



AUGUSTA  
*Place*  
SUNNINGDALE

HOME IMPROVEMENT  
GUIDE  
for  
Alterations and Additions  
to  
Homes

# **HOME IMPROVEMENT GUIDE TO HOMEOWNERS**

*31 March 2017*

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## 1. INTRODUCTION

- 1.1 Garden Cities is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this guide is to assist homeowners in ensuring that any form of improvement made to their home will add value to the architectural coherence of the built fabric of Augusta Place. The principle objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual home owner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other. It is therefore important to note that for the benefit of all homeowners, this document is and will be a living document, and will be revised, amended and updated from time to time.

**For the benefit of all homeowners, the rules and guides that may have been acceptable in the past may become unacceptable in the future and precedent will not be found to be grounds for departures from the rules of the day.**

- 1.2 This Guide is applicable to all buildings in Augusta Place.
- 1.3 Augusta Place Home Owners Association shall appoint a Professionally Registered Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all that all standards are maintained throughout the lifespan of the HOA.
- 1.4 As stated in agreement of sale documentation and HOA special conditions.
- “No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the HOA trustees and relevant local authority applicable.” The 2017 AGM has now approved the appointment of a Supervising Architect.**
- 1.5 Upon HOA planning approval, any additions, alterations, or amendments to the original planning applications' approved plans, at any stage, as well as colour changes, are to be submitted to the supervising architect for further approval.
- 1.6 A refundable deposit will also be collected; which will be refunded once an inspection has been concluded to determine that the building has been constructed in accordance with the approved building plans and that repair, if any, to the road, kerb and verge areas and HOA property have been made good by the homeowner as a result of the construction. HOA property being street lamp posts, Eskom kiosks, stormwater Catchpits and all other roadway services.
- 1.7 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has been commenced or completed at the time of the application.
- 1.8 Each and every planning application will stand on its own merit and its own set of particular circumstances'. Precedence shall not constitute a binding form of motivation.
- 1.9 In questions of interpretation of the Guide or in the event of matters arising from the design process which are not addressed by the Guide, the Trustees and supervising architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the built environment and compatible with the guide may be considered by the HOA from time to time.
- 1.10 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement have been attended to without obtaining planning approval, or the property not be maintained to acceptable standards.**
- 1.11 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining City of Cape Town – Blaauwberg Administration – building plan approval. The HOA supervising architect plans approval process is not to be construed in any way whatsoever as Local authority, Town Planning and/or National Building/SANS regulations plans approval.

- 1.12 **No building work may commence until HOA and City of Cape Town planning approval has taken place. Should deviations from the approved plans be required during the construction process, the entire application is to be re-lodged with the HOA for further planning approval, and a site inspection by the supervising architect is required to be carried at this point.**
- 1.13 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession. (SACAP)
- 1.14 The Committee shall communicate its decision to the applicant within 2 weeks of such plans being submitted to it. The commencement of the 2-week period begins once proof of payment has been received for the plan inspection fee and building deposit.

## 2. ARCHITECTURAL LANGUAGE

This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

## 3. SITE LAYOUT

All sites should endeavour to further promote the philosophy of the “Garden City Ideal “with the planting of trees and the theme of a flowing soft landscape, which penetrates between the buildings, complementing the extensive public open spaces, is being maintained, water restrictions permitting.

## 4. BUILDING MASS

- 4.1 The addition of extra garaging is permissible provided that the addition is set back, or a method of softening the impact of the addition is set in place. For example, an added trellis/ pergola system in front of these doors would suffice.
- 4.2 Granny flats are permitted, however; with the consent of the neighbourhood – the number of affected homeowners are to be determined by the trustees and Supervising architect.
  - 4.2.1 They shall be subject to the provisions of clause 1.8
  - 4.2.2 An extra parking bay is to be provided on the property.
  - 4.2.3 Each granny flat application WILL be dealt with on its own merits.
  - 4.2.4 The granny flat addition should complement the main dwelling so as to ensure that it does not impact negatively on the overall architecture of the individual dwelling and surrounding houses.
  - 4.2.4 Apart from the living room, the Granny flat is permitted one bedroom, one bathroom and one kitchen. A study is permissible as well.
  - 4.2.5 The gross square metres of the granny flat may not be more that 30% of the main dwelling size. Up to a maximum of 120 square metres or 66% maximum coverage of all roofed area’s on the site, including the granny flat.
- 4.3 Granny Flats are not permitted within GR1 sites.
 

