



**C E R E S**  
G O L F E S T A T E

**BUILDING CONTRACTOR'S  
CODE OF CONDUCT AGREEMENT**

**ERF NR:** \_\_\_\_\_

**BUILDER:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

# BUILDING CONTRACTOR'S CODE OF CONDUCT AGREEMENT

## 1. PARTIES

- 1.1 The parties to this Agreement are:
  - 1.1.1 The Ceres Golf Estate Homeowners Association / appointed Building Control Contractor.
  - 1.1.2 The person / partnership / company / close corporation / trust (as applicable) recorded as the Owner in clause 3 hereof.
  - 1.1.3 The person / partnership / company / close corporation / trust (as applicable) recorded as the Building Contractor in clause 3 hereof.
  - 1.1.4 The person / partnership / company / close corporation / trust (as applicable) recorded as the Architect in clause 3 hereof.
- 1.2 The parties agree as set out below.

## 2. INTERPRETATION

- 2.1 The clause headings are for convenience and shall be disregarded in construing this Agreement.
- 2.2 Unless the context clearly indicates a contrary intention:
  - 2.2.1 The singular shall include the plural and vice versa; and
  - 2.2.2 A reference to any one gender shall include the other genders; and
  - 2.2.3 A reference to natural persons includes legal persons and vice versa.
- 2.3 Words and expressions defined in any sub-clause shall, for the purpose of the clause to which that sub-clause forms part and in subsequent clauses, unless inconsistent with the context, bear the meaning assigned to such words and expressions in such subclause.
- 2.4 When any number of days is prescribed in this Agreement, the same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or proclaimed public holiday in the Republic of South Africa, in which event the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday.
- 2.5 Where figures are referred to in words and in numerals, if there is any conflict between the two, the words shall prevail.
- 2.6 If any provision of this Agreement is in conflict or inconsistent with any Law, the invalidity of any such provision shall not affect the validity of the remainder of the provisions hereof.
- 2.7 If any provision in a definition in this Agreement is a substantive provision conferring rights or imposing obligations on any of the parties hereto then , notwithstanding that it is only in the definition clause of this Agreement, effect shall be given to it as if it were a substantive provision in the body of this Agreement.

### 3. DEFINITIONS

In this Agreement, unless inconsistent with the context, the following words and expressions shall have the meanings hereby assigned to them:

- 3.1 "Agreement" means this Agreement with the annexure hereto.
- 3.2 "Architect" means the person appointed by the OWNER as his architect and includes his partners, directors or associates.
- 3.3 "**Estate**" means the Ceres Golf Estate
- 3.4 "Building Contractor" means its employees and / or sub-contractors and for the purpose of any claim against the Building Contractor in terms hereof, will include liability for any act or omission by any employee of the Building Contractor and / or its sub-contractor and / or any person acting upon instructions of the Building Contractor in connection with the work to be undertaken by the Building Contractor, inclusive of persons effective delivery of materials to the building site. It is the responsibility of the Building Contractor to inform the above mentioned "persons" of the contents and responsibilities regarding the code of conduct as prescribed by HOA / Building Contractor.
- 3.5 "**Developer**" means Ceres Golf Estate Development Company (Pty) Ltd
- 3.6 "**Development**" means Ceres Golf Estate.
- 3.7 "**Erf**" means certain immovable property being Erf \_\_\_\_\_  
  
Ceres Golf Estate with address: .....
- 3.8 "**Guidelines**" mean the Architectural and Landscape Design Guidelines prepared for and applicable to the Development, a copy whereof has been handed to the Owner who has, in turn, made such copy available to the Building Contractor. Both the Owner and the Building Contractor by their signatures hereto, confirm receipt thereof and acknowledge being fully conversant with all provisions thereof.
- 3.9 "**HOA**" means the Ceres Golf Estate Home Owners Association.
- 3.10 "**Improvements**" mean any structure of whatever nature to be erected or constructed on the Erf.
- 3.11 "**Local Authority**" means Witzenberg Municipality.
- 3.12 "**Owner**" means the registered Title Deed holder as per the Deeds Office.
- 3.13 "**The Building Control Contractor**" means a contractor that has been appointed by the HOA to control and administrate all building activities, plan submissions, etc.
- 3.14 "**HOA Architect**" means an Architect as nominated and appointed by the Developer from time to time.

