

# ARCHITECTURAL EMP

Standards for the design approval process and construction of buildings on the Gqunube Green Ecovillage.

## ABSTRACT

This document gives body to the Constitutional requirements placed on the Architectural and Environmental Design Circle and forms part of the broader Environmental Management Plan. This is reviewed annually post approval by the General Circle.  
June/July 2018

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Architectural Circle Members



**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
GQUNUBE GREEN ECOVILLAGE**

**A. Document Drop Box reference number: GGHOA - 0003**

**B. Historic review: 0 to oo1**

Environmental Plan for the Building design & Approval Process by the Architectural Circle EMP 000 GG Design EMP Version0001		
Compiled by:	Functional Responsibility Arch Circle :	Approved by General Circle Chair:
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Dated: September 08 and June 09.		

REVIEW: Draft Document Ref: EMP 1 GG Design EMP 002 May 2015

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June 2015	Date:	Date:

REVIEW: Draft Document Ref: EMP 2 GG Design EMP V003 June 2018

Review by: P. Jolobe W. Wright D. Puchert D. Atterbury G. Webb Specialist input: J. Dennison.	Functional Responsibility Arch Circle 3/08/2018 Final check done.	Approved by General Circle Chair:
Date: of June 2018		Date:



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**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
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## 1. Acronyms

BCMM/BCM-	Buffalo City Metropolitan Municipality / Buffalo City Municipality
AC-	Architectural and Environmental Design Circle
ACS-	Architectural and Design Circle Standards / By Law of EMP: for the Design and Approval Process and Construction of Buildings.
CC	Covenant Compliance Circle
GC-	General Circle
FC-	Finance Circle
CET-	D.T Hudson Christian Ecovillage Trust
HO-	Home Owner
HOA-	Gqunube Green Ecovillage Home Owners Association
GG-	Gqunube Green Ecovillage.
LMC-	Land Management Circle
EMP-	Environmental Management Plan.
RCA-	Resident Compliance Audit
NBR-	National Building Regulations
NHRBC-	National Home Builders Registration Council.
ASA-	Agreement South Africa provides via its Agreement and MANTAG certificate an assurance of the fitness of purpose and the quality of building innovations (i.e. new building systems, components, materials, devices and techniques). (Alternative building design certification ref; NHBRC Home Building Manual Part 1&2; Revision 1 pg.124)
H&S-	Health and Safety
PA-	Principal Agent is the Clients responsible person.
CoC-	Certificate of compliance issued by a registered competent person.
DWA-	Department of Water Affairs

## 2. Legislative references are:

- SANS 10400
- BCM planning approval and occupancy certification
- NHBRC
- GG Homeowners Constitution, Bye-laws and EMP (any reference herein to “the Constitution” is to the HOA Constitution)
- All relevant National and Municipal Legislation and Bye-laws.

## 3. Terms explained.

Practical Completion means the stage of completion where in the opinion of the Principal Agent and/or BCM, the building had reached a “fit for purpose” state and where all the required build certificates of compliance (CoC’s) have been issued for the application of an Occupancy certificate.

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For Non-standardised buildings, an Agreement Certificate and a MANTAG certificate are additional requirements, so that completion of the works has substantially been reached and can effectively be used for the purposes intended.

The HO is obligated to request BCM to inspect the building for Occupancy Certification. The HO will be required to provide the AC with all CoC certificates and the Occupancy Certification within four months of occupation. When that is obtained, the building is no longer “under construction”.

It is critical that the HO gives attention to ensuring the AC gets copies of all relevant documents timely. This safeguards the HO against possibly incurring additional penalties and expenses.

If there is undue delay in obtaining the information from the HO and should consultation with the HO not provide the required feedback, so that the HO is viewed as non-compliant, the AC will refer the matter to the CC who will then address the matter of non-compliance, keeping the AC informed.

### 4. Pre-amble

#### Introduction

The intention of this living document is to welcome new homeowners and to assist with information that can advance compliance and make the building process as pleasurable and clear as possible. It also guides as to practices that will advance information sharing between the Circles, as the activities of the AC impacts on the other Circle activities and therefore transparency and responsible management of information is part of the AC duty.

This document gives Architectural and Construction focus to the broader Environmental Management Plan being developed for the Gqunube Green EcoVillage at General Circle level and may be read as an EMP By-Law referenced in the Constitution under section 3.2.

