



# **Chapman's Peak Estate Homeowners Association**

## **Construction & Operation Manual**

**ERF \_\_\_\_\_**

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## Submission of Building, Landscaping Plans and Building Activities For Each Erf

### 1. SUBMISSION OF PLANS

It will be the responsibility of the Owner to submit a copy of the following approved plans to the Building Inspector as applicable:

\*

- \* SDP's
- \* Building Plans
- \* Landscaping Plans
- \* Civil Plans
- \* Electrical Plans
- \* Certificates of Rational Design, Engineers and Land surveyor

### 2. CHECK LIST

It will remain the responsibility of the Owner/Building Contractors to check the following, before building activities commence:

- \* Position of internal and external Services
- \* Positions of vehicle accesses
- \* Positions of streetlights, electricity kiosks, manholes, storm-water inlets etc.
- \* Site Levels
- \* Conditions in respect of each erf as contained in the deed of sale
- \* Servitudes
- \* Individual / Bulk water meter

### 3. BUILDING CONTRIBUTION TO CHAPMAN'S PEAK ESTATE HOME OWNERS' ASSOCIATION ( THE ASSOCIATION)

A builder's contribution of R 10 000.00 per month per opportunity, levied by the Association, is payable once the plan has been approved by the ARC and will continue to be charged by the Association until the house has been certified as complete.

In addition to the builder's contribution and upon completion of the building work, any cost incurred by the Association in connection with the remedying of any damage caused by the building activities concerned will be charged to the owner, which amount will be payable to the Association on demand.

#### **4. CONDITIONS FOR COMMENCEMENT OF BUILDING ACTIVITIES**

At Least 7 days before commencing any building activities, the owner and the building contractor must complete the prescribed agreement with the Building Inspector.

Access to the Estate will be permitted only after such registration. Access per vehicle must be applied for in terms of the access control protocols and will be issued by the appointed Security Company at the Building Contractors cost.

#### **5. REGISTRATION OF BUILDING CONTRACTOR**

Annexure A is an application to register as the Building Contractor or Sub-Contractor and must complete the registration forms which are applicable to all contractors and sub-contractors to the project. The registration form must be handed in together with required ID document, contact details and address, at the office of the Association, attention: Building Inspectorate. Access to the Chapman's Peak Estate is limited to approved personal only.

## ANNEXURE A Registration of Building Contractor

### Part 1: Of Building Contractor

Name of Company \_\_\_\_\_

Company Owner \_\_\_\_\_

Contact Details \_\_\_\_\_

Postal Address \_\_\_\_\_

Tel Number \_\_\_\_\_

### Part 2: Description of Work

Erf Number \_\_\_\_\_

Registered Owner of Erf \_\_\_\_\_

Commencement Date \_\_\_\_\_

Estimate Completion Date \_\_\_\_\_

### Part 3: Disclaimer by Owner and Building Contractor

The Association is hereby indemnified of any liability regarding any damage or loss which may be incurred by the owner, building contractor, sub- contractor, or any worker, owing to the acts or omission by the Association or anyone acting on behalf of this Association.

### Part 4: Declaration by Building Contractor

I hereby acknowledge receipt of the BUILDING ACTIVITY REGULATIONS, as well as ACCESS CONTROL PROCEDURE. I am aware that building activities will be suspended if I do not abide by these stipulated regulations. I am aware that penalties will be imposed for contravention of rules. I take full responsibility for Contractors sub-contractors and suppliers appointed during completion of the project.

\_\_\_\_\_  
Signature of Building Contractor

\_\_\_\_\_  
Signature of Owner



## Registration of Sub - Contractor

### Part 1: Of Sub - Contractor

Name of Company \_\_\_\_\_

Company Owner \_\_\_\_\_

Contact Details \_\_\_\_\_

Postal Address \_\_\_\_\_

Tel Number \_\_\_\_\_

### Part 2: Description of Work

Erf Number \_\_\_\_\_

Registered Owner of Erf \_\_\_\_\_

Commencement Date \_\_\_\_\_

Estimate Completion Date \_\_\_\_\_

### Part 3: Disclaimer by Owner and Sub - Contractor

The Association is hereby indemnified of any liability regarding any damage or loss which may be incurred by the owner, contractor, sub-contractor, or any worker, owing to the acts or omission by the Homeowners' Association or anyone acting on behalf of this Association.

### Part 4: Declaration by Sub - Contractor

I hereby acknowledge receipt of the BUILDING ACTIVITY REGULATIONS, as well as ACCESS CONTROL PROCEDURE. I am aware that building activities will be suspended if I do not abide by these stipulated regulations. I am aware that penalties will be imposed for contravention of rules. I take full responsibility for Contractors/ sub-contractors and suppliers appointed during completion of the project.

\_\_\_\_\_  
Signature of Sub - Contractor

\_\_\_\_\_  
Signature of Developer / Owner



**AGREEMENT REGARDING THE EXECUTION OF BUILDING / CONTRACTING WORK  
ON**

**CHAPMAN’S PEAK ESTATE**

**ENTERED INTO BY**

**CHAPMAN’S PEAK ESTATE HOME**

**OWNERS ASSOCIATION (“THE  
ASSOCIATION”)**

**AND**

.....  
**(Owner)**

**AND**

.....  
**(The Building Contractor)**

**AND**

.....  
**(The Sub – Contractor)**



## THE PARTIES HEREBY AGREE AS FOLLOWS:

### 1. PREAMBLE

Building/Contractual activities in the Estate are governed by control measures intended to ensure that the quality of life of residents in the Estate is not unduly compromised and the impact on the environment is minimized during the building activities yet allowing for efficient construction by contractors.

### 2. CONTROL MEASURES

Entry into the Estate with a view to performing building/contractual activities and the execution of such building/contractual activities, on:

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

will be governed by the Constitution of the Association and any rules and regulations made therein, are available for scrutiny at the domicile of the Association: The above- mentioned shall apply as if they had been incorporated herein.

