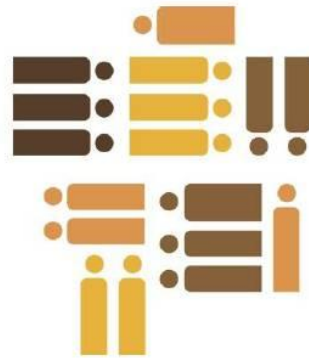


SOUTH AFRICAN COUNCIL FOR PLANNERS



The South African
Council *for* Planners
S A C P L A N

GUIDELINE PROFESSIONAL FEES DETERMINED IN TERMS OF SECTION 29 OF ACT 36 OF 2002

A MANUAL FOR THE CALCULATION OF GUIDELINE PROFESSIONAL FEES BY PERSONS REGISTERED IN TERMS OF THE PLANNING PROFESSION ACT, 2002 (ACT 36 OF 2002)



SAACPP
SOUTH AFRICAN ASSOCIATION OF
CONSULTING PROFESSIONAL PLANNERS

DOCUMENT

**A MANUAL FOR THE CALCULATION OF GUIDELINE PROFESSIONAL FEES BY
PERSONS REGISTERED IN TERMS OF THE PLANNING PROFESSION ACT, 2002
(ACT 36 OF 2002)**

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Contents

DEFINITIONS 1

1.	INTRODUCTION.....	4
1.1.	General 4	
1.2	Omissions, Additions and Services not defined.....	5
1.3	Value Added Tax	5
2.	SPATIAL PLANNING INSTRUMENTS.....	5
2.1	Description and Scope of Planning Services.....	5
2.2	Using the Tables for Fee Calculations	7
2.3	Payment of Fees	7
3.	LAND USE MANAGEMENT INSTRUMENTS	8
3.1	Description and Scope of Planning Services.....	8
3.2	Specific Exclusions	9
3.3	Payment of Fees	10
4.	A LAND DEVELOPMENT APPLICATION SEEKING TO AMEND LAND USE SCHEME PROVISIONS, OR STATUTORY ZONING PROVISIONS, OR OTHER STATUTORY RESTRICTIONS ON THE USE AND DEVELOPMENT OF LAND IN RESPECT OF A PROPERTY (OR AN ASSEMBLY OF PROPERTIES)	10
4.1	Description and Scope of Planning Services.....	10
4.2	Additional Fee Based on an Increase in Land Value	11
4.3	Payment of Fees	12
4.4	Specific Exclusions	12
5.	LAND DEVELOPMENT APPLICATION SEEKING TO ESTABLISH A NEW SETTLEMENT OR TOWNSHIP OR THE EXTENSION OF THE BOUNDARIES OF AN EXISTING REGISTERED TOWNSHIP	13
5.1	Description and Scope of Planning Services.....	13
5.2	Additional Amount Based on an Increased Land Value	15
5.3	Payment of Fees	15
5.4	Specific Exclusions	16
6.	LAND DEVELOPMENT APPLICATION SEEKING TO PLAN AND ESTABLISH A HUMAN SETTLEMENT/TOWNSHIP FOR SUBSIDY LINKED OR AFFORDABLE HOUSING DEVELOPMENTS.....	17
6.1	Description and Scope of Planning Services.....	17
6.2	Payment of Fees	19
6.3	Specific Exclusions	20

7	LAND DEVELOPMENT APPLICATION SEEKING TO DIVIDE AN APPROVED HUMAN SETTLEMENT/TOWNSHIP INTO TWO OR MORE SEPARATE SETTLEMENTS/TOWNSHIPS	21
7.1	Description and Scope of Planning Services.....	21
7.2	Payment of Fees	21
7.3	Specific Exclusions	22
8.	LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUCH SUBDIVISION IS NOT EXPRESSLY PROVIDED FOR IN A LAND-USE SCHEME AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE ERVEN	23
8.1	Description and Scope of Planning Services.....	23
8.2	Payment of Fees	24
8.3	Specific Exclusions	25
9.	LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUCH SUBDIVISION IS EXPRESSLY PROVIDED FOR IN A LAND-USE SCHEME AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE ERVEN	26
9.1	Description and Scope of Planning Services.....	26
9.2	Payment of Fees	26
9.3	Specific Exclusions	27
10.	LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE PORTIONS OF LAND HELD UNDER FARM TITLE, ALTERNATIVELY ONE OR MORE AGRICULTURAL HOLDINGS AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE PORTIONS OF LAND HELD UNDER FARM TITLE OR TWO OR MORE AGRICULTURAL HOLDINGS.....	28
11.	LAND DEVELOPMENT APPLICATION SEEKING TO CONSOLIDATE TWO OR MORE PIECES OF LAND, EITHER HELD AS ERVEN IN A TOWNSHIP OR PROPERTIES REGISTERED AS FARM PORTIONS OR AGRICULTURAL HOLDINGS, WHICH PROCESS IS DEALT WITH AS A SEPARATE MATTER AND IS NOT LINKED TO THE SIMULTANEOUS SUBDIVISION OF THE SAME PIECES OF LAND	28
11.1	Description and Scope of Planning Services.....	28
11.2	Payment of Fees	29
11.3	Specific Exclusions	29
12.	LAND DEVELOPMENT APPLICATION SEEKING TO AMEND OR CANCEL (EITHER WHOLLY OR IN PART) A GENERAL PLAN OF AN EXISTING TOWNSHIP	30
12.1	Description and Scope of Planning Services.....	30
12.2	Payment of Fees	31
12.3	Specific Exclusions	31
13.	LAND DEVELOPMENT APPLICATION SEEKING TO PERMANENTLY CLOSE A PUBLIC PLACE (STREET, SQUARE OR PARK)	32

13.1	Description and Scope of Planning Services.....	32
13.2	Payment of Fees	33
13.3	Specific Exclusions	33
14.	LAND DEVELOPMENT APPLICATION SEEKING TO MOTIVATE AN AMENDMENT/ DEPARTURE FROM THE PROVISIONS OF AN ADOPTED SPATIAL DEVELOPMENT FRAMEWORK OR ADOPTED POLICY OF A MUNICIPALITY OR OTHER AUTHORITY PERTAINING TO SPATIAL PLANNING AND LAND USE MANAGEMENT MATTERS IN SUPPORT OF A LAND DEVELOPMENT APPLICATION	34
14.1	Description and Scope of Planning Services.....	34
15.	CATEGORIES OF REMUNERATION AND RECOMMENDED GUIDELINE CHARGE OUT RATES	35
16.	REMUNERATION OF TIME SPENT ON TRAVELLING	36
17.	JUSTIFIED INCREASE OF CHARGE OUT RATE	36
18.	TRAVELLING AND SUBSISTENCE COSTS	36
18.1	Subsistence Costs	36
18.2	Travelling Costs	36
19.	GENERAL EXCLUSIONS	37
20.	USE OF CALCULATION TABLES.....	38

ANNEXURE 1
SUMMARY OF RECOMMENDED GUIDELINE FEES PER CATEGORY OF
PLANNING WORK **40**

TABLES A1 UP TO AND INCLUDING K1 **42 - 76**

DEFINITIONS

Unless the context clearly indicates the contrary in this document, the following words/phrases/acronyms shall have the meaning set out below:

- “Act” - Means the Planning Profession Act, 2002 (Act 36 of 2002) or any superseding legislation including the Regulations thereto. “PPA” shall have the same meaning.
- “Agreement” – Means a written agreement between client and planner, setting out the scope of planning work to be undertaken by the planner on behalf of the client and confirming the remuneration that the client will pay to the planner for such work and the manner in which such payments shall be effected.
- “Application” - See “Land Development Application”.
- “By-law” – Means a Municipal By-law enacted for the relevant municipal jurisdiction to regulate spatial planning and land use management matters.
- “Client” – Means the person/body responsible for instructing a planner to do planning work on his/her/its behalf and being responsible to remunerate the planner for such services.
- “Cost Unit” - Means the monetary value of the recommended guideline hourly charge out rate for a Category A2 remuneration scale, determined by SACPLAN from time to time as published in the Government Gazette. The abbreviation “CU” shall have the same meaning.
- “CU” - See Cost Unit.
- “Fees” - Means the quantum of remuneration charged by a planner for rendering planning services on instruction from a client. “Professional Fees” shall have the same meaning.
- “Hourly Charge Out Rates” – Means the guideline hourly charges (per hour or part thereof) published by SACPLAN in the Government Gazette from time to time at which planners may charge clients for planning work, based on the time taken to attend to such work. “Charge Out Rate” shall have the same meaning,
- “Land Use Scheme” - Means a land use scheme as contemplated in Chapter 5 of SPLUMA and for the purposes hereof includes scheme regulations or clauses setting out the procedures and conditions relating to the use and development of land in any zone forming part of the scheme area, a map or maps indicating the zoning of the municipal area into land-use zones and a register of amendments of or departures from such land use scheme. For the purposes hereof a land-use scheme shall include an existing town planning

scheme until such scheme is replaced by a land-use scheme. The term “Scheme” shall have the same meaning.

- “PPA” - See “Act”.
- “Planner” - Means a person registered as a Professional Planner or Technical Planner in the Planning Profession Act, 2002 (Act 36 of 2002). The terms “Planning Practitioner” and “Planning Firm” shall bear the same or implied meaning.
- “Planning Practitioner” - See “Planner”.
- “Planning Services” - Professional Services rendered by a planner on behalf of a client which services may be broadly summarized as the:
- (i) delineation, regulation and management of land uses;
 - (ii) organization of services infrastructure, utilities, facilities and housing for human settlement;
 - (iii) co-ordination and integration of social, economic and physical sectors which comprise human settlements; and
 - (iv) preparation of strategic, policy, statutory and other development plans through the synthesis and integration of spatial, land use and related information.
- In attending to one or more of the aforesaid, the planner shall represent and advise the instructing client with regard thereto.
- “Portion(s) of Land” - Where reference in this document is made to a portion, or portions, of land it means a portion of land which is, or is intended to be cadastrally defined and recorded as a separate entity in the office of a Surveyor General including an erf or erven in a proclaimed township, one or more properties registered as farm portions, and one or more agricultural holdings, but shall exclude public roads.
- “Rules” - Means the rules adopted by SACPLAN in terms of Section 30(2) of the Act.
- “SACPLAN” - Means the South African Council for Planners appointed by the Minister of Rural Development and Land Reform in terms of the Planning Profession Act, 2002 (Act 36 2002). For the purposes hereof “Council” shall have the same meaning.
- “SDF” - See “Spatial Development Framework”.
- “Spatial Development Framework (SDF)” - Means a Spatial Development Framework contemplated in Chapter 4 of SPLUMA and the associated provisions of the relevant municipal by-law which apply to the area concerned and the abbreviation “SDF” shall have the same meaning.

“SPLUMA” – Means the Spatial Planning and Land Use Management Act, 2013, which was brought into effect on 1 July 2015.

“Subsidy linked or Affordable Housing”

- Means housing units intended to be accommodated in a human settlement/township to be established for the primary purpose of accommodating subsidy linked or affordable housing units under control of the Department of Human Settlements or the Housing Development Agency or any institution involved in the said housing sector (as opposed to a commercial property developer project aimed at accommodating housing units for the open market).

1. INTRODUCTION

1.1. *General*

- 1.1.1 In its capacity as the regulating body of the planning profession contemplated in the Planning Profession Act, 2002 (Act 36 of 2002) (the Act), the South African Council for Planners (SACPLAN) is often approached by courts or arbitration bodies or government departments involved in human settlements and related property development matters and members of the public to assist in the taxation of invoices rendered by planning practitioners registered in terms of the Act for planning or arbitration body services rendered on behalf of instructing clients.
- 1.1.2 In the event that a Court makes a judgement with regard to a particular matter and where costs are awarded and where such costs include fees for work done by a professional planner or technical planner as registered in terms of the Act, such invoice often requires to be taxed to determine whether the quantum charged for professional fees is indeed relevant to the nature and extent of the services rendered and are based on a reasonable method of calculation, justifiable in the context of the ruling legislation. The same applies where a dispute arises between an instructing client and a professional planner or technical planner with regard to professional fees charged for services rendered and where the parties in dispute agree to refer the matter to SACPLAN for taxation.
- 1.1.3 Against this background, SACPLAN has developed a set of recommended guidelines to calculate the average professional fee per category of work as contemplated in legislation such as the Spatial Planning and Land Use Management Act, 2013 (SPLUMA) alternatively the various municipal by-laws which regulate spatial planning and land use management matters. As a consequence, the recommended guideline fees set out herein must not be interpreted as any form of prescribed tariff. Such fees remain as recommended guidelines to guide and inform the taxation of matters as alluded to above.
- 1.1.4 These guidelines have been formulated by SACPLAN as a recommended reference framework within which professional fees may be calculated to be charged by professional planners and technical planners for planning services rendered on behalf of instructing clients. Such formulation has been made in terms of Section 29 of the Act. These recommended guidelines should only be used in the absence of any other more appropriate agreement between planner and client.
- 1.1.5 The professional fees charged for any planning services to be rendered by a planner should be agreed between the planner and the client in accordance with the type, complexity and nature of the professional services to be rendered. Such agreement should preferably be concluded before the planner commences any planning work on instruction from the client.
- 1.1.6 Where, in the absence of an agreement referred to above or in the case of a dispute relating to professional fees payable for planning work, the recommended method of calculating fees set out in these guidelines may be applied.

1.2 Omissions, Additions and Services not defined

- 1.2.1 If any portion of planning services described in these recommended guidelines is omitted from the services rendered by the planner, the fees shall be reduced by an amount calculated in accordance with the hourly charge out rate and based on the estimated extent of the work so omitted.
- 1.2.2 If planning services are rendered additional to those normally forming part of the planner's duties in undertaking an assignment as described herein, additional fees may be charged in accordance with the recommended guidelines for such work set out herein or alternatively based on the hourly guideline fees as may be published by SACPLAN from time to time.
- 1.2.3 Where no recommended guideline of fees has been included herein for planning services or where the services are of such a nature that the guidelines contained herein do not apply, the recommended hourly guideline fees shall be applied.

1.3 Value Added Tax

All recommended guideline fee calculations set out herein exclude Value Added Tax, which should be added to the finally agreed total fee at the prevailing applicable rate, as a separately identifiable cost.

