



Enquiries: Mogamat Fickerie Toyer  
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Reference: Click or tap here to enter text.  
Date: 12 September 2021

**OWNER/APPLICANT DECLARATION FORM**  
**COVID-19 COMPLIANCE FOR SITE/COMPLAINT INSPECTIONS**

This document to be completed and provided (via email or by-hand at the Building Control reception desk) together with the fully completed Application for Inspection Form.

Property Owner \_\_\_\_\_  
Allotment Area/Town \_\_\_\_\_  
Property Address \_\_\_\_\_  
Property (Erf/Farm) No. \_\_\_\_\_  
Plan Ref. No. \_\_\_\_\_  
Email address \_\_\_\_\_  
Cell Phone \_\_\_\_\_

I, \_\_\_\_\_ [Full names and surname of: Owner / Authorised agent / Relevant designate] and \_\_\_\_\_ [ID number], understand the Covid-19 safety requirements that must be adhered to under the Covid-19 Lockdown, especially regarding Level 2.

In light thereof, a Workplace Plan, where applicable, has been compiled and implemented. The Workplace Plan will be made available to the municipality on request.

It is hereby declared that all Covid-19 safety requirements and Workplace Plan requirements are adhered to.

I understand that if I fail to adhere to the requirements, that the required/relevant inspection will not be conducted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ANNEXURE 1**

Dear consultant / practitioner

Thank you for your patience and understanding over these difficult and precarious times.

I would like to share the following arrangements that have been put in place as of Monday 1 June 2020 to assist our clients within the prevailing regulations.

In addition to the previous correspondence sent out on 9 May 2020, the following pertaining to site inspections will be applicable.

### Protocol - Site inspections / visits

The protocol, as far as possible, makes provision for the highest anticipated risk.

When a site inspection / visit is required the following must be taken into consideration and or adhered to and or be implemented:

- Relevant official must arrange inspection / visit beforehand – telephonically / electronically.
- Arrange inspection / visit when least amount of people are on site.
- Arrange most suitable time to inspect when the least number of people are on site.
- Relevant official to arrange that only 1 person (site agent / person on site) accompany him / her on site during inspection.
- Site workplace risk plan, for the site to be visited, must be available and be provided on request when arranging inspection / visit.
- No meetings / discussions on site consisting of more than two people (1 official and 1 person on site).
- Inspector to take own equipment / tools required to do inspection, to site.
- Inspector to sanitize own equipment / tools before and after inspection.
- Wear masks – official and person on site.
- Wear latex gloves – official and person on site.
- Sanitize hands before and after inspection.
- Wear PPE – safety shoes, vest, hard hat – sanitize before and after.
- Social distancing – maintain at all time.
- Sanitize vehicle before and after use.
- Ensure Health and Safety Officer on site adheres to screening requirements, if not do not proceed with inspection.
- Ensure site agent / person on site is adhering to Covid-19 requirements regarding wearing mask / sanitizing / social distancing etc.
- If not adhering to site workplace plan or not comfortable that site is safe to enter, official not to enter site.
- Do not touch any surfaces on site / in building – do visual inspection.
- Work efficiently on site, do not spend time unnecessary on the site.

As lockdown levels / situation changes, the protocol will be amended where necessary.

A checklist will be distributed within the course of the week.

This checklist must be completed and form part of an application for an inspection.

The below list, as communicated before, will remain applicable as part of level 2.

- Applications are being processed as usual via the Collaborator portal.
- All municipal departments are able to comment remotely.
- Plan approvals
  - o Drawings will be stamped electronically.
  - o Notices will be generated electronically.
  - o E-mail with attachments will be sent to the applicants via the Collaborator system.
- Non Approvals
  - o All notices will be prepared and sent as a PDF via the system to the applicant.
  - o Alternatively, comments will be copied and pasted in the Collaborator e-mail and sent as a task to the applicant.
- Inspections
  - o No inspections will be conducted unless in compliance with the requirements as listed above.
- Certificate of Occupation and completions
  - o Applications will be processed as per normal, with the addition that if inspections are to be conducted it will be reliant on compliance to the requirements listed.
- Office visits
  - o We are still under lockdown and in terms of the Bargaining Council's Collective Agreement not considered an essential government service. However, management and staff recognize it is essential to do everything possible to stimulate the economy and assist our clients.
  - o The Building Control front desk remains closed. As we are not open to the public, please do not come to the offices unannounced as you will not be permitted to enter the building.
  - o As far as possible all work is being undertaken from home and staff largely have all the tools required to do so.
  - o Remote (virtual) meetings are encouraged and no meetings may take place on site or at the office unless in extreme circumstances and authorized by management beforehand.
  - o Should access to records or plans be required, the available documents will be scanned and e-mailed. This will be done in response to an e-mailed request.
  - o Please bear in mind that there are minimal staff in the office on a flexi-time basis. Building control staff will only come into the office when they cannot perform a function at home. This means that office phones may not always be answered. The best way to contact a building control staff member will be via e-mail.
  - o The contact details of the senior building control officials are:
    - o Building Plan and Inspection Enquiries:
      - Brendon Gabriels – Building Control Officer – [Brendon.Gabriels@drakenstein.gov.za](mailto:Brendon.Gabriels@drakenstein.gov.za) and 073 251 5362

- Lydia Fredericks – Senior Building Inspector – [Lydia.Fredericks@drakenstein.gov.za](mailto:Lydia.Fredericks@drakenstein.gov.za) and 064 533 0407
- Graham Sampson – Senior Building Plan Examiner – [Graham.Sampson@drakenstein.gov.za](mailto:Graham.Sampson@drakenstein.gov.za) and 074 214 3008
- Garth Williams – Senior Building Plan Examiner – [Garth.Williams@drakenstein.gov.za](mailto:Garth.Williams@drakenstein.gov.za) and 082 417 5420
- Unauthorized Building Work and Complaints
  - Charl Pietersen – Building Control Officer – [Charl.Pietersen@drakenstein.gov.za](mailto:Charl.Pietersen@drakenstein.gov.za) and 063 765 8200
- Building plan archive queries
  - Thyron Bruintjies – Clerk – [Thyron.bruintjies@drakenstein.gov.za](mailto:Thyron.bruintjies@drakenstein.gov.za)

For enquiries regarding building control related matters, the Manager: Building Control, Mr Mogamat (Fickerie) Toyer, may be contacted via [Mogamat.Toyer@drakenstein.gov.za](mailto:Mogamat.Toyer@drakenstein.gov.za) or 074 062 4764.

In the unfortunate instance where your application / matter is not attended to judicially, please contact Mr David Delaney (Senior Manager: Planning Services) at [DavidD@drakenstein.gov.za](mailto:DavidD@drakenstein.gov.za) or 082 415 9347.

The current times are indeed unusual times that none of us could have foreseen. We have had to make some internal adjustments and initially there may be some hiccups, but we will do our best to make the process as smooth as possible.