

**NATIONAL BUILDING REGULATIONS AND
BUILDING STANDARDS ACT, 1977 (Act No. 103 of 1977)**

FORM 1	DECLARATION BY PERSON RESPONSIBLE FOR PREPARING AN APPLICATION FOR APPROVAL OF THE ERECTION OF THE BUILDING IN TERMS OF SECTION 4 OF THE ACT
<i>(To be completed and submitted for all applications prepared in accordance with the provisions of Regulation A2)</i>	
<p>To: <i>(Name of Local Authority)</i></p> <p>*Erf/Holding/Portion No.:</p> <p>*Township/Agricultural holding/Farm name:</p> <p>Street address:</p> <p>Nature of project: <i>(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)</i></p>	
SECTION 1: DECLARATION BY OWNER	
<p>*I <input type="checkbox"/> / We <input type="checkbox"/> <i>(Name of owner)</i></p> <p>of</p> <p style="text-align: right;"><i>(Address)</i></p> <p>Tel. No.:</p> <p>hereby confirm that *I <input type="checkbox"/> / We <input type="checkbox"/> have appointed</p> <p style="text-align: center;"><i>(Name of person registered in a professional category of registration in terms of one of the councils for the professions identified in the Council for the Built Environment Act, 2000 (Act No. 43 of 2000))</i></p> <p>Registration number:</p> <p>Category of registration: <i>(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson/Professional Engineer, etc.)</i></p> <p>to declare in terms of Regulation A2(1)(g) how the applicable functional regulations are to be satisfied, and *I <input type="checkbox"/> / we <input type="checkbox"/> understand and accept that the onus is on *me <input type="checkbox"/> / us <input type="checkbox"/> to –</p> <p>i) inform the above-named professional when the work is due to start on site, and if any changes are made as to how the functional regulations are to be satisfied, or any changes in the appointment of competent persons are made before the completion of the building; and</p> <p>ii) extend the above appointment to meet the requirements of Regulations A19(8) and A19(9) where applicable.</p> <p>Signature of owner: Date:</p> <p><i>(* Tick the appropriate box.)</i></p>	

SECTION 2: DECLARATION BY APPOINTED PROFESSIONAL PERSON

I, _____ (Name)

Address:

Tel. No.:

Fax. No.:

Email:

of

(If representing a partnership, association, company or incorporated body, the name thereof)

accept the appointment made in section 1 and declare, to the best of my knowledge, that the functional regulations are to be satisfied as set out in Schedule A, with the assistance of the competent persons, if any, named in Schedule B, and undertake to update this schedule whenever a change in approach to satisfying these Regulations arises.

I confirm the following:

a) Occupancy/building classification (see Regulation **A20**)

b) Site sensitivity level

Classification ^a	Tick the row ^b which best describes the project
<p>Low sensitivity site A site that is neither identified as, nor exhibits, any evidence of environmental or heritage significance and does not require Environmental Impact Assessment (EIA), Heritage Impact Assessment (HIA) or Social Impact Assessment (SIA) studies to be undertaken before development. Low sensitivity sites are normally, but not exclusively, within already developed urban areas.</p>	<input type="checkbox"/>
<p>Medium sensitivity site A site which exhibits some evidence of environmental or heritage significance for which EIA, HIA or SIA studies are not required by the government agencies involved.</p>	<input type="checkbox"/>
<p>High sensitivity site A site identified as of special environmental or heritage significance and which will require EIA, HIA or SIA studies to be undertaken to define the parameters for development, for example, declared protected areas and urban conservation areas.</p>	<input type="checkbox"/>
<p>^a The inherent importance of the site in environmental or heritage terms, as defined by the National Heritage Resources Act, 1999 (Act No. 25 of 1999), the National Environmental Management Act, 1998 (Act No. 107 of 1998), and the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).</p>	
<p>^b Tick one row only.</p>	

Signature of professional person:

Date:

Registration number:

Category of registration:

(Insert Professional Architect/Professional Senior Architectural Technologist/Professional Architectural Technologist/Professional Architectural Draughtsperson/Professional Engineer, etc.)