2. SPATIAL PLANNING INSTRUMENTS

2.1 Description and Scope of Planning Services

- 2.1.1 For the application of this recommended guideline, planning services related to spatial planning instruments include the preparation or amendment or review of:
- (i) **A Spatial Development Framework (SDF)** as alluded to in SPLUMA and/or a municipal by-law; and
 - (ii) **A Spatial Planning Policy** for both vacant or developed land, alternatively a policy pertaining to any spatial planning or land use management matter.
- 2.1.2 Services rendered by a planner with regard to spatial planning instruments generally involves the following generic steps or actions:
- Determination of the *status quo* (current reality) situation relevant to the planning area.
 - Formulation of a spatial vision.
 - Identification of needs and priorities of the affected communities.
 - Formulation of goals and objectives to achieve the spatial vision.
 - Formulation of strategies to achieve the aforesaid goals and objectives.

- Formulation of spatial planning and development policies for the affected planning area.
- Identification of projects in the context of the aforesaid strategies and the preparation of business plans and implementation programmes to achieve same.
- Illustration of the spatial vision and policies in the form of a spatial development framework plan(s).
- The formulation of a management and monitoring mechanism.

2.1.3 Subject to the general exclusions of paragraph 19 hereof, the recommended guidelines herein provide for the following categories of planning work to be conducted by the planner:

- Research;
- Investigations;
- Processing of information and data analysis;
- Meetings with the client and project team members;
- Stakeholder engagement/public participation;
- Compilation of report/s supporting maps and plans; and
- Formulation of recommendations and planning proposals/policy guidelines.

2.1.4 The recommended guideline on the calculation of any professional fee in this category is a function of:

- the physical extent and complexity of the planning area;
- its environmental and social diversity;
- its population size and density; and
- the nature of the desired end product.

Consequently, in order to calculate a fee and to conclude an agreement for such purpose, it is necessary to first determine and agree on the nature of the end product that the client requires, and the process to be followed so as to achieve that goal.

2.1.5 These recommended guidelines provide for the professional fees to be calculated on the basis of each activity that has to be completed by the planner and the expected time to be taken to complete same. By using the charge out rate for each relevant skills/remuneration level relevant to the time of calculation, the fee per activity may be calculated. These fees will be scheduled by activity group, project phase, programme and time scale. The calculated fee may then be agreed with the client as a project fee budget, from which variances may occur, but only with both parties agreeing thereto.

2.1.6 In the absence of any other more appropriate agreement between the planner and the client, the fees in respect of spatial planning services may be calculated using the recommended guidelines in **Tables A1, A2, A3** or **A4** hereto, depending on the category of planning area to which the planning service may apply.

2.2 Using the Tables for Fee Calculations

Tables A1 to A4 indicate the generic actions/activities that may have to be attended to and charged for by the planner, on behalf of the client based on a reasonable average time to be spent to each action/activity. Where the planner anticipates to justify any additions to the aforesaid activities (and the associated time per activity), the charges may be amplified accordingly, and motivation to justify the additions may be inserted in the space provided below each table which, in turn, may be used as the basis of agreement between the planner and client.

2.3 Payment of Fees

The payment of fees may be as agreed between the planner and the client. In the absence of such agreement, fees may be recovered by the planner on a monthly basis in accordance with work completed, or in relation to the progress of the project, as a percentage of the total agreed or determined fee. In the alternative, the planner and the client may agree to use the following recommended guideline payment schedule based on agreed milestones:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On completion of an Inception Report and Stakeholder Engagement Plan, following the initial briefing meeting with the client	5
■ MILESTONE 2 - On completion and submission of Report on Draft Vision and Legislative/ Policy Framework	20
■ MILESTONE 3 - On completion and submission of Report on Spatial Options and Proposals and Results of Public Consultation Process	20
■ MILESTONE 4 - On completion and submission of the Final Draft SDF Document	20
■ MILESTONE 5 - On completion and submission of the Implementation Framework and Capital Investment Framework	15
■ MILESTONE 6 - On completion and submission of Final Draft SDF Document	10
■ MILESTONE 7 - On the Municipal Council passing its resolution to adopt the SDF as official policy	10
TOTAL	100

3. LAND USE MANAGEMENT INSTRUMENTS

3.1 *Description and Scope of Planning Services*

3.1.1 For the application of this recommended guideline, planning services related to land use management instruments include the preparation of a new or the amendment or review of an existing town planning or land use scheme for the area of jurisdiction of a municipality, as contemplated in SPLUMA and/or any applicable municipal by-law which governs such matters. A statutory land use scheme typically comprises three components, namely:

- a set of written scheme regulations or clauses setting out procedures and conditions relating to the use and development of land;
- a map or maps indicating the land use zoning of land in the scheme area; and
- a register which records departures and consent approvals and incremental amendments of the scheme.

3.1.2 The scope of work may include all, or some of the aforesaid components of a statutory land use scheme as agreed to between the planner and the client and may require of the planner to also attend to the prescribed public participation process alluded to in the relevant legislation.

3.1.3 Subject to the general exclusions in paragraph 19 hereof, the guidelines hereunder provide for the investigations and surveys necessary for the preparation of a statutory land use scheme (or an amendment/review thereof), the attendance of meetings and consultations with the client and other interested and affected parties, the preparation of supporting documentation and maps/plans and any other requisite documents or records as prescribed in terms of the relevant legislation.

3.1.4 The following scope of work may form part of the work of the planner as agreed with the client.

■ **Scheme Regulations or Clauses**

The formulation of scheme regulations and supporting documentation to accurately define and explain the land use rights, restrictions, management principles and/or development guidelines which may apply to each of the separately registered properties within the scheme area, on the coming into operation of such a scheme.

■ **Land Use Survey**

The conducting of a land use survey of each separately registered property within the relevant scheme area, as on record of the Surveyor General at the effective date of instruction, to record the *de facto* use of the relevant property.

■ **Zoning Map(s)**

The preparation of scheme or zoning map(s) based on a cadastral base plan denoting all properties within the affected municipal area and the illustration by some form of prescribed notation or by the application of symbols on the relevant map(s) to visually present the land use restrictions and management principles referred to above which may be cross-referenced with the scheme regulations/clauses.

■ **Register of Amendment Schemes/Departures/Consents**

The preparation of a pro forma register of scheme amendments/ departures/consents and a procedural manual for administering the register to reflect all formal amendments/departures or consents granted with regard to any property within the scheme area.

■ **Public Consultation**

The conducting of the prescribed public consultation process, prior to the submission of the draft scheme to the client for consideration. The public consultation process may allow interested and affected parties to be consulted and to be involved so as to make known the contents and implications of the scheme and to provide for representations and comments on the compilation of the scheme.

3.1.5 In the absence of a more appropriate agreement, the guideline fees to be charged by the planner may be determined by using **Tables B1 and/or B2** hereto, depending on the category of planning area to which the planning service may apply.

3.2 Specific Exclusions

In addition to the recommended guideline fees, alluded to above, additional fees, calculated in terms of the charge out rate may be levied in respect of the following:

- (i) Any work required to prepare and populate a register of scheme amendments, departures and consent approvals of the relevant municipality;
- (ii) Any work related to the preparation of policy guidelines or explanatory manuals/handbooks to assist municipal officials to apply and interpret the provisions of the scheme;
- (iii) Any work related to amendments to maps and documents requested after the scheme has been prepared in terms of the requirements of the client;
- (iv) Any work related to the preparation for, and attendance at hearings to respond to objections and/or representations in respect of the draft scheme or draft amendment/revision thereof; and
- (v) Any work related to preparing for and presenting the draft scheme provisions and maps to the municipal council or delegated body for the purposes of adopting the scheme.

3.3 *Payment of Fees*

The payment of fees shall be as agreed between the planner and the client. In the absence of such an agreement, recommended guideline fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project, expressed as a percentage of the total agreed fee. Alternatively, the following recommended guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On preparation and submission of an Inception Report and Stakeholder Engagement Programme	10
■ MILESTONE 2 - On compiling a cadastral base plan of the scheme area and procuring confirmation from client on same	20
■ MILESTONE 3 - On completing land use survey and submission of report to client	20
■ MILESTONE 4 - On completing 1 st Draft scheme regulations and submission to client	20
■ MILESTONE 5 - On completion of 1 st Draft pro forma Register of Scheme Amendments and submission to client`	10
■ MILESTONE 6 - On publication of statutory notices and monitoring objections/representations and report to client	10
■ MILESTONE 7 - On updating draft scheme regulations, zoning maps and register and submission to client for adoption	10
TOTAL	100

4. **A LAND DEVELOPMENT APPLICATION SEEKING TO AMEND LAND USE SCHEME PROVISIONS, OR STATUTORY ZONING PROVISIONS, OR OTHER STATUTORY RESTRICTIONS ON THE USE AND DEVELOPMENT OF LAND IN RESPECT OF A PROPERTY (OR AN ASSEMBLY OF PROPERTIES)**

4.1 *Description and Scope of Planning Services*

4.1.1 Subject to the general exclusions in paragraph 19, the guideline fees hereunder provide for the obtaining of plans, documents, policy guidelines and information pertaining to the property(ies) in question, investigations, site inspections, land use and zoning surveys, consultations with the client, negotiations with the relevant authorities/service providers, the preparation and submission of the land development application bundle in the prescribed format, including any plans or diagrams in accordance with ruling legislation, the posting of notices in terms of any statutory provision, arrangements for the publication of prescribed notices in any gazette/newspaper and the finalising of all administrative matters to obtain a decision from the relevant authority in respect of the land development application.

- 4.1.2 In circumstances where the proposed relief is granted and the amendment of the scheme is approved, the recommended guideline fees provide for attending to all administrative matters to bring such amendment into effect, including advising the client on post approval requirements to be met and any levies/development charges payable to the authorities arising from the approval of the amendment.
- 4.1.3 For services in respect of the preparation, submission and administration of a land development application contemplated in 4.1.1 above to the stage where a decision of the relevant authority is handed down and brought into effect, the recommended guideline fee may be determined by using the relevant charge out rates and calculating the number of hours per remuneration category to be spent on the planning services to be rendered. In the absence of any more appropriate agreement, the recommended guideline fee may be calculated by using **Table C1** hereto.
- 4.1.4 In circumstances where the proposed relief is not granted, the recommended guideline fees shall exclude those steps/actions relevant to the post approval requirements of an approved land development application.
- 4.1.5 For the purposes hereof, the aforesaid guidelines may be applied (and amended to the extent required) for the following categories of land development applications namely:
- (i) The amendment and/or removal of restrictive conditions of title, servitudes or statutory reservations with regard to land development matters;
 - (ii) Procuring consent of a municipality or other authority to use land for purposes permitted in a town planning or land use scheme or to depart from or relax the provisions of such scheme;
 - (iii) Procuring consent of a municipality or other authority to use land for purposes regulated by a condition of title, a condition of township establishment or a similar provision: Provide that, where the ruling legislation provides for two or more of the land development applications contemplated in sub-paragraphs (i) to (iii) above being submitted and processed simultaneously (as a combined land development application), the recommended guideline fee provides for a single fee as per Table C1 hereto.

4.2 Additional Fee Based on an Increase in Land Value

- 4.2.1 An additional amount equal to 1% of the increase in the value of the land which forms the subject of the application for amendment as described herein may be claimed from the client by the planning practitioner where the parties agree, in advance, that the work of the planning practitioner shall result in an increase in the value of the land in question.
- 4.2.2 For the purposes hereof, the difference in value of the land (excluding top structures/improvements) may be determined by agreement, effective on date of appointment of the planning practitioner, given the prevailing land values applicable at the time. In other words, the value of the land prior to the amendment (based on property market trends at the time of appointment of the planner) as compared to the assumed improved value (on the same date), as if the amendment was effected successfully at such

time (i.e. on date of appointment).

- 4.2.3 Using the difference in agreed land value, the additional amount may be calculated as 1% of such difference and may be added to the time based charges calculated by using **Table C1**. The following formula may be used for such purpose:

$$(ALV - ELV) \times 0.01 = APF$$

Where:

ALV = Anticipated Increased Land Value effective on date of instruction

ELV = Existing Land Value upon instruction

APF = Additional Professional Fee

Note: “Land Value” does not include top structures/improvements but assumes the land to be rendered fully developable/serviced for the purpose of calculating “anticipated increased land value”

4.3 Payment of Fees

- 4.3.1 The payment of fees shall be as agreed between the planning practitioner and the client.
- 4.3.2 In the absence of such an agreement, recommended guideline fees may be payable on a monthly basis in accordance with work completed or in relation to the application of the project as a percentage of the total agreed fee.
- 4.3.3 Alternatively, the following recommended guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On confirmation of Appointment of planning practitioner	20
■ MILESTONE 2 - On Submission of Application to Authorities	40
■ MILESTONE 3 - On Closure of Notification/Public Participation Process	15
■ MILESTONE 4 - On Procuring Decision of Authority	15
■ MILESTONE 5 - On Promulgation	10
TOTAL	100

4.4 Specific Exclusions

- 4.4.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:
- (i) Negotiations on behalf of the client pertaining to disputes relating to development

charges or contributions levied by an authority arising from the approval of the application.

- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral or petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar).
- (viii) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.

5. LAND DEVELOPMENT APPLICATION SEEKING TO ESTABLISH A NEW SETTLEMENT OR TOWNSHIP OR THE EXTENSION OF THE BOUNDARIES OF AN EXISTING REGISTERED TOWNSHIP

5.1 *Description and Scope of Planning Services*

5.1.1 Subject to the general exclusions in paragraph 19, the recommended guideline fees hereunder provide for the planning, design and establishment of a human settlement or township, as contemplated in Section 41(2)(a) of SPLUMA or the relevant provision of a municipal by-law regulating such matters. This process provides for the conversion of land held as registered farm land or as an agricultural holding into a proclaimed township, capable of registration in a deeds registry and in which new cadastral portions (erven) are created and zoned for a particular land use purpose.

5.1.2 The services rendered by the planning practitioner include obtaining all the relevant data and information, inspection of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the planning and finalisation of the new township layout as required by the client and the authorities, preparation and design of the layout plan and submission of the land development application bundle in accordance with the ruling legislation for the establishment of the new

settlement/township in accordance with the relevant legislation and the administration of such an application through the various stages of establishment in accordance with such legislation up to and including the proclamation of the new settlement/township or when the newly created land portions (erven) are capable of registration in a Deeds Office.