## **4. RECORDAL**

- 4.1 The Owner desires to effect improvements to the Erf.
- 4.2 The Owner has appointed the Building Contractor for the construction / erection of the improvements.
- 4.3 The Owner has appointed the Architect as his architect for the design and implementation of the improvements.
- 4.4 The HOA / Building Control Contractor wish to ensure that the construction / erection of the improvements is undertaken so as to cause least possible damage to the infrastructure of the Development and that, where such damage occurs, provision is made for reinstatement, and also to ensure that such construction / erection is undertaken with due consideration to environmental and other factors so as not to cause any inconvenience to the Estate or other owners within the Development or damage area and to ensure that such work is undertaken in an orderly and harmonious manner, all of which the Owner, Building Contractor and Architect confirm to be in the interests of the Development.
- 4.5 To attain the aforesaid objectives, the Owner and Building Contractor bind themselves Jointly and severally in favour of the HOA / Building Control Contractor for the fulfilment of the obligations contained herein and the Architect undertakes to use its best endeavours to monitor the provisions hereof and to forthwith report to the HOA /Building Control Contractor any breach of any of such obligations.

## **5. MONTHLY LEVY**

- 5.1 The Building Contractor shall, before commencing any work of whatever nature on the Erf, pay to and for the account of the HOA a monthly levy as determined by the Board of Trustees, in respect of each Erf that the Builder is performing any construction within the Development, which levy is payable monthly in advance, towards the HOA's costs of supervising and inspecting the construction work conducted by the Builder and related activities, relative to the Builder's obligation in terms of this Agreement.
- 5.2 The HOA is not required to account to the Building Contractor.

## **6. DAMAGE DEPOSIT**

- 6.1 The Building Contractor shall, before commencing any work of whatever nature on the Erf, deliver to HOA a deposit acceptable to the HOA, as determined by the Board of Trustees. The said deposit shall be a security deposit for damage of whatever nature that may be caused by the Building Contractor to the Development or any portion thereof. The deposit shall not be placed in an interest-bearing account.
- 6.2 Any claim arising as contemplated in clause 6.1 shall not be limited to the amount of the said deposit and the HOA shall be entitled to recover from the Owner and/or Building Contractor, in addition to the deposit, the amount by which the reasonable Costs of reinstatement resulting from such damage exceeds the said deposit.

- 6.3 The cost of any damage attributable to the Building Contractor shall, if so required at the election of the HOA / Building Control Contractor, be quantified by civil engineers appointed by the HOA / Building Control Contractor and the amount so determined shall be final and binding on the Owner and Building Contractor.
- 6.4 If the HOA / Building Control Contractor alleges that the conduct of the Building Contractor, whether by way of commission or omission, is the cause of any damage to any portion of the Development then the Owner and Building Contractor shall be deemed to be liable therefore unless they are able to prove to the contrary.
- 6.5 If the Owner / Building Contractor fails to dispute any claim made in terms of the a foregoing within 10 (Ten) days of receiving notice thereof, they shall be liable for payment of the cost arising there from as determined by the civil engineer in terms of the a foregoing.
- 6.6 In the event that a claim is disputed, the said dispute shall be referred to the Developer's Architect for resolution, which Architect shall act as an Expert and not an Arbitrator, and whose decision shall be final and binding upon the parties.
- 6.7 The HOA is irrevocably authorized and empowered to appropriate, the amount of any claim for which the Owner / Building Contractor is liable in terms of the a foregoing by way of a deduction against the said deposit where after the Building Contractor shall forthwith replace the amount so deducted so as to reinstate the full amount of the deposit. As appears from clause 6.2, the Owner / Building Contractor shall remain liable to the HOA for payment of the amount (if any) by which the claim exceeds the deposit.
- 6.8 Upon final completion (as defined in the JBCC Principal Building Agreement) of all work by the Building Contractor on the Erf and provided there is no claim pending against the Building Contractor in terms of the a foregoing, the Building Contractor shall be entitled to receive from the HOA the full amount paid as deposit.
- 6.9 The HOA reserves the right to deduct any outstanding levies/charges of penalties from the builder's deposit.
- 6.10 If a claim is made against the Building Contractor pursuant to the provisions of this clause 6, the HOA shall, in addition to the rights aforementioned, be entitled to recover from the Building Contractor who shall be liable to the HOA for payment of all costs of any nature whatsoever incurred by the HOA, including but not being limited to fees paid to professionals and other service providers, as well as legal costs incurred on the scale as between attorney and own client.
- 6.11 If any claim is made against the HOA or where possible the contractor was at fault such action will be taken in terms of the agreement between the HOA and the contractor.

## **7. ARCHITECTURAL GUIDELINES**

The Building Contractor undertakes that throughout the construction / erection of the Improvements, he will not knowingly deviate from the provisions of the Guidelines or any further controls or instructions, which may be introduced, by the HOA / Building Control Contractor and/or the panel of architects referred to in the Guidelines. Wherever the provisions of the Guidelines and/or this Agreement are contradictory and/or in conflict with the building contract concluded or to be concluded between the Owner and the Building Contractor for the construction / erection of the improvements, then the provisions of the Guidelines and/or this Agreement (as the case may be) shall prevail.