If the Building Contractor is found to be in breach of the Constitution of the Association, Governing Rules, ARC Guidelines, OEMP and any rules and regulations made therein, penalties for breach, as determined by directors of the Association from time to time, will be invoked.

### 3. PAYMENT OF PENALTIES

All fines due to the Association must be paid on the first Monday following the imposition of the fine.

***Penalty for Breach:*** In the event of the Building Contractor / Sub-contractor failing to pay a fine on time, the Building Contractor and/or his/her employees shall be denied access to the Estate, until such time that the breach has been remedied and the fine paid.

### 4. DOMICILIUM

For all purposes, any matters arising from the Constitution, including the issuing of notices and the serving of legal processes, the parties choose their respective Domicile Citandi Et Executandi as follows:

- a) Chapman's Peak Estate Homeowners Association -



Amdec House, Steenberg Office Park, Silverwood Close Westlake, Cape Town,  
Tel: 021 702 3200

b) The Owner \_\_\_\_\_

c) The Building Contractor \_\_\_\_\_

provided that a party to this agreement may at any time, by notice to the other parties, change his or her domicile citandi et executandi to some other address, which new address must be in the Republic of South Africa and may not be a Post Office Box or Poste Restante; *also*, provided further that such change will become effective only fourteen (14) days after receipt of the notice in question.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 202\_\_

\_\_\_\_\_

Signature

On Behalf of Chapman's Peak Estate

in his / her capacity as Building Inspector, duly authorised thereto

\_\_\_\_\_

The Owner

\_\_\_\_\_

the Building Contractor

\_\_\_\_\_

the Sub Contractor

## **ANNEXURE A**

### **CONTROL OF BUILDING / CONTRACTUAL ACTIVITIES**

Note: The rules governing building activities are intended to ensure that the quality of life of residents in the Estate is not unduly compromised or inconvenienced by the building activities and the impact on the environment is minimized yet allowing for efficient construction.

#### **1. General**

1.1 The Owner and the Building contractor must enter into a written agreement with the Association, which incorporates an undertaking by the Owner and the building contractor and the sub- contractors to comply with these rules and any further control measures that may be determined by the Trustees of the Association from time to time and to ensure compliance with the rules and control measures by all his or her employees.

1.2 The Owner, building contractor and sub-contractor will be held responsible jointly and severally for any damage to the streets (including kerbing and sidewalks) or landscaping (including irrigation systems, trees, shrubs, and plants) or any other property of The Association, which the building contractor's employees, vehicles, equipment, and delivery vehicles to the building site may cause during the building activities.

1.3 The Building Inspector / Security Manager may, upon completion of the prescribed form and payment of the applicable fee, provide access to building/sub-contractors. All contractors/sub-contractors must be identified by way of wearing a colour coded bib with the company's name being clearly visible on the front of the bib. The owner must ensure that he's appointed contractor and sub-contractors comply with the above.

#### **2. Building Contractor / Sub Contractor Liability**


2.1 A building/Sub-contractor must ensure that none of the common property or any other owner's property is damaged during or after construction. The building contractor will remain responsible for any damages caused by his/her company, sub- contractors, or any employees.

2.2 The Association is entitled to obtain the necessary funds from the building/sub-contractor to:

- 2.2.1 repair any damages caused by the Construction operations to streets (including sewerage, water reticulation, kerbing and sidewalks) or landscaping (including irrigation systems, trees, shrubs, and plants) or any other property of The Association;  
and
- 2.2.2 removal, either during construction operations or on completion thereof, of any rubble, refuse, litter, or building-materials, or any other items left on the sidewalk, in the street, in or on any communal facility or on any other erf.
- 2.3 The Association may recover only verifiable actual costs incurred. A standard cash slip, statement or receipt may serve as proof of the expenses incurred.

**3. Conditions for Permission to Commence Construction Activities**

- 3.1 The Association, ARC and Local Municipality must have approved the building plans.
- 3.2 A water connection must be applied for
- 3.3 Sanitary and drinking water facilities must be provided on the construction site
- 3.4 A Contractor’s board, which complies with the standards and specifications as per below, must be erected in a position approved by the Building Inspector:

	<p><i>Welcome to Indulgent Country Living</i></p>
<b>ERF:</b>	
<b>OWNER:</b>	
<b>ARCHITECT:</b>	
<b>CONTRACTOR:</b>	
<b>BUILDING INSPECTORATE:</b>	
<b>ALL VISITORS TO REPORT TO THE SITE OFFICE</b>	



#### 4. Conditions during Contractual Period

- 4.1 A contractor must ensure that construction activities are performed in such a manner that no damage is caused to neighbouring properties and as little disturbance and inconvenience as possible is caused to neighbours.
- 4.2 The contractor must ensure that the applicable fencing conditions, as specified in the SDP / Building Plans, are built before actual construction work commences. BLACK 80% SHADE CLOTH – 1.8m High) may be used to corner off the erf while still building the approved fencing as per the SDP / Building Plans. One access point to the specific erf, all construction activity must happen within the erf boundaries.
- 4.3 Deliveries may only be done to Construction site and from Construction site.
- 4.4 A contractor and his/her employees may only be present on the Estate during normal working hours
- 4.5 Contractor's employees may not use any Estate Facilities roam around on the Estate and may only be on the contractual site where they are registered.
- 4.6 Contractor's employees may not use any communal facility on the Estate as a resting place.
- 4.7 No liquor, at any time, is permitted at any building site on the Estate.
- 4.8 Employees may use only the sanitary and drinking water facilities on site. Sanitary waste must be removed weekly.
- 4.9 No open fires may be lit on the contractual site and the contractor must ensure that there are always sufficient fire extinguishers on site and adhere to the Fire Management Plan.
- 4.10 No machinery, equipment or material can be off-loaded in such a way, that it encroaches onto the sidewalk, into the street or onto a communal facility, the contractor must summarily move the item concerned onto the building site. Nomachinery, equipment or material may be stored, or remain on the sidewalk or in the

street or on a communal facility.