5.1.3 In order to determine an appropriate fee, the planning practitioner must first establish the process, sequential steps, activities, and milestones that will have to be completed/achieved and delivered in order to meet the client's requirements and those of the decision making authority. These may include all, or part of the following activities:

- (i) The design, preparation and submission for approval of an overall conceptual development framework for the affected area;
- (ii) The design, preparation and submission for approval of one or more detailed layout plans to accompany the requisite land development application for the establishment of the settlement/township or extension thereof;
- (iii) The preparation and submission for approval of the proposed land use zoning provisions to apply to each portion of land/erf in the settlement/township;
- (iv) The preparation and submission for approval of a compliant land development application bundle as per the requirements of the ruling legislation, including the co-ordination of the involvement of an array of specialist consultants to prepare supportive reports to accompany the aforesaid application bundle. This may include (but is not limited to) a traffic impact assessment report, engineering services outline scheme report, geotechnical report, environmental report, conveyancer's report and land surveyor's report.
- (v) The preparation and submission for approval of the draft conditions of establishment and land use zoning conditions to be imposed by the relevant authority upon approval of the application.
- (vi) Arrangements for the publication of a notice in the Gazette or by other means to bring the approval into effect.
- (vii) Arrangements to procure a final clearance certificate from the relevant authority in order for the first transaction of any land portion/erf in the settlement/township to be registered in the Deeds Office.

5.1.4 In the absence of a more appropriate agreement, the recommend guideline fees in respect of an application that involves the planning and establishment of a new human settlement/township or the extension of the boundaries of an existing township may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose, **Table D1** may be used.

5.1.5 In circumstances where the proposed relief is not granted, the fee charged by the planner will be for the steps completed to date of such notification being received.

5.1.6 The recommended guideline fee in Table D1 provides for the generic process of preparing

and submitted and administering an uncomplicated land development application for a settlement/township comprising up to 20 land portions/erven. For larger settlements/townships, the recommended guideline fee may be increased to provide for the variation upward of 20 land portions/erven by using the columns in Table D1 for additional charges.

5.2 Additional Amount Based on an Increased Land Value

- 5.2.1 An additional amount equal to 1% of the increase in the value of the land which forms the subject of the application for amendment as described herein may be claimed from the client by the planning practitioner where the parties agree, in advance, that the work of the planning practitioner shall result in an increase in the value of the land in question.
- 5.2.2 For the purposes hereof, the difference in value of the land (excluding top structures/improvements) may be determined by agreement, effective on date of appointment of the planning practitioner, given the prevailing land values applicable at the time. In other words, the value of the land prior to the process of township establishment commencing (based on property market trends at the time of appointment of the planner) as compared to the assumed improved value (on the same date), as if the township establishment was effected at such time (i.e. date of appointment).
- 5.2.3 Using the difference in value, the additional amount may be calculated as 1% of such difference and may be added to the recommended guideline time based charges calculated by using **Table C1**. The following formula may be used for such purpose:

$$(ALV - ELV) \times 0.01 = APF$$

Where:

ALV = Anticipated Increased Land Value

ELV = Existing Land Value upon instruction

APF = Additional Professional Fee

Note: "Land Value" does not include top structures/improvements but assumes the land to be rendered fully developable/services for the purpose of calculating "anticipated increased land value"

5.3 Payment of Fees

- 5.3.1 The payment of fees shall be as agreed between the planning practitioner and the client.
- 5.3.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the application as a percentage of the total agreed or determined fee.

5.3.3 Alternatively, the following recommended guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - Inception: Upon appointment of planning practitioner	15
■ MILESTONE 2 - On preparation of township layout plan for submission	20
■ MILESTONE 3 - On preparation of a land development application for submission	10
■ MILESTONE 4 - On completion of notification process and closure of notice period	5
■ MILESTONE 5 - On receipt of and preparation of responses to authority/service provider comments	10
■ MILESTONE 6 - On procuring authority decision	20
■ MILESTONE 7 - On facilitation approval of General Plan and opening of township register	5
■ MILESTONE 8 - On proclamation	10
■ MILESTONE 9 - On procuring final clearances for registration	5
TOTAL	100

5.4 Specific Exclusions

5.4.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid recommended guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings

- or top structures.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
 - (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
 - (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
 - (viii) Professional advice on matters related to the relevant property which do not have a bearing on the design, planning and layout plan of the proposed settlement/township (e.g. feasibility investigation and advice on marketing).
 - (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
 - (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of a new settlement/township.

6. LAND DEVELOPMENT APPLICATION SEEKING TO PLAN AND ESTABLISH A HUMAN SETTLEMENT/TOWNSHIP FOR SUBSIDY LINKED OR AFFORDABLE HOUSING DEVELOPMENTS

6.1 *Description and Scope of Planning Services*

- 6.1.1 Subject to the general exclusions in paragraph 19 the guideline fees hereunder provide for the planning, design and establishment of a human settlement or township primarily for the purpose of providing subsidy linked or affordable housing development, as contemplated in Section 41(2)(a) of SPLUMA or the relevant provision of a municipal by-law regulating such matters. This process provides for the conversion of land held as registered farm land or as an agricultural holding into a proclaimed township capable of registration in a deeds registry and in which new cadastral portions (erven) are created and zoned for a particular land use purpose.
- 6.1.2 The service rendered by the planning practitioner includes obtaining all the relevant data and information, inspection of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the planning and finalisation of the new township layout as required by the client and the authorities, preparation and design of the layout plan and submission of the land development application bundle in accordance with the ruling legislation for the establishment of the new settlement/township in accordance with the relevant legislation and the administration of such an application through the various stages of establishment in accordance with such legislation up to and including the proclamation of the new settlement/township or when the newly created land portions (erven) are capable of registration in a Deeds Office.

6.1.3 In order to determine an appropriate fee, the planning practitioner must first establish the process, sequential steps, activities, and milestones that will have to be completed and delivered in order to meet the client's requirements. These may include all of, or part of the following activities:

- (i) The design, preparation and submission for approval of an overall conceptual development framework for the affected area;
- (ii) The design, preparation and submission for approval of one or more detailed layout plans to accompany the requisite land development application for the establishment of the settlement/township or extension thereof;
- (iii) The preparation and submission for approval of the proposed land use zoning provisions to apply to each portion of land/erf in the settlement/township;
- (iv) The preparation and submission for approval of a compliant land development application bundle as per the requirements of the ruling legislation, including the co-ordination of the involvement of an array of specialist consultants to prepare supportive reports to accompany the aforesaid application bundle. This may include (but is not limited to) a traffic impact assessment report, engineering services outline scheme report, geotechnical report, environmental report, conveyancer's report and land surveyor's report.
- (v) The preparation and submission for approval of the draft conditions of establishment on land use zoning conditions to be imposed by the relevant authority upon approval of the application.

6.1.4 In the absence of a more appropriate agreement (such as the subsidy quantum published by the Department of Human Settlements (DHS)) , the recommended guideline to calculate fees for a land development application to establish a new human settlement/township or to extend the boundaries of an existing township for purposes of subsidy linked/affordable housing may be calculated based on the number of land portions/erven set aside for residential purposes in the settlement/township and applying an incremental rate per portion/erf, expressed as a percentage of a cost unit, as defined herein. The guideline formula which may be used for this purpose is as follows:

$$\text{TRE} \times \text{CU}\% = \text{PF}$$

Where:

TRE = Total Residential Erven/Portions in Settlement/Township

CU = Cost Unit as defined @ % listed in Table E1

PF = Professional Fee

For such purpose, **Table D1** may be used.

TABLE E1: CALCULATION OF PROFESSIONAL FEES BASED ON PERCENTAGE OF A COST UNIT PER ERF/PORITION

No of Portions/Erven in settlement/township	1 – 149	150 – 299	300 – 499	500 – 749	750 – 999	1000 – 1499	1500 – 1999	2000 – 2499	2500 – 2999	3000>
% of Cost Unit/Portion or Erf	65%	50%	35%	25%	20%	19%	18%	17%	16%	16%
Recommended minimum Guideline Fee equal to:	78 cost units	97 cost units	117 cost units	136 cost units	156 cost units	200 cost units	275 cost units	340 cost units	450 cost units	460 cost units

6.2 Payment of Fees

6.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

6.2.2 In the absence of such an agreement, recommended guideline fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed fee.

6.2.3 Alternatively, the following recommended guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - Inception: Upon appointment of planning practitioner	15
■ MILESTONE 2 - On preparation of township layout plan for submission	20
■ MILESTONE 3 - On preparation of a land development application for submission	10
■ MILESTONE 4 - On completion of notification process and closure of notice period	5
■ MILESTONE 5 - On receipt of and preparation of responses to authority/service provider comments	10
■ MILESTONE 6 - On procuring authority decision	20
■ MILESTONE 7 - On facilitation approval of General Plan and opening of township register	5
■ MILESTONE 8 - On proclamation	10
■ MILESTONE 9 - On procuring final clearances for registration	5
TOTAL	100

6.3 Specific Exclusions

- 6.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid recommended guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:
- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
 - (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
 - (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
 - (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
 - (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
 - (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
 - (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
 - (viii) Professional advice on matters related to the relevant property which do not have a bearing on the design, planning and layout plan of the proposed settlement/township (e.g. feasibility investigation and advice on marketing).
 - (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
 - (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of a new settlement/township.

7 LAND DEVELOPMENT APPLICATION SEEKING TO DIVIDE AN APPROVED HUMAN SETTLEMENT/TOWNSHIP INTO TWO OR MORE SEPARATE SETTLEMENTS/TOWNSHIPS

7.1 *Description and Scope of Planning Services*

- 7.1.1 Subject to the general exclusions in paragraph 19, the recommended guideline fees hereunder provide for the preparation of separate township layout plans for each proposed divided part of the approved settlement/township as provided for in the relevant provisions of a municipal by-law or other law regulating such matters and the preparation of a land development application for such purpose, including the preparation of separate sets of draft conditions of establishment and land use zoning provisions for each divided part of the approved settlement/township for consideration by the decision-making authority.
- 7.1.2 The services rendered by the planning practitioner include obtaining all relevant data and information, attendance at meetings and consultations with the client and other organisations concerned with the process of dividing the approved settlement/township and the finalisation of the township layout plans with regard to each divided part, the preparation and submission of the land development application bundle in accordance with the ruling legislation and the administration of such applications through the various stages in accordance with such legislation up to and including the proclamation of the first of the divided settlements/townships and including where the first of such divided settlements/townships is rendered capable of registration in a deeds office.
- 7.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client's requirements and those stipulated in the ruling legislation.
- 7.1.4 In the absence of a more appropriate agreement, the recommended fees in respect of the land development application seeking to divide an approved settlement/township into two or more separate townships may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table F1** may be used.

7.2 *Payment of Fees*

- 7.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.
- 7.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed or determined fee.

7.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On receipt of instructions	10
■ MILESTONE 2 - On preparation of layout plans for submission	25
■ MILESTONE 3 - On preparation of a land development application for submission	10
■ MILESTONE 4 - On completion of notification process and closure of notice period	5
■ MILESTONE 5 - On receipt of and preparation of responses to authority/service provider comments	10
■ MILESTONE 6 - On procuring authority decision	20
■ MILESTONE 7 - On facilitation approval of General Plan and opening of township register	5
■ MILESTONE 8 - On proclamation	10
■ MILESTONE 9 - On procuring final clearances for registration	5
TOTAL	100

7.3 Specific Exclusions

7.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid recommended guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.

- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
- (viii) Professional advice on matters related to the relevant property which do not have a bearing on the design, planning and layout plan of the proposed settlement/township (e.g. feasibility investigation and advice on marketing).
- (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
- (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of a new settlement/township.

8. LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUCH SUBDIVISION IS NOT EXPRESSLY PROVIDED FOR IN A LAND-USE SCHEME AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE ERVEN

8.1 Description and Scope of Planning Services

- 8.1.1 Subject to the general exclusions in paragraph 19, the recommended guideline fees hereunder provide for the design and layout of the proposed subdivision/consolidation sketch plan and the preparation, submission and processing of a land development application as contemplated in Section 41(2) (b) and (c) of SPLUMA or the relevant provision of a municipal by-law regulating such matters. This process provides for the subdivision and, where relevant the simultaneous consolidation of one or more erven in a proclaimed township where no express provision for such subdivision/consolidation is provided for in the statutory land use scheme which applies to the affected area
- 8.1.2 The services rendered by the planning practitioner include obtaining all the relevant data and information relevant to the properties in question, an inspection of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the preparation and finalisation of the subdivision/consolidation sketch plan and in terms of the requirements of the client, the preparation and design of the relevant sketch plan and the submission of the land development application in accordance with the ruling legislation seeking to subdivide/consolidate the existing erven in the township in accordance with the relevant legislation and the administration thereof through the various stages contemplated in the relevant legislation up to and including procuring the written approval of the relevant authority for such subdivision/consolidation subject to whatever conditions the relevant

authority may impose, accompanied by an endorsed subdivision/consolidation sketch plan capable of being surveyed by a registered land surveyor for the purposes of having the survey diagrams approved by the Surveyor General for registration purposes in the Deeds Office.

8.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client’s requirements and to comply with the provisions of the relevant legislation.

8.1.4 In the absence of a more appropriate agreement the recommended guideline fees in respect of an application for the subdivision and, where relevant the simultaneous consolidation of one or more erven in an approved township where the relevant land use scheme does not expressly provide for same, may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table G1** may be used.

8.2 Payment of Fees

8.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

8.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed or determined fee.

8.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On appointment of planner	15
■ MILESTONE 2 - On preparation of sketch plan(s) for submission	20
■ MILESTONE 3 - On preparation of application bundle for submission	20
■ MILESTONE 4 - On procuring authority/service provider comments	15
■ MILESTONE 5 - On procuring authority decision	20
■ MILESTONE 6 - On procuring SG Diagram approval and clearance for registration	10
TOTAL	100

8.3 Specific Exclusions

- 8.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:
- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
 - (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
 - (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
 - (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
 - (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
 - (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
 - (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
 - (viii) Professional advice on matters related to the relevant property which do not have a bearing on the land development application.
 - (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
 - (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of the development of the application site.

9. LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUCH SUBDIVISION IS EXPRESSLY PROVIDED FOR IN A LAND-USE SCHEME AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE ERVEN

9.1 *Description and Scope of Planning Services*

- 9.1.1 Subject to the general exclusions in paragraph 19, the guideline fees hereunder provide for the design and layout of the proposed subdivision/consolidation sketch plan and the preparation, submission and processing of a land development application as contemplated in section 41(2) (b) and (c) of SPLUMA or the relevant provision of a municipal by-law regulating such matters. This process provides for the subdivision or, where relevant, the simultaneous consolidation of one or more erven in a proclaimed township where for such subdivision/consolidation is expressly provided for in the statutory land use scheme which applies to the affected area
- 9.1.2 The services rendered by the planning practitioner include obtaining all the relevant data and information relevant to the properties in question, an inspection of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the preparation and finalisation of the subdivision/consolidation sketch plan and in terms of the requirements of the client, the preparation and design of the relevant sketch plan and the submission of the land development application in accordance with the ruling legislation seeking to subdivide/consolidate the existing erven in the township in accordance with the relevant legislation and the administration thereof through the various stages contemplated in the relevant legislation up to and including procuring the written approval of the relevant authority for such subdivision/consolidation subject to whatever conditions the relevant authority may impose, accompanied by an endorsed subdivision/consolidation sketch plan capable of being surveyed by a registered land surveyor for the purposes of having the survey diagrams approved by the Surveyor General for registration purposes in the Deeds Office.
- 9.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client's requirements.
- 9.1.4 In the absence of a more appropriate agreement, the recommended guideline fees in respect of an application for the subdivision and, where relevant, the simultaneous consolidation of one or more erven in an approved township where the relevant land use scheme expressly provides for same, may be calculated based on the charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table G2** may be used.

9.2 *Payment of Fees*

- 9.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

9.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed or determined fee.

9.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On appointment of planner	15
■ MILESTONE 2 - On preparation of sketch plan(s) for submission	20
■ MILESTONE 3 - On preparation of application bundle for submission	20
■ MILESTONE 4 - On procuring authority/service provider comments	15
■ MILESTONE 5 - On procuring authority decision	20
■ MILESTONE 6 - On procuring SG Diagram approval and clearance for registration	10
TOTAL	100

9.3 Specific Exclusions

9.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in

terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.

- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
- (viii) Professional advice on matters related to the relevant property which do not have a bearing on the land development application.
- (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
- (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of the development of the application site.

10. LAND DEVELOPMENT APPLICATION SEEKING TO SUBDIVIDE ONE OR MORE PORTIONS OF LAND HELD UNDER FARM TITLE, ALTERNATIVELY ONE OR MORE AGRICULTURAL HOLDINGS AND WHICH APPLICATION MAY INCLUDE THE SIMULTANEOUS CONSOLIDATION OF 2 OR MORE PORTIONS OF LAND HELD UNDER FARM TITLE OR TWO OR MORE AGRICULTURAL HOLDINGS

For the purposes hereof the guideline fees provided for in paragraph 9 aforesaid, shall apply *mutates mutandis* and the guideline fee may be calculated using **Table G3** hereto.

11. LAND DEVELOPMENT APPLICATION SEEKING TO CONSOLIDATE TWO OR MORE PIECES OF LAND, EITHER HELD AS ERVEN IN A TOWNSHIP OR PROPERTIES REGISTERED AS FARM PORTIONS OR AGRICULTURAL HOLDINGS, WHICH PROCESS IS DEALT WITH AS A SEPARATE MATTER AND IS NOT LINKED TO THE SIMULTANEOUS SUBDIVISION OF THE SAME PIECES OF LAND

11.1 Description and Scope of Planning Services

11.1.1 Subject to the general exclusions in paragraph 19, the guideline fees hereunder provide for the design and preparation of a sketch plan depicting the proposed consolidation of 2 or more properties as aforesaid as contemplated in Section 41 (2) (c) of SPLUMA or the relevant provision of a municipal by-law regulating such matters. This process provides for the consolidation of 2 or more portions of land capable of being registered as such in a Deeds Registry following the approval of Surveyor General diagrams for such purpose.

11.1.2 The services rendered by the planning practitioner include obtaining all relevant data and information, an inspection of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the consolidation of the affected properties as required by the client, the preparation and design of the consolidation sketch plan and the preparation of the land development application in accordance with the ruling legislation for the consolidation of the component land portions in accordance with the relevant legislation and the administration of such application through the various stages in accordance with such legislation up to and including procuring the written confirmation of the decision-making authority with regard thereto and the taking of steps relevant to informing the land survey process and the subsequent land registration process

in the offices of the Surveyor General and Registrar of Deeds.

11.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client’s requirements.

11.1.4 In the absence of a more appropriate agreement, the recommended guideline fee in respect of the land development application seeking to consolidate 2 or more component portions of land may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table H1** hereto may be used.

11.2 Payment of Fees

11.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

11.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the application as a percentage of the total agreed fee.

11.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On receipt of instruction	20
■ MILESTONE 2 - On preparation of consolidation sketch plan for submission	20
■ MILESTONE 3 - On receipt of authority comments	20
■ MILESTONE 4 - On receipt of authority decision	20
■ MILESTONE 5 - On procuring SG Diagram and clearance for registration	20
TOTAL	100

11.3 Specific Exclusions

11.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.

- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
- (viii) Professional advice on matters related to the relevant property which do not have a bearing on the land development application.
- (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
- (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of the new development/settlement/ township.

12. LAND DEVELOPMENT APPLICATION SEEKING TO AMEND OR CANCEL (EITHER WHOLLY OR IN PART) A GENERAL PLAN OF AN EXISTING TOWNSHIP

12.1 *Description and Scope of Planning Services*

12.1.1 Subject to the general exclusions in paragraph 19, the guideline fees hereunder provide for a land development applicant seeking the alteration/amendment or cancellation (either wholly or in part) of a General Plan of an existing township as contemplated in the relevant municipal by-law regulating such matters.

12.1.2 The services rendered by the planning practitioner includes obtaining all the relevant data and information, inspections of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the alteration, amendment or cancellation of a General Plan of an existing township as may be required by the client, the preparation of the relevant sketch plans denoting the proposed alteration, amendment or cancellation and the preparation and submission of the land development application in accordance with the ruling legislation and the administration of such application through the various stages in accordance with such legislation up to and including the publication of a proclamation notice with regard to the altered, amended or

cancelled General Plan, rendering the affected properties capable of registration in a Deeds Office.

12.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client’s requirements in accordance with the ruling legislation.

12.14 In the absence of a more appropriate agreement, the recommended guideline fees in respect of an application for the alteration, amendment or cancellation of a General Plan in an existing township may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table I1** may be used.

12.2 Payment of Fees

12.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

12.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed or determined fee.

12.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On receipt of instruction	20
■ MILESTONE 2 - On preparation of sketch plan(s) and application bundle	20
■ MILESTONE 3 - On closure of notification process	20
■ MILESTONE 4 - On receipt of authority comments	20
■ MILESTONE 5 - On procuring approved SG Diagram and clearance for registration	20
TOTAL	100

12.3 Specific Exclusions

12.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.
- (ii) The preparation for and attendance at any hearing of the application held by the

municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.

- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
- (viii) Professional advice on matters related to the relevant property which do not have a bearing on the land development application.
- (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
- (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of the development on the application site.

13. LAND DEVELOPMENT APPLICATION SEEKING TO PERMANENTLY CLOSE A PUBLIC PLACE (STREET, SQUARE OR PARK)

13.1 Description and Scope of Planning Services

13.1.1 Subject to the general exclusions in paragraph 19, the recommended guideline fees hereunder provide for the preparation of a sketch plan depicting the proposed closure of the affected public place and the preparation and submission of the prescribed application documents in compliance with the provisions of the municipal by-law regulation such matters, the giving of notice of such intention and attending to the steps in the process to a point where the affected public place is indeed closed and converted into a property capable of registration in the Deeds Office.

13.1.2 The services rendered by the planning practitioner include obtaining all the relevant data and information, inspections of the site(s) concerned, attendance at meetings and consultations with the client and other organisations concerned with the closure of a public place as may be required by the client, the preparation of the relevant sketch plans denoting the proposed closure of the affected public place and the submission of the land

development application in accordance with the ruling legislation and the administration of such application through the various stages in accordance with such legislation up to and including the publication of a notice with regard to the coming into effect of the closure of the public place.

13.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client’s requirements in accordance with the ruling legislation.

13.1.4 In the absence of a more appropriate agreement, the recommended guideline fees in respect of an application for the closure of a public place may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table J1** may be used.

13.2 Payment of Fees

13.2.1 The payment of fees shall be as agreed between the planning practitioner and the client.

13.2.2 In the absence of such an agreement, fees may be payable on a monthly basis in accordance with work completed or in relation to the progress of the project as a percentage of the total agreed or determined fee.

13.2.3 Alternatively, the following guidelines on payment milestones may be applied:

MILESTONE	% OF AGREED FEE
■ MILESTONE 1 - On receipt of instruction	20
■ MILESTONE 2 - On preparation of sketch plan(s) and application bundle	20
■ MILESTONE 3 - On expiry of notice period	10
■ MILESTONE 4 - On receipt of authority comments	20
■ MILESTONE 5 - On receipt of authority decision	20
■ MILESTONE 6 - On promulgation	10
TOTAL	100

13.3 Specific Exclusions

13.3.1 The following services are typically excluded from the responsibilities of the planning practitioner alluded to in the aforesaid guidelines, for which additional fees may be charged in accordance with the relevant charge out rate:

- (i) Negotiations on behalf of the client pertaining to disputes relating to development charges or contributions levied by an authority arising from the approval of the application.

- (ii) The preparation for and attendance at any hearing of the application held by the municipal planning tribunal or appeal authority or similar body and negotiations with objectors or parties having made representations in respect of the application.
- (iii) Any work related to the preparation for and lodging of or opposing of an appeal against the decision on the application.
- (iv) The preparation of any site development or precinct plan(s) for specific sites or portions of land which form the subject of the application including urban design and detailed considerations regarding the siting, height and nature of proposed buildings or top structures.
- (v) The compilation of plans/diagrams from existing Surveyor General Plans or data and the preparation of plans for other purposes such as marketing or public participation.
- (vi) The preparation and submission of applications to procure consent/authorization in terms of legislation regulating mineral and petroleum resources, water, environmental impact, provincial or national roads, railways, heritage resources or other matters which may affect the decision of the relevant authority with regard to the land development application.
- (vii) The preparation and submission of applications to procure consent/authorization in terms of a condition of title, a notarial deed of bond or lease (or similar)
- (viii) Professional advice on matters related to the relevant property which do not have a bearing on the land development application.
- (ix) Applications for the amendment of or deviation from any adopted policies/plans which guide/inform the development within the area in which the application site is situated.
- (x) Professional services pertaining to negotiations on behalf of the client with regard to providing for inclusionary housing as part of the development on the application site.

14. LAND DEVELOPMENT APPLICATION SEEKING TO MOTIVATE AN AMENDMENT/ DEPARTURE FROM THE PROVISIONS OF AN ADOPTED SPATIAL DEVELOPMENT FRAMEWORK OR ADOPTED POLICY OF A MUNICIPALITY OR OTHER AUTHORITY PERTAINING TO SPATIAL PLANNING AND LAND USE MANAGEMENT MATTERS IN SUPPORT OF A LAND DEVELOPMENT APPLICATION

14.1 Description and Scope of Planning Services

14.1.1 Subject to the general exclusions in paragraph 19, the guideline fees hereunder provide for the preparation and submission of an application to motivate an amendment to or departure from the provisions of an adopted spatial development framework or municipal policy or policy of any other authority pertaining to spatial planning and land use management matters in support of a land development application.

14.1.2 The services rendered by the planning practitioner include attendance at meetings and consultations with the client and other organisations concerned with the amendment or

departure from the provisions of an adopted spatial development framework or adopted policy of a municipality or other authority, the preparation of maps and motivational report as may be required, the submission of same and the administration of the matter to the point where the decision of the relevant authority is made known.

14.1.3 In order to determine an appropriate fee the planning practitioner must first establish the process, sequential steps, activities and milestones that will have to be completed and delivered in order to meet the client's requirements in accordance with the ruling legislation.

14.1.4 In the absence of a more appropriate agreement, the recommended guideline fees in respect of an application as aforesaid may be calculated based on the recommended guideline charge out rates and by determining the time to be spent on each planning activity by each remuneration category. For such purpose **Table K1** may be used.

15. CATEGORIES OF REMUNERATION AND RECOMMENDED GUIDELINE CHARGE OUT RATES

15.1 The recommended guideline charge out rates per hour which may be recovered for different remuneration categories of planning practitioners are linked to the following:

- **Category A1**, in respect of a private consulting practice rendering spatial planning and land use management services shall mean a senior practitioner registered as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002) whose expertise is nationally (or even internationally) recognised and who provides advice at a level of specialization where such advice is recognised as that of an expert;
- **Category A2**, in respect of a private consulting practice rendering spatial planning and land use management services shall mean a partner, a sole proprietor, a director, or a member registered as a Professional Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002) who, jointly or severally with his/her other partners, co-directors or co-members, bears the risks of the business, takes full responsibility for the liabilities of such practice, performs work of a conceptual nature in spatial planning and land use management, design and development, provides strategic guidance in planning and executing of a project and/or carries responsibility for quality management pertaining to a project.
- **Category B**, in respect of a private consulting practice rendering spatial planning and land use management services, shall mean all salaried senior professional and technical staff registered as a Professional Planner or Technical Planner in terms of the Planning Profession Act, 2002 (Act 36 of 2002) performing work of a spatial planning and land use management nature and who carry the direct technical responsibility for one or more specific activities related to a project. A person referred to in Category A may also fall in this category if such person performs work at this level.
- **Category C**, in respect of a private consulting practice rendering spatial planning and land use management services, shall mean all other salaried technical staff performing work of a spatial planning and land use management nature under the direction and control of any person contemplated in Categories A or B.

15.2 The recommended guideline charge out rate for each of the above categories shall be as set out in a publication of the South African Council for Planners in the Government Gazette in terms of the Planning Profession Act, 2002 (Act 36 of 2002) from time to time.

15.3 A “cost unit” as contemplated herein shall be equal to the recommended guideline charge out rate for Category A2.

16. REMUNERATION OF TIME SPENT ON TRAVELLING

16.1 Fees in respect of actual travelling time spent by a planning practitioner may be recovered from the client based on a guideline equal to 70% of the relevant recommended guideline charge out rate in the execution of services rendered on behalf of a client.

16.2 The planning practitioner and client must preferably agree on the remuneration of travelling time prior to the appointment of the planning practitioner being concluded.

