qualifying manufacturing assets equal to **R156 425 088**.
- Description and costs of qualifying manufacturing assets:

Assets	Expected Date of Assets In Use	Value of Qualifying Assets (R)
Plant & Machinery	11 February 2021	156 425 088
Total Qualifying Assets		156 425 088

- On 19 March 2021, I as the **Minister of Trade, Industry and Competition**, endorsed the recommendation of the **12I Adjudication Committee** meeting of 6 March 2020 not to approve the application of **Coega Fruit Terminal (Pty) Ltd** as an Industrial Policy Project in terms of Section 12I of the Income Tax Act and the relevant Regulations.
- **Enquiries relating to this publication should be made to:**

The Secretariat: 12I Tax Allowance Programme
 Department of Trade and Industry
 Private Bag X84
 PRETORIA
 0001

For attention: Ms M Ngobeni
 Telephone No.: 012 394 1016
 Fax No.: 012 394 2016

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

PARLEMENT VAN DIE REPUBLIEK VAN SUID-AFRIKA**NOTICE 1555 OF 2023****DR. LEON SCHREIBER, MP****NOTICE OF INTENTION TO INTRODUCE A PRIVATE MEMBER'S BILL
AND INVITATION FOR COMMENT THEREON, NAMELY THE
REMUNERATION OF PUBLIC OFFICE BEARERS AMENDMENT BILL,
2023**

Dr Leon Schreiber, MP, acting in accordance with section 73(2) of the Constitution of the Republic of South Africa, 1996, intends to introduce the Remuneration of Public Office Bearers Amendment Bill, 2023, in Parliament. An explanatory summary of the Bill is hereby published in accordance with Rule 276(1)(c) of the Rules of the National Assembly (9th Edition).

In October 2022, the Democratic Alliance (DA) revealed that President Cyril Ramaphosa had amended the Guide for Members of the Executive in April 2022 ("Guide") without informing the National Assembly or public. This was despite the fact that the amendments made to the Guide, which is popularly known as the "Ministerial Handbook", included that Ministers and Deputy Ministers would be exempt from paying for water and electricity at their private residences, which were designated as official residences (the limit of R5,000 that the State bears in this regard as per the 2019 Guide, was removed), and that the private offices of Ministers and Deputy Ministers would be dramatically expanded. The DA estimated that the cost of expanding the offices alone would cost taxpayers upwards of R87 million more every year.

The President's unannounced and expensive changes to the Guide triggered weeks of public outcry. Following the public outcry, the President decided in late October 2022 to rescind these changes and reverted to the previous version of the Guide adopted in 2019, pending an independent review.

Despite the President bowing to public pressure over the latest amendments to the Guide, systemic problems with the Guide remain. Principal among these are a lack of controls and transparency. In his written reply to a Parliamentary question, the President confirmed that "the adoption of the Guide is not done in terms of any legislative provision, but is the result of a Cabinet decision that the tools of the trade need to be defined and regulated." This lack of legal controls or oversight stands in contrast to the Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998), which does

enable control and transparency in respect of the salary, allowances and benefits of President, as these are determined by resolution of that House, but not in respect of the Deputy President, Ministers and Deputy Ministers.

In the case of the Guide, there is also no requirement for the National Assembly, or the President, to consider relevant factors, such as prevailing economic conditions in the country or the comparative costs of different tools of trade. Also, in contrast to other remuneration decisions, there is no legal requirement for the President to report changes to the Guide to the National Assembly, nor is there any requirement to regularly review these allowances and benefits.

To remedy this lack of controls and transparency in the provision of tools of trade, allowances and benefits, the Remuneration of Public Office Bearers Amendment Bill, 2023 (“the Draft Bill”) intends to amend the Remuneration of Public Office Bearers Act, 1998 (Act No. 20 of 1998) so as to—

- provide for transparency and oversight where the President makes a decision about allowances, benefits, or tools of trade for the Deputy President, Ministers and Deputy Ministers;
- provide for a review of all allowances, tools of trade and benefits of the President, Deputy President, Ministers and Deputy Ministers and regular reviews thereafter;
- require the President to consider recommendations from the Independent Commission for the Remuneration of Public Office Bearers when providing allowances, tools of trade, and benefits; and
- require the President to inform the National Assembly when making any changes to allowances, tools of trade and benefits.

