



partnership



Architectural procedures for buyers (2019)

General information

- These procedures are applicable to all phases of the development and may be updated from time to time. The latest version will be dated at the end of this document.
- With the resale of plots, new owners must first establish from DGA Architects (DGA) what building plans (if any) are included in the sales agreement.
- Any work requests from buyers to DGA will only be actioned once the sale contract has been signed and the prescribed deposit has been paid.
- All plans are placed on the plots with a general contour plan in mind. DGA suggests that, should the plot has a gradient and is not level, the owner appoints a surveyor to measure the terrain. DGA can arrange this on request.
- To avoid problems with flood water, plans are sent to the civil engineer for design suggestions, before commencing the building project.

Procedures after buying a property

After the contract has been signed and the deposit paid, DGA will contact you and arrange the first meeting to start with the planning and the building of your house. During this meeting the costing and communication process will be explained.

The procedure to follow, soon after your sale has been confirmed, is summarised as follows:

1. Choose an assigned **home type** for your plot.
2. The building plan of the home type will be **placed** on your plot and sent to you.
3. Should you want to discuss the placing of home or any plan changes, kindly contact Karen de Beer on karen@dgarch.co.za or 012 346 3385 to make an **appointment**. This meeting can take place at DGA's offices in Pretoria or at Negester Klein-Kariba.
4. Minor **changes** to the standard plan is free of charge; as long as changes to the structure of the house is not required. For any structural or design changes, DGA will quote on the cost involved and a fee will be payable by the owner to DGA.
5. Any changes to the plans, after approval had been received from Bela-Bela Municipality (BBM), must be done on the **as built** plan – plan fees will be payable by the owner.

Initials: _____

Negester Aesthetic Committee (NAC)

6. All **changes/enlargements** are subject to approval from the **NAC**. Please note that, should the house plan breach the building line (2 m for sides and 3 m from the street), an application for the relaxation of the building line must be handed in for approval to the BBM. This request will form part of the submission of plans done by DGA.

Working drawings

7. After the placement of the home has been approved by the owner, DGA will begin with the **working drawings**. This is done in **2 phases**:-
 - a. On the **working drawing plan**, all electrical outlet points and light switches are indicated. Please note that there may be changes to the approved concept plan due to the construction detail only being finalised during this step.
 - b. After approval of the working drawing plan, the **elevations** are drawn. After the approval of the visual aspects, the technical drawings will be finalised and prepared to be submitted at BBM.

Tender procedure and regulatory matters

8. During the plan approval process at BBM, **tenders** are requested by DGA from the accredited building contractors on the Negester builders' panel. This tender process is **compulsory**.
9. DGA sends all tender evaluations to the owner who then decides which contractor they want to use.
10. All building contracts must be as per the *Joint Building Contracts Committee* contract (**JBCC contract**).
11. Building will only commence after the **site** has officially been **handed over** by DGA to the building contractor.
12. All Negester Klein-Kariba homes must be registered with *National Home Builders Registration Council* (**NHBRC**). The building contractor register the house as soon as the JBCC-contract is signed by the building contractor and the owner. The NHBRC registration costs can only be finalised after the tender process and only a provisional amount is included in the tender. The NHBRC costs are for the owners' expense.
13. All **changes** must be indicated on the "as built" plan, match to the final built house (refer again to point 5) and be submitted to the BBM.

Supplementary information

The finishing schedule and material specifications are specified by DGA and approved by NAC. Your choice of flooring, sanitary ware and cupboards must be marked on the schedule. This schedule, with the working drawings, forms part of the tender process. Whilst the final plans are awaiting approval from the BBM, DGA will discuss and finalise this schedule with you.

Initials: _____

For the **kitchen and bedroom cupboards**, a provisional amount is allowed. The individual kitchen and bedroom cupboard designs are your choice and responsibility, and you have to communicate this to your builder.

The **stove, kitchen sink and any other items** that require water and/or drainage points must stay as per the approved plan. Any deviation of these points must be changed on the approved plans, which will lead to additional and unnecessary costs.

Owner are more than welcome to choose any of the **items inside the house** that are not on the standard schedule. All these items will be dealt with by the owner themselves, for their own cost and risk. DGA does not manage or deal with any individual choices nor takes any responsibility for the action and/or installation of these items.