17. JUSTIFIED INCREASE OF CHARGE OUT RATE

17.1 The recommended guideline charge out rate agreed to between the planning practitioner and the client may be increased by up to 50%:

- (a) for work which can only be undertaken by the planning practitioner outside reasonable business hours which shall be between 07:00 and 18:00 on any typical business day or on weekends or public holidays; or
- (b) where the work by the planning practitioner requires the preparation for and attendance at hearings or the giving of expert evidence during court or arbitration proceedings; or
- (c) where the planning practitioner is removed from his/her normal place of work in undertaking such responsibilities.

17.2 The planning practitioner and client must preferably agree on the increase of the recommended guideline charge out rate prior to the appointment of the planning practitioner being concluded.

18. TRAVELLING AND SUBSISTENCE COSTS

18.1 *Subsistence Costs*

18.1.1 Subsistence costs necessarily incurred in the execution of professional work by the planning practitioner or on behalf of the client may be recovered from the client.

18.1.2 The planning practitioner and client must preferably agree on the increase of the recovery of subsistence costs prior to the appointment of the planning practitioner being concluded.

18.2 *Travelling Costs*

18.2.1 Travelling costs necessarily incurred in the execution of professional work by the planning practitioner on behalf of the client may be recovered from the client.

18.2.2 For the purposes hereof, travelling cost may include:

- the cost of air travel based on the prevailing economy rate of the national airline;
- the rental of a motor vehicle at the prevailing economy rate of a recognized motor vehicle rental company associated with the national airline;

- the cost of any rail service at the prevailing economy rate thereof;

- the cost of private vehicle use at the prevailing rate of the Automobile Association of South Africa;

- the costs of renting a taxi for transportation during the execution of the services rendered by the planning practitioner on behalf of the client;

- the costs of toll fares charged by roads authorities or their concessionaires for the use of roads; and

- the cost of parking a motor vehicle in a public parking facility during the execution of the services rendered by the planning practitioner on behalf of the client.

19. GENERAL EXCLUSIONS

19.1 In addition to the specific exclusions which apply to the different categories of work in preceding paragraphs, the recommended guideline fees herein do not include the following costs and such costs may be recovered separately from the client:

- (i) Disbursement expenses necessarily incurred by the planning practitioner on behalf of the client including but not limited to copies of documents and plans, printing, binding, presentation material, purchasing zoning or other certificates, procuring copies of title or other deeds and diagrams/plans and purchasing copies of official policy documents from the relevant authority).

- (ii) Application fees payable to authorities to submit land development applications or related submissions on behalf of the client.

- (iii) Notification costs including, but not limited to the publication of Government/Provincial Gazette Notices, notices in newspapers or by other means required in the ruling legislation.

- (iv) Professional fees payable to other professional persons required to be involved for the execution of the planning work, including but not limited to land surveyors, engineers, architects, landscape architects, environmental consultants and conveyancers appointed with the approval of the client.

- (v) Costs for procuring site survey and contour plans or the execution of cadastral survey work.

- (vi) Costs for procuring reports on soil or subsurface geotechnical conditions or flood lines.

- (vii) Costs for the compilation of base maps and the updating of base maps.
- (viii) Costs for special investigations and surveys.
- (ix) Costs for the keeping of a register and the serving of notices.
- (x) Costs for disproportionate time spent in attending to complaints/objections and/or public participation processes.
- (xi) Cost of Value Added Tax.

20. USE OF CALCULATION TABLES

- 20.1 Depending on the category of planning work to be undertaken by the planning practitioner by instruction of the client, the recommended guideline fees may be calculated by using the relevant table attached hereto per category of work.
- 20.2 For each category of work a number of generic sequential steps are described in each table to be completed by the planning practitioner on behalf of the client. For each step in the process described in each table, an amount of time may be allocated for each category of remuneration linked to the recommended guideline charge out rates made known by SACPLAN from time to time.
- 20.3 The allocation of a recommended guideline of cost units per category of work in each of the appended tables is based on a type of "*plain vanilla*" process, where no extra-ordinary circumstances are anticipated to influence the time taken by the planning practitioner to complete the land development application or planning process. Although circumstances may differ from one municipal area to the next and from one property to the other, the categories of planning work typically follow the generic steps set out in the tables hereto and may be expected to demand the recommended guideline cost units allocated to each phase of work as set out in such tables.
- 20.4 This presents as a recommended guideline fee per category of planning work which may serve as the basis on which the planner and the instructing client may reach agreement on the matter. In other words, the ultimate fee agreed upon may be higher or lower than the recommended guideline fee, given the peculiarities which may apply to the property in question or the work to be completed and an increased difficulty factor which may justify the charging of additional fees. Where site specific circumstances are less complicated when compared to the recommended guideline fee, the fee may be reduced accordingly.
- 20.5 Using the same tables appended hereto per category of planning work, the planning practitioner may insert additional time per remuneration category per generic step in the planning process where site specific circumstances so dictate. In the ultimate column of the table, explanatory notes may be inserted to inform the reason for the additional fee with regard to each allocation.
- 20.6 Where the category of planning work may be subject to a process of objection and/or appeal, the appended tables (where relevant) allude to a third component dedicated to additional work that may be required with regard to preparing for and attending at any form of hearing which may result from the work undertaken by the planning practitioner.

- 20.7 The tables appended hereto do not present as exhaustive lists of actions/steps to be attended to by the planning practitioner in all circumstances. There may be circumstances which justify the addition of steps in the process to respond appropriately to the peculiarities of a particular property or area. In such an instance the planning practitioner may expand the steps/actions in the relevant table for the purposes of reaching agreement with the instructing client based on the aforesaid rationale.
- 20.8 Given that not all firms/companies of planning practitioners always employ all the categories of remuneration alluded to in the appended tables, it is reasonable to express the recommended guideline fee per category of work by reference to a generic number of “*cost units*”. In other words, it may be expected that certain firms/companies of planning practitioners may only employ a single principal planner, without the benefit of other remuneration categories being employed within the same business. For such purpose the appended tables include a footnote expressing the recommended guideline fee by reference to a number “*cost units*”. In this regard reference is made to the definition of a “*cost unit*” as contained herein and may be applied for such purpose. It follows that the guideline professional fee will change from time to time when updated recommended guideline charge out rates are published by SACPLAN in terms of the Act.
- 20.9 For ease of reference, a summary of the guideline fees per category of planning work is listed in **Annexure 1** hereto by reference to the number of cost units per category derived from the recommended guideline calculations described in more detail in the tables hereto.
- 20.10 Certain categories of planning work include reference to the possible addition of a professional fee equal to the increased land value of the affected property which may result from the work undertaken by the planning practitioner. Where relevant, the category of planning work for which such additional fee may be charged includes reference to such addition and the formula which informs the recommended guideline calculation to be agreed upon between the planning practitioner and the instructing client.

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SUMMARY OF RECOMMENDED GUIDELINE FEES PER CATEGORY OF PLANNING WORK

PARAGRAPH NO	DESCRIPTION OF CATEGORY OF PLANNING WORK	RECOMMENDED GUIDELINE
		NUMBER OF COST UNITS
2	<p>SPATIAL PLANNING INSTRUMENTS</p> <ul style="list-style-type: none"> ■ Table A1 Preparation of a Spatial Development Framework: Metropolitan/District Municipal Area ■ Table A2 Preparation of a Spatial Development Framework: Local Municipal Area ■ Table A3 Preparation of a Spatial Development Framework: Single Town/Urban Area ■ Table A4 Preparation of a Spatial Development Framework: Specific Precinct 	
3	<p>SPATIAL PLANNING INSTRUMENTS</p> <ul style="list-style-type: none"> ■ Table B1 Preparation of a new land use scheme ■ Table B2 Preparation of an amendment/review of an existing land use scheme 	
4	<p>LAND DEVELOPMENT APPLICATION: AMENDMENT OF LAND USE SCHEME PROVISIONS/STATUTORY ZONING PROVISIONS OR OTHER STATUTORY RESTRICTIONS ON THE USE/DEVELOPMENT OF LAND – ONE OR MORE PROPERTIES</p> <ul style="list-style-type: none"> ■ Table C1 	
5	<p>LAND DEVELOPMENT APPLICATION: ESTABLISH A NEW SETTLEMENT/TOWNSHIP OR EXTENSION OF BOUNDARIES OF EXISTING TOWNSHIP</p> <ul style="list-style-type: none"> ■ Table D1 	
6	<p>LAND DEVELOPMENT APPLICATION: SUBSIDIARY LINKED OR AFFORDABLE HOUSING DEVELOPMENTS</p> <ul style="list-style-type: none"> ■ Table E1 	Sliding scale % of cost unit x erven/portions
7	<p>LAND DEVELOPMENT APPLICATION: TO DIVIDE A TOWNSHIP INTO 2 OR MORE SEPARATE TOWNSHIPS</p> <ul style="list-style-type: none"> ■ Table F1 	

PARAGRAPH NO	DESCRIPTION OF CATEGORY OF PLANNING WORK	RECOMMENDED GUIDELINE
		NUMBER OF COST UNITS
8	<p>LAND DEVELOPMENT APPLICATION: TO SUBDIVIDE ONE OR MORE ERVEN IN A TOWNSHIP <u>NOT</u> EXPRESSLY PROVIDED FOR IN LAND USE SCHEME AND SIMULTANEOUS CONSOLIDATION</p> <p>■ Table G1</p>	
9	<p>LAND DEVELOPMENT APPLICATION: TO SUBDIVIDE ONE OR MORE ERVEN IN A TOWNSHIP EXPRESSLY PROVIDED FOR IN LAND USE SCHEME AND SIMULTANEOUS CONSOLIDATION</p> <p>■ Table G2</p>	
10	<p>LAND DEVELOPMENT APPLICATION: TO SUBDIVIDE ONE OR MORE FARM PORTIONS/AGRICULTURAL HOLDINGS AND SIMULTANEOUS CONSOLIDATION</p> <p>■ Table G3</p>	
11	<p>LAND DEVELOPMENT APPLICATION: TO CONSOLIDATE 2 OR MORE PROPERTIES (AS A SEPARATE MATTER)</p> <p>■ Table H1</p>	
12	<p>LAND DEVELOPMENT APPLICATION: TO AMEND/CANCEL GENERAL PLAN OF A TOWNSHIP</p> <p>■ Table I1</p>	
13	<p>LAND DEVELOPMENT APPLICATION: TO PERMANENTLY CLOSE A PUBLIC PLACE, STREET OR PARK</p> <p>■ Table J1</p>	
14	<p>LAND DEVELOPMENT APPLICATION: TO AMEND OR DEPART FROM PROVISIONS OF ADOPTED SDF/ADOPTED MUNICIPAL POLICY</p> <p>■ Table K1</p>	

**Note: "Cost Unit" is a monetary amount equal to the recommended guideline charge out rate for Remuneration Category A2 (see paragraph 15).*

TABLE A1

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR THE PREPARATION OF A SPATIAL DEVELOPMENT FRAMEWORK
FOR A METROPOLITAN MUNICIPAL OR DISTRICT MUNICIPAL AREA ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION						88 x cu						
1	Taking instructions from client and gaining political support											
2	Procure Council resolution											
3	Arrange for appointment of Steering Committee											
4	Arrange for appointment of Joint Technical Committee											
5	Define scope/extent of SDF											
5.1	Determine Legal requirements											
5.2	Define and agree on the role of SDF											
5.3	Define and agree on structure of SDF											
5.4	Define and agree on relationship with IDP											
5.5	Define and agree on alignment with sectoral plans											
6	Determine Timespan/period of validity of SDF											
7	Assess existing policy context (National, provincial and local)											
8	Attend to critical assessment framework (spatial principles)											
9	Consider existing spatial plans/policies and the possible effect on SDF											
10	Align SDF with surrounding policies (neighbouring municipalities/regions)											
PHASE 2: ISSUES AND VISION						350 x cu						
11	Determine legal requirements for public participation											
12	Align with the IDP cycle											
13	Attend to stakeholder engagement (introduce SDF process)											
14	Attend to notification and advertisements											
15	Attend Meetings with participants											
16	Prepare record/minutes											
17	Agree on spatial vision statement											
18	Engage neighbouring municipalities											
19	Engage other government agencies/service providers											
20	Procure political support for issues, visions and principles (municipal buy-in)											
PHASE 3 SPATIAL ANALYSIS AND SYNTHESIS						350 x cu						
21	Summarize legal and policy context											
22	Summarize implications of neighbouring SDFs/policies											
23	Summarize issues emanating from existing sectoral plans											
24	Summarize issues identified during public participation during Phase 2											
25	Attend to status quo/current reality analysis											
26	Prepare an analysis matrix											
27	Identify thematic categories to be researched											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
28	Define level of detail and agree with municipality											
	PHASE 4: DRAFT SDF POLICY					350 x cu						
29	Formulate objectives											
30	Identify interventions for:											
	• Settlement restructuring											
	• Rural development											
	• Peri-urban settlement structures and remote villages											
31	Prepare conceptual framework											
32	Develop scenarios for further assessments											
33	Prepare SDF plan(s)/maps											
34	Develop policies/guidelines for implementation of SDF proposals											
35	Align SDF with land use management system to the extent possible											
36	Develop implementation framework											
37	Identify priority projects											
38	Link to municipal budget cycle/business plan											
39	Develop monitoring and evaluation framework											
40	Identify key performance indicators											
	PHASE 5: ACHIEVE SUPPORT FOR DRAFT SDF					262 x cu						
41	Engage with abutting municipalities											
42	Engage with other government departments/service providers											
43	Engage with key private stakeholders											
44	Procure political support (Council resolution)											
45	Attend to public participation (comments on draft proposals)											
46	Arrange for notices/advertisements											
47	Attend to workshops/open days											
48	Procure input from sectoral representative											
	PHASE 6: FINALISATION AND APPROVAL					350 x cu						
49	Assess and summarize input as received during public participation											
50	Bring about amendments required											
51	Record amendments and reasons to deviate											
52	Procure endorsement from municipal departments and other government agencies/service providers											
53	Submit a policy document for adoption by municipality											
54	Notify national/provincial bodies to the extent required											
	TOTALS					1750 cost units						

The recommended guideline fee may be expressed as the equivalent of 1750 Cost Units