- 4.11 Colour coded bib with the company's name being clearly visible on the front of the bib must be worn by all employees
- 4.12 A contractor must ensure that the kerb, sidewalk, and the street in front of the construction site concerned, is adequately protected from damage by the construction activities and that the street is swept clean regularly
- 4.13 Construction material may not be mixed on a sidewalk, in the street or on a communal facility.
- 4.14 Vehicles, machinery, and equipment may not be cleaned on the Estate.
- 4.15 Sand, stone, cement, paint, and construction rubble spilled, washed away, or moved onto the side- walk, into the street or onto a communal facility must be cleaned up immediately.
- 4.16 Excess material or construction rubble may not be spilled on a communal facility on the Estate.
- 4.17 The construction site must be kept clean of refuse and litter. Refuse and litter may not be burnt on site and must be removed weekly, before 15:00 on a Friday and whenever the Building Inspectorate instructs the building contractor to do so
- 4.18 All activities relating to the building work must be confined within the erf boundaries of the erf on which construction is taking place. This relates to location of employees, placing/location of storage bins and building material, etc. The building contractor must ensure that his/her employees do not trespass onto other and/or adjacent areas or erven

## 5. Site Guard

- 5.1 Owner has the option to appoint a site-specific guard, should a site guard be appointed from the approved Security Company by the Association. The safety and security of each site is the liability of each owner.

5.2 The Association may, on completion of the prescribed form and on payment of the applicable fee, issue a contractor with an access permit for a guard, to be employed on site.

5.3 The guard must remain on site and must always display his/her access permit while he/she is on the Estate

5.4 The guard may not receive any visitors.

## 6. Construction Vehicle and Delivery Restrictions

### 6.1 The Following Restrictions apply to Construction Vehicles allowed into the Estate:

Only **non-articulated** vehicles, without trailers, of the following specifications are

allowed:Maximum Length: 9.1m  
 Maximum Width: 2.6m  
 Maximum Gross Mass: 20,000 kg (Single Axle Only)  
 Maximum Axle Weight: 8,000 kg

Due to steep slopes, concrete delivery trucks will be limited to the capacity which will prevent spillage. Construction vehicles must have a dedicated entrance of 5m wide to each property.

6.1.1 Only roadworthy, licensed vehicles will be allowed into the Estate

6.1.2 Drivers must follow the route instructions as provided by security.

6.1.3 Vehicles may not be left unattended in a position where they may cause an obstruction to other road users.

6.1.4 Vehicles may not be parked on other erven or communal facilities.

6.1.5 Vehicles may not be parked on sidewalks and no material may be stacked on sidewalks

**6.2 The following general conditions apply to deliveries to a construction site:**

- 6.2.1 The contractor must brief delivery vehicle drivers on the rules governing deliveries
- 6.2.2 Delivery vehicles are subject to the general construction vehicle restrictions.
- 6.2.3 The contractor is always responsible for delivery vehicles and delivery personnel.
- 6.2.4 Deliveries to the construction site may only take place as directed.
- 6.2.5 Deliveries may only take place during normal working hours and on normal working days.

**6.3 The following additional specific conditions apply to concrete deliveries:**

- 6.3.1 Vehicles delivering concrete may only be washed on the construction site concerned and spillage and run-off must be contained on that site.
- 6.3.2 Concrete may not, under any circumstances, be spilled onto sidewalks, streets, other erven, communal facilities, or storm water systems

**7. Water Connection**

- 7.1 A water meter as approved by the Association, must be installed per site, before construction activities commence.
- 7.2 Should construction activities commence without the meter installed, the Association may install such a meter at the contractor's cost and estimate a water-reading from water already used

7.3 The Building Inspectorate, as well as the contractor, must take the first water-readings from the meters

7.4 Serial numbers of water-meters must be supplied to the Association.

## **8. Health and Safety**

8.1 Each builder, contractor and sub-contractor must comply in every aspect with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended, together with

8.2 Each builder, contractor and sub-contractor must:

8.2.1 Be cleared by the Health and Safety Officer of the Association and adhere to all health and safety regulations

8.2.2 Always have their Health and Safety file on site with the approved plans.

8.3 Each contractor and employee or visitor must be dressed according to health and safety regulations. It will be the responsibility of the Owner to ensure that this is adhered to.



## ANNEXURE B PENALTIES

NOTE: The actual rules are summarized below for reference purposes only

An infringement of the Construction and Operational Manual rules, will result in a fine of R 5000.00 per transgression. Owners and contractors are required to not infringe on the rules as transgression in some cases may impact on the infrastructure as well as impact on the enjoyment of the residents.

### 1. Limits of Construction Activity

All activities relating to the construction work must be confined to within the erf boundaries of the erf on which construction is taking place. This relates to location of employees, placing/location of storage bins, etc. The contractor must ensure that his/her employees do not trespass into other/ adjacent areas.

#### **Penalty for Breach:**

- a) Work by the contractor will be stopped until such time as all contractual equipment and facilities have been moved to within the contractual site.
- b) The contractor will be fined per transgression.

### 2. Site Presentation

The construction site must be kept as clear as possible of refuse and litter. Refuse and litter may not be burnt on site and must be removed weekly before 15:00 on a Friday and whenever the Building Inspector instructs the contractor to do so.

The Construction site must be fenced off on the boundaries.

1. 1,8 gum poles planted in ground with concrete footing.
2. 1,8 m Bonnox Fence nailed to gumpoles on the estate side.
3. 1,8 m BLACK 80% shade net fixed to Bonnex at sufficient centres/grid to prevent it from a sail effect and secured at every gum pole with a timber slate (20mmx 50mm) screw fixing the sheeting between the timber slate and the gum pole, painted black.
4. The gum poles, fencing and shade net must be straight and neat.

The construction site must be kept as clear as possible of construction rubble and excess materials. Construction rubble and excess material must be removed regularly during the contractual period and whenever the Building Inspectorate instructs the contractor to do so.