Legal compliance is underpinned in the Constitution and forms part of this document as the absolute minimum required from all homeowners. However, the focus of living at GG values the environmental, spiritual, social and financial impact that design and buildings have on the natural and human environment. Guidance on architectural design is given without removing the homeowner’s accountability as a legally compliant person and the moral responsibility towards one’s neighbours and others during construction and living on the Green.

#### Standards and Legal Liability

The primary function of this Bye-law is to ensure that the approval and erection of structures at Gqunube Green, and the external appearance of and maintenance of private erven and the improvements erected thereon, is compatible with the aims of the community as a whole, whilst upholding the environmental quality (sensitivity or impact), visual beauty and property values of all Gqunube Green homeowners.

## STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE GQUNUBE GREEN ECOVILLAGE

In implementing this Bye-law, the AC shall be guided by principles in evaluating proposed designs and buildings, and not a finite set of rules, allowing for the freedom of design expression.

In recognition of the diverse views of aesthetics, the AC shall offer their professional and personal opinions and in so doing strive to balance design principles and freedom of design expression against Gqunube Green's Constitutional requirements.

The AC recognizes the uniqueness of the development but similarly acknowledges the property interests of homeowners and the need to enact standards which are compliant with the Constitution and the protection of economic investment.

Homeowners are expected to take individual responsibility for the aforesaid Constitutional requirements as a standard, and to harmonize their freedom to express their design and building preferences with the *environmental quality, visual beauty and property values* of affected neighbouring home owners and the entire Gqunube Green development.

Thus individual homeowners accept legal accountability for their decisions and building, and are deemed to have indemnified the AC and the HOA for conduct contrary to the Constitution, Bye-Laws and applicable legislation and ordinances.

### **Relationship of the EMP to other legal and statutory documentation**

The title deeds to all erven incorporate by reference the Constitution of GG and thus include terms and conditions stating that no construction may occur without prior approval of design plans by the AC. The Constitution (Clause 4.3.1, Bye-law 3) expounds upon the role of the AC in its interaction with the HO.

The HO may initially submit conceptual drawings to the AC. However as the Constitution requires design principles that are respectful to environmental quality, the HO is required to elicit competent design services for the plans that are to be submitted to the AC. To remove doubt, the plan approved by the AC will be stamped, signed and referenced in the "plan approval documents" that are required for BCM approval.

Once BCM approval is granted, the refundable payment levy must be paid to the HOA before any construction may commence. Please read all the requirements with care and note that an appointed AC member will inspect the building during construction and before occupancy. This is to ensure that what has been approved is in affect the building that is erected. This process will be done in consultation with the HO, who may not withhold his co-operation unreasonably.

The AC is required to develop standards. These may be reviewed when required, but the AC will on an on-going basis ensure that design, environmental and construction changes are adhered to. Home owners have a right to be advised and give input on these by participating on the circle itself. All home owners must however abide by the GC approved Bye-laws.

The AC is required to manage the upholding of these standards to ensure a well-managed development where legal compliance and aesthetically pleasing homes add value to the development, and where environmental quality is standard practice. This will prevent conflict that may arise from illegal actions and neighbouring complaints.

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To this end, it is critical that the following is understood:

- The HO is accountable for all construction activities and compliance on their property.
- No home may be occupied until Practical Completion is reached and legally required CoC's are issued.