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<p>SCHEDULE A: MEANS BY WHICH REGULATION AZ4 IS TO BE SATISFIED</p>				
Occupancy/Building classification			(see Regulation A20)	
1	2	3	4	5
<p>Applicability to application (tick column 2 or 3)</p>			<p>Means of satisfying requirements of functional regulations (tick relevant boxes in columns 4 or 5)</p>	
Regulation	Yes	No	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400	Regulation AZ4(1)(b)(ii)
B: Structural design	<input type="checkbox"/>	<input type="checkbox"/>	<p>The structural system of the building complies with the detailed requirements of</p> <p><input type="checkbox"/> Part H <input type="checkbox"/> Part J <input type="checkbox"/> Part K <input type="checkbox"/> Part L <input type="checkbox"/> Part M <input type="checkbox"/> Part N</p> <p>of SANS 1400</p> <p>or in the case of timber buildings with the requirements of <input type="checkbox"/> SANS 10082</p> <p>or</p> <p><input type="checkbox"/> is the subject of a rational design or a rational assessment</p> <p>or</p> <p><input type="checkbox"/> is the subject of an Agrément certificate;</p> <p>or</p> <p>the following competent persons are to be appointed:</p> <p><input type="checkbox"/> competent person (structures) to design and inspect the structures <input type="checkbox"/> competent person (civil engineering) to design and inspect the services in dolomite land <input type="checkbox"/> competent person (dolomite land) to categorize dolomite land</p>	<input type="checkbox"/>
C: Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The dimensions of any room or space are in accordance with the detailed requirements of SANS 10400-C	<input type="checkbox"/>
D: Public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> A change in level, the design of ramps and driveways, or access to swimming pools and swimming baths is in accordance with the detailed requirements of SANS 10400-D	<input type="checkbox"/>
F: Site operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The provision of sanitary facilities is in accordance with the detailed requirements of SANS 10400-F	<input type="checkbox"/>
G: Excavations	<input type="checkbox"/>	<input type="checkbox"/>	<p>The excavation relating to a building</p> <p><input type="checkbox"/> is less than 3,0 m deep and is in accordance with the detailed requirements of SANS 10400-G <input type="checkbox"/> is the subject of a rational design or a rational assessment (or both)</p>	<input type="checkbox"/>
H: Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<p>A geotechnical investigation in accordance with the rules</p> <p><input type="checkbox"/> is to be carried out <input type="checkbox"/> has been carried out and is available for use</p>	<input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>	The foundations for the building are in accordance with <input type="checkbox"/> SANS 10400-B <input type="checkbox"/> the detailed requirements of SANS 10400-H	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The foundations to the extension/addition to an existing building are the same as the existing foundations, which have performed satisfactorily	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The following competent persons are to be appointed: <input type="checkbox"/> competent person (civil engineering) in respect of deep footings, soil rafts, compaction of in-situ soil or sub-surface drainage <input type="checkbox"/> competent person (geotechnical) in respect of geotechnical solutions or soil improvements that are required	<input type="checkbox"/>