**Penalty for Breach:**

- a) Should a contractor not comply with the removal of the construction rubble, refuse and litter, same will be removed by the Association and the costs thereof claimed from the contractor. The contractor will be denied access to the Estate, until such costs have been paid in full.
- b) Wind-blown litter generated from the site, the contractor will be fined per day, until all litter has been removed from the site and the surrounding area.

**3. Water connection**

A water meter approved by the Association must be installed before any building activities commence. Should the building activities commence without the prescribed water meter being installed, the Association will install the water meter at the Principal Building Contractor's cost and estimate the water-reading from water already used, which will be payable immediately on issuing of an invoice.

The Building Control Inspectorate, metering company and the Principal Building Contractor, must take the first water-readings from the meters by photograph, indicating the date and time

Serial numbers of water-meters must be supplied to the Association.

**Penalty for Breach:**

- a) Levy a fine per transgression if found building without water meter being installed and estimated water usage will be charged.

**4. Cleaning of Vehicles / Equipment**

Cleaning of the vehicles, equipment and machinery will only be permitted on the erf of the registered owner or Building Contractors' site in a designated area. No concrete may enter the storm water system of the Chapman's Peak Estate.

**Penalty for Breach:**

- a) The contractor will be fined per transgression.

## 5. Fires

No fires will be permitted on any part of the Estate, including the building-site. The contractor must ensure that there are always sufficient fire-extinguishers on site

### **Penalty for Breach:**

- a) The contractors will be fined per transgression.
- b) The contractors will, in addition, be held legally and financially responsible for any damages caused by the breach of this regulation.

## 6. Ablution Facilities

The contractor must make adequate provision for clean, drinking water and temporary toilets situated on the construction site for the use of his/her employees. Temporary toilets may not be connected to the sewerage system of Chapman's Peak Estate. Only chemical toilets may be used. The toilets must always be kept hygienically clean and cleaned regularly by the building supplier at the building contractor's cost

All contractors must apply for permission from the Association to connect the sewerage to the main sewerage of the Chapman's Peak Estate, after contracting activities had been completed.

### **Penalty for Breach:**

- a) The contractor will be fined per transgression
- b) If any contractor does connect the temporary toilets to the sewerage system, he/she will be liable for the flushing of the entire sewerage system of the Chapmans Peak Estate and camera inspection cost thereof.

## 7. Rubble and concrete in sewer and or storm water systems

If any rubble and/or concrete enters any of the sewer and/or storm water systems, the Building Contractor will be required to flush the entire sewer or storm water system to remove rubble and/or concrete at the Building Contractor's cost

### **Penalty for Breach:**

- a) The Building Contractor will be fined and
- b) The Building Contractor will be held liable for the cost of flushing and clearing of the entire sewer and/storm water system and camera inspection cost thereof.

## 8. Spillage of Excess Materials and Building – Rubble

No excess materials or building-rubble may be spilled on the Estate. Storing of excavated soil must be cleared with the Building Inspector beforehand.

### **Penalty for Breach:**

- a) All costs incurred by the Association to remove all such spillage.
- b) In addition, the contractor will be fined per transgression

## 9. Working Hours

A contractor may only be present on the Estate during the following hours 07H00 – 18H00 Monday to Friday.

NO WORK SATURDAYS, SUNDAYS, AND PUBLIC HOLIDAYS.

### **Penalty for Breach:**

- a) Building Contractors and their employees working on the Estate outside of the normal working hours without written permission, will be escorted out of Chapman’s Peak Estate by the security personnel of the estate.
- b) In addition, the contractor will be fined per transgression

## 10. Site Guard

Only one guard per residential site, will be allowed and the Building Contractor must utilise the Estate’s security company’s guards. The site guard must always display the required I.D. card and dress correctly and may not receive any visitors. The cost for Building Contractor’s account

### **Penalty for Breach:**

- a) Any other security company contracted by the Building Contractor will be escorted off Chapman’s Peak Estate by the accredited security personnel
- b) In addition, the contractor will be fined per transgression

## 11. Mixing of Construction Material

No construction material may be mixed on a sidewalk, in the roads or on a communal facility/property other than the erf that they are constructing on and the Environmental Management Plan must be always adhered to.

**Penalty for Breach:**

- a) The contractor will be fined per transgression.
- b) The contractor will be held responsible for the repair of any damage to the road

**12. Vehicle Sizes Allowed**

Owing to the road surfacing and limited road widths and radii, the following restrictions are placed on any vehicle entering the Estate

All drivers must adhere to the route plan for the vehicles as prescribed by security.

In addition

Only non-articulated vehicles, without trailers will be allowed.

Only roadworthy, licensed vehicles will be allowed into Chapman's Peak Estate.

Only fixed axle design vehicles will be allowed:

- \* Concrete capacity for trucks limited to prevent spillage.
- \* Maximum Length                      9.1m
- \* Maximum Width                        2.6m
- \* Maximum Gross Mass                20,000 kg (Single Axle Only)
- \* Maximum axle Weight                8,000 kg

Vehicles must remove trailers before entering the Estate

**Penalty for Breach:**

- a) Vehicles larger than those mentioned above will be denied access to the Estate. The contractor will be fined per transgression and the owner will be charged damages if the vehicles have obtained access
- b) Vehicles larger than those mentioned above will be denied access by the Security Company.

**13. Construction Vehicles**

Only roadworthy, licensed vehicles will be permitted onto the Estate. Construction vehicles may not be left unattended in such a manner that they may cause an obstruction to other road users. Construction vehicles may only be parked on the construction site.

**Penalty for Breach:**

- a) The construction vehicle will be denied access to the Estate
- b) In addition, the contractor will be fined per transgression

**14. General Deliveries to Contractors**

The contractors are always responsible for the delivery personnel

All delivery times are limited to public times as defined under Item 9 above

Size of delivery vehicles will be limited as defined under Item 12 above

Deliveries to the building-site may only be within the owner's site

**Penalty for Breach:**

- a) Penalties will be levied to the contractor, as if the contractor's employees had been guilty of the transgression

**15. Deliveries of Concrete**

Delivery of concrete has the potential to cause the most damage to the road surfacing and landscape vegetation. It is therefore important that these deliveries are handled in a particular manner.

