



**ATLANTIC BEACH**  
ESTATE

**Atlantic Beach Homeowners Association's  
Building and Alterations Procedures and  
Control Document**

*15 October 2015*



**ATLANTIC BEACH  
ESTATE**

**Atlantic Beach Homeowners Association's  
Building and Alterations Procedures and Control Document**

I, \_\_\_\_\_, of \_\_\_\_\_,  
First and Last Name of Homeowner Street Address

Erf No. \_\_\_\_\_

hereby apply for the scrutinizing and approval of intended alterations to the above mentioned property as prescribed by the Atlantic Beach Estate Architectural Guidelines. Once building work is completed final approval will be sought from the Building Control Officer after which a Completion Certificate will be issued by the Association to accompany your Occupational Certificate Application to the local authority.

**Architectural Review process:**

1. In order to streamline the actual application process, preliminary sketch plans can be submitted to the Architectural Review Committee for comment at any time in consultation with him.
2. Once this "Alterations, Procedures and Control Document" has been completed where applicable, the homeowner or an authorized representative will be required to hand in this document, along with two copies of their plans, to the Homeowners Association reception.
3. All plans that are handed in will be accordingly recorded by reception and handed over to the appointed Architectural Review Committee on Wednesday mornings for scrutiny.
4. The Architectural Review Committee will have one week to scrutinize and present the plans to the Association for signature or comment and will be returned to the Association's offices on the following Wednesday by 17:00.
5. Any commentary that is received will be forwarded on to the homeowner/architect. A copy of same will be placed in the control document.
6. Once the plans are compliant and accordingly approved by the Architectural Review Committee, they will be handed to reception who will then inform the homeowner/ architect that their plans have been approved and are ready for collection. One copy of the plans will be retained by the Estate for record keeping and inspection purposes.
7. New Plan scrutiny fees are R2800 plus VAT for first scrutiny & R500/hour plus VAT thereafter.



**ATLANTIC BEACH**  
ESTATE

8. Additions and Alterations Plan scrutiny fees are R1750 plus VAT for first scrutiny and R500/hour plus VAT thereafter.
9. Swimming pools and boundary/wall fences scrutiny fees are R1250 plus VAT for first scrutiny and R500/hour plus VAT thereafter.
10. As-built plan scrutiny fees are R850.00 plus VAT for first scrutiny and R500.00/hour plus VAT thereafter.

**Construction Control Process:**

1. Once approved plans have been received a Builders Code of Conduct is to be completed by the owner/ builder (this document can be found on our website [www.atlanticbeachestate.co](http://www.atlanticbeachestate.co)).
2. A refundable builders deposit of (R10 000 New Building & R5000 Alterations) must be submitted with the Builders Code of Conduct by the owner/ builder.
3. On payment of the deposit and completion of the Builders Code of Conduct, building work may commence where after the monthly builders levy will be raised on the homeowners account, for the duration of the build.
4. On completion of the building works, the homeowner or builder is required to inform either reception or the Building Control Officer in order to arrange a completion inspection. (Contact details of the relevant Officers can be found on our website)
5. Once the control officer has inspected the completed works and it is found to be compliant, a completion certificate will be issued by the Building Control Officer and instructions will be issued to cease charging the monthly builders levy, and refund the builders deposit to the homeowner/ builder

To cover expenses in the administration of the construction process each homeowner will be levied an amount of R 1800, 00 per building site per month payable to ATLANTIC BEACH HOMEOWNERS ASSOCIATION NPC.

All levies and scrutiny fees will be invoiced to the homeowners levy account. The homeowner remains responsible for the payment of all levies, scrutiny fees and deposits.



**ATLANTIC BEACH**  
ESTATE

**I, HEREBY CERTIFY THAT:**

- a) I have read the content of this document and will conform to the Architectural and building requirements;
- b) I am aware of and agree to all the requirements set out in this Building and Alterations Procedures and Control Document and confirm all the information provided by me as true and accurate.