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1	2	3	4		5
Applicability to application (tick column 2 or 3)			Means of satisfying requirements of functional regulations (tick relevant boxes in columns 4 or 5)		
Regulation	Yes	No	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400		Regulation AZ4(1)(b)(ii)
J: Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Floors in any laundry, kitchen, shower room, bathroom or room containing a toilet pan or urinal are in accordance with the detailed requirements of SANS 10400-J		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Suspended floors are in accordance with <input type="checkbox"/> the requirements of SANS 10400-B and SANS 10400-T <input type="checkbox"/> the requirements of SANS 10082 <input type="checkbox"/> the detailed requirements of SANS 10400-J		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Slabs supported on the ground are in accordance with <input type="checkbox"/> SANS 10400-B <input type="checkbox"/> SANS 10400-H <input type="checkbox"/> the detailed requirements of SANS 10400-J <input type="checkbox"/> a competent person (civil engineering) is to be appointed in respect of the slabs or fills		<input type="checkbox"/>
K: Walls	<input type="checkbox"/>	<input type="checkbox"/>	The structural strength and stability of a wall is in accordance with <input type="checkbox"/> SANS 10400-B and SANS 10400-T <input type="checkbox"/> the detailed requirements of SANS 10400-K		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The roof fixing is in accordance with <input type="checkbox"/> SANS 10400-B <input type="checkbox"/> the detailed requirements of SANS 10400-K		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The water penetration through a wall is in accordance with the detailed requirements of SANS 10400-K		<input type="checkbox"/>
L: Roofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Roof coverings and waterproofing systems are in accordance with the detailed requirements of SANS 10400-L		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Flat roofs or related gutters are <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-L; or <input type="checkbox"/> the subject of a rational design or rational assessment (or both)		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The roof assembly and any ceiling assembly, in addition to complying with the requirements of SANS 10400-C, are <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-L and the roof assembly is supported on walls that comply with the requirements of SANS 10400-K <input type="checkbox"/> in accordance with SANS 10400-B and SANS 10400-L		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Gutters and downpipes, if any, are sized in accordance with the requirements of SANS 10400-R		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The fire resistance and combustibility of the roof assembly or any ceiling assembly are in accordance with <input type="checkbox"/> the detailed requirements of SANS 10400-L <input type="checkbox"/> SANS 10400-T		<input type="checkbox"/>

1	2	3	4	5
Applicability to application (tick column 2 or 3)			Means of satisfying requirements of functional regulations (tick relevant boxes in columns 4 or 5)	
Regulation	Yes	No	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400	Regulation AZ4(1)(b)(ii)
M: Stairways	<input type="checkbox"/>	<input type="checkbox"/>	Stairways are in accordance with <input type="checkbox"/> SANS 10400-B and SANS 10400-T <input type="checkbox"/> the detailed requirements of SANS 10400-M	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Walls, screens, railings or balustrades to such stairway are in accordance with the requirements of <input type="checkbox"/> SANS 10400-B and SANS 10400-T <input type="checkbox"/> SANS 10400-K and SANS 10400-T	<input type="checkbox"/>
N: Glazing	<input type="checkbox"/>	<input type="checkbox"/>	The type and fixing of glazing is in accordance with <input type="checkbox"/> SANS 10400-B <input type="checkbox"/> the detailed requirements of SANS 10400-N	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The selection of the glazing is in accordance with the detailed requirements of SANS 10400-N	<input type="checkbox"/>
O: Lighting and ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The lighting in a habitable room, bathroom, shower room and room containing a toilet pan complies with the requirements of SANS 10400-T and the detailed requirements of SANS 10400-O	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The ventilation is in accordance with the requirements of SANS 10400-T and <input type="checkbox"/> is in accordance with the detailed requirements of SANS 10400-O <input type="checkbox"/> is the subject of a rational design	<input type="checkbox"/>
P: Drainage	<input type="checkbox"/>	<input type="checkbox"/>	The design of the drainage system is <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-P <input type="checkbox"/> the subject of a rational design or rational assessment (or both) <input type="checkbox"/> the subject of an Agrément certificate	<input type="checkbox"/>
Q: Non-water-borne means of sanitary disposal	<input type="checkbox"/>	<input type="checkbox"/>	The means of sewage disposal where water-borne sewerage disposal is not available <input type="checkbox"/> is in accordance with the detailed requirements of SANS 10400-Q <input type="checkbox"/> is the subject of a rational design or rational assessment (or both) <input type="checkbox"/> is the subject of an Agrément certificate <input type="checkbox"/> comprises pail closets which are emptied by or on behalf of a local authority	<input type="checkbox"/>
R: Stormwater disposal	<input type="checkbox"/>	<input type="checkbox"/>	The means for the control and disposal of stormwater is <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-R <input type="checkbox"/> the subject of a rational design	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The means for the control and disposal of stormwater in interconnected complexes is the subject of a rational design	<input type="checkbox"/>