All Building Contractors will always be responsible for deliveries by their suppliers, personnel/staff, and their delivery personnel

The following rules apply specifically to the vehicles delivering concrete:

- A) Drivers of vehicles delivering concrete must be briefed on this document
- B) Drivers not briefed will not be allowed access to the Estate
- C) Drivers found in breach of the rules will be escorted off the Estate and refused access to the Estate
- D) The contractor will be liable for damages by a vehicle delivering concrete
- E) The washing of vehicles delivering concrete must take place within the confines of the building-site and spillage and run-off must be contained within this site. Under no circumstances may concrete be spilled onto the road surface or the storm water systems
- F) Drivers and concrete delivery company found in breach of the rules will be escorted off Chapman's Peak Estate and refused entry in the future.
- G) Due to the steep road slopes in Chapman's Peak Estate, capacity of concrete trucks must be adjusted to prevent spillage. Owners will be held responsible for any damage caused.

**Penalty for Breach:**

- a) The contractor will be fined per transgression
- b) The Building Contractor will be held responsible for the damages and repairs to storm water and road surfaces, kerbs and sidewalks, landscaping, and irrigation systems
- c) Revoke a driver entry into Chapman's Peak Estate should he/she not adhere to the conditions and Regulations

**16. Security and controlled Access**

Estate security personnel control access to the Estate and the contractor must always adhere to their security directives

An employee or sub-contractor of the contractor must always have a valid access pass on his person, issued by the Association. The pass may be valid only for the period that the employee or sub-contractor is required to be on site.

Personnel must be transported by vehicle to the relevant contracting-sites and may not walk from one site to another

The estate security personnel must sign in all contractors' vehicles and delivery vehicles entering the estate

**Penalty for Breach:**

- a) Any employee, or sub-contractor of the contractor, or delivery person, not adhering to this regulation, will be escorted from the Estate immediately
- b) In addition, the contractor will be fined per person, per transgression

**17. Speed Limit**

For security and safety reasons the speed-limit on the Estate is 30 km/h for all contractors' vehicles. A contractor is responsible for all his employees, sub-contractors, and delivery vehicles to ensure adherence to this speed-limit.

**Penalty for Breach:**

- a) The contractor will be fined per transgression.
- b) Continuous non-compliance will result in the contractor being expelled from the Estate

## 18. Build-Plan Controls

The contractor must ensure that a copy of the signed, approved building-plan is always available on site for inspection. Any variations to the approved building-plan must be submitted to ARC for approval and thereafter submitted to Local Authority for final approval. Once Local Authority approval is received, the building contractor may proceed with construction.

Prior to commencing building, the contractor must adhere to the following:

- a) set out the foundations for inspection and approval by the municipality and the Estate's land surveyor
- b) obtain a water-connection
- c) erect a standard builder's board with details stipulated
- d) erect ablution facilities
- e) site must be fenced off on the boundaries of the site by means of the erection of 1.8 m high fence to specification to ensure that activities remain on the erf and to prevent damage to parks and verges.

### Penalty for Breach:

- a) The contractor will be denied access to the Estate until all requirements have been met
- b) The contractor will be required to remove any structures that do not conform to the approved building plans by the ARC and Local Authority
- c) The Principal Building Contractor will be required to remove any built structures If any on site deviation from approved building plans take place, all building and construction activities will be stopped immediately until the revised building plans have been approved by the ARC and Local Authority and rectification on site to conform to the revised approved building plans
- d) The contractor will be fined per transgression per week for non-compliance

## 19. General Controls

Persistent infringements of the Construction & Operational Manual will result in the building site being closed until a "Good Behaviour Deposit", additional deposit of R50 000 (Fifty thousand Rand) is paid. Any transgression thereafter will result in the deposit being retained as a fine by the Association.

The Building Contractor shall attend all site meetings when requested by the Association to discuss general issues relating to work within the Chapman's Peak Estate.



## 20. Starting Construction without approval

Under no circumstances may a Building Contractor proceed/access or move onto site without prior written approval, by the Association or the Building Inspector and that all documentation is signed, and payments made to the Association.

### **Penalty for Breach:**

- a) Levy a fine for accessing a site without written permission by the Association.

## 21. Roads and Road Verges

A contractor must ensure that the road in front of their contractual site is always swept clean, to minimise damages and ensure longevity of the road surface.

A contractor must ensure that the kerbs in front of the building-site concerned are adequately protected from damage by the contracting operations.

Contractual materials must be sorted on the contractual site.

No materials off-loaded by a supplier may encroach on the kerb or roadway. No sand or rubble washed or moved onto the road during contracting operations may remain.

### **Penalty for Breach:**

- a) The contractor will be fined per day for upswept roads.
- b) The contractor will be held financially and legally responsible for any damages to road surfaces and kerbs caused as a result of his/her building operations.

## 22. Commencement Procedures

In furtherance to any other requirements already mentioned, a contractor may only commence with construction (ie. Break ground) on a property subject to the furnishing of the

following documentation, subject to the amendment and discretion of the Association at any time in writing to the Association (as the case may be):

- a. Municipal approved Building Plans;
- b. Proof enrolment of the Property with the NHBRC;
- c. All required submissions completed with the Building Inspector;
- d. Receipt of the Builders Contribution payable to Chapmans Peak Estate Home Owners Association; and
- e. Any and all amounts due to the Association are paid in full

### **23. Completion Procedures**

On completion of a dwelling the registered owner must submit, in writing, a request to the Building Control Inspectorate (BCI) for a final inspection.

The BCI will arrange the final inspection and issue a Building Completion Certificate provided that all conditions have been met, including clearing and cleaning of the site by the Principal Building Contractor.

Any damage to landscaping during the building and construction of the dwelling will be reinstated by the Chapman's Peak Estate landscapers and the cost for the reinstatement will be charged to the owner if the Principal Building Contractor has not reinstated as requested.