Interested parties and institutions are invited to submit written representations on the proposed content of the draft Bill to the Speaker of the National Assembly within 30 days of the publication of this notice. Representations can be delivered to the Speaker, New Assembly Building, Parliament Street, Cape Town; mailed to the Speaker, P O Box 15 Cape Town 8000, or emailed to speaker@parliament.gov.za and copied to legislation@da.org.za.

Copies of the Remuneration of Public Office Bearers Amendment Bill, 2023 may, after introduction, be obtained from legislation@da.org.za or on the Democratic Alliance’s website at <https://www.da.org.za/newsroom>.

DEPARTMENT OF TRANSPORT**NOTICE 1556 OF 2023****AIR SERVICE LICENSING ACT, 1990 (ACT NO.115 OF 1990)
APPLICATION FOR THE GRANT OR AMENDMENT OF DOMESTIC AIR
SERVICE LICENCE**

Pursuant to the provisions of section 15 (1) (b) of Act No. 115 of 1990 and Regulation 8 of the Domestic Air Regulations, 1991, it is hereby notified for general information that the application detail of which appear in the appendix, will be considered by the Air Service Licensing Council. Representation in accordance with section 15 (3) of the Act No.115 of 1990 in support of, or in position, an application, should reach the Air Service Licensing Council, Private Box X 193, Pretoria, 0001, within 21 days of date of the publication thereof.

APPENDIX I

(A) Full name and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class of licence applied for. (D) Type of air service to which application applies. (E) Category of aircraft to which application applies.

(A) Aviation Propellers (Pty) Ltd. (B) 70 Sunset Boulevard, 37 Logan Ave Centurion, Gauteng, 0157. (C) Class III (D) Type G3, G4 & G16 (RPAS). (E) Category H1.

(A) AG Drone Solutions (Pty) Ltd. (B) 69 Reitz Street, Kroonstad Free State, 9499 (C) Class III. (D) Type G3, G4, G5 & G16. (E) Category A4 & H1.

APPENDIX II

(A) Full Name and trade name of the applicant. (B) Full business or residential address the applicant. (C) The Class and number of license in respect of which the amendment is sought (D) Type of air service and the amendment thereto which is being applied for (E) Category of aircraft and the amendment thereto which is being applied for. (F) Amendment referred to in section 14(2) (b) to I.

(A) Star Cargo (Pty) Ltd (B) Denel Aviation, R1 Building, 131 Atlas Road, Kempton Park, 2129 (C) Class I & II; S1479D & N451D. (D) Type S2; Type N1 & N2. (E) Category A1 & Category A1, A2, A3 & A4. **(F) Changes to Postholders:** Mr. B. G Winnan as RP: Flight Operations, Mr. G. J Hughes replaces Mr. Shaun Kruger as RP: Aircraft, Mr. H. J van Zyl replaces Ms. Nadia van Wyk as Air Service Safety Officer.

(A) C & C Air CC T/A King Air Charter (B) Hangar 205, Gate 9, Lanseria International Airport, Lanseria (C) Class II & III; N486D & G538D. (D) Type N1 & N2; Type G2, G7, G8, G10, G11 & G15 (E) Category A1, A2, A3, A4, H1 & H2; A2, A3, A4, H1 & H2. **(F) Change of business address.**

(A) Robot Air (Pty) Ltd. (B) G16 Old castle Brewery, 6 Beach Road, Woodstock, 7925. (C) Class III, G1432D (D) Type G2, G3, G4, G8, G10, G14, G15 & G16 (RPAS) (E) Category H1 (F) **Changes to Postholders.**

DEPARTMENT OF TRANSPORT
INTERNATIONAL AIR SERVICE ACT, (ACT NO.60 OF 1993)
GRANT /AMENDMENT OF INTERNATIONAL AIR SERVICE LICENSE

Pursuant to the provisions of section 17 (12) of Act No.60 of 1993 and Regulation 15 (1) and 15 (2) of the International Air Regulations,1994, it is hereby notified for general information that the applications, detail of which appear in the Schedules hereto, will be considered by the International Air Services Council (Council) representation in accordance with section 16(3) of the Act No. 60 of 1993 and regulation 25(1) of International Air Services Regulation, 1994, against or in favour of an application, should reach the Chairman of the International Air Services Council at Department of Transport, Private Bag X 193, Pretoria, 0001, within 28 days of the publication hereof. It must be stated whether the party or parties making such representation is / are prepared to be represent or represented at the possible hearing of the application.

