

ROUGH GUIDELINE TO APPLY FOR COUNCIL SPECIAL CONSENT

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ASSISTED BY MRS VLADA CAMERON FROM 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.
- A pre-consultation must be done with the Land Planning Sub-Directorate. Details on application form.
- Fees must be confirmed with Mr Dean du Plessis on 041 506 3357 or dduplessis@mandelametro.gov.za
- 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 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 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 premises

Contact the CENTRAL INFORMATION CENTRE on 041 506 2150 or 041 5062432 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:

Valda Cameron	TEL: 041 506 3321	EMAIL: vcameron@mandelametro.gov.za
Sandiso Ngxisho	TEL: 041 506 3329	
Lulu Sali	TEL: 041 506 3361	
Reception	TEL: 041 506 3357	