

Bela-Bela Local Municipality

Chris Hani Drive, Bela-Bela, Limpopo. Private Bag X 1609 Bela-Bela 0480

Tel: 014 736 8000 Fax: 014 736 3288

Website: www.belabela.gov.za

Office of the Municipal Manager

MEDIA STATEMENT

For immediate release

15 June 2020

RE-OPENING OF THE MUNICIPAL PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

The Bela- Bela Local Municipality wishes to notify members of the public that the Planning and Economic Development Department has resumed rendering services from 08 June 2020 as permissible under Level 3 Lockdown Regulations.

The following services are now accessible:

Division	Services
Building Control	Building Plan approvals
	Compliance Certificates
Town Planning	Land Use & Development Application consideration and processing
	Town Planning Certificates
Local Economic Development	Informal Trading Certificates

For Building Control and Town Planning enquiries, contact Ms. Mmabatho Manzini on 082 837 7552 weekdays between 08h00 and 15h00

For Informal Trading Certificates and related enquiries, contact Mr. Lesley Mogoemang on 076 788 5055 weekdays between 08h00 and 15h00

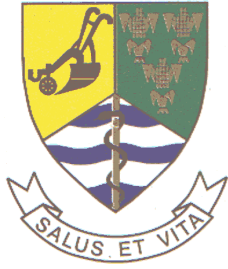
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Issued by Communications and Public Participation

For media enquiries, kindly contact

Municipal Spokesperson : Kabelo Mosito
Contact Number : 066 301 4806
E-mail : Mositok@belabela.gov.za

The prime agricultural hub and eco-tourism destination of choice



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GUIDELINE AND PROCEDURE FOR CLIENTS

Building Control Office

- The Department will be processing all applications submitted prior the national lockdown and feedback or comments will be communicated via email to all clients and further to this clients may be contacted to furnish electronic addresses for future communications.
- New Applications will be processed via the office of the Building Control Officer (BCO), however submissions will be as follows:
 1. For hand submissions, applicants are required to submit at records office and will be collected once a week. See address below.
 2. Clients/applicants from distinctive provinces and districts may courier their applications to the Municipality, and an electronic copy of the proposed structure/building may be emailed to the address provided below.
 3. In case of occupation certificates, clients/applicants are required to send electronic copies of critical documents, i.e. Structural Engineers Certificate, Electrical Certificate of compliance, Pest control certificate, Fire Certificate, Plumbing Certificate, Glazing Certificate and NHBRC enrolment certificate (In case of new residential units).
- Before and during construction and where an official is unable to be at the respectable construction site, Photographic evidence is required. Once all requirements are met, the Building Control Officer upon satisfaction of the evidence submitted will grant authority for construction to start or continue with the provision that building plans are submitted and approved, additional information that may still be required if deemed necessary.
- Building Inspectors will be on standby, while working from home, during level 3 of the national lockdown to respond to emergency issues and related complaints and compliance. Upon request for inspection, the applicant is required to send an email two days prior to the office of the Building Control Officer, stating the details of the property, Construction Company and contact details of project managers or contractors. Officials will be available for Inspection twice a week upon request by the developer/client.
- They will also go on site to conduct basic inspections prior to the issuance of any occupation certificates.

- **Collection of approval letters and certificates**

Once certificate/s is ready for collection, the applicant will be notified via email, and will be collected at the records office.

The above mentioned methods will be conducted under strict COVID-19 regulations and it is the applicant's/clients'/developers onus to note that correct construction procedures are meant to be followed.

Enquiries and application follow-ups

Buildin g Control Office	Name	Designation	Contact	Email
	Peter Makgamatha	Building Control Officer	082 510 9604	makgamathap@belabela.gov.za
	Rebecca Baji	Building Inspector	082 520 9157	bajiR@belabela.gov.za

Town Planning

- **New Land Use & Development Applications**

All applications will be accepted via email or applications may be couriered to the Municipal address provided below. In case of couriered applications clients are advised to provide electronic address for future communications.

Acknowledgement of such applications will be sent via emails and invoice will be issued to the applicants, with details for an EFT Payment.

- **Processing of applications**

All applications that are complete will be processed; any information that may be required will be communicated via email including public participation procedures.

- **Collection of originals of town planning approval letters and certificates**

Once any town planning certificate is ready for collection, the applicant will be notified via email, and will be collected at the records office.

NB: Please note that town planners will be in the office on **Wednesday's** for printing purposes and for collection of new applications.

Town Planning	Name	Designation	Contact	Email
	Jecconitta Mulaudzi	Town Planner	0729060729	mulaudzij@belabela.gov.za
	Lutendo Tshikovhi	Town planner	072 906 5651	Tshikovhil@belabela.gov.za
	Manzini Mmabatho	Divisional Manager: Town Planning	0828377552	Manznim@belabela.gov.za

Physical address for courier and hand submission of applications and collection of approval letters and certificates:

Bela-Bela Local Municipality
Records Office
59 Chris Hani Drive
Bela-Bela
0480

Banking details for EFT payments

ABSA
Account Holder: Bela-Bela Local Municipality
Account Number: 1330000062
Reference: Property Description & Type of application

For electronic submissions please email:
buildingapplications@belabela.gov.za