APPENDIX I

(A) Full name, surname and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class of licence applied for. (D) Type of International Air Service to which application pertains. (E) Category or kind of aircraft to which application pertains. (F) Airport from and the airport to which flights will be undertaken. (G) Area to be served. (H) Frequency of flight.

APPENDIX II

(A) Full name, surname and trade name of the applicant. (B) Full business or residential address of the applicant. (C) Class and number of license in which the amendment is made. (D) Type of International Air Service in respect of which the amendment was made. (E) Category or kind of aircraft to which license was made. (F) Airport in respect of which the amendment was made. (G) Area to be served. (H) Frequency of flight.

(A) South African Airways (SOC) Ltd. (B) Airways Park Jones, OR Tambo International Airport. (C) Class I & I/S094; Class II & I/N095 (D) Type S1 & S2; Type N1, N2, N3 & N4. (E) Category A1 & A2 (F) OR Tambo Int. Airport, Lubumbashi International Airport & Sir Seretse Khama International Airport (G) Johannesburg- Lubumbashi & Johannesburg-Gaborone. (H) JNB-FBM: 7 flights per week & JBN-GBE: 14 flights per week.

(A) Star Cargo (Pty) Ltd (B) Denel Aviation, R1 Building, 131 Atlas Road, Kempton Park, 2129. (C) Class II, I/N140. (D) Type N1 & N4. (E) Category A1 & A2. (F) N/A (G) Type N1: Worldwide (excluding the republic of South Africa); Type N4: Algeria, Angola, Bahrain, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Comoros, DRC, Djibouti, Egypt, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea Bissau, Greece, Israel, Ivory Coast, Kenya, Lesotho, Liberia, Libya, Malawi, Mali, Malta, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Senegal, Somalia, Sudan, Tanzania, Thad, Togo, Tunisia, Uganda, Zambia, Zimbabwe, Reunion, Seychelles, Spain, Swaziland, UK, United Arab Emirates.

DEPARTMENT OF TRANSPORT
INTERNATIONAL AIR SERVICE ACT, (ACT NO.60 OF 1993)
GRANT /AMENDMENT OF INTERNATIONAL AIR SERVICE LICENSE

Pursuant to the provisions of section 24 (1(a) and (b) and 25 (5) of Act No.60 of 1993 and Regulation 16 (1) and 17 (1) of the International Air Regulations, 1994, it is hereby notified for general information that the applications, detail of which appear in the Schedules hereto, will be considered by the International Air Services Council (Council) representation in accordance with section 24(3) of the Act No. 60 of 1993 and regulation 25(2) of International Air Services Regulation, 1994, against or in favour of an application, should reach the Chairman of the International Air Services Council at Department of Transport, Private Bag X 193, Pretoria, 0001, within 21 days of the publication hereof. It must be stated whether the party or parties making such representation is / are prepared to be represented or represented at the possible hearing of the application.

APPENDIX I (Renewals/New)

(A) CARGOLUX AIRLINES INTERNATIONAL S.A. (B) Cargolux Airlines, Findel Airport, L-2990 Luxembourg. (C) Class I. (D) Type S2. (E) Category A1: **B747-8F** - Reg: LX-VCA, LX-VCB, LX-VCC, LX-VCD, LX-VCE, LX-VCF, LX-VCG, LX-VCH, LX-VCI, LX-VCJ, LX-VCK, LX-VCL, LX-VCM, LX-VCN. **B747-400BCF** - Reg: LX-ECV. **B747-400F** Reg: LX-GCL, LX-ICL, LX-NCL. **B747-4EVF** - Reg: LX-JCV. **B747-4R7-F** - Reg: LX-OCV, LX-RCV, LX-SCV, LX-TCV, LX-UCV, LX-VCV, LX-WCV, LX-YCV. **B747-400ERF** - Reg: LX-KCL, LX-LCL, LX-MCL (F) and (G) Luxembourg-Johannesburg- Nairobi-Amsterdam-Luxembourg. (H) Four (04) return flights per week.