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Applicability to application (tick column 2 or 3)			Means of satisfying requirements of functional regulations (tick relevant boxes in columns 4 or 5)	
Regulation	Yes	No	Deemed-to-satisfy requirements contained in the relevant parts of SANS 10400	Regulation AZ4(1)(b)(ii)
S: Persons with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	The means for providing facilities for persons with disabilities is <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-S <input type="checkbox"/> the subject of a rational design	<input type="checkbox"/>
T: Fire protection	<input type="checkbox"/>	<input type="checkbox"/>	The fire protection measures provided are <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-T <input type="checkbox"/> the subject of a rational design or rational assessment	<input type="checkbox"/>
V: Space heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The provision of space heating is in accordance with the detailed requirements of SANS 10400-V	<input type="checkbox"/>
W: Fire installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The fire installations comply with the detailed requirements of SANS 10400-W	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	The supply of water is <input type="checkbox"/> in accordance with the detailed requirements of SANS 10400-W <input type="checkbox"/> the subject of a rational design	<input type="checkbox"/>
XA: Energy Efficiency in Buildings			The building is so designed that <input type="checkbox"/> orientation and shading are in accordance with the requirements of SANS 204 <input type="checkbox"/> external walls are in accordance with the detailed requirements of SANS 10400-XA <input type="checkbox"/> fenestration is in accordance with SANS 10400-XA <input type="checkbox"/> roof assembly construction is in accordance with SANS 10400-XA <input type="checkbox"/> floors with in-slab heating is in accordance with SANS 10400-XA <input type="checkbox"/> services that use energy or control the use of energy is in accordance with SANS 204 <input type="checkbox"/> hot water systems is in accordance with SANS 10400-XA or <input type="checkbox"/> a competent person certifies that fenestration is in accordance with SANS 204 or <input type="checkbox"/> a competent person certifies that the building has a theoretical annual energy consumption and demand in accordance with SANS 10400-XA or <input type="checkbox"/> a competent person certifies that the building has a theoretical annual energy consumption and demand less than or equal than a reference building that complies with the requirements of SANS 10400-XA	

SCHEDULE B: APPROVED COMPETENT PERSON APPOINTMENTS		
<i>(Attach duly completed Form 2 to this Form. Schedule B is to be completed before plan approval.)</i>		
1	2	3
Category of competent person	Nature of duties	Name of person
Competent person registered as a professional architect or professional engineer		
Competent person	Duty 1: Demonstrating compliance with the requirements of the National Building Regulations in terms of Regulation AZ4(1)(b)(ii)	
Competent person satisfying the definitions provided in SANS 10400 in relation to the duties that are to be performed in terms of a specific part of SANS 10400		
Competent person (built environment)	Duty 2: Rational design and rational assessment of flat roofs and related gutters	
Competent person (civil engineering)	Duty 3: Design and inspection of services in dolomite land in terms of SANS 10400-B	
	Duty 4: Specify and inspect, as relevant, deep footings, soil rafts, compaction of in-situ soil or sub-surface drains in terms of SANS 10400-H	
	Duty 5: Design and inspect slabs and fills in terms of SANS 10400-J	
	Duty 6: Rational design of control and disposal of stormwater in terms of SANS 10400-R or Regulation R1(3)	
	Duty 7: Rational design of control and disposal of stormwater in interconnected complexes in terms of SANS 10400-R	
Competent person (dolomite land)	Duty 8: Categorization of dolomite land in terms of SANS 10400-B	
Competent person (engineering geology) or Competent person (civil engineering)	Duty 9: Rational design or assessment of excavations in terms of SANS 10400-G or Regulation G1(3)	
Competent person (fire protection)	Duty 10: Rational design or rational assessment of fire protection system in terms of SANS 10400-T or Regulation T1(2)	
Competent person (geotechnical)	Duty 11: Undertake geotechnical investigation in accordance with the requirements of SANS 10400-H or Regulation F3	
	Duty 12: Design and inspect geotechnical solutions or soil improvements in terms of SANS 10400-H	
Competent person (mechanical engineering)	Duty 13: Rational design of ventilation system in terms of SANS 10400-O and Regulation O4	
Competent person (sanitation)	Duty 14: Rational design or rational assessment of drainage system in terms of SANS 10400-P or Regulation P2(2)	
	Duty 15: Rational design or rational assessment of sewage disposal in terms of SANS 10400-Q or Regulation Q3	