The registered owner is advised to contact the Council to arrange the necessary Occupational Clearance Certificates. It is not the Estate's responsibility to obtain NHBRC or Occupational Clearance Certificates for any owner.

Upon completion, the registered owner or building contractor must present to the Building Control Inspectorate the following documentation, subject to the amendment and discretion of the Association at any time in writing to the owner/developer/contractor (as the case may be):

- a) A municipal issued Occupation Certificate;
- b) Submission of the NHBRC Certificate to the Building inspector
- c) All outstanding levies and/or other fines are to be settled.
- d) Completion Certificate signed off by the Building Compliance Manager for the Association.

## UNDERTAKING BY THE BUILDING CONTRACTOR

I the undersigned, \_\_\_\_\_ hereby:

1. acknowledge and confirm having read and understood **the Rules and Penalties governing building activities for Contractors, Sub-Contractors and Owners of Chapman’s Peak Estate**, a copy of which is annexed hereto and initialed by the undersigned (hereinafter referred to as “**the Code**”); and
2. irrevocably undertake to comply with each and every rule and regulation set out in the Code as may be applicable to a contractor, the contractor’s sub-contractor, supplier, service provider and/or any person and/or entity undertaking work or services for and/or on behalf of the contractor at and/or on any premises situated within and/or on the Chapman’s Peak Estate (hereinafter referred to as “**the contractor’s agents**”);
3. irrevocably undertake to pay by the following Monday, following receipt of notification of a fine being levied against the undersigned) all fines and/or any fine levied by **Chapman’s Peak Estate Homeowners Association** (hereinafter referred to as “**the Association**”) against the undersigned for and/or in respect of any breach and/or transgression made by the undersigned as contemplated and/or provided for in the Code.
4. irrevocably indemnify and hold the Association and/or the individual owners of property comprising the Chapman’s Peak Estate (hereinafter referred to as “**the Owners**”) harmless against all loss, liability, damage and/or expense (including without limiting the generality thereof, any claims which may be brought against the Association and/or the Owners or any Owner) which the Association and/or the Owners may suffer as a result of the contractor and/or the contractor’s agents’ presence on the Chapman’s Peak Estate and/or any building operations being conducted by the contractor on the Chapman’s Peak Estate: and,
5. acknowledge that it/he/she, together with any of its/his/her employees, sub-contractors and/or service providers may be denied access to Chapman’s Peak Estate should it/he/she not pay any fine levied by the Association timeously.

**SIGNED AT** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_

NAME: \_\_\_\_\_ Duly authorised to sign on behalf of \_\_\_\_\_  
and CONTRACTOR’S NAME \_\_\_\_\_ pursuant to and in terms of a  
Director’s Meetings Resolution dated \_\_\_\_\_

SIGNATURE \_\_\_\_\_



## SECURITY PROCEDURES

Hereby I the Owner / Contractor/Sub-Contractor \_\_\_\_\_

confirm that I have read and understand the Security Procedures.

Furthermore, I accept that only \_\_\_\_\_ may be used for the Security.

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Developer/Owner

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Contractor

---

Sub-Contractor



**BACKGROUND SCREENING (VETTING): CONTRACTORS / SUPPLIERS PROCEDURE**

1. The contractor / supplier to request vetting for its employees by emailing the Association.
2. The Vetting Administrator will send documentation to be completed by the contractor:
  - a. Vetting Procedure (this document)
  - b. Billing Information Form
  - c. Vetting Application Form (listing all staff, including drivers, to be vetted)
  - d. Vehicle Registration Form (listing all vehicles with designated drivers)
  - e. MIE Processing Notification – Background Screening Request (1 per employee)
  - f. Contractor Access Information
3. All documents to be completed, indicating the vetting option selected and returned to the Association.
4. The Building Inspector to authorise vetting, by verifying the site and contractor in terms of the Construction and Operation Manual.
5. Vetting options available pricing inclusive of VAT:
  - a. On Site – Standard: R 300.00
  - b. On Site – Priority: R 500.00
  - c. Fingerzone – Standard: R 500.00
  - d. Fingerzone – Priority: R 550.00
6. On receipt of the vetting application form, an invoice will be generated, proof of payment, clearly referencing the invoice number, to be sent to the Association.
7. On receipt of proof of payment, a date and time slot will be scheduled for the fingerprints to be taken. Any cancellation should be communicated 24-hours in advance.

8. The contractor / supplier must arrive for fingerprinting with a hard copy of their ID / Passport for verification purposes, along with the signed MIE Processing Notification form.
9. Vetting turnaround times (from proof of payment date, should the fingerprint appointment be kept):
  - a. Standard: 5 business days
  - b. Priority: 3 business days
10. Once results have been received, the following will take place:
  - a. No previous convictions identified: Access permission will be sent through to the Association, who in turn will authorise the printing of the access card
  - b. Previous convictions identified: Access will be subject to the Association, if approved, as per point 'a' above
11. A confirmation email will be sent to the contractor / supplier advising of access status, and if approved, availability of access cards for collection.
12. Access Cards:
  - a. Cards are valid for a maximum of 1 year
  - b. On expiry, the vetting process will need to be repeated in order to obtain a new card

In the case of a lost card, a replacement fee of R 150.00 inclusive of VAT will be charged (expiry date will match original date)

**BACKGROUND SCREENING: CONTRACTORS / SUPPLIERS  
BILLING INFORMATION**

13. Contractor / supplier details:

<b>Company</b>	
<b>Registration Number</b>	
<b>VAT Number</b>	
<b>Physical Address</b>	
<b>Telephone Number</b>	

14. Billing contact information:

<b>Name &amp; Surname</b>	
<b>Position</b>	
<b>Telephone Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	

**BACKGROUND SCREENING: CONTRACTORS / SUPPLIERS  
VEHICLE REGISTRATION FORM**

<b>Addresses of Work Sites</b>	
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Vehicle				Driver		
Registration Number	Make / Model	Colour	Branded	Name & Surname	ID Number	Contact Number
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			
			Yes / No			



**BACKGROUND SCREENING: CONTRACTORS / SUPPLIERS  
APPLICATION FORM**

<b>Addresses of Work Sites</b>	
--------------------------------	--

Name	Surname	ID / Passport Number	On Site		Fingerzone	
			Std	Priority	Std	Priority



## **ANNEXURE C METERING**

### **RESIDENTIAL**

#### **1. ELECTRICITY**

CoCT is the local supply authority to supply the electricity to Chapman's Peak Estate. Within the development the responsibility of metering and recoveries of electricity will be performed by a metering company.