(A) ASTRAL AVIATION LTD. (B) P O Box 594-00606, Nairobi, Kenya. (C) Class I. (D) Type S2. (E) A1 - B767-232 – Reg: 5Y-SNL; B727-223 – Reg: 5Y-NIV; B747-400F – Reg: TF-AMU and TF-AMM (F) and (G) Nairobi (Jomo Kenyatta International Airport) - Johannesburg (ORTIA, O R Tambo International Airport) - Nairobi (Jomo Kenyatta International Airport); and Liege Airport – Johannesburg (O R Tambo International Airport) - Nairobi (Jomo Kenyatta International Airport) (H) Five (05) flights per week.

(A) KENYA AIRWAYS LTD. (B) P.O BOX 19002-00501, Embakisi, Nairobi, Kenya (C) Class I. (D) Type S1 (E) Boeing 737-800. Reg. 5Y-CYA, 5Y-CYB, 5Y-CYC, 5Y-CYD, 5Y-CYE, 5Y-CYF; Boeing 787-8. Reg. 5Y-KZA, 5Y-KZB, 5Y-KZC, 5Y-KZD, 5Y-KZE, 5Y-KZF, 5Y-KZG, 5Y-KZH, 5Y-KZI, 5Y-KZJ. Boeing 737-300F. Reg. 5Y-KQC, 5Y-KQD; Embraer 190. Reg. 5Y-KYP, 5Y-KYQ, 5Y-KYS, 5Y-KYT, 5Y-FFA, 5Y-FFB, 5Y-FFC, 5Y-FFD, 5Y-FFE, 5Y-FFF, 5Y-FFG, 5Y-FFH, 5Y-FFI, 5Y-FFJ, 5Y-FFK. (F) and G Nairobi to Johannesburg (NBO-JNB and JNB-NBO) Nairobi to Cape Town Via Livingstone with 5th Freedom traffic rights (NBO-LVI-CPT and CPT-LVI-NBO) Nairobi to Cape Town Via Victoria Falls with 5th Freedom traffic rights (NBO-VFA-CPT and CPT-VFA-NBO) Nairobi to Cape Town (NBO-CPT and CPT-NBO) (H) Twenty-Seven flights per week (27)

KENYA AIRWAYS LTD. (B) P.O BOX 19002-00501, Embakisi, Nairobi, Kenya (C) Class I (D) Type S2 (E) B737-300, Reg. 5Y-KQC; 5Y-KQD; B787-7 5Y-KZB and 5Y-KZA (F) and (G) Points in Kenya to Johannesburg, Durban, Cape Town international airports (H) Seven flights per week (7)

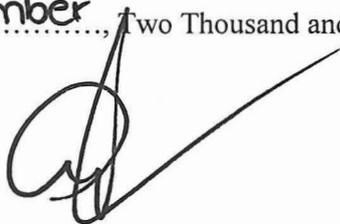
(A) BRITISH AIRWAYS PLC. (B) British Airways Plc, Waterside, P O Box 365, Harmondsworth, UB7 0GB, United Kingdom. (C) Class I. (D) Type S1. (E) Category A1: **A350-1000** - Reg: G-XWBA, G-XWBB, G-XWBC, G-XWBD, G-XWBE, G-XWBF, G-XWBG, G-XWBH, G-XWBI, G-XWBJ, G-XWBK, G-XWBL, G-XWBM. **A380-841** - Reg: G-XLEA, G-XLEB, G-XLEC, G-XLED, G-XLEE, G-XLEF, G-XLEG, G-XLEH, G-XLEI, G-XLEJ, G-XLEK, G-XLEL. **B777-300ER** - Reg: G-STBA, G-STBB, G-STBC, G-STBD, G-STBE, G-STBF, G-STBG, G-STBH, G-STBI, G-STBJ, G-STBK, G-STBL, G-STBM, G-