**5. Body of Report**

**A. Architectural**

**Documents required and time lines**

	<b>Action by HO</b>	<b>Responsibility and time lines.</b>
<b>1</b>	At time of purchase a copy of the Constitution and the AC documents will be given to the HO and the AC will receive a signed declaration of commitment to comply (Addendum C1) before evaluation of building plans.	CET at time of sale. A register is to be kept by CET and AC. HO that sell their property or aim to use it as a rental must assure these documents are issued to the new owners. Proof may be required from seller.
<b>1.1</b>	Submission of Plan Plans submitted to be checked and signed by a registered professional architect or from a person under mentorship (proof of competency) of a registered professional architect.	AC before submission to BCM <i>AC will issue a checklist and requirements to HO.</i>
<b>1.2</b>	HO to supply required information of which: <ul style="list-style-type: none"> <li>• Proof that all Levies are paid in full from the FC.</li> <li>• Title deed copies</li> <li>• Addendum C1.</li> </ul> Other if required by AC; compliance is compulsory.	HO At time of submission of plans to AC.
<b>1.3</b>	Environmental input from AC regarding conservation on HO land (to advance knowledge and protection of vulnerable species) - consultations and indicated on drawings	HO and AC
<b>1.4</b>	Time line for completion of building is referenced in the Constitution. This has a financial impact and the HO must be aware that the time lines are strictly applied.	HO
<b>1.5</b>	Drawing/Plan approval for BCM consideration will be stamped, referenced, signed and dated. A letter to be issued to HO.	AC to HO for BCM.
<b>2.</b>	After approval of plans by AC, submission to BCM	AC aim to communicate and approve within 2 weeks of successful submissions
<b>3.1</b>	Approved plans by BCM Copy to AC Pay refundable pavement levy to FC and get receipt copy to AC Builder may then take possession of site once the construction / environmental compliance requirements have been implemented. Liability to comply, to ensure pegs are surveyed and that building does not cause critical flaws, lies with the HO.	Construction implementation is the HO responsibility and compliance is not negotiable.
<b>3.2</b>	<b><i>At this point of time, the HO must be advised that BCM cadastral lay-outs have been found to be incorrect. The HOA is addressing this issue at GC level. The HO is strongly advised to get</i></b>	



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	<i>the property surveyed and to ensure property pegs are noted and construction happens in correct position. This will prevent undue expense at a later time.</i>	
<b>3.3</b>	Inspections by AC and BCM Inspectors to ensure conditions are adhered to and what had been approved is in fact constructed.	During construction phase Ac has a specific appointed person who will report on construction status as it relates to the AC approval process
<b>3.4.</b>	All Contractor's materials, rubble, toilet and so forth must be cleared from site regularly and may not pollute the surrounding environment. Damages to infrastructure caused by contractor and construction activities must be fixed by the HO and costs claimed from the relevant parties or the pavement levy will not be refunded.	During and before Contractor leaves site These conditions apply equally to HO self-builders.
<b>4.</b>	Certificate of occupancy received before occupancy of the premises or within four months of occupancy. Failing this, the AC will refer HO to CC.  Until a copy of the certificate of occupancy is obtained by the AC, the home will be considered to be in construction phase and penalties under the constitution will be enforced.	Post construction phase and will be strictly enforced. A home without certificate of occupancy can be seen as under construction and Constitutional levies will apply. Non standardised buildings (Alternative) must have registered engineer and Agreement certificates as per NBR Part 2, enforceable under the Constitution.
<b>5.</b>	If a HO sells the land, the AC must be notified and the information pertaining to the sale must be received to ensure that no funds are outstanding, and that the new purchaser has received all the required data that may impact on them as GG residents.	HO to ensure data is given to the AC who will share information with immediate effect with the FC and GC.

**Trouble Shooting**

Some potential reasons for plan approval delays:

1. Plan may have specific design concerns that must be addressed before approval;
2. Plan may have fatal flaws:
  - Not in accordance with the Constitution or AC requirements
  - In conflict with BCM Regulations
  - Surveys not done to ensure that construction happens between correct boundary pegs (Advisory 3.2)
    - o Footprint may not be within building lines or in wrong location;
    - o It may be in contravention to the specified height controls;
    - o It may be more than 2 stories;
    - o There may be too little information;
    - o There may be a lack of environmental consideration in the building requirements.

**Document and Communication Control**

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- \* Document hard copies given by the HO will be filed by the AC according to plot numbers to ensure an on-going history, even if land is sold. This does not absolve the HO from keeping their personal property data current.
- \* These documents will be filed by the AC data controller who will be responsible to keep safe, and provide information when required to interested parties as agreed in the AC. This data will be used to populate the AC register used by the FC for the application of penalties. The HO must therefore assure communication and copies of property documents are kept current with the AC circle.
- \* If HO agree, they may have their plans on Drop Box for others to use
- \* Indexes documents of HO status: plans approved and BCM approval for building, Occupancy certificate status and other; will be available on drop box for transparency of all AC activities.
- \* Inspections/audits check lists will be available on drop box and from the AC chair.

### **Architectural Construction Compliance Summarized**

Whether you are using standardized building techniques or not, the strength, stability, serviceability and durability of your home forms the basis of good building compliance.

To ensure that your building is legally compliant, aesthetically pleasing and adds value to you as an investment and to the home owners investing in the community as a whole, the four requirements are broken into the following criteria:

1. Fire resistance and fire safety
2. Structural strength, stability
3. Thermal Performance and condensation.
4. Weather tightness
5. Ventilation and Lighting
6. Privacy
7. Visual Beauty
8. Marketability
9. Comfort
10. Value for money
11. Security
12. Status/ Appropriate to GGE Constitution.