**Breach:**

- Work not complying will be ordered to be removed
- Work not removed within 2 weeks after instructed to be removed. All work on the said Erf to be stopped until compliant and dispute has been resolved.

## 8. NO DEVIATION

The Owner / Building Contractor acknowledge that the HOA / Building Control Contractor will, from time to time and at all times relevant, be entitled to enforce compliance with the Guidelines and any other instructions/regulations issued in terms thereof or in terms of the written Constitution of HOA with regard to the construction/erection of the improvements. The Building Contractor shall, in respect of the improvements, at all times work strictly in accordance with the provisions of the approved plans or approved variations thereof as submitted and approved in terms of the Guidelines and by the Local Authority and the Building Contractor shall in no way deviate there from.

## 9. AVAILABILITY OF PLANS

Prior to and during construction/erection of the improvement the Building Contractor shall ensure that a copy of the working drawings and plans in respect of the improvements as approved in terms of the Guidelines is on site and available at all times to the Building Contractor's employees, as well as being available for inspection by the HOA/ Building Control Contractor during all working hours.

**Breach:**

- Works to be stopped until plans are available on site.

## 10. BUILDING CONTRACTOR'S BOARDS

- 10.1 A builders Board supplied by the Building Control Contractor and paid for by the owner will be the only form signage allowed on a site. (See fees and charges in Building Procedure Document)
- 10.2 The board has to be installed in a position determined by the estate building controller.
- 10.3 Under no circumstances will any additional signage be permitted relative to suppliers or sub-Building contractors.
- 10.4 It is distinctly recorded that the HOA/Building Control Contractor shall be sole arbiter of any dispute relative to the entire question of signage, the dimensions thereof, the information displayed thereon and material to be used in regard thereto.

**Breach:**

- Signboard removed or taken down, R500.00 penalty.
- Signage not kept in acceptable standard, R150.00 per day of infringement.

## 11. BUILDING CERTIFICATE

- 11.1 The Building Contractor shall make application for a building certificate before any work will be allowed.
- 11.2 The certificate must be signed off by the HOA/Building Control Contractor as the work progresses.

11.3 The certificate must be kept on site at all times for the inspection of the HOA/Building Control Contractor.

**Breach:**

- If the Contractor fails to sign off any one of the stages as specified in the certificate, the works will be stopped and the Contractor will be fined R2 000.00.
- If the certificate is not kept on site, the works will be stopped until the certificate is on the site.

## 12. ACCESS CONTROL

12.1 The Building Contractor shall only use designated access assigned by the HOA/Building Control Contractor for purpose of its work and delivery of materials, equipment and workers.

12.2 Where it is necessary to gain access across any paved roadway in the Development, or to travel on any portion of a paved roadway in the Development, vehicles are restricted To 6 (Six) cubic meters capacity and no articulated vehicles are allowed.

12.3 Special permission must be obtained before Articulated vehicles will be allowed on site and must be escorted by the Security at all times. The Building Contractor must contact security for collection of trucks after delivery.

12.4 The "Gate House" entrance to the Development is restricted to a headroom clearance of 2.40 (Two Comma Four Zero) meters. A delivery vehicle lane is provided at the Gatehouse and the Building Contractor is required to use such lane.

12.5 The HOA/Building Control Contractor shall at any time be entitled to impose such controls with regard to access to the Development and to introduce such security and other measures as it in its sole and absolute discretion may deem necessary, and in the event that the Building Control Contractor is of the opinion that there has been noncompliance of such controls measures by the Building Contractor, its employees or subcontractors, the HOA/Building Control Contractor shall be entitled to deny access to the Development to such parties, in which event neither the Owner nor the Building Contractor arising there from. The HOA/Building Control Contractor is required to give notice to the Building Contractor of any access control measures implemented.

12.6 Security personnel control access to the Estate and the contractor must at all times adhere to their security rules. Personnel must be transported by vehicle to the relevant sites and will not be allowed to walk from one area to another. The estate security must at all times record all contractors/sub-contractors and employees entrance to the estate.

12.7 At no time may the Building Contractor prevent the security personnel from performing their duties and at no time may security personnel be threatened by the Building Contractor, it's employees or sub-contractors.

**Breach:**

- Any employee of the Building Contractor or any sub-contractor not adhering to the access control will be penalized a R 1000.00 penalty.
- The Building Contractor will be fined if any employee of the contractor or its subcontractors are found to be walking around on site and will be penalized with R1000.00 per person/per transgression.
- Threatening of any Security Personnel will be viewed as a serious breach and the penalty for such a breach will amount to a fine of R2500.00 for the Building Contractor and expulsion of the perpetrator from the Estate.

