



Mariners Village  
Home Owners Association (HOA)  
140 Church Street, Westcliff, Hermanus

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

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**APPLICATION TO COMMENCE WITH BUILDING PROJECT  
(FORM BF) – (15 January 2025)**

Homeowner's Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Street Name & No.: \_\_\_\_\_ Erf No: \_\_\_\_\_

I, the abovenamed homeowner, hereby apply for approval to start with my planned building project. I believe that I have complied with all the prerequisites to do so as spelled out in the "Owners and Contractors Building Code of Conduct Agreement" and that the building site has now been properly established as prescribed in sub-clause 8.3 thereof.

I understand and accept that should the HOA not approve this application, I will be obliged to attend to and rectify any shortcomings and submit a new application (unless stated otherwise below by HOA) for review and approval by the HOA before I may in any way commence with any building activities.

My Building Contractor is: \_\_\_\_\_

**Please Note:**

In the "**Declaration by Owner**" column in the table below, the Homeowner must indicate whether the matter addressed is:

Complied With: ✓ ; Not Complied With ✗ ; or Not Applicable N/A

Item no:	Precondition for Approval to Commence with Building Operations	Declaration by Owner	For Office Use Only	
			Accepted	
			Yes	No
1.	The building plans have been approved by the HOA?			
2.	The building plans have been approved by the local authorities and the HOA was given a copy thereof with the City Council's stamp of approval thereon? <i>(if approved but not yet submitted to the HOA, attach a copy thereof to this application)</i>			
3.	Owner has paid the applicable fees and provided proof thereof to the HOA? <i>(if paid but receipt not already submitted to the HOA, attach a copy thereof to this application)</i>			
4.	Owner has provided the HOA with his Levy Clearance Certificate issued by the Managing Agent? <i>(if certificate was obtained but not already submitted to the HOA, attach a copy thereof to this application)</i>			
5.	The Owner's Building Contractor is accredited with the HOA? Contractor's Accreditation Ref. No issued by the HOA: _____			
6.	Building Contractor is up to date with his annual registration fee payable to the HOA? <i>(if paid but receipt not already submitted to the HOA, attach a copy thereof to this application)</i>			
7.	Building Contractor has a valid NHBRC certificate? <i>(if certificate was obtained but not already submitted to the HOA, attach a copy thereof to this application)</i> (			
8..	All the contractors and their workers have been registered with the HOA's Security to allow them access on to the Complex and the building site. Workers to wear reflective PPE BIBS at all times when in the Estate. The ERF number must be clearly marked on the BIB ( Back)			
9.	The building site has been cleaned properly and rubble/waste have been removed			
10.	A serviceable chemical toilet has been established on site and within the boundaries of the building site <i>(site toilets may not be connected to the Complex's sewerage lines)</i>			
11.	A decently maintained lockable material/tool shed is on site and within the building site's boundaries			
12.	The prescribed secure water point (with the necessary approved water meter) has been established on site for the supply of water required during the building operations			
13.	All utility points (for water, electricity, sewerage) are clearly marked and accessible when required by the electrician and plumber. The builder's electricity box must be connected via the pre-paid meter bought from the Estate Manager.			
14.	Suitable waste bins or a skip, covered by the prescribed shade netting, have been placed on site (within the site's boundaries) and will be cleaned regularly as required, but at least weekly			

Item no:	Precondition for Approval to Commence with Building Operations	Declaration by Owner	For Office Use Only	
			Accepted	
			Yes	No
15.	Owner and his Contractor have read and signed the "Owners and Contractors Building Code of Conduct Agreement" and submitted it to the HOA.			
16.	The Contractor's name board is on site and complies with all specifications			
17.	Owner and his Contractor have read and signed the "Building Fines and Penalty Chart" and submitted it to the HOA. <i>(this is required to be submitted together with the document mentioned in point 12 above)</i>			
18.	Owner and his Contractor have made all people to be utilised on site aware of the pertinent rules applicable to them as contained in the documents mentioned in points 12 and 13 above.			
19..	A set of approved building plans will always be on site during the building phase			
20.	The sewerage connection and water points must be found before the Foundations are started. Penalty of R 5000			
21.	Builder is aware of the dates of the EXCO agreed Builders Holiday in December			
22.	Any deviation from the OM approved plans must be approved by the Committee in writing. Failure will result in a R 10 000 fine.			

Signed by the Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Complex Manager's Comments/Notes:**

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Dear Homeowner,

Your application to commence with the building work is not approved due to the shortcomings indicated above

Your application to commence with the building work is conditionally approved, provided you rectify the shortcomings marked with a **PR** (i.e. "**Please Rectify**") in the margin above are satisfactorily rectified within 5 days from the date hereof.

Your application to commence with the building project is unconditionally approved and you may commence with the building work

Signed by the Complex Manager or his delegate:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_