When you plan your building, bear all the above functions in mind, as they are all linked to your ability to get an occupancy certificate.

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**Non - Standardised building.** (Extract from NBR Part 2; Section 11, pg. 124)

Agrement S.A. issues two certificates in respect of innovative building materials or methods of construction viz., an Agreement Certificate and a MANTAG certificate, should such materials and methods of construction meet certain requirements and performance criteria. *(Obtain more information from ASA's Offices; P.O. Box 395, Pretoria, if you are contemplating using alternative construction methods or materials before plan submissions.)*

**Criteria**

1. Behaviour under fire
2. Structural strength and stability
3. Thermal performance
4. Weather tightness
5. Protection against harmful substances
6. Provision for minimal levels of ventilation and natural lighting

Other aspects of performance, which may be regarded as desirable but that may be evaluated and commented on for the sole purpose of providing guidance, are:

- Degree of privacy that is achievable
- Comfort and habitability
- Marketability
- Security
- Value for money
- Practicality of upgrading

Currently the criteria for the acceptability of housing, as defined by Agreement South Africa, are:-

- \* Accuracy in buildings
- \* Acoustic performance
- \* Behaviour in fire
- \* Condensation
- \* Durability
- \* Rain penetration and damp proofing
- \* Structural strength and stability
- \* Thermal performance

*Please note that only accredited competent contractors may manufacture, install or erect the certified construction.*

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**Building Design**

References to the Constitution summarised:

Principles of Use Bye-law (refer 4.1)

Our aims and our conduct should advance and demonstrate:

- Care for the Earth
- Care for People (property investment, nuisance control, security and privacy)
- Sharing of Surplus (knowledge, stock, goods and services etc.)
- 

Bye-law 3: Building Application Approval

- Preliminary Discussion with Architectural & Environmental Design Circle

Adherence to Design & Building requirements as in the Constitution (refer 3.12) and Bye-laws (refer 4.4), failing which penalties are as summarised below:

Penalties	3 Years from date land transferred, a plan must be submitted and approved by the AC and BCM:	Plan to AC: approved Plan to BCM , proof of acceptance to the AC
Levies X1	Levy imposed if the above 3 years is not complied with	AC and FC
Levies x4	Completion of building to be according to the satisfaction of the AC within 7 years from the date of transfer ie practical completion as referred to above, failing which levy imposed	AC and FC Until Occupancy certificate is received it means home is still under construction.
	Any infraction of a penalty time period has to be rectified immediately by the homeowner	Prior constitutional application of penalties might apply (see old Clause 3.12.4)

These penalty levies are in addition to normal levies

No penalty levies will be imposed where the cumulative time frames have not been exceeded. (Thus a person submitting their design early will still enjoy a time frame of three years plus four years to complete construction before penalties could be imposed for delay in construction)



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**Key design elements that are not negotiable:** (Constitutional Bye-law 4)

### Building Lines

The following building lines would apply to all erven zoned as private erven:

- Front boundary 5 meter except for car ports which can be built on boundary
- Rear boundary 1 meter
- Side boundaries 2.0 meter, or minimum of 1.5m

Notwithstanding these building lines, fire safety distance lines, or any other criteria contained in the National Building Regulations, are applicable.

### Coverage

A minimum of 10% and a maximum of 25% of the total site area may be built upon. Cantilever walls would be included in building area, but roof overhangs would be excluded. 2 Storeys only and where Title deeds allow, 2 building structures are allowed per erven on GG; i.e. Home and guest cottage within the building foot print limits.

### Height restriction

A structure may consist of a maximum of two storeys, inclusive of a basement and no part of the structure may extend above a horizontal plane located seven meters above the highest point on the site. *Note: BCM height restrictions of 8 meters also applicable.*

### Ground Stability

No excavations within a site boundary may destabilize or undermine any adjacent property or common land. The angle of repose for soils is taken as 30°. Any slope steeper than this must be retained by a retaining structure designed and certified by a registered engineer.

### Electricity

Electrical restriction to a Max 40 Amp.

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### Temporary Structures.

It is not allowed for any person or HO to live in a temporary structure at GG.