### 13. TRAFFIC CONTROLS

- 13.1 For security and safety reasons limit on the Estate for all Building Contractors Vehicles are 35 km/h.
- 13.2 No contractors, sub-contractors, employee and/or delivery vehicles entering the estate will be allowed to be overloaded with personnel or material. No personnel will be allowed to hang on to any moving vehicle or other equipment.
- 13.3 The contractor is responsible for all his employees, sub-contractors and delivery vehicles to ensure adherence to these rules.

**Breach:**

- Failure to adhere to the traffic rules will result in a written notification to the offender. All violations will be logged. Repeated offenders will be penalized and denied access to the Estate.
- In addition, the Contractor will be fined R500.00 per offence

### 14. ROADS AND ROAD VERGES

- 14.1 Roads verges will be treated similar to Public open spaces and penalties with regards to the offences will be the same.
- 14.2 Contractors shall ensure that the road in front of their building site is at all times swept clean. This minimizes damage and ensures longevity of the road surface.
- 14.3 Contractors shall ensure that the kerbs and paved verges in front of their building sites are adequately protected from damage by the building operations.
- 14.4 Building material shall be stored on the Erf. Special permission may be obtained from HOA, whom on behalf of the contractor will seek permission from the appropriate erf owner, to neatly store some material on the road verge directly in front and/or opposite the building site.

**Breach:**

- The Building Contractor will be penalized with R150.00 per day for not conforming to paragraph 14 above.
- The Building Contractor will be fined R500.00 should it fail to store any material or other items on the Erf or any Erf without the proper authorization.

### 15. DELIVERIES

- 15.1 All delivery vehicles shall leave the Development immediately once the delivery is complete.
- 15.2 Deliveries shall be affected only during the hours as determined by the HOA.
- 15.3 Any diesel, oil and/or paint spillage caused by any construction or delivery vehicle on any paved roadway or sidewalk shall immediately be cleaned by the Building Contractor.
- 15.4 The mixing of building materials must occur within the confines of the Erf. If any spillage of building material occurs on any paved roadway or sidewalk in the Development the Building Contractor is responsible for ensuring that such spillage is immediately cleaned.



## 15.5 Concrete deliveries:

15.5.1 The delivery of concrete has the potential of causing the most damage to road surfacing and vegetation. It is therefore important that these deliveries be handled in a particular way. The following rules relate specifically to the concrete deliveries.

15.5.1.1 It is the responsibility of the specific contractor to inform concrete suppliers of the existing rules regarding concrete deliveries.

15.5.1.2 Contractors must ensure that suppliers of concrete are informed of the exact address where a delivery has to be made.

15.5.1.3 The washing off of concrete delivery vehicles must take place within the confines of the building site and spillage and runoff contained within this site.

15.5.1.4 Under no circumstances may concrete be spilt onto the road surface and the contractor will be held responsible for the repair to the road if it occurs.

### **Breach:**

- Concrete deliveries whom are not informed of the exact delivery address will be refused access to the Estate.
- Drivers found contravening the code of conduct and existing regulations will be escorted off the estate and refuse re-entry.
- Any damage incurred by concrete trucks will result in a penalty of R500.00 for the appropriate contractor.
- The breaching of paragraph 15.5 will result in a penalty for the Building Contractor to amount of R1000.00 per offence

## **16. CONTROL OF LABOUR**

16.1 Throughout the construction/erection of the improvements, the Building Contractor is responsible for the discipline and control of his employees and/or sub-Building contractors and is responsible for any damage caused to any part of the Development by any supplier of materials or any other person instructed by or employed by the Building Contractor and/or sub-Building contractors in respect of the work undertaken on the Erf.

16.2 If, when the construction/erection of the improvements occurs, there are existing dwellings on adjacent immovable properties the Building Contractor shall make every endeavour to respect the privacy of the residents of such dwellings and generally to cause least inconvenience to such persons.

16.3 Night watchmen, only if contracted to the onsite security company, will be allowed on the Erf during the construction/erection of the improvements. The Building Contractor must make adequate provision for ablution and housing for such a watchman. The said watchman must conform to the countries' laws in this regard. The Building Contractor shall be responsible for the policing of this regulation.

16.4 Contractors are to ensure that sub-contractors, employees are confined to the Erf and at no time will they be allowed to leave the Erf during breaks, etc.

16.5 Vehicles are confined to the specific Erf where contractors are at work. Where no parking space is available, vehicles will be parked in such a way that it does not cause any obstacle to other road users. Vehicles will not be allowed to be parked on open spaces and/or on any part of the Estate.

## 17. BUILDING HOURS

- 17.1 No building activity shall be undertaken on Saturdays, Sundays or public holidays.
- 17.2 Building activity on the Erf shall be confined to weekdays and only between 07h00 and 18h00 or otherwise as set out by the management committee.