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
City day Month

\_\_\_\_\_  
Homeowners Signature



**ATLANTIC BEACH  
ESTATE**

*Contact Details of Authorized Representative (if any):*

*(Homeowner appoint Representative to sign forms and hand in documentations on their behalf)*

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:

Homeowners Signature:

*Contact Details of Architect:*

Architect:

Contact Person:

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:

*Contact Details of Builder:*

Builder:

Contact Person:

Phone Number:

Fax Number (if applicable):

Other Phone Number (if applicable):

Email Address:



**ATLANTIC BEACH**  
ESTATE

*Details of alteration:*

Estimated Start Date:

Estimated Completion Date:

% of the work will be interior work:

Estimated Number of workman on site:

*For office use only:*

Date plans were received from Authorized Representative:

Amount of Copies (Sets) Included?

Letters of consent from Neighbours? (if required) 

Yes	No
-----	----

Comments:

-----

-----

-----

-----  
Received by (print):

-----  
Signature

-----  
Owner/ Authorized Representative (print):

-----  
Signature



**ATLANTIC BEACH**  
ESTATE

Date plans were handed to Consulting Architect:

New Plans or Additions & Alterations:

-----  
Handed over by (print):

-----  
Signature

-----  
Architectural Review Committee (print):

-----  
Signature

---

Date plans were presented to the Architectural Review Committee:

Comments:

-----  
-----  
-----

-----  
Architectural Committee Chairperson (print):

-----  
Signature

-----  
Chief Executive Officer (print):

-----  
Signature



**ATLANTIC BEACH**  
ESTATE

Date approved plans were handed to the Owner/Authorized Representative:

Amount of Copies (Sets) handed over?

Comments:

---

---

---

\_\_\_\_\_

Handed over by (print):

\_\_\_\_\_

Signature

\_\_\_\_\_

Owner/Authorized Representative (print):

\_\_\_\_\_

Signature







**ATLANTIC BEACH**  
ESTATE

Date approved plan were handed to the Building Control Officer:

Amount of Copies (Sets) handed over?

Comments:

---

---

---

Handed over by (print):

Signature

Building Control Officer (print):

Signature

*For Building Control Officer Use:*

Date Builders Code of Conduct Signed:

Date Alteration work Commenced:

Scrutiny fees and Builders deposits paid?

Yes	No
-----	----

Amount Paid?

**If not paid alterations cannot commence!!**



**ATLANTIC BEACH  
ESTATE**

**Environmental Education Date:**

**Comments:**

---

---

---

-----  
**Environmental Officer (print):**

-----  
**Signature**

-----  
**Builder (print):**

-----  
**Signature**

---

**Vegetation Search and Rescue Date: (new builds)**

**Comments:**

---

---

---

-----  
**Environmental Officer (print):**

-----  
**Signature**

-----  
**Builder (print):**

-----  
**Signature**

---



**ATLANTIC BEACH  
ESTATE**

**Plinth Level Compliance Inspection Date:**

**Comments:**

---

---

---

-----  
**Compliance Officer or Building Control Officer (print):**

-----  
**Signature**

-----  
**Builder (print):**

-----  
**Signature**

---

**Wall Plate Height Compliance Inspection Date:**

**Comments:**

---

---

---

-----  
**Compliance Officer or Building Control Officer (print):**

-----  
**Signature**

-----  
**Builder (print):**

-----  
**Signature**



**ATLANTIC BEACH  
ESTATE**

**Completed Building Compliance Inspection Date:**

**Comments:**

---

---

---

-----  
**Compliance Officer or Building Control Officer (print):**

-----  
**Signature**

**Date Alteration work Completed?**

**Alterations conform to plans and guidelines?**

Yes	No
-----	----

**Date Completion Certificate Issued?**

**Date Builders Levy Suspended?**

**Sidewalk deposits paid**

R
---

**Additional deduction from sidewalk deposits paid (fines etc)**

R
---

**Sidewalk deposit to be returned**

R
---

**Date Sidewalk deposit returned**



**ATLANTIC BEACH**  
ESTATE

Comments:

---

---

-----  
**Compliance Officer (print):**

Signature

-----  
**Building Control Officer (print):**

Signature

-----  
**Owner/Authorized Representative (print):**

Signature

---

**Once building work is complete and Pam Golding has been instructed to refund the Builders Deposit please file plans and control document on Erf File.**