##### **1.1 General information**

###### **1.1.1 Erf**

The Association will directly supply and recover the electricity consumption for single erven properties. The developer / registered owner of the single residential properties must apply for electricity directly to the Association.

## ANNEXURE D INFORMATION

1. Pre-Construction payments or installations.

Note: Items below must be paid or erected before building work commences to the Association:

1.1 Monthly “Builder’s Contribution”

1.2 Monthly levies, if outstanding

1.3 Builders Board erected

1.4 Water meter installed

1.5 Ablution facility erected – Only chemical toilets, not connected to sewer system

1.6 Note: Non completion of a house reverts to Sales Agreement, Constitution and Governing Rules for penalties stated therein, further to the Construction and Operation Manual

## ANNEXURE E PRE-REQUISITE FOR OCCUPATION OF A HOUSE

### 1. Final Inspection

The Building Control Inspectorate makes a series of inspections throughout the building process. The final inspection is to be arranged by the Building Contractor or registered owner once the undermentioned documentation has been submitted to the Association and City of Cape Town.

The request to issue the final completion Certificate of Occupation by the Association. The following documentation listed below will have to be completed and submitted to the Association before any clearance for Certificate of Occupancy to City of Cape Town will be issued by the Association. Please note that no Occupation Certificate without the final Completion Certificate will be issued.

### 2. Construction Housekeeping Requirements:

- 2.1 Completion of house as per approved building plan. Penalty per week for non-compliance of approved building plan.
- 2.2 Water Meter connection.
- 2.3 The storm water reticulation must be pointed out on site and installed and discharged into catch pit/hard road surface

### 3. Documentation requirements:

The following documentation will be required by the Association and City of Cape Town:

- Engineers Certificate
- Electrical Compliance Certificate (COC)
- Structural Engineers Certificate (Base level, Slab, Roof height & Final)
- Rational Design (Foundation, Slab, Intermediate slabs, Roof height & Final) –Sectional
- Plumbing Compliance Certificate
- Metering Certificate
- Gas Certificate, if applicable
- Height Certificate (David Hellig & Abrahamse) Land Surveyor

**ANNEXURE E  
INSPECTION FORM 1: BASE LEVEL**

ERF NO: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

NAME OF PRINCIPAL BUILDING CONTRACTOR: \_\_\_\_\_

DATE REQUESTED FROM PRINCIPAL BUILDING CONTRACTOR/OWNER \_\_\_\_\_

DATE INSPECTED \_\_\_\_\_

**BASE LEVEL APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the base level has been excavated and cast as per the approved building plans,

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER



**BASE LEVEL NOT APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the base level has NOT been excavated and cast as per the approved building plans,

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER



**ANNEXURE F  
INSPECTION FORM 2: SLAB HEIGHT**

ERF NO: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

NAME OF PRINCIPAL BUILDING CONTRACTOR: \_\_\_\_\_

DATE REQUESTED FROM PRINCIPAL BUILDING CONTRACTOR/OWNER \_\_\_\_\_

DATE INSPECTED \_\_\_\_\_

**SLAB HEIGHT APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the slab height has been built in accordance with the approved building plans,

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_



**SLAB HEIGHT NOT APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the slab height has NOT been built in accordance with the approved building plans,

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_





**ANNEXURE G  
INSPECTION FORM 3: ROOF HEIGHT**

ERF NO: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

NAME OF PRINCIPAL BUILDING CONTRACTOR: \_\_\_\_\_

DATE REQUESTED FROM PRINCIPAL BUILDING CONTRACTOR/OWNER: \_\_\_\_\_

DATE \_\_\_\_\_

**ROOF HEIGHT APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the house up to roof height has been built in accordance with the approved building plans,

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_

**ROOF HEIGHT NOT APPROVED:**

COMMENTS: \_\_\_\_\_



I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the roof height has NOT been built in accordance with the approved building plans,

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

SIGNATURE: BCI

\_\_\_\_\_

SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_

\_\_\_\_\_



**ANNEXURE H**  
**INSPECTION FORM 4: FINAL INSPECTION**

ERF NO: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

NAME OF REGISTERED OWNER: \_\_\_\_\_

NAME OF PRINCIPAL BUILDING CONTRACTOR: \_\_\_\_\_

DATE REQUESTED FROM PRINCIPAL BUILDING CONTRACTOR/OWNER: \_\_\_\_\_

DATE INSPECTED BY : \_\_\_\_\_

**FINAL INSPECTION APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the house has been completed in accordance with the approved building plan

\_\_\_\_\_  
SIGNATURE: BCI

\_\_\_\_\_  
SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_

**FINAL INSPECTION NOT APPROVED:**

I, \_\_\_\_\_ hereby confirm that the above inspection was performed, and it was found that the house has NOT been completed in accordance with the approved building plans,



---

SIGNATURE:

---

SIGNATURE: BCI

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SIGNATURE: BUILDING CONTRACTOR / REGISTERED OWNER

COMMENTS: \_\_\_\_\_



**ANNEXURE I  
INSPECTION CHECKLIST SHEET  
BEFORE CONSTRUCTION**

Erf No \_\_\_\_\_ House No \_\_\_\_\_ Street Name \_\_\_\_\_

**REGISTERED OWNER OF ERF** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Tel No \_\_\_\_\_ Cell No \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Office Tel No \_\_\_\_\_ Cell No \_\_\_\_\_