“Part 1: General Residential Subzoning 1: Group Housing (GR1)”

*39. Development rules for a dwelling house outside a group housing scheme*  
*(1) A dwelling house that does not form part of a group housing scheme is exempt from the development rules for group housing.*  
*(2) The following conditions apply to a dwelling house that does not form part of a group housing scheme:*  
*(a) A second dwelling is permitted subject to the provisions for a second dwelling in Local Business Zoning 1;*

## 5. EXTERIOR WINDOWS AND DOORS

- 5.1 All new windows are to match not only the existing dwelling, but also the adjoining dwellings and those in the immediate area.
- 5.2 All new doors including garage doors, are to compliment the style and are not to be too ornate and out of context with the those in the area.

## 6. BOUNDARY WALLS

- 6.1 Street frontage boundary walling should, as far as possible, be maintained, as originally developed, by Garden Cities. Homes that have their living space (recreation area) essentially on or about the roadway are permitted 1.8m high walls on the street boundaries to afford privacy and security. In permitting these high walls on one side of the street it is important that on the other side of the street, the street boundary walling takes the form of link walling only. However, where security may be required by a homeowner, some form of cohesive security barrier may be permitted but maintaining the wide openness or permeability of the streetscapes.
- 6.2 The requirement homes who may require 6.1 form of security is a low wall with pillars and palisade panels infills. This will provide a cohesive form of street frontage security walling throughout the Estate. This security barrier along street boundaries may take the form of a the low “werf-muur” wall, 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm plastered and painted masonry/brick columns which are to straddle the low wall and to be at least 2,500mm apart. All materials are to match the existing dwelling. (Please see **ANNEXURE “A”** giving a few examples). For “solid” street boundary walling City of Cape Town’s “MUNICIPAL PLANNING BYLAW APPLIES” as follows.
- 6.3 LATERAL OR SIDE BOUNDARY.  
  
COMMON BOUNDARIES: HOA and City planning approval is required for all forms of common boundary walling.
- 6.3.1 Vibracrete wall panels raised by 1 panel or 2 panels (7 panels total from ground level or 2.100m) requires a full City of Cape Town planning application as well as a HOA planning application with a site inspection, a HOA Notification form is to be completed and the neighbour is to be notified prior to construction. **Be aware that the smooth face of the Vibracrete panel belongs to the property owner (applicant) whilst the neighbour will have the rough face of the panel.**
- 6.3.2 In order to respect the aesthetic harmony of all neighbouring boundary walling and the street boundary wall, all Vibracrete panels are to step down and ultimately taper (chamfer) to the matching height of the neighbouring wall. Full building plans are required by the HOA and the City of Cape Town for adding panels to Vibracrete walls.

## 7. STONEMASONRY

Stonework cladding is to be discouraged. Only natural light in colour stonework will be considered and would have to be made up of natural stone, cut and dressed on site and installed by a specialist stonemason only.

## 8. AWNINGS, CARPORTS AND PERGOLA'S

- 8.1 Planning approval is required for any form of fixed Pergola, Awning or Carport.
- 8.2 Only plain Awnings are permitted and are to be the same colour as the house.
- 8.3 The use of external drop-down blinds on Patios and Terraces is discouraged. They may be permissible only where completely out of roadway and open parks view and are to be rolled down only during adverse weather and at night if required. They may not be permanently fixed in position. A minor works planning application is required.
- 8.4 Solariums – sun rooms are not permitted.
- 8.5 Shade ports are not permissible.