### **Breach:**

- Employees not leaving the estate within the times set, will be escorted off and the appropriate contractor penalized with a R500.00 fine.

## 18. BUILDING ACTIVITIES

- 18.1 Prior to any construction work taking place on site, all missing Erf pegs have to be reinstated and pointed out to the Building Contractor. During this site meeting, a land surveyor's certificate (confirming position of the pegs) has to be handed to the inspector, as well.
- 18.2 Excavation for foundations and/or walls adjoining paved roadways and/or sidewalks must be undertaken with caution and, in particular, the paved roadway/sidewalk must be protected and supported during excavations. Any damage caused to the paved roadway/sidewalk must be made good by the Building Contractor immediately once the damage becomes evident.
- 18.3 All refuse must be collected daily and placed in bags and removed from the Development regularly (at least once a week) or placed in waste bins (must have properly fitted lids) supplied by the Building Contractor at the Building Contractor's cost. Without detracting from the generality of the foregoing, the Building Contractor specifically acknowledges that all empty cement bags, plastic and other loose material must be removed from the Development so as not to contaminate the Estate, the dams and wetlands.
- 18.4 The Building Contractor shall ensure that all building rubble is removed on a weekly basis or as otherwise required by the HOA/Building Control Contractor.
- 18.5 Excavation of foundation soil may be dumped within the estate, in an area, which specifically was allocated by the HOA/Building Control Contractor.
- 18.6 The Building Contractor shall generally ensure that the Erf is at all times kept neat and free of litter or other unsightly waste.
- 18.7 If the Building Contractor fails to keep the Erf in an acceptably tidy state or fails to have the rubble removed, then the HOA/Building Control Contractor shall, without prejudice to its other rights, have the right to clean the site and/or remove the rubble, the costs thereof shall be for the account of the Owner/Building Contractor.
- 18.8 Under no circumstances will the dumping of any building material or rubble be permitted on any portion of the Development or any surrounding area and the Building contractor is required to make his own arrangements for disposing of materials at a spoil site off the Development.
- 18.9 Throughout the construction/erection of the improvements effective dust control measures must be implemented by the Building Contractor.
- 18.10 All activities relating to the house construction must be confined to within the Erf boundary where construction is taking place. This relates to location of staff, placing of storage bins etc.

18.11 The Building Contractor will be expected to keep the appearance of his building site neat and tidy at all times. Litter must be removed from the site on a daily basis. No litter may be stored or mixed in amongst building rubble. Should the Building Contractor not comply with the removal of building rubble, the rubble will be removed by an outside contractor and the costs thereof claimed from the Building Contractor. The Building Contractor will be denied access to the Development until such costs have been paid in full.

18.12 Washing of vehicles and equipment will not be allowed on the Development and must be carried out elsewhere.

18.13 NO fires will be allowed on any part of the Development. Fire extinguishers are required to be on the Erf site at all times.

**Breach:**

- No waste bins on site – R1000.00 penalty.
- Waste bin not complying too regulations (needs to be emptied weekly) – R500.00 penalty.
- Overflowing waste bins – R500.00 penalty.
- Refuse dumped in Estate skip and /or other place within the estate – R1000.00 penalty.
- Dumping building waste in estate skips – R1500.00 penalty.
- Dumping excavation soil in a place other than the allocated area – R2000.00 penalty.
- Erf not kept in an acceptable tidy state – R500.00 per day.

18.14 OCCUPATIONAL HEALTH AND SAFETY ACT.

The Contractor shall comply in every respect with the Occupational Health & Safety Act,1993 (Act 85 of 1993), as amended, together with such regulations promulgated there under. The contractor hereby indemnify the Association and each of the owners of the respective properties comprising the Ceres Golf Estate against all and/or any claims which may be brought against the Association and/or each owner and/or which the Association and/or each owner may bring against the contractor of the owner undertaking the building operations arising out of the presence of the contractor in connection with the building activities from time to time on the Ceres Golf Estate.

## **19. SERVICES**

19.1 WATER

The Building Contractor has to apply and pay the Witzenberg Municipality for a water connection at least 5 working days before commencement of building work. (See fees and charges) The water meter must be installed inside a ground level, lid covered box designed for this purpose and approved by the HOA. Under no circumstances may the Building Contractor interfere with any water supply to the Development.

19.2 SEWERS

19.2.1 A sewer connection has been provided for the Erf into which the Building Contractor is required to connect the sewer system for the improvements.

19.2.2 The Building Contractor may not dispose of any building material, contaminated water rubbish into the sewer system.

### 19.3 STORM WATER

The Building Contractor may not dispose of any building material, contaminated water or rubbish into neither the storm water system nor may the Building Contractor wash paint or cement based products into the storm water system or onto landscaped and paved area

**Breach:**

- The breaching of paragraphs 19.1 and 19.3 will result in a penalty been incurred to the Value of R2500.00.