STBN, G-STBO, G-STBP. **B787-9** - Reg: G-ZBKA, G-ZBKB, G-ZBKC, G-ZBKD, G-ZBKE, G-ZBKF, G-ZBKG, G-ZBKH, G-ZBKI, G-ZBKJ, G-ZBKK, G-ZBKL, G-ZBKM, G-ZBKN, G-ZBKO, G-ZBKP, G-ZBKR, G-ZBKS. **B787-8** - Reg: G-ZBJA, G-ZBJB, G-ZBJC, G-ZBJD, G-ZBJE, G-ZBJF, G-ZBJG, G-ZBJH, G-ZBJI, G-ZBJJ, G-ZBJK, G-ZBJM. **B777-236** - Reg: G-VIIA, G-VIIB, G-VIIC, G-VIID, G-VIIE, G-VIIF, G-VIIG, G-VIIH, G-VIIJ, G-VIIK, G-VIIL, G-VIIM, G-VIIN, G-VIIO, G-VIIP, G-VIIR, G-VIIS, G-VIIT, G-VIIU, G-VIIV, G-VIIW, G-VIIX, G-VIIY, G-RAES, G-YMMA, G-YMMB, G-YMMC, G-YMMD, G-YMME, G-YMMF, G-YMMG, G-YMMH, G-YMMI, G-YMMJ, G-YMMK, G-YMML, G-YMMN, G-YMMO, G-YMMP, G-YMMR, G-YMMS, G-YMMT, G-YMMU. (F) and (G) London Heathrow – O R Tambo (Johannesburg) – London Heathrow (14 flights per week) / London Heathrow - Cape Town - London Heathrow (14 flights per week). (H) Twenty-eight (28) return flights per week.

PROCLAMATION NOTICES • PROKLAMASIE KENNISGEWINGS**PROCLAMATION 111 OF 2023***by the**President of the Republic of South Africa***COMMENCEMENT OF SECTIONS 31 AND 56 OF FINANCIAL INTELLIGENCE
CENTRE ACT, 2001**

In terms of section 82 of the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001), I hereby fix 1 February 2023 as the date on which sections 31 and 56 of the said Act take effect.

Given under my Hand and the Seal of the Republic of South Africa at Johannesburg
this 13 day of December, Two Thousand and Twenty-Two.

**President**

By Order of the President-in-Cabinet:

**Minister of Finance**

PROKLAMASIE KENNISGEWING 111 VAN 2023*van die**President van die Republiek van Suid-Afrika***INWERKINGTREDING VAN ARTIKELS 31 EN 56 VAN WET OP FINANSIËLE
INTELLIGENSIESENTRUM, 2001**

Ingevolge artikel 82 van die Wet op Finansiële Intelligensiesentrum, 2001 (Wet No. 38 van 2001), bepaal ek dat artikels 33 and 56 van vermelde Wet op 1 Februarie 2023 inwerking tree.

Gegee onder my Hand en die Seël van die Republiek van Suid-Afrika te *Johannesburg* op hede die*13*..... dag van*Desember*....., Tweeduisend en Twee-en-Twintig.

President

Op las van die President-in-Kabinet:

**Minister van Finansies**

BOARD NOTICES • RAADSKENNISGEWINGS

**BOARD NOTICE 382 OF 2023
FINANCIAL MARKETS ACT, 2012****PROPOSED AMENDMENTS TO STRATE (PTY) LTD RULES**

The Financial Sector Conduct Authority (FSCA) hereby gives notice under section 71 (3)(b)(ii) of the Financial Markets Act, 2012 (Act No. 19 of 2012) that the proposed amendments to the rules of Strate (Pty) Ltd have been published on the official website of the FSCA (www.fsca.co.za) for public comment. All interested persons who have any objections to the proposed amendments are hereby called upon to lodge their objections with FSCA, at the following email address: Queries.Marketinfrastructures@fsca.co.za within a period of fourteen (14) days from the date of publication of this notice.



Ms. Astrid Ludin
Deputy Commissioner
Financial Sector Conduct Authority

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