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1	2	3
Category of competent person	Nature of duties	Name of person
Competent person (structures)	Duty 16: Rational design or rational assessment of structural system in terms of SANS 10400-B taking account of parts H, J, K, L, M, N of SANS 10400 or Regulations A1(3)(e) and A23(4)	
	Duty 17: Rational design of roof in terms of parts B and L of SANS 10400 where the foundations, floors and walls are in accordance with the rules provided in parts H, J and K of SANS 10400	
Competent person (wet services)	Duty 18: Rational design of supply of water to fire installations in terms of SANS 10400-W or Regulation W4	
Competent person (energy efficiency)	Duty 19: Rational design or rational assessment of fenestration in terms of SANS 204	
	Duty 20: Rational design or rational assessment of annual energy consumption and demand in terms of SANS 10400-XA	
	Duty 21: Rational design or rational assessment of annual energy consumption to a reference building in terms of SANS 10400-XA	
Competent person not satisfying the definitions provided in SANS 10400 in relation to the duties that are to be performed in terms of a specific part of SANS 10400*		
* Insert data in columns 1 to 3; state duty number and attach more pages, if necessary.		

**NATIONAL BUILDING REGULATIONS AND
BUILDING STANDARDS ACT, 1977 (Act No. 103 of 1977)**

FORM 2	APPLICATION FOR ACCEPTANCE AS AN APPROVED COMPETENT PERSON IN TERMS OF REGULATION A19
<i>(To be completed and submitted for all appointments in terms of Regulation A19)</i>	
<p>To: <i>(Name of Local Authority)</i></p> <p>*Erf/Holding/Portion No.:</p> <p>*Township/Agricultural holding/Farm name.:</p> <p>Street address:</p> <p>Nature of project: <i>(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)</i></p>	
SECTION 1: DECLARATION BY OWNER	
<p>*I <input type="checkbox"/> / We <input type="checkbox"/> <i>(Name of owner)</i></p> <p>Of <i>(Address)</i></p> <p>Tel. No.:</p> <p>hereby confirm that *I <input type="checkbox"/> / We <input type="checkbox"/> have appointed</p> <p style="text-align: center;"><i>(Name of Competent Person)</i></p> <p>Professional registration number:</p> <p>Registration council: <i>(Insert number and Engineering Council of South Africa (ECSA)/ South African Council for Natural Scientific Professions (SACNSP) / South African Council for the Architectural Professions (SACAP))</i></p> <p>in terms of Regulation A19(1) as the Competent Person for the work, duties and responsibilities set out herein, and *I <input type="checkbox"/> / we <input type="checkbox"/> understand and accept that the onus is on *me <input type="checkbox"/> / us <input type="checkbox"/> to –</p> <p>i) inform the Competent Person when the work is due to start on site; and</p> <p>ii) notify the local authority in writing should the appointment be terminated before the work for which this person was appointed is completed, and to make another appointment in terms of Regulation A19(2);</p> <p>iii) extend the above appointment to meet the requirements of Regulations A19(7) and A19(8) where applicable</p> <p>Signature of owner: Date</p> <p><i>(* Tick the appropriate box.)</i></p>	

SECTION 2: DECLARATION BY APPOINTED COMPETENT PERSON

I, _____ (Name)
Address:

Tel. No.: _____ Fax. No.:

Email:
of

(If representing a partnership, association, company or incorporated body, the name thereof)
accept the appointment made in section 1 and undertake and accept full responsibility for