EXPLANATORY NOTES

*1

TABLE A2

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR THE PREPARATION OF A SPATIAL DEVELOPMENT FRAMEWORK
FOR A LOCAL MUNICIPAL AREA ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION						60 X CU						
1	Taking instructions from client and gaining political support											
2	Procure Council resolution											
3	Arrange for appointment of Steering Committee											
4	Arrange for appointment of Joint Technical Committee											
5	Define scope/extent of SDF											
5.1	Determine Legal requirements											
5.2	Define and agree on the role of SDF											
5.3	Define and agree on structure of SDF											
5.4	Define and agree on relationship with IDP											
5.5	Define and agree on alignment with sectoral plans											
6	Determine Timespan/period of validity of SDF											
7	Assess existing policy context (National, provincial and local)											
8	Attend to critical assessment framework (spatial principles)											
9	Consider existing spatial plans/policies and the possible effect on SDF											
10	Align SDF with surrounding policies (neighbouring municipalities/regions)											
PHASE 2: ISSUES AND VISION						223 x cu						
11	Determine legal requirements for public participation											
12	Align with the IDP cycle											
13	Attend to stakeholder engagement (introduce SDF process)											
14	Attend to notification and advertisements											
15	Attend Meetings with participants											
16	Prepare record/minutes											
17	Agree on spatial vision statement											
18	Engage neighbouring municipalities											
19	Engage other government agencies/service providers											
20	Procure political support for issues, visions and principles (municipal buy-in)											
PHASE 3 SPATIAL ANALYSIS AND SYNTHESIS						223 x cu						
21	Summarize legal and policy context											
22	Summarize implications of neighbouring SDFs/policies											
23	Summarize issues emanating from existing sectoral plans											
24	Summarise issues identified during public participation during Phase 2											
25	Attend to status quo/current reality analysis											
26	Prepare an analysis matrix											
27	Identify thematic categories to be researched											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
28	Define level of detail and agree with municipality											
	PHASE 4: DRAFT SDF POLICY					223 x cu						
29	Formulate objectives											
30	Identify interventions for:											
	• Settlement restructuring											
	• Rural development											
	• Peri-urban settlement structures and remote villages											
31	Prepare conceptual framework											
32	Develop scenarios for further assessments											
33	Prepare SDF plan(s)/maps											
34	Develop policies/guidelines for implementation of SDF proposals											
35	Align SDF with land use management system to the extent possible											
36	Develop implementation framework											
37	Identify priority projects											
38	Link to municipal budget cycle/business plan											
39	Develop monitoring and evaluation framework											
40	Identify key performance indicators											
	PHASE 5: ACHIEVE SUPPORT FOR DRAFT SDF					173 x cu						
41	Engage with abutting municipalities											
42	Engage with other government departments/service providers											
43	Engage with key private stakeholders											
44	Procure political support (Council resolution)											
45	Attend to public participation (comments on draft proposals)											
46	Arrange for notices/advertisements											
47	Attend to workshops/open days											
48	Procure input from sectoral representative											
	PHASE 6: FINALISATION AND APPROVAL											
49	Assess and summarize input as received during public participation											
50	Bring about amendments required											
51	Record amendments and reasons to deviate											
52	Procure endorsement from municipal departments and other government agencies/service providers											
53	Submit a policy document for adoption by municipality											
54	Notify national/provincial bodies to the extent required											
	TOTALS					1165 cost units						

The recommended guideline fee may be expressed as the equivalent of 1165 Cost Units.

EXPLANATORY NOTES

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TABLE A3

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR THE PREPARATION OF A SPATIAL DEVELOPMENT FRAMEWORK
FOR A SINGLE TOWN/URBAN AREA ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION						40 x cu						
1	Taking instructions from client and gaining political support											
2	Procure Council resolution											
3	Arrange for appointment of Steering Committee											
4	Arrange for appointment of Joint Technical Committee											
5	Define scope/extent of SDF											
5.1	Determine Legal requirements											
5.2	Define and agree on the role of SDF											
5.3	Define and agree on structure of SDF											
5.4	Define and agree on relationship with IDP											
5.5	Define and agree on alignment with sectoral plans											
6	Determine Timespan/period of validity of SDF											
7	Assess existing policy context (National, provincial and local)											
8	Attend to critical assessment framework (spatial principles)											
9	Consider existing spatial plans/policies and the possible effect on SDF											
10	Align SDF with surrounding policies (neighbouring municipalities/regions)											
PHASE 2: ISSUES AND VISION						162 x cu						
11	Determine legal requirements for public participation											
12	Align with the IDP cycle											
13	Attend to stakeholder engagement (introduce SDF process)											
14	Attend to notification and advertisements											
15	Attend Meetings with participants											
16	Prepare record/minutes											
17	Agree on spatial vision statement											
18	Engage neighbouring municipalities											
19	Engage other government agencies/service providers											
20	Procure political support for issues, visions and principles (municipal buy-in)											
PHASE 3 SPATIAL ANALYSIS AND SYNTHESIS						162 x cu						
21	Summarize legal and policy context											
22	Summarize implications of neighbouring SDFs/policies											
23	Summarize issues emanating from existing sectoral plans											
24	Summarise issues identified during public participation during Phase 2											
25	Attend to status quo/current reality analysis											
26	Prepare an analysis matrix											
27	Identify thematic categories to be researched											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
28	Define level of detail and agree with municipality											
	PHASE 4: DRAFT SDF POLICY					162 x cu						
29	Formulate objectives											
30	Identify interventions for:											
	• Settlement restructuring											
	• Rural development											
	• Peri-urban settlement structures and remote villages											
31	Prepare conceptual framework											
32	Develop scenarios for further assessments											
33	Prepare SDF plan(s)/maps											
34	Develop policies/guidelines for implementation of SDF proposals											
35	Align SDF with land use management system to the extent possible											
36	Develop implementation framework											
37	Identify priority projects											
38	Link to municipal budget cycle/business plan											
39	Develop monitoring and evaluation framework											
40	Identify key performance indicators											
	PHASE 5: ACHIEVE SUPPORT FOR DRAFT SDF					122 x cu						
41	Engage with abutting municipalities											
42	Engage with other government departments/service providers											
43	Engage with key private stakeholders											
44	Procure political support (Council resolution)											
45	Attend to public participation (comments on draft proposals)											
46	Arrange for notices/advertisements											
47	Attend to workshops/open days											
48	Procure input from sectoral representative											
	PHASE 6: FINALISATION AND APPROVAL					162 x cu						
49	Assess and summarize input as received during public participation											
50	Bring about amendments required											
51	Record amendments and reasons to deviate											
52	Procure endorsement from municipal departments and other government agencies/service providers											
53	Submit a policy document for adoption by municipality											
54	Notify national/provincial bodies to the extent required											
	TOTALS					810 cost units						

The recommended guideline fee may be expressed as the equivalent of 810 Cost Units.

EXPLANATORY NOTES

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TABLE A4

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR THE PREPARATION OF A SPATIAL DEVELOPMENT FRAMEWORK
FOR A SPECIFIC PRECINCT ■

STEPS IN THE SPATIAL PLANNING PROCESS	BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION					35 x cu						
1 Taking instructions from client and gaining political support											
2 Procure Council resolution											
3 Arrange for appointment of Steering Committee											
4 Arrange for appointment of Joint Technical Committee											
5 Define scope/extent of SDF											
5.1 Determine Legal requirements											
5.2 Define and agree on the role of SDF											
5.3 Define and agree on structure of SDF											
5.4 Define and agree on relationship with IDP											
5.5 Define and agree on alignment with sectoral plans											
6 Determine Timespan/period of validity of SDF											
7 Assess existing policy context (National, provincial and local)											
8 Attend to critical assessment framework (spatial principles)											
9 Consider existing spatial plans/policies and the possible effect on SDF											
10 Align SDF with surrounding policies (neighbouring municipalities/regions)											
PHASE 2: ISSUES AND VISION					142 x cu						
11 Determine legal requirements for public participation											
12 Align with the IDP cycle											
13 Attend to stakeholder engagement (introduce SDF process)											
14 Attend to notification and advertisements											
15 Attend Meetings with participants											
16 Prepare record/minutes											
17 Agree on spatial vision statement											
18 Engage neighbouring municipalities											
19 Engage other government agencies/service providers											
20 Procure political support for issues, visions and principles (municipal buy-in)											
PHASE 3 SPATIAL ANALYSIS AND SYNTHESIS					142 x cu						
21 Summarize legal and policy context											
22 Summarize implications of neighbouring SDFs/policies											
23 Summarize issues emanating from existing sectoral plans											
24 Summarise issues identified during public participation during Phase 2											
25 Attend to status quo/current reality analysis											
26 Prepare an analysis matrix											
27 Identify thematic categories to be researched											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
28	Define level of detail and agree with municipality											
	PHASE 4: DRAFT SDF POLICY					142 x cu						
29	Formulate objectives											
30	Identify interventions for:											
	• Settlement restructuring											
	• Rural development											
	• Peri-urban settlement structures and remote villages											
31	Prepare conceptual framework											
32	Develop scenarios for further assessments											
33	Prepare SDF plan(s)/maps											
34	Develop policies/guidelines for implementation of SDF proposals											
35	Align SDF with land use management system to the extent possible											
36	Develop implementation framework											
37	Identify priority projects											
38	Link to municipal budget cycle/business plan											
39	Develop monitoring and evaluation framework											
40	Identify key performance indicators											
	PHASE 5: ACHIEVE SUPPORT FOR DRAFT SDF					107 x cu						
41	Engage with abutting municipalities											
42	Engage with other government departments/service providers											
43	Engage with key private stakeholders											
44	Procure political support (Council resolution)											
45	Attend to public participation (comments on draft proposals)											
46	Arrange for notices/advertisements											
47	Attend to workshops/open days											
48	Procure input from sectoral representative											
	PHASE 6: FINALISATION AND APPROVAL					142 x cu						
49	Assess and summarize input as received during public participation											
50	Bring about amendments required											
51	Record amendments and reasons to deviate											
52	Procure endorsement from municipal departments and other government agencies/service providers											
53	Submit a policy document for adoption by municipality											
54	Notify national/provincial bodies to the extent required											
	TOTALS					710 cost units						

The recommended guideline fee may be expressed as the equivalent of 710 Cost Units.

EXPLANATORY NOTES

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TABLE B1

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR THE PREPARATION OF NEW LAND USE SCHEME ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION						130 X CU						
1	Taking instructions and preparation of inception report											
2	Procure Council resolution viz a viz land use scheme											
3	Arrange for appointment of Steering Committee											
4	Arrange for appointment of Joint Technical Committee											
5	Define scope/terms of reference for new land use scheme											
5.1	Determine Legal requirements											
5.2	Define and agree on the role of land use scheme											
5.3	Define and agree on structure of land use scheme documentation											
5.4	Define and agree on linkage with Integrated Development Plan											
5.5	Define and agree on alignment with sectoral plans											
6	Assess existing policy context (National, provincial and local)											
7	Consider existing spatial plans/policies and status of SDF(s)											
PHASE 2: SURVEYS AND RESEARCH						520 X CU						
8	Determine legal requirements for public participation											
9	Attend to stakeholder engagement (identified stakeholders/pressure groups)											
10	Attend meeting/workshop with participating stakeholders											
11	Prepare and place minutes on record of engagement sessions											
12	Engage neighbouring municipalities (with regard to interface zones)											
13	Undertake land use survey											
14	Assess record of existing land use rights/real rights											
PHASE 3: DRAFT LAND USE SCHEME						520 X CU						
15	Summarize legal and policy context											
16	Prepare draft regulations to land use scheme											
17	Prepare land use scheme maps/annexures											
18	Prepare draft register of land use scheme amendments/departures/ deviations											
PHASE 4: NOTIFICATION PROCESS						130 X CU						
19	Prepare statutory notices											
20	Arrange for publication and serving of notices on stakeholders/affected parties											
21	Monitor notification process and procure written responses											
22	Evaluate written responses/summarize and prepare response report for consideration by municipality											
23	Make recommendations with regard to municipal planning tribunal hearing (if relevant)											
24	Prepare motivated response to objections/representations for purpose of MPT hearing											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 5: ADOPTION AND ENGAGEMENT						130 X CU						
25	Prepare for and attend at Municipal Meeting											
	■ Advise Municipal Council on implications of decision on land use scheme											
26	Promulgation process											
	■ Prepare draft promulgation notice for approval by client											
	■ Make arrangements for publication in provincial gazette, newspapers and by way of site notices											
	■ Attend to notification and monitor appeal period											
	■ Procure written responses and prepare report to client re. risk of appeal and post promulgation process											
	■ Deliver final land use scheme documents and regulations and maps and annexures to municipality (in hard copy and electronically)											
TOTALS						1430 COST UNITS						

The Recommended guideline fee may be expressed as the equivalent of 1430 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					30 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					12 x cu						
(iii)	Prepare for municipal planning tribunal hearing					12 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent client)					8 x cu						
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					8 x cu						
(vi)	Consult with legal team/members of professional team					8 x cu						
(vii)	Prepare for Appeal Authority Hearing					12 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						
(ix)	Unforeseen matters											
TOTALS						98 x cu						

The Recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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- *2

TABLE B1

RECOMMENDED GUIDELINES
■ CALCULATION OF PROFESSIONAL FEES FOR AMENDMENT/REVIEW OF EXISTING LAND USE SCHEME ■

STEPS IN THE SPATIAL PLANNING PROCESS	BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: START-UP/INCEPTION					70 xcu						
1 Taking instructions and preparation of inception report											
2 Procure Council resolution viz a viz land use scheme											
3 Arrange for appointment of Steering Committee											
4 Arrange for appointment of Joint Technical Committee											
5 Define scope/terms of reference for new land use scheme											
5.1 Determine Legal requirements											
5.2 Define and agree on the role of land use scheme											
5.3 Define and agree on structure of land use scheme documentation											
5.4 Define and agree on linkage with Integrated Development Plan											
5.5 Define and agree on alignment with sectoral plans											
6 Assess existing policy context (National, provincial and local)											
7 Consider existing spatial plans/policies and status of SDF(s)											
PHASE 2: SURVEYS AND RESEARCH					280 x cu						
8 Determine legal requirements for public participation											
9 Attend to stakeholder engagement (identified stakeholders/pressure groups)											
10 Attend meeting/workshop with participating stakeholders											
11 Prepare and place minutes on record of engagement sessions											
12 Engage neighbouring municipalities (with regard to interface zones)											
13 Undertake land use survey											
14 Assess record of existing land use rights/real rights											
PHASE 3: DRAFT LAND USE SCHEME					280 x cu						
15 Summarize legal and policy context											
16 Prepare draft regulations to land use scheme											
17 Prepare land use scheme maps/annexures											
18 Prepare draft register of land use scheme amendments/departures/ deviations											
PHASE 4: NOTIFICATION PROCESS					70 x cu						
19 Prepare statutory notices											
20 Arrange for publication and serving of notices on stakeholders/affected parties											
21 Monitor notification process and procure written responses											
22 Evaluate written responses/summarize and prepare response report for consideration by municipality											
23 Make recommendations with regard to municipal planning tribunal hearing (if relevant)											
24 Prepare motivated response to objections/representations for purpose of MPT hearing											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 5: ADOPTION AND ENGAGEMENT						70 x cu						
25	Prepare for and attend at Municipal Meeting											
	■ Advise Municipal Council on implications of decision on land use scheme											
26	Promulgation process											
	■ Prepare draft promulgation notice for approval by client											
	■ Make arrangements for publication in provincial gazette, newspapers and by way of site notices											
	■ Attend to notification and monitor appeal period											
	■ Procure written responses and prepare report to client re. risk of appeal and post promulgation process											
	■ Deliver final land use scheme documents and regulations and maps and annexures to municipality (in hard copy and electronically)											
TOTALS						770 COST UNITS						