## 9. COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS.

- 9.1 Shade and shelter requirements over a Patio or braai terrace in the form of a lean-to roof (afdakkie) require special attention. This form of home improvement is not to be confused with a formal new room addition to a home. Covered Braai patios may not be larger than 30% of the dwelling floor area, excluding the garage and are recommended to not to span more than 3,800mm. A patchwork of translucent and other material is not permitted.
- 9.2 The structure is to be as “clean” as possible, covering **only** the “Footprint” of the terrace, and not the braai counter/server top area. The roof structure is to fall over its shortest area. Small profile corrugated steel roofing is to be used. (IBR profile roofing sheets are permitted only when fully concealed behind parapet masonry walls). Supports at each of its lowest ends must either be in large timber/steel sections, square and a minimum of 75 x 75mm in size.
- 9.3 Formal **room additions eg. Bedroom, Family Room, Braai-room etc.**, are to be constructed under a pitched roof, of the same type as the main house. Small short portions of home additions, where pitched roofs are not possible, may be flat roofed. Where Industrial IBR longspan steel roofing sheets are incorporated into small short portions of flat roofs, these sheets are to be screened by parapet walling.
- 9.4 **Stackable doors** will be permitted as part of an alteration to a new or existing area subject to the following adherences:
- The installation of stackable doors in an area will not affect the primary ventilation of the area and or adjacent rooms. Should the installation of the doors affect the primary ventilation of the adjacent rooms, alternative windows must be installed. This ensures compliance with the building regulations.
  - Stackable door are not to have any window sections implanted into them.
  - The aluminium extrusions/frames and or ironmongery must match that of the existing aluminium extrusions/frames and or ironmongery in colour and profile of the dwelling as originally installed by Garden Cities.
  - The glass installed in the stackable doors will match the colour of glazing of the dwelling and will comply to the building regulations.
  - This installation forms part of HOA planning application and requires a full building plan submission, and an inspection not only by the HOA but also the City of Cape Town.
- 9.5 Prefabricated Aluminium awnings erected over patios are permissible, provided they are not viewed from roadways or parks - open Spaces.)

## 10. PAINT AND NEW BUILDING WORK COLOURS

All new paint and finishes are to match the existing dwelling.

## 11. VERGE PAVING

All paving visible from the street and on road reserve ground levels, must be in keeping with other paving in the immediate area. Minor works planning approval is required for any new paving or landscaping within the road reserve, this being the verge area, between roadway and property boundary line.

## 12. SWIMMING POOLS

- 12.1 The installation of swimming pools requires full planning approval. Applications are to be lodged with the supervising architect together with the pool suppliers/manufacturers' details.
- 12.2 Pumps and filtration systems are to be indicated on the plan and are to be located so as not to cause a disturbance to neighbours. They should not be visible from the road or adjacent open spaces either.
- 12.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 10400 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 12.4 Back washing must be discharged in accordance with the local authority/municipalities requirements.

### 13. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

- 13.1 Aerials and satellite dishes should be obscured within the roof space or otherwise concealed where possible. Dishes are to be placed away from roads.
- 13.2 Fire appliances; New free standing fire appliances may be installed. The positioning of steel flues would be preferred on the far side of the roof ridge line, away from the roadway. They are to be properly maintained to prevent rust streaks staining the roof. **The minimum and maximum height above the roof tile is to be 1 metre. If located on or close to the ridgeline, 600mm minimum & maximum above same ridgeline.** (Please see ANNEXURE "C" for non-permissible chimney's and steel flues)

### 14. BURGLAR BARS AND SECURITY GATES

- 14.1 Burglar bars should be simple horizontal lines, without ornate detail.
- 14.2 Security gates are to be similar to the house garden gates.
- 14.3 External "basket type" steel burglar bars are not permitted.