## 20. ABLUTION FACILITIES

20.1 Prior to commencement of the construction/erection of the improvements and throughout the duration of the work, the Building Contractor shall provide a suitable and properly operational water borne or chemical toilet (green coloured) on the Erf and shall ensure that such facility is at all times maintained in a clean, hygienic and neat condition.

20.2 Any worker (employee of the Building contractor/Sub-Building contractor/s or invitees) found relieving himself in any area other than the supplied toilet will, upon request by the HOA/ Building Control Contractor be removed from the Development by the Building Contractor and shall be barred from returning to the Development.

20.3 It is the Building Contractor's responsibility to ensure that the latrine structure is maintained to a respectable and acceptable standard and is kept and maintained in a clean hygienic condition.

**Breach:**

- Latrine facilities found not to conform with the clause 20 will result in a penalty of aR1000.00.

## 21. TREES/VEGETATION/WILDLIFE

21.1 The Building Contractor shall ensure that the construction/erection of the improvements in no way causes damage to trees, vegetation or landscaping on the Development and he shall take steps to protect such trees and vegetation, where necessary. Should the Building Contractor cause any such damage, the Building Contractor shall be liable for costs to remedy such damage.

21.2 The Building Contractor shall not be entitled to remove anything from the common areas, including but not limited to wood, stones, rocks, flora or fauna.

21.3 The Building Contractor shall further be prohibited from maiming or killing any birds, reptiles or other animals. The penalty for a breach will be R5000 and notification to the relevant authorities

## 22. NHBRC REQUIREMENTS AND PROCEDURE

22.1 The owner is advised to contact the Council to arrange the necessary NHBRC and Council clearance certificates. Advice about this can be obtained from the Estate office But it is NOT the Estate's responsibility to obtain the above documents for any owner.

**23. OWNER**

The Owner undertakes to co-operate fully with the Building Contractor, the Architect and the HOA/ Building Control Contractor to ensure that the spirit and intent of this Agreement is complied with. The Owner acknowledges that he has employed the Building Contractor and the Architect and is responsible to ensure compliance with this Agreement as well as the Guidelines and any rules made in terms thereof from time to time.

**24. DOMICILIUM/NOTICES**

24.1 The parties choose as their domicilia citandi et executandi for all-purpose under this Agreement, whether in respect of Court process, notices or other documents or Communications of whatsoever nature, the following addresses:

24.1.1 HOA/Building Control Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

24.1.2 Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

24.1.3 Building Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

24.1.4 Architect: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

24.2 Any notice or communication required or permitted to be given in terms of this Agreement shall be valid and effective only if in writing but it shall be competent to give such notice or communication by telefax and email.

24.3 Any notice to a party:

24.3.1 sent by prepaid registered post in a correctly addressed envelope to its omicilium citandi et executandi shall be deemed to have been received on the fourth day after posting (unless the contrary is proved);

24.3.2 delivered by hand to a responsible person during ordinary business hours at its Domicilium citandi et executandi shall be deemed to have been received on the day of delivery;

24.3.3 sent by telegram shall be deemed to have been received on the first day after the date of dispatch (unless the contrary is proved);

24.3.4 sent by telefax or email during normal working hours to the telefax number or email address specified herein for the addressee shall be deemed to have been received by the addressee 4 (Four) hours after the time of transmission or within 12 (Twelve) hours of transmission where it is transmitted outside business hours.

- 24.4 Any of the parties referred to in clause 24.3 may, by notice in writing to the other parties, alter its address set out above to another address in the Republic of South Africa provided such other address may not be a post office box or post restante and provided that such alteration shall not be effective until 7 (Seven) days after it has been received.
- 24.5 Notwithstanding anything to the contrary herein contained, a written notice or communication actually received by a party shall be an adequate written notice or communication to such party notwithstanding that it was not sent to or delivered at the domicilium citandi et executandi.