**COMMENCEMENT DATE:** \_\_\_\_\_

**COMPLETION DATE:** \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
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Site clean		
Building contribution paid		
Levies paid to date		
NHBRC		
Approved building plans (CoCT)		
Certificate of Rational Design report (XA Regulation)		
Certificate of Land Surveyor (Base, Slab & Roof) submitted		
Land Surveyor Certificate confirming <ul style="list-style-type: none"> <li>1. Site boundary</li> <li>2. Block corners</li> <li>3. Pegging layout</li> <li>4. Base level cutting</li> </ul>		
Contractor registered for Health Safety & file available		
Method Statement - Environment		
Construction & Operation manual signed		
Water meter installed		
Water tank installed (Construction purposes)		
Standard builder's board placed on erf		
Site fenced off properly / boundary walls built		
Ablution facilities installed (not connected to Chapman's Peak Estate sewerage system)		
If all conditions are adhered to, commencement of work can begin.		

**ANNEXURE J  
INSPECTION CHECKLIST SHEET  
DURING CONSTRUCTION**

Erf No \_\_\_\_\_ House No \_\_\_\_\_ Street Name \_\_\_\_\_

**REGISTERED OWNER OF ERF** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Tel No \_\_\_\_\_ Cell No \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Office Tel No \_\_\_\_\_ Cell No \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
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<b>GENERAL</b>		
Construction site cleanliness		
Ensure kerb, sidewalk & street fronts are protected & cleaned regularly		
Rubble removal bins – All construction materials, including bags & plastic		
Materials stored correctly on site		
Damages to street, kerbs, or side-walks- photographed		
Damages to water reticulation or sewerage system - photographed		
Damages to landscaping (irrigation systems, trees, plants) – photographed		
Recommended fencing or boundary walls		
Delivery times are from Mon – Fri 07h00 – 18h00		
<b>STAFFING</b>		
May only use sanitary & drinking water from their construction site		
Employees to be transported by vehicle to site & between building sites		
Employees may not roam around in the Estate and/or use communal facilities or any other place as their own construction site, as resting place		
No liquor or any weapons are permitted on the Estate		
<b>HEALTH &amp; SAFETY</b>		
Health & Safety file on site		
No open fires & 2 x visible mounted extinguishers on site always		
Wear safety gear as prescribed (Hard hat, bib, shoes)		
Scaffolding secure		
Ladders secure		
Working on roofs – safety equipment & harnesses must be utilised		
Masks to be worn as per Health & Safety Regulations		
Covid Regulations in place		
<b>MATERIALS</b>		
Construction material may not be mixed on sidewalk, in street or communal facility		
Any sand, stone, cement, paint & rubble that has been spilled onto their site, must be cleaned immediately		
No excess material/contractual rubble may be spilled onto the Estate. Contractor to remove at own cost & pay any penalty as prescribed		
Materials stacked neatly		
<b>VEHICLES</b>		
Only roadworthy & licensed vehicles allowed in the Estate		
Vehicles may not use shortcuts, may not park on other erven or communal facilities		
No vehicles to park on sidewalks & no material stacked on sidewalks		
Contractor briefed delivery vehicle drivers on governing rules for deliveries		



Deliveries to site only take place from street frontage		
Drivers of ready-mix concrete vehicles must have environmental certificate		
Vehicles delivering concrete may only be washed on construction site concerned & spillage & run-off must be contained on site		
Concrete may not be spilled onto sidewalks, streets or erven, communal facilities, or storm water system. Any spillages contained in site must be cleaned immediately. If found, the concrete company will immediately clean up spillage. If not, SCE will do it & charge contractor.		
Spillage of cement on paving – clean up immediately		
Utilise 6m x 6m heavy duty plastic sheeting – under pumps & spillage		
<b>REQUIRED SERVICES</b>		
Water meter installed at front entrance wall		
If building commence without water meter being installed, a meter will be installed at contractor cost & estimate water-reading will be taken for water already used		
Solar installation		
Alarm system and/or burglar bars installed		
<b>APPLICATION FORMS/CERTIFICATES</b>		
Consent form from neighbours to store materials		
All approved building & amended plans to be always available on site		
Inspection form: Base		
Inspection form: Slab		
Inspection form: Roof		
Inspection: Final		

**ANNEXURE K  
INSPECTION CHECKLIST SHEET  
AFTER COMPLETION OF CONSTRUCTION**

Erf No \_\_\_\_\_ House No \_\_\_\_\_ Street Name \_\_\_\_\_

**REGISTERED OWNER OF ERF** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Tel No \_\_\_\_\_ Cell No \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Office Tel No \_\_\_\_\_ Cell No \_\_\_\_\_



	YES	NO
Levies paid up to date		
Approved COCT building plan		
NHBRC Certificate		
Certificate (Foundation trenches)		
Certificate (Rib & Block)		
Certificate (Balustrading)		
Certificate (Roof structure)		
Certificate AAAMSA (SANS 613) – Balustrading		
Certificate AAAMSA (SANS 613) - Showers		
Certificate AAAMSA (SANS 613) - Windows		
Certificate AAAMSA (SANS 613) – Doors (Frameless & Stacking)		
Certificate Glazing – Certificate SAGGA		
Certificate Showers		
Certificate Solar		
Certificate Waterproofing		
Certificate Paint		
Certificate Roof Material		
Form 4		
CoC Plumbing		
CoC Gas		
CoC Electrical		
Certificate of Occupancy		
PEC Certificate on completion		
Landscaping, internal & external complete		
Ensure house built as per approved plan		
Post box and House number allocated		
Building Compliance Certificate signed off by Building Compliance Officer		

### ACKNOWLEDGEMENT OF CONSTRUCTION MANUAL

I, \_\_\_\_\_ (Owner, Contractor, Sub-Contractor), hereby acknowledge that I have received the Construction & Operational Manual i.r.o.

ERF \_\_\_\_\_ and declare that I have read and understood the full contents Of the Manual before commencement of any contractual activities.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Contractor

\_\_\_\_\_  
Date