No deviations are allowed to the outside **finishes/elevations** of the house; including the front door, kitchen doors and garden gates. All outside lights are standard and specified by DGA and approved by NAC and may not be changed.

Included on all the standard plans are two type of **garages**, with measurements of 6x6 or 6x7. For a garage with an attic, there are four (4) finishing options. The garage and *stoep* has no ceilings and should you want ceilings, you must indicate this on the schedule. All attics have ceilings. The height and width of your garage door can be changed, but this first needs to be approved by NAC and may have extra cost implications.

Only “velux” **roof lights** are allowed. You must also request DGA if you want to use these lights in the living area or attic.

Water tanks: The developer strongly propose that owners consider installing water tanks for the recycling of rain water. Similar to the show house, water tanks are built on a plat form. The JOJO Slimline 750 litre water tanks are also allowed, but must be placed inside the yard and not be visible to neighbours or from the street.

A maximum of two (2) **air conditioning units** (or two evaporative cooler units) per house are allowed. The chillers may again not be visible to neighbours or from the street.

Window and/or door screens & burglar bars are allowed as per the finishing schedule. Burglar bars are not a standard items and may only be installed on the inside of the house. Trellidor Clear Guard may be used on the outside of the house.

Yard walls & fences: Walls to the maximum height of 1.8 m are allowed on the property. All walls, visible from the street, must be rock cladded. Washing lines, gas bottles, air conditioning units and JOJO water tanks must be placed in the yard and may not be visible from the street or to neighbours. Galvanised ClearVu fences or similar approved fencing is the only type of fencing that may be used to keep small dogs in the yard. These fences' maximum height is 1.2 m and their position must be indicated on the approved HOA plan.

Initials: _____

No fences are allowed around the whole yard. The wooden slat screens, as designed by DGA, may be used to enclose a *stoep*. Boundary walls will only be allowed where the stoep faces the street and may not be the more than 5-6 m long.

Swimming pools: Small splash pools are allowed, if indicated on the approved building plan. The pool must be square or rectangle in shape.

Solar energy: All homes must utilise solar heating for the geysers. The option for alternative solar energy, for generating electricity, is available on request.

Approval of plans: All plans must be submitted to and approved by BBM before any building may commence. Before submitting these plans, the property must be registered in your name. The approval process normally takes 4 - 8 weeks, but no guarantee can be given to the time-frame.

Plan submission requirements at BBM:

1. The property must be registered in your name and a copy of the title deed must be provided to DGA.
2. The plans must be stamped by the NAC.
3. The plans and BBM submission forms must be signed by the owner and the owner gives DGA the power of attorney to submit the plans on their behalf.
4. All filing fees are payable to DGA before submission of plans. DGA will invoice you for this. The filing fees consists out of the following:
 - a. A plan-revision and submission fee of approximately R1,400 to R2,100 (depending on the size of the house) as charged by BBM.
 - b. An administration fee of R750 which is payable to DGA for the completion of all forms, ensuring BBM compliance and submitting the aforementioned plans and documents.
 - c. A building line relaxation fee of approximately R300.
 - d. Should plans be resubmitted to BBM due to changes ("as built" plans), a further R1,400 to R2,100 will be payable to BBM. You will again pay the administration fee (as per point 4 b.) to DGA.

Once the plans have been approved, you will receive two sets of printed plans, as well as an electronic copy. The one set will be submitted, by the contractor, to the NHBRC for registration. The other set must be kept on the building site until occupation when the contractor will return it to the owner. Should you require more printed copies, it will provided at an additional fee.

Supervision: DGA does the quality control inspections, as stipulated by the South African Institute of Architects, on all the building work of all the houses and this cost is included in the plot's purchase price.

Also read: "Architectural Profession Act (44/2000), SA Council for Architectural Profession. Board Notice 72 of 2015- stage 5" www.sacapsa.com

Initials: _____

For any further information or inquiries regarding any of the above mentioned procedures, kindly contact DGA on 012 346 3385 or send an e-mail to karen@dgarch.co.za.

DECLARATION:

I, _____ the owner or authorised representative of plot _____, have read and understand the contents of the architectural procedures and have initialled all the pages.

Signature: _____

E-mail address: _____

Cell/telephone number: _____

Estate Agent: _____

Date: _____

Updated: 2019-05-10