- i) *The rational design /rational assessment /geotechnical investigation in respect of the above project and in accordance with the *rational design/rational assessment/geotechnical investigation requirements of the National Building Regulations for the applicable work described herein, and, where relevant, for the inspection, in respect of work contemplated in section 3 of this Form, and accept that the provisions of Regulations **A19(6), (7) and (8)**, and, where applicable, Regulation **A14** shall apply to the duties and responsibilities of any appointment;
- ii) providing the local authority with such drawings, details and particulars as are and may be required by the National Building Regulations;
- iii) notifying the local authority in writing should
 - a) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and
 - b) my appointment be terminated before the work for which I was appointed is complete;
- iv) submitting to the local authority in terms of section 14(2A) of the National Building Regulations and Building Standards Act, Form 4 on completion of the relevant work, where required, and
- v) maintaining contact with the owner of the project as to when my services may be required,

and declare that –

- i) I am competent to undertake the *rational design /rational assessment /geotechnical investigation and any associated inspection work in relation to the applicable work(s) contemplated in section 3 of this Form and in support of my declaration of competence submit that (tick appropriate option)
 - I satisfy the relevant definition for competent person contained SANS 10400 in all respects in relation to the works contemplated; or
 - I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration**;
- ii) I shall satisfy Regulation **AZ4** by (tick appropriate option)
 - complying with all the relevant requirements of SANS 10400; or
 - reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400;
- iii) I am /am not * an employee of the owner and have /do not have * professional indemnity cover;
- iv) my professional registration is current and is not suspended or terminated and is appropriate in relation to the services required; and
- v) all the information given is, to the best of my knowledge and belief, true and correct.

Signature of Competent Person:

Date

Professional registration number:
(Insert number)

Registration council:
(Insert ECSA, SACAP or SACNSP)

(* Tick the appropriate box.)

(** Attach declaration setting out qualifications, experience and contextual knowledge relating to the work contemplated.)

SECTION 3: DESCRIPTION OF APPLICABLE WORK			
Tick if applicable	Nature of duties	Initials of:	
		Owner	Competent person
<input type="checkbox"/>	Duty 1: Demonstrating compliance with the requirements of the National Building Regulations in terms of Regulation AZ4(1)(b)(ii)		
<input type="checkbox"/>	Duty 2: Rational design and rational assessment of flat roofs and related gutters		
<input type="checkbox"/>	Duty 3: Design and inspection of services in dolomite land in terms of SANS 10400-B		
<input type="checkbox"/>	Duty 4: Specify and inspect, as relevant, deep footings, soil rafts, compaction of in-situ soil or sub-surface drains in terms of SANS 10400-H		
<input type="checkbox"/>	Duty 5: Design and inspect slabs and fills in terms of SANS 10400-J		
<input type="checkbox"/>	Duty 6: Rational design of control and disposal of stormwater in terms of SANS 10400-R or Regulation R1(3)		
<input type="checkbox"/>	Duty 7: Rational design of control and disposal of stormwater in interconnected complexes in terms of SANS 10400-R		
<input type="checkbox"/>	Duty 8: Categorization of dolomite land in terms of SANS 10400-B		
<input type="checkbox"/>	Duty 9: Rational design or assessment of excavations in terms of SANS 10400-G or Regulation G1(3)		
<input type="checkbox"/>	Duty 10: Rational design or rational assessment of fire protection system in terms of SANS 10400-P or Regulation T1(2)		
<input type="checkbox"/>	Duty 11: Undertake geotechnical investigation in accordance with requirements of SANS 10400-H or Regulation F3		
<input type="checkbox"/>	Duty 12: Design and inspect geotechnical solutions or soil improvements in terms of SANS 10400-H		
<input type="checkbox"/>	Duty 13: Rational design of ventilation system in terms of SANS 10400-O and Regulation O4		
<input type="checkbox"/>	Duty 14: Rational design or rational assessment of drainage system in terms of SANS 10400-P or Regulation P2(2)		
<input type="checkbox"/>	Duty 15: Rational design or rational assessment of sewage disposal in terms of SANS 10400-Q or Regulation Q3		
<input type="checkbox"/>	Duty 16: Rational design or rational assessment of the structural system in terms of SANS 10400-B taking account of parts H, J, K, L, M, N of SANS 10400 or Regulations A1(3)(e) and A23(4)		
<input type="checkbox"/>	Duty 17: Rational design of roof in terms of parts B and L of SANS 10400 where the foundations, floors and walls are in accordance with the rules provided in parts H, J and K of SANS 10400		
<input type="checkbox"/>	Duty 18: Rational design of supply of water to fire installations in terms of SANS 10400-W or Regulation W4		
<input type="checkbox"/>	Duty 19: Rational design or rational assessment of fenestration in terms of SANS 204		