### 15. WATER AND ENERGY SAVING DEVICES

- 15.1 Environment aesthetics take precedence over all unsightly installations. All neighbourhood homeowners are to consent.
- 15.2 The use of water saving devices and technologies is encouraged with all home improvements. See Annexure "A" for permissible solar water heaters. Only flat and not tubular panels are permitted with the minimum of exposed piping. Exposed piping is to be the same colour as its background colour- example house paint colour or concrete roof tile colour.
- 15.2 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 15.3 Rainwater harvesting tanks (Jo-Jo tanks) are to be kept out of sight of roadways and public open spaces). Where aesthetically affected, neighbours are to consent to their positions. Horizontally or obliquely fitted long lengths of roof rainwater downpipes discharging into water harvesting tanks are not acceptable. Only vertically discharging lengths of roof rainwater downpipes into water harvesting tanks are permitted.
- 15.5 The roadway verge between the roadway and house street boundary remains the property of the HOA. For water-wise promoters the extensive use of stone chips and/or paving is discouraged.
- 15.6 All other energy saving devices; whether wind turbines, rain-storage tanks, etc. requires approval in terms of sizing and placement prior to proceeding with such projects. Fully detailed plans, specifications and fixing/installation details will be required. Minor/major works planning applications are required.
- 15.7 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

### 16. DEEMED MINOR WORKS

- 16.1 **Clause 1.10 of the guide is applicable to all Minor works applications as well.**
- 16.2 Minor works applications are to take the following format;
  - 16.2.1 Full contact details of the applicant/home-owner are required including email address.
  - 16.2.2 The home-owners' house plan, including the site, captured on an A4 or A3 sheet (4 copies required) is to be lodged with the supervising architect for minor works planning approval.
  - 16.2.3 A reduced application fee of R 220.00 (excluding VAT) is payable.
  - 16.2.4 No building refundable deposit is required.
- 16.3 Minor works are categorized as the following;

16.3.1 The installation of electric fencing is permitted with the consent of all affected adjoining owners. The maximum amounts of strands are to be 5 (five). Upon approval, any future raising of vibracrete panels will require the re-approval and re-consent of the electric fencing by all affected adjoining homeowners. The making good of the reverse side of the newly raised panels should they require painting to match the existing, should be for the account of the homeowner making application for the extra panels. The maximum numbers of permissible strands are 5 (five).

16.3.2 The installation of air conditioning units. (To be installed below boundary screen walls.) Air conditioning condenser units are to be well concealed and not visible from roadways and/or open spaces, and are to be installed at natural ground level or well below boundary screen walls. As with swimming pool pumps, A/C units are to be sited so as not to cause a disturbance to neighbours.

16.3.3 Free-standing Wendy house sheds are permitted only if not visible from any streets or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining owners' consent will be required where the common building lines are encroached upon.) **Wendy houses greater than 5 square metres require full building plans for the City of Cape Town. (The HOA maximum permissible size 3mx2.5m)**

16.3.4 The installation of retractable awnings and/or roll down vertical blinds. (Full specifications are required.) for overly large structures including Jungle Gyms and Garden type furniture. (Full specifications are required, Size, Height, finishes and site situation.)

16.3.5 Water & energy saving devices and technologies.

16.3.6 Any other minor works as so deemed at their time of application.

- 16.4 All minor works, as set out in 18.3 above, whichever applicable, are to be depicted on A4 or A3 size drawing sheets (The supervising architect may be contacted for further assistance in this regard)

## 17. STREET NUMBERS

All street numbers and postboxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## 18. SAFETY.

All areas under development that are seen to be building sites, demarcated or not, are deemed to be out of bounds to all residents.

Homeowners are to report any transgressions of these rules to the estate manager.

## 19. PLAN SUBMISSION PROCEDURE

- 19.1 All applications may be submitted via the internet in PDF file format to;

Supervising Architect:

Reg Whittaker Architect | tel. 021-975 9083 | cell. 083 309 3024 | Fax. 086 672 9434 | email.