## **25. BREACH**

- 25.1 In the event of the Owner/Building Contractor (inclusive of its employees or sub-Contractors) breaching any of the provisions of this Agreement then and in such event The HOA/Building Control Contractor shall be entitled to all or any of the following relief:
- 25.1.1 to deny the Building Contractor, its employees and/or sub-contractors access to the Development;
  - 25.1.2 to cancel this Agreement, in which event the Building contractor shall not be Entitled to continue construction on the Erf.
  - 25.1.3 to hold the Owner/Building Contractor liable and to claim from them the cost of Reinstatement of any damage caused by them within the Development, as Determined in terms hereof; and
  - 25.1.4 impose upon the Building Contractor any of the fines referred to hereinbefore and should the Building Contractor fail to pay such fines, to deny the Building Contractor, its employees and its sub-contractors access to the Erf and the Development.
- 25.2 Should the HOA/Building Control Contractor take steps against the Owner/Building Contractor pursuant to a breach of this Agreement, the HOA/Building Control Contractor (as the case may be) shall, in addition to the rights aforementioned, be entitled to recover from the Owner/ Building Contractor all the legal costs calculated as between attorney and own client.
- 25.3 In the event of the HOA/Building Control Contractor exercising its rights in terms of this Agreement, including the denial of access to the Building Contractor, its employees or sub-contractors to the Erf or the Development, then any in such event the OWNER, Building Contractor and its sub-contractors shall have no claim of any nature whatsoever against the HOA/Building Control Contractor.

## **26. INDULGENCES**

No extension of time or indulgence granted by the HOA/Building Control Contractor (as applicable) to the Building Contractor and/or the Owner shall be deemed in any way to affect, prejudice or derogate from the rights of the HOA/Building Contractor (as applicable) in any respect under this Agreement, nor shall it in any way be regarded as a waiver of any rights hereunder or a notation of this Agreement.

**27. SOLE MEMORIAL**

This Agreement constitutes the whole agreement between the parties as to the subject matter Hereof and no agreements, representations or warranties between the parties regarding the Subject matter hereof other than those set out herein are binding on the parties

THUS DONE AND SIGNED by the parties upon the dates and at the places specified below.

**AS WITNESSES:**

1 \_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

For the **HOA/BUILDING CONTROL CONTRACTOR** who warrants that he is duly authorized hereto.

Date \_\_\_\_\_ Place \_\_\_\_\_

**AS WITNESSES:**

1 \_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

For **OWNER** who warrants that he is duly authorized hereto.

Date \_\_\_\_\_ Place \_\_\_\_\_

**AS WITNESSES:**

1 \_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

For **BUILDING CONTRACTOR** who warrants that he is duly authorized hereto.

Date \_\_\_\_\_ Place \_\_\_\_\_

**AS WITNESSES:**

1 \_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

For **ARCHITECT** who warrants that he is duly authorized hereto.

Date \_\_\_\_\_ Place \_\_\_\_\_



# APPLICATION – ELECTRICITY CONNECTION

ERF NR: \_\_\_\_\_

DATE: \_\_\_\_\_

METER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## EXTRA CHARGES

PLEASE NOTE THAT IN CASE WHERE COMPETENT PERSONS NEEDS TO COME OUT MORE THAN ONCE, AN ADDITIONAL FEE OF R2500 WILL BE CHARGED

CONNECTION DATE: \_\_\_\_\_

CONNECTION TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

CONTACT NR: \_\_\_\_\_

<b>FOR OFFICE USE</b>		
1 <sup>ST</sup> COC CERTIFICATE DATE RECEIVED: _____		
COMPETENT PERSON:	_____	_____
	Name and Surname	Signature
RECEIVED BY:	_____	_____
	Name and Surname	Signature
2 <sup>ND</sup> COC CERTIFICATE DATE RECEIVED: _____		
COMPETENT PERSON:	_____	_____
	Name and Surname	Signature
RECEIVED BY:	_____	_____
	Name and Surname	Signature

# NEIGHBOURS CONSENT

ERF NR: \_\_\_\_\_

DATE: \_\_\_\_\_

## TO WHOM IT MAY CONCERN

I, \_\_\_\_\_

owner of Erf \_\_\_\_\_ Ceres Golf Estate, do hereby grant permission to \_\_\_\_\_

Owner of Erf \_\_\_\_\_ to store building material on my stand for the duration of the construction of his/her

house subject to the following conditions:

- Under no circumstances may concrete be mixed on my site;
- To remove any material within 2 (two) weeks' notice and at own expense
- To leave my stand in a clean and neat condition when building construction has been
- Completed and to do so within 1 (one) week after completion.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

ID NR: \_\_\_\_\_

CONTACT NR: \_\_\_\_\_

**INFORMATION REQUIRED: BUILDERS BOARD**



**New house under construction on  
Erf \_\_\_\_ CERES GOLF ESTATE**

**CLIENT:** \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

ERF NO: \_\_\_\_\_

OWNER: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTACT NR: \_\_\_\_\_

NHBRC NR: \_\_\_\_\_

(where applicable)

# APPLICATION FOR REPAYMENT OF BUILDERS DEPOSIT

## PART 1 - DECLARATION BY OWNER

I hereby declare that:

1. Building activities have been completed in terms of the approval plan.
2. All rubble removed from the premises.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PART 2 - REPAYMENT OF DEPOSIT