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<input type="checkbox"/>	Duty 20: Rational design or rational assessment of annual energy consumption and demand in terms of SANS 10400-XA		
<input type="checkbox"/>	Duty 21: Rational design or rational assessment of annual energy consumption to a reference building in terms of SANS 10400-XA		

SECTION 4: ACCEPTANCE OF APPOINTED COMPETENT PERSON BY LOCAL AUTHORITY

Based on the information and undertakings provided, the competent person is (tick relevant box(es))

- accepted as an approved competent person
- not accepted as an approved competent person for the following reasons:
 - incorrect or incomplete information has been provided (Regulation **A19(9)(c)(i)**);
 - is not in possession of the required professional indemnity insurance cover (Regulation **A19(9)(c)(ii)**);
 - is not professionally registered with a relevant statutory council (Regulation **A19(9)(c)(iii)**);
 - is inadequately qualified or has insufficient experience or contextual knowledge to make the required determinations (Regulation **A19(9)(c)(iv)**);
 - is under investigation by a relevant disciplinary tribunal (Regulation **A19(9)(c)(v)**).

For and on behalf of the Local Authority: *(Name of official)*

Signature: Date

**NATIONAL BUILDING REGULATIONS AND
BUILDING STANDARDS ACT, 1977 (Act No. 103 of 1977)**

FORM 3	DECLARATION BY A COMPETENT PERSON APPOINTED TO DESIGN A COMPONENT OR AN ELEMENT OF A SYSTEM
<p><i>(This form is to be completed:</i></p> <ul style="list-style-type: none"> • <i>by those persons who are not appointed in terms of Form 2; and</i> • <i>before the commencement of any construction or installation activities.</i> <p><i>This form shall be submitted to the approved competent person, i.e. the person who assumes overall responsibility for the system.)</i></p>	
<p>TO: APPROVED COMPETENT PERSON:</p> <p align="center"><i>(Name of competent person approved in terms of Form 2)</i></p> <p>*Erf/Holding/Portion No.:</p> <p>*Township/Agricultural holding/Farm name:</p> <p>Street address:</p> <p>Nature of project: <i>(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)</i></p>	
<p>SECTION 1: DECLARATION BY APPOINTED COMPETENT PERSON</p> <p>I, <i>(Name)</i></p> <p>Address</p> <p>Tel. No.: Fax. No.:</p> <p>Email:</p> <p>of <i>(If representing a partnership, association, company or incorporated body, the name thereof)</i></p> <p>undertake and accept full responsibility for –</p> <p>i) *the rational design/rational assessment in respect of:</p> <p align="center"><i>(Describe scope of work)</i></p> <p>in accordance with the *rational design/rational assessment requirements of the National Building Regulations, and for the inspection, where relevant.</p> <p>ii) providing the Approved Competent Person with such drawings, details and particulars as are and may be required for such person to discharge his obligations in terms of the National Building Regulations;</p>	

- iii) notifying the approved competent person in writing should –
- a) it appear that any work is being carried out in a manner which might endanger the strength, stability or serviceability of the building or any adjoining building, structure or property; and
 - b) my appointment be terminated before the work for which I was appointed is complete;
- iv) informing the Approved Competent Person when the work is due to start on site and when the work is completed; and
- v) completing and submitting section 3 to the Approved Competent Person, where the work relates to the structural fire protection or fire installation system and when requested to do so on completion of the relevant work for which I am responsible, where relevant.