The Recommended guideline fee may be expressed as the equivalent of 770 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					30 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					12 x cu						
(iii)	Prepare for municipal planning tribunal hearing					12 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent client)					8 x cu						
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					8 x cu						
(vi)	Consult with legal team/members of professional team					8 x cu						
(vii)	Prepare for Appeal Authority Hearing					12 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						
(ix)	Unforeseen matters											
TOTALS						98 x cu						

The Recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE C1

RECOMMENDED GUIDELINES
CALCULATION OF PROFESSIONAL FEE FOR LAND DEVELOPMENT
■ APPLICATION TO AMEND THE PROVISIONS OF A TOWN PLANNING/LAND USE SCHEME ■
(The rezoning of one or more properties and related matters)

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						10 x cu						
1	Briefing session with client: Taking instructions											
2	Registration of project, site visit and land use survey											
3	Brief staff and liaise with other consultants (traffic, services, conveyancing, geotechnical, etc.) and arrange for supporting reports per discipline											
PHASE 2: SUBMISSION TO AUTHORITIES						20 x cu						
4	Collection and evaluation of documents (title deeds, SG Diagrams, zoning certificates, policy guidelines, etc.)											
5	Collation of application documents and preparation maps/plans to accompany application											
6	Meet/liase with client and professional team to verify application details before submission to authorities											
7	Preparation, verification and submission of notices (Gazette/Newspapers, etc.)											
8	Finalisation of application memorandum and land use zoning documents											
9	Copying/collation of application bundles ready for submission											
10	Submission of application bundles and procuring authorization to give notice to interested/affected parties											
PHASE 3: PUBLIC PARTICIPATION						8 x cu						
11	Monitor mandatory notice period, receipt and evaluation of objections/representations											
12	Meeting/liaison with client and professional team (where appropriate) to take instructions on responding to objections/ representations											
13	Prepare written response report and submit to authority											
PHASE 4: PROCURING DECISION						8 x cu						
14	Engage with Municipal Departments to procure technical comments/recommendations											
15	Engage with other authorities/service providers to procure technical comments/recommendations/authorizations											
16	Receipt, perusal of and report to client re. departmental comments, bulk engineering calculations											
17	Meet/Liaise with client and project team (where relevant) to agree on responses to technical comments/ recommendations of municipal divisions/other authorities/ service providers											
18	Obtain and forward letter of approval to client and project team and prepare report on post approval formalities											
PHASE 5: PROMULGATION						2 x cu						
19	Prepare amendment scheme documents/maps/annexures for enactment/promulgation and submit to authority											
20	Arrange/facilitate publication of promulgation notice (Gazette)											
21	Deliver approval notice to client and project team members where applicable and											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
prepare close out report dealing with any unresolved matters (i.e. services contributions)												
TOTALS						48 x cu						

The recommended guideline fee may be expressed as the equivalent of 48 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					6 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					6 x cu						
(iii)	Prepare for municipal planning tribunal hearing					8 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent applicant)					8 x cu						
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					6 x cu						
(vi)	Consult with legal team/members of professional team					6 x cu						
(vii)	Prepare for Appeal Authority Hearing					8 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						
(ix)	Unforeseen matters											
TOTALS						98 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE D1

RECOMMENDED GUIDELINES

■ CALCULATION OF PROFESSIONAL FEES FOR ATTENDING TO A LAND DEVELOPMENT APPLICATION TO ESTABLISH A SETTLEMENT/TOWNSHIP ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						18 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
PHASE 2: PREPARATION OF LAYOUT PLAN						25 x cu						
2	Collecting base documents/plans for application											
	■ Title Deed(s)											
	■ Notarial Deed(s) of Servitude											
	■ SG Diagram(s)/Servitude Diagram(s)											
	■ Zoning Certificate(s)											
	■ Municipal Policy Guidelines (e.g. SDF)											
	■ Road Planning Diagrams (Provincial/National)											
3	Site Visit/Surveys											
	■ Site visit/Ground truthing											
	■ Land Use Survey											
	■ Zoning Survey											
4	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
5	Prepare Layout Plan											
	■ Procure site survey plan (surveyor)											
	■ Prepare site plan overlay(s) (geotechnical, engineering services, access arrangements, etc)											
	■ Prepare layout plan alternatives											
	■ Present to project team for acceptance											
	■ Present to client for approval											
PHASE 3: PREPARATION OF LAND DEVELOPMENT APPLICATION AND SUBMISSION TO AUTHORITY						12 X cu						
6	Prepare Land Development Application Bundle											
	■ Mandatory application forms											
	■ Motivating Report											
	■ Draft Conditions of Approval/Establishment											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
	<ul style="list-style-type: none"> ■ Draft zoning documents and maps 											
	<ul style="list-style-type: none"> ■ Accompanying maps/annexures 											
7	Submission of application to authority											
	<ul style="list-style-type: none"> ■ Copy application bundle as per authority requirements 											
	<ul style="list-style-type: none"> ■ Submit to authority and pay application fees 											
PHASE 4: NOTIFICATION AND CLOSURE OF NOTICE PERIOD												
8	Public Participation/Notification					8 x cu						
	<ul style="list-style-type: none"> ■ Procure permission to publish notices 											
	<ul style="list-style-type: none"> ■ Prepare notices for publication/site posting 											
	<ul style="list-style-type: none"> ■ Prepare notices (pre-paid registered mail) to other parties 											
	<ul style="list-style-type: none"> ■ Submit to Government printer/newspapers 											
9	Monitor Notice period											
	<ul style="list-style-type: none"> ■ Receive and report on objections/representations 											
	<ul style="list-style-type: none"> ■ Meet with client/project team to agree on response to objections/representations 											
	<ul style="list-style-type: none"> ■ Prepare written response and submit to authority 											
PHASE 5: PROCURING AUTHORITY/SERVICE PROVIDER COMMENTS						12 x cu						
10	Monitor/Negotiate authority comments/recommendations											
	<ul style="list-style-type: none"> ■ Receive and report on authority comments/recommendations 											
	<ul style="list-style-type: none"> ■ Engage with client/project team to agree on responses 											
	<ul style="list-style-type: none"> ■ Negotiate changes to comments/recommendations 											
PHASE 6: PROCURE AUTHORITY DECISION						25 x cu						
11	Procure Authority Decision											
	<ul style="list-style-type: none"> ■ Uplift written decision and report to client 											
	<ul style="list-style-type: none"> ■ Verify decision details and rectify if necessary 											
	<ul style="list-style-type: none"> ■ Advise client/project team on post decision formalities 											
PHASE 7: FACILITATE GENERAL PLAN AND REGISTRATION						8 x cu						
12	Facilitate General Plan											
	<ul style="list-style-type: none"> ■ Deliver approved layout plan/conditions of establishment to land surveyor 											
	<ul style="list-style-type: none"> ■ Monitor General Plan approval process 											
	<ul style="list-style-type: none"> ■ Procure registration copy of approved general plan and submit certified copy to municipality 											
13	Facilitate Opening of Township Register											
	<ul style="list-style-type: none"> ■ Deliver registration copy of General Plan to Conveyancer 											
	<ul style="list-style-type: none"> ■ Procure clearance from municipality for opening of register 											
	<ul style="list-style-type: none"> ■ Deliver clearance to conveyancer and monitor opening of township register 											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 8: ARRANGE FOR PROCLAMATION						12 x cu						
14	Arrange for proclamation											
	■ Facilitate clearance from Deeds Registry to Municipality to proclaim											
	■ Prepare draft proclamation notice and have it accepted by municipality											
	■ Arrange for publication in Provincial Gazette											
PHASE 9: PROCURE CLEARANCES FOR REGISTRATION						10 x cu						
15	Arrange for clearance for registrations/transfer											
	■ Procure clearance from municipality re. engineering services											
	■ Procure clearance from municipality to proceed with registration/transfer of erven in township											
	■ Send close out report to client											
TOTALS						130 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 130 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					6 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					6 x cu						
(iii)	Prepare for municipal planning tribunal hearing					8 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent applicant)					8 x cu						
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					6 x cu						
(vi)	Consult with legal team/members of professional team					6 x cu						
(vii)	Prepare for Appeal Authority Hearing					8 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						
(ix)	Unforeseen matters											
TOTALS						98 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE F1

RECOMMENDED GUIDELINE

■ CALCULATION OF PROFESSIONAL FEES FOR A LAND DEVELOPMENT APPLICATION TO DIVIDE AN APPROVED TOWNSHIP INTO TWO OR MORE SEPARATE TOWNSHIPS ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: PROCURE INSTRUCTIONS						6 x cu						
1	Taking instructions from client/inception											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARE LAYOUT PLANS						18 x cu						
3	Prepare Layout Plans for individual townships											
	■ Prepare master layout plan denoting individual township extensions superimposed on approved layout plan											
	■ Prepare layout plans for each extension											
	■ Present to project team for acceptance											
	■ Present to client for approval											
PHASE 3: PREPARE LAND DEVELOPMENT APPLICATION AND SUBMIT TO AUTHORITY						12 X CU						
4	Prepare Land Development Application Bundle											
	■ Mandatory application forms											
	■ Motivating Report											
	■ Draft Conditions of Establishment for each Extension											
	■ Draft zoning documents and plans for each Extension											
	■ Draft zoning documents and plans for each extension											
	■ Accompanying maps/annexures											
5	Submission and circulation											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
PHASE 4: PROCURE COMMENTS FROM AUTHORITY						10 x cu						
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											
7	Monitor/Negotiate draft conditions of approval with municipality											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
	<ul style="list-style-type: none"> Engage with municipality/service providers to agree on conditions of approval per township extension 											
	<ul style="list-style-type: none"> Prepare and submit layout plans and conditions of establishment for each extension for approval by municipality 											
	PHASE 5: PROCURE AUTHORITY DECISION					6 x cu						
8	Procure Authority Decision											
	<ul style="list-style-type: none"> Uplift written decision and report to client 											
	<ul style="list-style-type: none"> Verify decision details and rectify if necessary 											
	<ul style="list-style-type: none"> Advise client/project team on post decision formalities 											
	PHASE 6: FACILITATE GENERAL PLAN AND REGISTER					3 x cu						
9	Facilitate General Plan for first extension											
	<ul style="list-style-type: none"> Deliver approved layout plans/conditions of establishment to land surveyor 											
	<ul style="list-style-type: none"> Monitor General Plan approval process 											
	<ul style="list-style-type: none"> Procure registration copy of approved general plan and submit certified copy to municipality 											
10	Facilitate Opening of Township Register of first township extension											
	<ul style="list-style-type: none"> Deliver registration copy of General Plan to Conveyancer 											
	<ul style="list-style-type: none"> Procure clearance from municipality for opening of register 											
	<ul style="list-style-type: none"> Deliver clearance to conveyancer and monitor opening of township register 											
	PHASE 7: PROCLAMATION					3 x cu						
11	Arrange for proclamation											
	<ul style="list-style-type: none"> Facilitate clearance from Deeds Registry to Municipality to proclaim 											
	<ul style="list-style-type: none"> Prepare draft proclamation notice and have it accepted by municipality 											
	<ul style="list-style-type: none"> Arrange for publication in Provincial Gazette 											
	PHASE 8: FINAL CLEARANCES FOR REGISTRATION					4 x cu						
12	Arrange for clearance for registrations/transfer											
	<ul style="list-style-type: none"> Procure clearance from municipality re. engineering services 											
	<ul style="list-style-type: none"> Procure clearance from municipality to proceed with registration/transfer of erven in township 											
	<ul style="list-style-type: none"> Send close out report to client 											
	TOTALS					62 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 62 cost units.

