

COURSE OUTLINE

INTRODUCTION

- The landowner and the need for a Land Development Application (LDA)
- The concept of “Township Establishment”
- The process of removing a property from the Farm Register and placing it in the Township Register in the Deeds Registry
- The role of Conditions of Establishment (COE), etc.

PRACTICAL USE OF THE COURSE MANUAL

- Documents, Plans and Diagrams necessary to inform the preparation of draft COE
- Township Layout Plan: Technical Requirements
- General Plan, Small-scale Diagram and Servitudes: How to interpret these
- Various Deeds, etc.: How to formulate clauses on new and existing conditions of title.

METHODOLOGY: PREPARATION OF DRAFT COE

- Sequential steps in the process – starting out correctly and following the correct procedure
- Important participants
 - Land Surveyor
 - Conveyancer
 - Consulting Engineer(s)

PRO FORMA FRAMEWORK FOR STRUCTURING A COE

- COE Sections/Chapters
 - The role of the professional planner
 - Pre-proclamation Conditions
 - COE
 - Disposal of Existing Conditions of Title and Servitudes
 - Conditions of Title
 - Servitudes in favour of third parties
 - Land Use Zoning aspects, etc.
- Alignment with Chief Registrar’s Circular(s) and conveyancing requirements
- Alignment with Surveyor General’s technical requirements
- All encompassing “checklist”

THE ROLE OF THE AUTHORISED/MUNICIPAL OFFICIAL

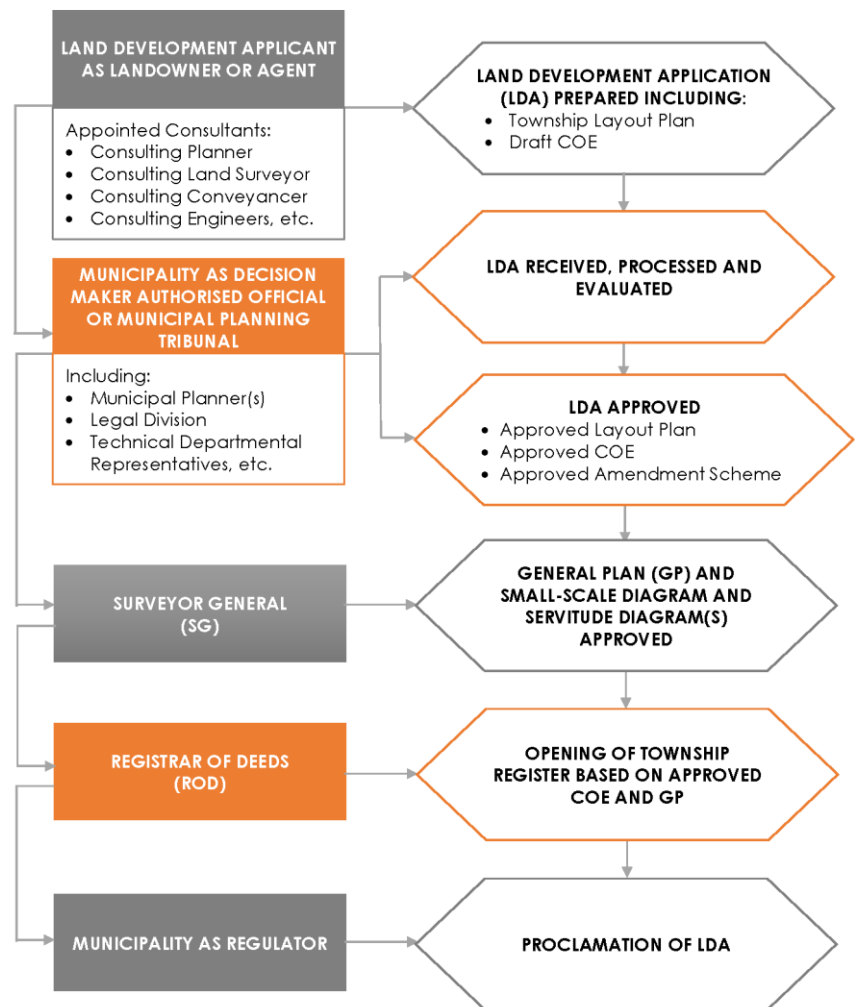
- Evaluating land development application
- Assimilating input from different municipal service departments
- Preparation and issuing of final conditions of establishment and clearance certificates

DO’S AND DON’TS – RED FLAGS AND PITFALLS

- What to avoid
- Regular mistakes and remedies

THE ROLE PLAYERS

TOWNSHIP ESTABLISHMENT: ROLE-PLAYERS



THE PARTNERS



SAICE-PDP’s Municipal Academy was established to support practitioners employed in local government with applying theoretical knowledge and relevant legislation in practice.

municipal academy
the road to service delivery



MISA’s mandate is to provide technical support and advice to municipalities, whilst strengthening their capacity, for effective infrastructure planning, delivery, operations and maintenance.