and declare that –

- i) I am competent to undertake the *rational design/rational assessment and any associated inspection work in relation to the applicable work(s) contemplated in this Form and in support of my declaration of competence submit that (tick appropriate option):

I satisfy the relevant definition for competent person contained in SANS 10400 in all respects in relation to the works contemplated; or

I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration**;

- ii) I shall satisfy Regulation **AZ4** by (tick appropriate option)

complying with all the relevant requirements of SANS 10400; or

reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400;

- iii) I am /am not * an employee of the owner and have /do not have * professional indemnity cover;

- iv) my professional registration is current and is not suspended or terminated and is appropriate in relation to the services required; and

- v) all the information given is, to the best of my knowledge and belief, true and correct.

Signature of Competent Person

Date

Professional registration number:

Registration council:

(Insert number and Engineering Council of South Africa (ECSA)/South African Council for the Architectural Professions (SACAP /South African Council for Natural Scientific Professions (SACNSP))

(* Tick the appropriate box.)

(** Attach declaration setting out qualifications, experience and contextual knowledge relating to the work contemplated.)

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Edition 3

SECTION 2: CRITICAL DESIGN INFORMATION

(Competent person to complete section or attach information to this form)

Design assumptions and criteria:

Specifications for materials:

Drawings prepared to communicate design to constructor or installer:

Nature and extent of inspections during construction:

Features requiring special attention:

SECTION 3: CERTIFICATE OF COMPLETION OF THE STRUCTURAL OR FIRE PROTECTION OR FIRE INSTALLATION SYSTEM

I,
(Name of approved competent person)

hereby certify that for the above project, the portion of *

- the structural system
- the fire protection system
- the fire installation system

for which I have taken responsibility has, to the best of my knowledge, been designed and *constructed /erected /installed in accordance with the application in respect of which approval was granted in terms of section 7 of the Act and that it satisfies the requirements of the National Building Regulations.

Signature of Competent Person:

Date

Professional registration number:
(Insert number)

Registration council:

(Tick relevant box(es).)*

**NATIONAL BUILDING REGULATIONS AND
BUILDING STANDARDS ACT, 1977 (Act No. 103 of 1977)**

FORM 4	CERTIFICATE OF COMPLETION OF THE STRUCTURAL, FIRE PROTECTION OR FIRE INSTALLATION SYSTEM IN TERMS OF SECTION 14(2A) OF THE ACT
<i>(This form is to be completed upon the completion of the construction, erection or installation of the structural system, the fire protection system or the fire installation system. No alterations or qualifications are permitted.)</i>	
<p>To: <i>(Name of Local Authority)</i></p> <p>*Erf/Holding/Portion No.:</p> <p>*Township/Agricultural holding/Farm name: .</p> <p>Street address:</p> <p>Nature of project: <i>(Insert proposed new building(s), or building alteration, building addition, re-erection of building, refurbishment of building or structural repair to existing building, as relevant.)</i></p> <p>I, <i>(Name of approved competent person)</i></p> <p>Address:</p> <p>Tel. No.: Fax No.:</p> <p>Email:</p> <p>of <i>(If representing a partnership, association, company or incorporated body, the name thereof)</i></p> <p>hereby certify as required by section 14(2A) of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977) that for the above project*</p> <p><input type="checkbox"/> the structural system <input type="checkbox"/> the fire protection system <input type="checkbox"/> the fire installation system <input type="checkbox"/> energy efficiency in buildings <input type="checkbox"/> other (specify)</p> <p>for which I am responsible has, to the best of my knowledge, been designed and *constructed/erected/installed in accordance with the application in respect of which approval was granted in terms of section 7 of the Act and that it satisfies the requirements of the National Building Regulations.</p> <p>Signature of Approved Competent Person: Date</p> <p>Professional registration number: Registration council: <i>(Insert number)</i></p> <p><i>(* Tick relevant box(es).)</i></p>	