### Alterations, extensions and additions

If the footprint and structure of the building does not change; no additional approval is warranted under the AC or the BCM. However, electrical and structural engineer's certificates remain relevant and the HO is asked to provide copies of these for AC records.

If the use/function of a space changes then submission is required by BCM and is required by AC. (For example, if the existing garage is being used for business of accommodation, then approval would be required.)

## **B Construction**

**It is important to note that self-builders are to be seen as contractors and must also comply with this section.**

### Contractor Control

Contractor control remains the responsibility and accountability of the HO and failure of the HO to manage the construction process could result in the HO being in breach of the AC's standards, resulting in the implementation of special penalties by the CC.

The HO is advised that the competency of the Professional team, contractor/ self-builder is vital in advancing the value, minimising the approval process time and ensuring quality in the construction process. A home is generally one's biggest investment and by ensuring competency, the HO will benefit financially (and emotionally). Ensuring the competency of the designer is a construction requirement, especially as Green Building Principles should be applied.

Construction pointers:

- Site clearance and shrub may not be dumped on neighbouring land
- Site clearance should aim to focus on the building footprint requirements
- Identification of protected species and indigenous trees and plants should be identified for protection before building commences and shown on the Drawings/Plans.
- Clearing of invasive requires specific management.
- Top soil or other excavated material may not wash onto surrounding land or roads
- Access and egress can only be on the HO site and within clearly marked construction boundaries and builder workers may not wander on to surrounding lands or generally on the Green.
- Competent foreman to be on site responsible for the employees **at all times** during construction
- Receiving of materials and entry into the site must be planned for by the HO and may not be stored on neighbouring land

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- Toilets must be provided and a cleaning program enforced. Toilets should be anchored and not allowed to blow over
- Closable refuse skip should be on site and emptied when three quarters full
- Waste bins must not be allowed to overflow and should be emptied regularly
- No domestic food wastes should be left lying around, resulting in wild animals scavenging.
- Pollution impacts must be avoided and rehabilitation must occur where impacted: this involves surface and ground water systems, as well as general pollutants such as :

Noise, Odours, Dust

Material packaging and domestic waste

Concrete works, oil spills, petrol, painting management

Storm water run off

- Health and Safety of the contractor employees must consider the dangers of the tasks, and should at minimum include overalls for security identification, hard hats and safety shoes. Harnesses should be used for work on roof as applicable and life lines securely anchored to be able to sustain the load and to prevent falls from height. Although the employees are the contractor's responsibility, HO's are encouraged to ensure that the contractor is legally compliant and has a current letter of good standing to be able to manage the incident, should any injury occur
- The contractor should have a contact number displayed in case of emergencies at the site entrance
- The HO should ensure safe electrical connections are made by a registered electrician throughout the building process: COC's must be available on site for temporary and permanent connections on site. Note only registered electricians may issue a CoC.
- The HO must ensure the contractor's employees have clean drinking water and that no wastage of water occurs due to leaks and mismanaged taps and hoses
- Landscaping should respect environmental principles and protect indigenous plants
- Home owners must maintain a fire break around the property where possible of 3 m
- Site boundaries should be clearly visible and where possible, fences erected for security purposes where possible
- Construction should be continuous, i.e. excavations may not be left open and hold a real danger for children who may explore an unfenced and uncontrolled site
- No fires on site; contractor should clarify how employees will cook or heat food on site
- The Contractor may not take shortcuts by vehicle or foot across neighbouring land and should respect resident's privacy and avoid access to neighbouring homes at all times
- The HO should investigate environmental friendly service providers, materials and products where possible for the construction process
- Should archaeological or cultural remains be found on site; work should be stopped and the AC chair contacted immediately
- Builders and their employees should not agitate or pester neighbours dogs

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- Working times are highlighted under Security
- No HO may enter another HO land without obtaining permission from the relevant HO
- No photos may be taken unless written consent had been obtained from the relevant HO

**Temporary storage for the construction process.**

Containers or temporary site office or shelter built for any construction purpose, must be aesthetically pleasing and removed from the HO site within 6 months post occupancy, if not before .

