

ROUGH GUIDELINE TO APPLY FOR COUNCIL SPECIAL CONSENT

COMPILED BY WILLIAM DUCKITT

ASSISTED BY MRS VALDA CAMERON of the PROPERTIES DEPARTMENT.

A visit to the LAND PLANNING AND DEVELOPMENT DIVISION of the Nelson Mandela Bay Municipality revealed the following:

- You have to go through the correct channels whether you are RE-ZONING or SUB DIVIDING or EXTENDING or CLOSING DOWN AN EXISTING ESTABLISHMENT
- The standard form is obtainable from the Properties and Planning Division; alternatively download from the NMBM website.
- The completed form – together with the application fee of R5918.00 to be handed into the division
- The Council will do all the necessary advertising on your behalf – via correct channels – ie to the neighbours
- The Municipal Town Planner will assess the application and, in turn, will forward to the Municipal Planning Tribunal for a decision

ANY CHANGE TO YOUR EXISTING ESTABLISHMENT – HOWEVER SMALL – IS DEEMED A CHANGE THAT NEEDS APPROVAL – see below

- If you change from an up market guest house to a boutique hotel, it is deemed a change
- A Guest House is not allowed to be used as a Backpacker establishment or for student accommodation; this is known as high density accommodation
- Check the title deeds for restriction clauses which will have to be changed before application can be made
- The number of rooms will be based on parking on or off the premises

Contact the CENTRAL INFORMATION CENTRE on 041 506150 or 041 506 2432 to request a zoning certificate. Same applies when checking approved building plans.

When a guest house closes, it is advisable to inform the Properties and Planning Division in writing for them to adjust the rates accordingly.

CONTACT NUMBERS FOR PROPERTIES AND PLANNING:

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