EXPLANATORY NOTES

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TABLE G1

RECOMMENDED GUIDELINE

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUBDIVISION IS NOT EXPRESSLY PROVIDED FOR IN LAND USE SCHEME ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					98EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENTS/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						6 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARE SKETCH PLANS						8 x cu						
3	Prepare subdivisional and/or consolidation sketch plan											
	■ Procure site survey plan (surveyor)											
	■ Prepare site plan overlays (as built structures, servitudes, vegetation, etc)											
	■ Prepare draft subdivisional/consolidation sketch plan											
	■ Present to project team for acceptance (viz a viz engineering services, etc)											
	■ Present to client for approval											
PHASE 3: PREPARE APPLICATION BUNDLE AND SUBMIT TO AUTHORITY						8 x cu						
4	Prepare land development application bundle											
	■ Mandatory application forms											
	■ Motivating memorandum											
	■ Draft conditions of subdivision/consolidation approval											
	■ Accompanying maps/annexures											
5	Submission and notification											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					98EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
	PHASE 4: PROCURE COMMENTS FROM AUTHORITY/SERVICE PROVIDER					6 x cu						
7	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											
	PHASE 5: PROCURE AUTHORITY DECISION					8 x cu						
8	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
	PHASE 6: ARRANGE FOR SG APPROVAL AND REGISTRATION					4 x cu						
9	Facilitate approval of Surveyor General Diagram(s)											
	■ Deliver approved subdivisional/consolidation sketch plan and conditions of approval to land surveyor											
	■ Monitor approval process for Surveyor General Diagram (s)											
	■ Procure registration copy of approved SG Diagram and submit certified copy to municipality											
10	Facilitate registration in Deeds Office											
	■ Deliver registration copy of SG Diagram to Conveyancer											
	■ Procure clearance from municipality for registration of subdivision/consolidation											
	■ Deliver clearance to conveyancer and monitor registration process in Deeds Office											
11	Close out report to client											
	■ Prepare and submit close out report to client re. post registration formalities (installation of services, registration of servitudes, etc.)											
	TOTALS					40 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 40 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					6 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					6 x cu						
(iii)	Prepare for municipal planning tribunal hearing					8 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent applicant)					8 x cu						

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENTS/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					6 x cu						
(vi)	Consult with legal team/members of professional team					6 x cu						
(vii)	Prepare for Appeal Authority Hearing					8 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						
(ix)	Unforeseen matters											
						98 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE G2

RECOMMENDED GUIDELINE

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO SUBDIVIDE ONE OR MORE ERVEN IN A PROCLAIMED TOWNSHIP WHERE SUBDIVISION IS EXPRESSLY PROVIDED FOR IN LAND USE SCHEME ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						3 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARE SKETCH PLANS						4 x cu						
3	Prepare subdivisional and/or consolidation sketch plan											
	■ Procure site survey plan (surveyor)											
	■ Prepare site plan overlays (as built structures, servitudes, vegetation, etc)											
	■ Prepare draft subdivisional/consolidation sketch plan											
	■ Present to project team for acceptance (viz a viz engineering services, etc)											
	■ Present to client for approval											
PHASE 3: PREPARE APPLICATION BUNDLE AND SUBMIT TO AUTHORITY						4 x cu						
4	Prepare land development application bundle											
	■ Mandatory application forms											
	■ Motivating memorandum											
	■ Draft conditions of subdivision/consolidation approval											
	■ Accompanying maps/annexures											
5	Submission and notification											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
	PHASE 4: PROCURE COMMENTS FROM AUTHORITY/SERVICE PROVIDER					3 x cu						
7	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											
	PHASE 5: PROCURE AUTHORITY DECISION					4 x cu						
8	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
	PHASE 6: ARRANGE FOR SG APPROVAL AND REGISTRATION					2 x cu						
9	Facilitate approval of Surveyor General Diagram(s)											
	■ Deliver approved subdivisional/consolidation sketch plan and conditions of approval to land surveyor											
	■ Monitor approval process for Surveyor General Diagram (s)											
	■ Procure registration copy of approved SG Diagram and submit certified copy to municipality											
10	Facilitate registration in Deeds Office											
	■ Deliver registration copy of SG Diagram to Conveyancer											
	■ Procure clearance from municipality for registration of subdivision/consolidation											
	■ Deliver clearance to conveyancer and monitor registration process in Deeds Office											
11	Close out report to client											
	■ Prepare and submit close out report to client re. post registration formalities (installation of services, registration of servitudes, etc.)											
	TOTALS					20 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 20 cost units.

EXPLANATORY NOTES

- *1
- *2

TABLE G3

RECOMMENDED GUIDELINE

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO SUBDIVIDE TWO OR MORE FARM PORTIONS/AGRICULTURAL HOLDINGS ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						8 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARE SKETCH PLANS						10 x cu						
3	Prepare subdivisional and/or consolidation sketch plan											
	■ Procure site survey plan (surveyor)											
	■ Prepare site plan overlays (as built structures, servitudes, vegetation, etc)											
	■ Prepare draft subdivisional/consolidation sketch plan											
	■ Present to project team for acceptance (viz a viz engineering services, etc)											
	■ Present to client for approval											
PHASE 3: PREPARE APPLICATION BUNDLE AND SUBMIT TO AUTHORITY						10 x cu						
4	Prepare land development application bundle											
	■ Mandatory application forms											
	■ Motivating memorandum											
	■ Draft conditions of subdivision/consolidation approval											
	■ Accompanying maps/annexures											
5	Submission and notification											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
	PHASE 4: PROCURE COMMENTS FROM AUTHORITY/SERVICE PROVIDER					8 x cu						
7	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											
	PHASE 5: PROCURE AUTHORITY DECISION					10 x cu						
8	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
	PHASE 6: ARRANGE FOR SG APPROVAL AND REGISTRATION					6 x cu						
9	Facilitate approval of Surveyor General Diagram(s)											
	■ Deliver approved subdivisional/consolidation sketch plan and conditions of approval to land surveyor											
	■ Monitor approval process for Surveyor General Diagram (s)											
	■ Procure registration copy of approved SG Diagram and submit certified copy to municipality											
10	Facilitate registration in Deeds Office											
	■ Deliver registration copy of SG Diagram to Conveyancer											
	■ Procure clearance from municipality for registration of subdivision/consolidation											
	■ Deliver clearance to conveyancer and monitor registration process in Deeds Office											
11	Close out report to client											
	■ Prepare and submit close out report to client re. post registration formalities (installation of services, registration of servitudes, etc.)											
	TOTALS					552 Cost Units						

The recommended guideline fee may be expressed as the equivalent of **552 cost units**.

EXPLANATORY NOTES

- *1
- *2

TABLE H1

RECOMMENDED GUIDELINES

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO CONSOLIDATE TWO OR MORE PORTIONS OF LAND ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						4 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARE SKETCH PLAN AND APPLICATION BUNDLE AND SUBMIT TO AUTHORITY						4 x cu						
3	Prepare subdivisional layout plan (and/or consolidation sketch plan)											
	■ Procure site survey plan (surveyor)											
	■ Prepare site plan overlays (as built structures, servitudes, vegetation, etc)											
	■ Prepare draft consolidation sketch plan											
	■ Present to project team for acceptance (viz a viz engineering services, etc)											
	■ Present to client for approval											
4	Prepare land development application bundle											
	■ Mandatory application forms											
	■ Motivating memorandum											
	■ Draft conditions of consolidation approval											
	■ Accompanying maps/annexures											
5	■ Submission											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
PHASE 3: PROCURE AUTHORITY COMMENTS						4 x cu						
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
7	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											
	PHASE 4: PROCURE AUTHORITY DECISION					4 x cu						
8	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
	PHASE 5: PROCURE SG APPROVAL AND FINAL CLEARANCE FOR REGISTRATION					2 x cu						
9	Facilitate approval of Surveyor General Diagram(s)											
	■ Deliver approved consolidation sketch plan and conditions of approval to land surveyor											
	■ Monitor approval process for Surveyor General Diagram (s)											
	■ Procure registration copy of approved SG Diagram and submit certified copy to municipality											
10	Facilitate registration in Deeds Office											
	■ Deliver registration copy of SG Diagram to Conveyancer											
	■ Procure clearance from municipality for registration of consolidation											
	■ Deliver clearance to conveyancer and monitor registration process in Deeds Office											
11	Close out report to client											
	■ Prepare and submit close out report to client re. post registration formalities (installation of services, registration of servitudes, etc.)											
	TOTALS					18 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 18 cost units.

EXPLANATORY NOTES

- *1
- *2

TABLE I1

RECOMMENDED GUIDELINES

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO AMEND/CANCEL A GENERAL PLAN OF AN EXISTING TOWNSHIP ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						10 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Arrangements to procure bondholder's consent											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 2: PREPARATION OF PLANS/APPLICATION BUNDLE						10 x cu						
3	Prepare Plan(s) denoting cancellation/amendment of General Plan											
	■ Present to project team for acceptance											
	■ Present to client for approval											
4	Prepare Land Development Application Bundle											
	■ Mandatory application forms											
	■ Motivating Report											
	■ Draft Conditions of Establishment											
	■ Draft zoning documents and plans											
	■ Accompanying maps/annexures											
5	■ Submission and notification											
	■ Copy application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Copy to individual municipal department/service providers for comment											
PHASE 3: NOTIFICATION PROCESS						5 x cu						
6	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											
PHASE 4: PROCURE AUTHORITY COMMENTS						10 x cu						
7	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 5: PROCURE AUTHORITY DECISION						10 x cu						
8	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
PHASE 6: FACILITATE REGISTRATION (SG AND DEEDS OFFICE)						7 x cu						
9	Facilitate approval of Surveyor General Diagram(s)											
	■ Deliver approved subdivisional/consolidation sketch plan and conditions of approval to land surveyor											
	■ Monitor approval process for Surveyor General Diagram (s)											
	■ Procure registration copy of approved SG Diagram and submit certified copy to municipality											
10	Facilitate registration in Deeds Office											
	■ Deliver registration copy of SG Diagram to Conveyancer											
	■ Procure clearance from municipality for registration											
	■ Deliver clearance to conveyancer and monitor registration process in Deeds Office											
11	Close out report to client											
	■ Prepare and submit close out report to client re. post registration formalities (installation of services, registration of servitudes, etc.)											
						52 Cost Units						

The recommended guideline fee may be expressed as the equivalent of **52 cost units**.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(i)	Reply to objections received and report to client re. way forward					6 x cu						
(ii)	Arrange for and attend meeting(s) with objectors					6 x cu						
(iii)	Prepare for municipal planning tribunal hearing					8 x cu						
(iv)	Attend at municipal planning tribunal hearing (represent applicant)					8 x cu						
(v)	Prepare and lodge an appeal notice/join appeal on instruction of client					6 x cu						
(vi)	Consult with legal team/members of professional team					6 x cu						
(vii)	Prepare for Appeal Authority Hearing					8 x cu						
(viii)	Attend at Appeal Authority Hearing					8 x cu						

ADDITIONAL STEPS IN EVENT OF OBJECTIONS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENTS/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
(ix)	Unforeseen matters											
TOTALS						98 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE J1

RECOMMENDED GUIDELINES

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO PERMANENTLY CLOSE A PUBLIC PLACE, STREET OR PARK ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						6 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
2	Meeting(s)/Consultation with client and project team											
	■ Project team (arrange to procure consultant reports)											
	■ Municipality/Service Providers											
	■ Client											
PHASE 3: PREPARATION OF SKETCH PLAN(S) AND APPLICATION BUNDLE AND SUBMISSION TO AUTHORITY						6 x cu						
3	Prepare sketch plan(s) of closure site											
	■ Present to project team for acceptance											
	■ Present to client for approval											
4	Prepare Land Development Application Bundle											
	■ Mandatory application forms											
	■ Motivating Report											
	■ Accompanying maps/annexures											
PHASE 3: NOTICE PERIOD						4 x cu						
5	Monitor comment period											
	■ Receive and report on comments from municipal divisions/ service providers											
	■ Meet with client/project team to agree on response to comments											
	■ Prepare written response and submit to authority											
PHASE 4: PROCURE AUTHORITY COMMENTS						6 x cu						
6	Monitor/Negotiate draft conditions of approval with municipality											
	■ Engage with municipality/service providers to agree on conditions of approval											
PHASE 5: PROCURE AUTHORITY DECISION						6 x cu						
7	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Verify decision details and rectify if necessary											
	■ Advise client/project team on post decision formalities											
PHASE 6: PROMULGATION						4 x cu						
11	Close out report to client											

STEPS IN THE SPATIAL PLANNING PROCESS	BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
■ Arrange for publication of notice in Gazette											
					32 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 32 cost units.

ADDITIONAL STEPS IN EVENT OF OBJECTIONS	BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
(i) Reply to objections received and report to client re. way forward					6 x cu						
(ii) Arrange for and attend meeting(s) with objectors					6 x cu						
(iii) Prepare for municipal planning tribunal hearing					8 x cu						
(iv) Attend at municipal planning tribunal hearing (represent applicant)					8 x cu						
(v) Prepare and lodge an appeal notice/join appeal on instruction of client					6 x cu						
(vi) Consult with legal team/members of professional team					6 x cu						
(vii) Prepare for Appeal Authority Hearing					8 x cu						
(viii) Attend at Appeal Authority Hearing					8 x cu						
(ix) Unforeseen matters											
TOTALS					98 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 98 cost units.

EXPLANATORY NOTES

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TABLE K1

RECOMMENDED GUIDELINE

■ CALCULATION OF PROFESSIONAL FEES FOR LAND DEVELOPMENT APPLICATION TO MOTIVATE AN AMENDMENT/DEPARTURE FROM THE PROVISIONS OF AN ADOPTED SDF/ADOPTED POLICY OF MUNICIPALITY IN SUPPORT OF LAND DEVELOPMENT APPLICATION ■

STEPS IN THE SPATIAL PLANNING PROCESS		BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
		CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL TARIFF	HOURS @ SALARIED TECHNICAL TARIFF	HOURS @ OTHER STAFF TARIFF		HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF		
PHASE 1: INCEPTION						8 x cu						
1	Taking instructions from client/inception											
	■ Arrangements to procure client mandate (power of attorney)											
	■ Procuring and perusing adopted policy documents											
	■ Study SDF and apply guidelines to subject property											
	■ Investigate precedents of departures in area of subject property											
2	Meeting(s)/Consultation with client and project team											
	■ Meet with client and Project team (where relevant) to discuss possible departure from policy guidelines											
	■ Procure instructions from client to proceed											
PHASE 2: PREPARATION OF APPLICATION BUNDLE AND SUBMISSION TO AUTHORITY						8 x cu						
3	Prepare Land Development Application Bundle											
	■ Mandatory application forms (where relevant)											
	■ Motivating Report											
	■ Accompanying maps/annexures											
4	Submission and circulation for comment											
	■ Comment application bundle as per authority requirements											
	■ Submit to authority and pay application fees											
	■ Circulate application bundle to municipal divisions/service providers for comment											
PHASE 3: PROCURE AUTHORITY COMMENTS						8 x cu						
5	Monitor comment period											
	■ Receive and report on written comments from municipal divisions/service providers											
	■ Meet with client/project team to agree on response											
	■ Prepare written response and submit to authority											
6	Monitor municipal report for decision											
	■ Liaise with municipal officials to ensure report finalisation											
	■ Report to client on status of application											
PHASE 4: PROCURE AUTHORITY DECISION						8 x cu						
7	Procure Authority Decision											
	■ Uplift written decision and report to client											
	■ Prepare recommendation report with regard to post decision											

STEPS IN THE SPATIAL PLANNING PROCESS	BASIC FEES PER CHARGE OUT RATE					ADDITIONAL CHARGES PER CHARGE OUT RATE					EXPLANATORY NOTES
	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
	CATEGORY A1	CATEGORY A2	CATEGORY B	CATEGORY C	TOTAL FEES (EXCLUDING DISBURSEMENT S/ VAT)	HOURS @ PRINCIPAL TARIFF	HOURS @ PROFESSIONAL STAFF TARIFF	HOURS @ SALARIED TECHNICAL STAFF TARIFF	HOURS @ GENERAL STAFF TARIFF	TOTAL ADDITIONAL CHARGES (Excluding Disbursements/ VAT)	
formalities											
TOTALS					32 Cost Units						

The recommended guideline fee may be expressed as the equivalent of 32 cost units.

EXPLANATORY NOTES

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