**Security aspects relating to contractors**

- Contractors to ensure employees have identification as a registered worker on the property being built on. Workers must know who their employer is.
- Workers must arrive and leave in the contractor's designated vehicle
- Contractor's to transport employees in a legally and appropriately safe manner.
- Workers to remain on HO site boundaries whilst at GG.
- Employees found wandering on the Green will be removed from GG boundaries.
- Contractor construction activities may occur during:
  - Weekdays 0700 to 16h00
  - Saturdays 0700 to 13h00
  - No work is permitted by contractors on Sundays, Public Holidays or builders shut down period 15 Dec to 02 January.
  - Emergency repairs may be done once LM Chair has been notified and security clearance granted.
- No fires may be made on site and no collecting of fire wood or roots may occur.
- No trapping of game or killing of any species will be tolerated.
- Noise must be managed and where possible noise reduction strategies be implemented.

Noncompliance with any of these rules will result in the HO having to manage the Contractor and to correct compliance. Failure may require the AC to escalate matters to the CC. Construction requires tolerance and some level of compromise from neighbours and HO.

**GG Resolution process summary to be applied in dealing with issues:**

- √ Neighbour (HO) to Neighbour(HO)
- √ HO to Builder for construction issues
- √ AC to CC functioning at GC level.



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**C. Environmental Best Practice**

**Green Building Guidelines to be implemented in the design phase where possible:**

- \* Site clearance to consider environmental impacts
- \* Location of home slightly East of North to take advantage of the sun, warm in the winter, cool in summer
- \* Choosing environmentally suitable designers, builders, products and building methods
- \* Building a healthy home: Aesthetically pleasing, good ventilation and illumination. Well insulated and structurally sound. Considering colour and internal gardens for peace and noise insulation.
- \* Use of renewable energy:
  - Moving off the grid: alternative energies, wind vanes, generators and the use of
    - Solar water heaters
    - Solar panels and wind vanes
    - Solar garden lights
  - Electrical appliances being minimised to sustainable energy use, gas stoves, light fittings
- \* Designing for “fit for purposes”:
  - Children safety
  - Geriatric design applications
  - Living pleasure: gardens and relaxation
  - Animal security
  - With nature in mind:
    - Owl boxes for rodent and snake control
    - Welcoming birds, insects and reptiles into the garden
  - Privacy and security requirements
  - Aesthetic impressions
- \* Designing for home transport requirements, storage and waste in such a manner that you do not impact on your neighbour negatively
- \* Focus on reduce, re-cycle and re-use
- \* Composting
- \* Rain water runoff management:
- \* Underground reticulation of grey water to treatment plant for use in the garden.

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- Rain water storage and use
- Rain water fish ponds and pools
- Sewerage systems: See addendum D: by Jonathan Dennison
- Home maintenance systems that ensures sustainability of completed buildings and systems.

In summary, each design and home should have some systems or compliance with the following as a minimum standard:

Beneficial construction designs

- Importance of a north facing energy collection roof.
- Passive Solar Design.
- Natural Lighting.
- Use of Low Energy rated Appliances and Light Fittings
- Use of Local and Natural Materials.
- Rainwater Collection and Water Use.
- Establishing a Water-Wise garden.
- Sewage Treatment and Disposal of Effluent.
- Grey water treatment and re-use in garden
- Waste Recycling and Refuse Handling.
- Alternative Energy Generation
- Light pollution prevention

*Passive building is an advanced architectural science and the HO must therefore consult with a competent Architect for Constitutional compliance. The list above is advisory and may involve other eco-principles, more than just construction.)*

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**Annexure A1: Architectural Circle Plan Approval Checklist (pg 1/3)**

**Date:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_ **Erf NO:**

No	Description: Site Plan	Yes Pass	No Fail	
1	<ul style="list-style-type: none"> <li>√ Title Deeds</li> <li>√ Levy Clearance</li> <li>√ Signature of commitment to comply</li> </ul>			
2	Site Plot Number			
3	Site layout plans			
4	Provision of boundary dimensions and building setbacks			
5	Provision of contours at suitable intervals and spot levels of floors			
6	Site plan showing building footprint			
7	Site plan showing North orientation			
8	Indication of the positions of connection points of sewerage ; storm water drain, water and fire services			
9	Show sewer connection type and position of any on site use of filtrate. Non-solids black water must go into GG sewer systems. If handled in al accepted alternative manner a licence from DWA and periodic testing will be required. Information to be given by HO to AC.			
10	Show established indigenous trees and indicate if trees may need to be felled: circle			
11	Show vegetation to be preserved			
12	If site terracing: indicate the method to be used?			
13	Provide information on road, drive way and such finishes?			