[info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)

The HOA Guide is downloadable on the web site:

[www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za)

- 19.2 All homeowners' contact details, including email address, are to be made available with the application.

## 20. WORKING DOCUMENT

- 20.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect.

## 21. MISCELLANEOUS

- 21.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect.

**ANNEXURE “A” Solar Panels: Type “A” is permissible – Type “B” is not permissible.**

**Type “A” Flat panel is permissible.**



**Type “B” tubular panel is not permissible.**



**ANNEXURE “B” Current Plan Submission Fees and Building Refundable deposits**

<b>Item</b>	<b>Amount (Excl. VAT)</b>	<b>Amount (Incl. VAT)</b>	<b>Additional Information</b>
Scrutiny and Approval of Building Plans	R 560.00	R 644.00	Written approval issued with comments where required
Minor works scrutiny of A4-A3 sheets	R 322.60	R371.00	Written approval issued with comments where required
Per Site Inspection and Issuing of Completion Certificate	R 560.00	R 644.00	Issuing of Completion Certificate to facilitate return of Builder’s Refundable deposit.
Per site inspection – “Minors works”	Zero	Zero	No site inspection for “Minor works”
Applicants refundable deposit – “Minor works:”	Zero	Zero	
Applicants refundable deposit – All other works:	R 2 500.00	Zero	For all structural building work.

- Refundable deposits to be withheld if deviations are made from the approved plan.
- Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.
- Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of commencement of the building work.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- Refundable deposits to be refunded subject to the conditions above.
- The Planning application fee shall increase to R 1 250.00 (ex.vat) should construction work have already commenced or have been completed at the time of the application.

NOTE: ON COMPLETION OF YOUR PLANNING APPLICATION, THE SUPERVISING MUST BE CONTACTED TO EXECUTE A FINAL SITE INSPECTION. HE WILL ISSUE A COMPLETION CERTIFICATE AND YOUR REFUNDABLE DEPOSIT WILL BE REFUNDED.

**YOUR APPOINTED SUPERVISING ARCHITECT IS:**



PO BOX 5293 TYGERVALLEY 7536  
 TIEKIEDRAAI 8 VIERLANDEN DURBANVILLE 7550  
 TELEPHONE 021 975 9083 FACIMILE 086 672 9434  
 TELEPHONE MOBILE 083 309 3024  
 EMAIL [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)  
[whitplan@iafrica.com](mailto:whitplan@iafrica.com)  
 WEB [www.regwhittakerarchitect.co.za](http://www.regwhittakerarchitect.co.za)  
 SACAP-PrArch.Reg.No.6572