NAME AND SURNAME: \_\_\_\_\_

### BANKING DETAILS:

ID NUMBER: \_\_\_\_\_

ACC NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BANK: \_\_\_\_\_

\_\_\_\_\_

ACC NR: \_\_\_\_\_

\_\_\_\_\_

BRANCH CODE: \_\_\_\_\_

TEL: \_\_\_\_\_

TYPE ACC: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FAX NR: \_\_\_\_\_

## PART 3 - PARTICULARS OF DEPOSIT REPAYMENT

DEPOSIT: \_\_\_\_\_

HELD BACK \_\_\_\_\_

LEVIES OUTSTANDING: \_\_\_\_\_

BALANCE PAID: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# HOUSE CONNECTIONS

## 1. Home Owners Association

The Home Owners Association will be responsible for the supply cable:

- 1.1 From the distribution kiosk up to the Erf boundary
- 1.2 Insulation resistance test on supply cable.
- 1.3 Voltage test when power is switch on.

## 2. Home Owner: Connection Requirements (Meter Box Installation)

The Home Owner will be responsible for the installation of a meter box and payment of connection / disconnection fee.

- 2.1 Home Owners will appoint a registered electrical contractor.
- 2.2 Install a meter box (as per HOA design) in the boundary wall with cable entry pipes.  
**Minimum distance of 1 meter from ground level.**
- 2.3 Install a three phase 60 amp circuit breaker curve 3 with shroud (no exposed live parts) to be "in line" of supply cable and prepaid meter.
- 2.4 Terminate supply cable onto circuit breaker. (Extend cable with approved cable compound joint when necessary). Do insulation resistance test on Supply Cable.
- 2.5 Install meter issued by the HOA.
- 2.6 Connect supply and service mains through meter. **Service mains 16mm / 2.**
- 2.7 When service mains are extended the joints must be made with line ferruls and insulated with HEATSHRINK AS THE FINAL INSULATION..(Not insulation tape).
- 2.8 Seal meter.
- 2.9 Install required earth and neutral terminals.
- 2.10 Cable armoured wires to be bonded at both ends.
- 2.11 A Certificate of compliance (COC) must be issued for the meter box installation and handed over to the HOA before final switch on. The COC must indicate the following readings
  - Insulation resistance of the in-service conductors.
  - Earth loop impedance test or earth loop resistance test.

### 3. Electrical installation of Residential Premises: SANS 10142-1

- 3.1 All wiring will be done to the requirements of SANS 10142-1.
- 3.2 On completion of meter installation a separate original Certificate of Compliance (COC) to be Issued to HOA before switch on.
- 3.3 An original COC to Home Owner on completion and at final switch on and a copy of the COC to the HOA.
- 3.4 An electrical installation has to provide protection against:
  - 3.4.1 Shock current
  - 3.4.2 Over current
  - 3.4.3 Fault current
  - 3.4.4 Over voltage
  - 3.4.5 Under voltage
  - 3.4.6 Excessive temperatures
  - 3.4.7 Electric arcs

If any of the above arises, the protection should automatically disconnect the supply.

## PRE-REQUISITE FOR OCCUPATION OF A HOUSE

### Final Inspection

The **Building Control Officer** makes a series of inspections throughout the building process. The final one is arranged by yourselves once the under mentioned items has been completed. The final inspection will determine whether or not on HOA completion certificate is issued.

**Please note** that the items listed below have to be completed, documentation handed in, before the HOA can issue its completion certificate. Without a completion certificate an owner will not have his/her sidewalk deposit refunded.

### Building Control

- All structures must have been completed in full accordance with the building plan approved by the local authority.
- The sewerage line must be connected to the sewer point provided.
- A permanent electricity meter must be installed and the electrical installation inspected by the HOA's electrician.
- A permanent water meter must be installed and pressure tested by the building contractor's plumber.

- All exterior work including walls, palisades, pergolas, boundary walls, drive ways, water features and swimming pools must be completed according to the plan approved by local authority.
- All structures must be painted as per guidelines and to the satisfaction of the HOA.
- All rubble, litter and rubbish must have been removed from the site.
- The entire area of the unit not covered by structures or drive ways must be landscaped to the satisfaction of the HOA.

## **Occupation**

Occupation may not take place, without all requirements in this document been complied with.

### **Breach:**

- The breaching of above will result in a penalty to the value of R10 000.00 per month during which the house has been occupied, without approval.

## **Administrative requirements**

- Final approved plan (Council)
- Final COC
- Final inspection CGE
- Occupation Certificate Municipality
- Plant list and garden plan

## **Financial requirements**

- All levies paid
- All building control levies paid.
- All fines paid
- Method of payment.

## **Civil services and Landscaping**

- Water and Electricity connected and accessible.
- Landscaping as per plan.
- Storm water dealt with.
- No damage to estate property
- Estate landscaping reinstated.