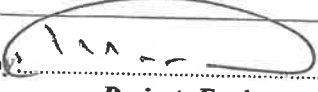





MUNICIPAL COUNCIL OF MBABANE

INTEGRATED MANAGEMENT PROCEDURE

IMS/TEC/PR 8.01 - BUILDING APPLICATION PROCEDURE		
PURPOSE / OUTCOME	The purpose of this procedure is to indicate steps to be followed when processing building applications within the Municipality.	
Responsibility & Authority	Process	Documentation
Applicant	Request for <i>and complete</i> Application Form A <i>from the</i> Registry Clerk or download <i>the</i> Form from <i>Council Website</i> and <i>includes</i> all attachments as per attached checklist in the Form <i>and submit to Registry Clerk.</i>	Application Form A / Council Website
Registry Clerk	Ascertain completeness of the submitted form and attachments by <i>applicant and verify the status of the applicant regarding rates payment, completion of plot payment.</i>	Application Form A / Scrutiny (Blue) Form
Registry Clerk	<p>Complete?</p> <p>No → Advice applicant to submit missing attachments before application is processed</p> <p>Yes →</p>	Application Form A / Scrutiny (Blue) Form
Registry Clerk	Register and open file for application and attachments, ensure that all documents are filed after process completion.	Circulation Register/ Building Application Register
Building Inspector	Circulate file to all stakeholders for on-site inspection, comments and approval.	Building Application File
Projects Engineer	Receives comments from all stakeholders and take a decision after <i>reviewing</i> all comments	Building Application File
Projects Engineer	<p>Approved?</p> <p>No → Discuss issues of divergence and correct situation. Where impossible inform applicant about rejection.</p> <p>Yes →</p>	Deferral Letter
Projects Engineer	Issue the applicant with building permit to commence building as per the agreed requirements/ specifications after paying the inspection fee.	Building Approval Letter/ Payment Receipt/ Building Permit
Issue: 04	Developed & Approved by:  Projects Engineer	Reviewed Date: 6 th Mar. 2018
	Approved by:  Director Technical Services	



MUNICIPAL COUNCIL OF MBABANE

INTEGRATED MANAGEMENT PROCEDURE

SCOPE:

The scope of this procedure covers all building applications within the Municipality.

DEFINITIONS & ACRONYMS:

1. *IMS* - *Integrated Management System*
2. *TEC* - *Technical Services Department*
3. *PE* - *Projects Engineer*
4. *DTS* - *Director Technical Services*

Application Requirements:

- a) 3 sets x working drawings
- b) Proof of Ownership
- c) Locality Map and Survey Diagram
- d) Engineer's Letter (Multi-storey development / structures)

STANDARDS & SPECIFICATIONS:

ISO 9001:2015 *Section 7.1.3 Infrastructure*

ISO 9001:2015 *Section 7.1.5.1 General*

LEGISLATION & OTHER REQUIREMENTS:

1. Building and Housing Act 1968 as amended
2. Town Planning Scheme 2016 as amended
3. Environmental Act 2000 as amended

PROCEDURES / WORK PRACTICES / REGISTERS:

1. Circulation Register

FORMS / CHECKLISTS / APPENDIXES:

1. Application form A
2. Building Approval Letter
3. Deferral Letter
4. Payment Receipt
5. Building Permit
6. Building Application File
7. *Scrutiny (Blue) Form*