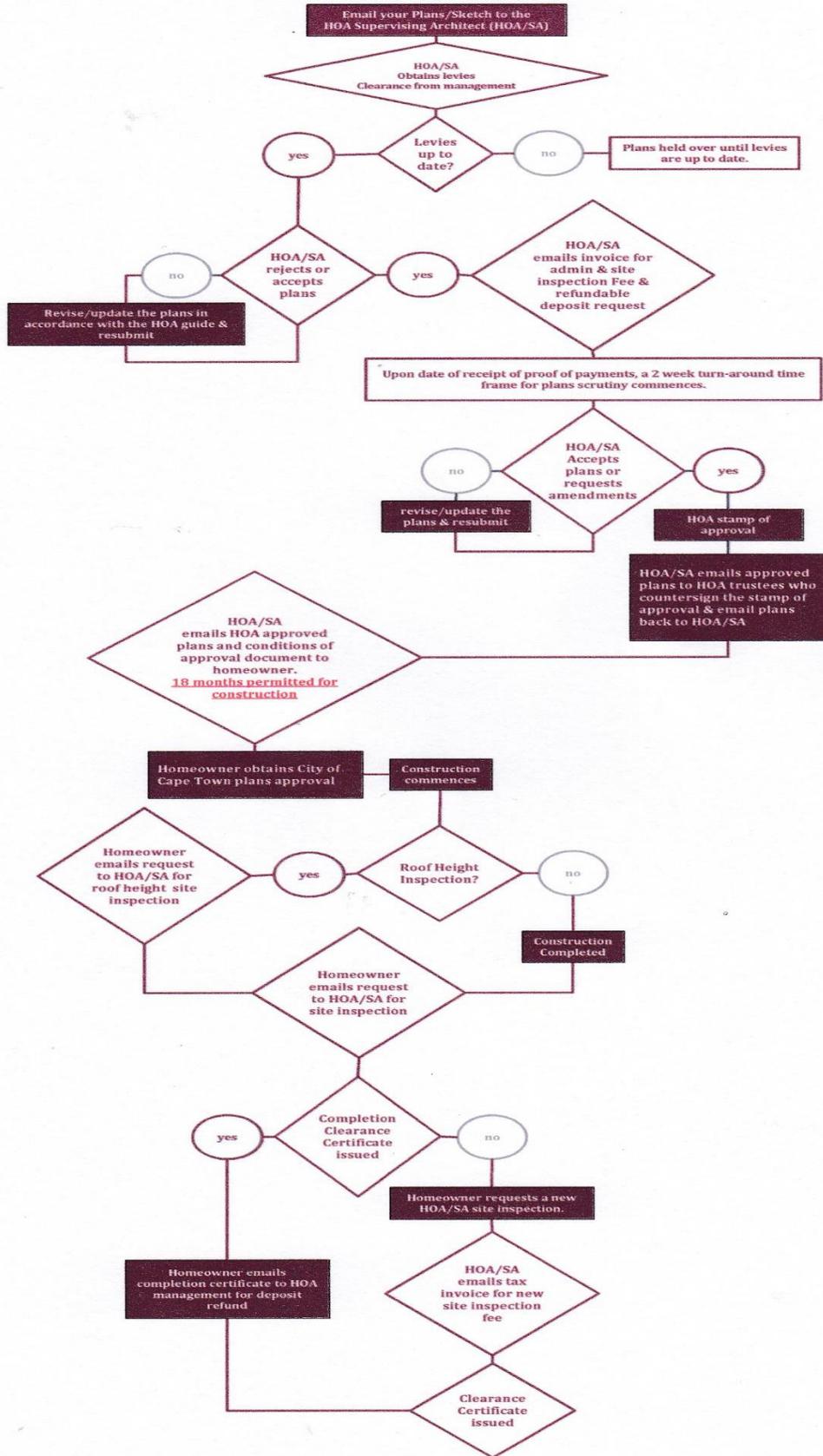


**ANNEXURE "C"**

**Flowchart**

**PLANNING APPLICATION FLOWCHART**

HOW TO ACHIEVE A HOME IMPROVEMENT PLANNING APPLICATION APPROVAL



**ANNEXURE “D”**



**: HOME IMPROVEMENT PLANNING APPLICATION FORM:**

**1. HOMEOWNER DETAILS**

ERF NO.....

NAME.....(PROPERTY OWNER)

CELL NUMBER.....(PROPERTY OWNER)

STREET ADDRESS OF PROPERTY.....

EMAIL ADDRESS.....(PROPERTY OWNER)

**2. DETAILED SCOPE OF WORKS: (to be completed by Appointed Architectural Professional)**

.....

.....

.....

**3. PROPERTY OWNERS SIGNATURE:**

.....

**4. DATE SUBMITTED**

The approval of any HOA planning application by this Supervising Architect does not absolve the homeowner from his/her responsibility to obtain City of Cape Town building plan approval. The HOA/Supervising Architect "Plans-approval-process" is not to be construed in any way whatsoever as City of Cape Town or SANS/Building regulations' planning approval. The HOA approval of this planning application is based entirely upon the merit of acceptable aesthetics and the reasonable compliance with HOA Architectural Guide manual.

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