**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
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STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE GQUNUBE GREEN ECOVILLAGE				
Continued		P	F	Comments
14	Show spot heights at the site corners indicated as level above sea level. Refer to: BCMM GIS :  <a href="http://gis.bcomm.gov.za">http://gis.bcomm.gov.za</a>			
15	Indicate gas bottle storage area			
16	Show water tank(s) storage area(s)			
17	Indicate street name			
<b>Description: Building plans</b>		<b>Pass</b>	<b>Fail</b>	
18	Provide overall dimensions			
19	Provide room dimensions and areas			
20	Position of sanitary fittings			
21	Provide floor finishes			
<b>Description Elevation</b>				
22	Show levels of the floor levels, wall plates and all roof ridges			
23	List principal building materials			
24	Inform on architectural treatment			
<b>Descriptions Sections</b>				
25	Provide dimensions floor and floor to ceiling height			
26	Provide floor levels adjacent natural and formed ground levels showing excavation ( depth) and fill			
27	Provide roof slopes and type of construction			
28	Provide materials and wall finishes			

**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
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<b>Descriptions:- Notes on drawing;</b>				
29	<p>Designer competency to instruct on ECO friendly, Green/ Sustainable Architectural</p> <p>Designers Practice/ Registration number and details. Designer to be a registered Architect or under the mentorship of a registered architect.</p>			
30	Owners details and Title Deed specifications noted:			
31	Percentage building proportion to size of plot: Coverage?			
32	Reference all components to SANS 10400			
33	Electrical restriction of Max 40Amp? ( Street box 45AMP)			
34	<p>Building area?</p> <p>(10-25% of property size)</p>			
35	Plans for splitting grey water for reuse from black water systems?			
36	Building designed and sited on an East-West Axis?			
<b>Description: Building plans</b>	<b>Description: Building plans</b>			
37	Signature:			
38	Comments:			



**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
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**ANNEXURE B1: ON-SITE REQUIREMENTS**

**Date:** \_\_\_\_\_ **Client name:** \_\_\_\_\_ **Erf NO:**

NO	DESCRIPTION	YES	NO
1.	Stamped BCM approved plans to be on site		
2.	Building on correct plot, surveys done		
3.	Building within the building lines		
4.	Portable toilet on site		
5.	Builders access remote		
6.	Water Connection fitted + meter reading		
7.	HO electrical connection connected and certified safe with a CoC		
8.	Waste management planned for site		
9.	Other notes:		

<b>Inspection dates :</b>	<b>Inspection finding</b>	<b>Comments and actions:</b>
1	During construction	
2	Complaints Inspection	
3	Post Construction	
4	Practical Completion date:	
5	Occupancy certificate available/ NBR certificates available:	
4	Inspected by appointed AC inspector:  Signature:  Date:	



**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE  
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**Annexure B: B2: Pre-Occupancy Inspection Checklist**

**Date:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_ **ERF No:**

No	Description	Yes	No
1	House built according to approved plans		
2	Letter of occupancy from: Construction Agent post practical completion/Sectional Approval/ BCM Occupancy/ 5 Critical Certificates?		
3	Property boundary fenced? DEREK CHECK CONSITUTION PLEASE		
4	Environmental assessment post building done by competent person?		
5	Driveway finish? ( Storm water control)		
6	Road reserve returned to original condition		
7.	Rehabilitation of neighbours land to original state if encroached on as agreed with neighbour? CET/ LM?		
8	Builder's toilets removed?		
9	Builder's stores removed?		
10.	Builder's access removed?		
11.	Sewer connection checks before back filling? HO to notify AC.		
Special Comments :			
	Inspected by AC Inspector:		
	Signature :	HO Signature :	
	Date :	Date :	



**STANDARDS FOR THE DESIGN APPROVAL PROCESS AND CONSTRUCTION OF BUILDINGS ON THE GQUNUBE GREEN ECOVILLAGE**

**Addendum C1.**

**Declaration of intention to comply**

I,..... the owner of erven.....

Hereby concede that I have studied and read the Gqunube Green Eco Village Constitution and the “Standards for the Design Approval Process and Construction of Buildings on the Gqunube Green Eco Village” documents and agree to comply with the conditions laid out there in.

I further accept the responsibility to provide information that is required as proof of process in a timeous manner, or as agreed, and to communicate with the relevant circles as conditions require me to do so.

.....  
Date: Signature

Witnessed:  
.....  
Date: Signature

.....  
Date: Signature