



**GARLINGTON
BUILDING CODE**

BUILDING PROCEDURES

- 1 After a Homeowner has had his/her building plans approved by GARC and the owner wishes to commence building, he is required to contact the Garlington Homeowners' Association (prior to work on site commencing) and a Site Handover Meeting will be arranged.
- 2 Prior to the Site Handover Meeting:
 - 2.1 The owner/contractor must lodge a deposit of R10 000 with the Garlington Homeowners' Association and in the event of the owner electing not to use the services of his Architect to supervise the building, then such deposit shall be increased to R30 000.
 - 2.2 The contractor shall lodge a deposit of R10 000 with the Garlington Homeowners Association.
- 3 Before the handover, the owner shall be obliged to have the boundary pegs identified by a Land Surveyor and a certificate to this effect shall be handed to the owner at the Site Handover Meeting.
- 4 A building contractor and owner will be obliged to enter into a contract with the Garlington Homeowners' Association and complete the Site Handover Form prior to the commencement of construction.
- 5 Only builders approved by the Garlington Homeowners' Association may be used and for this purpose the owner may merely submit the name of the builder to the Garlington Homeowners' Association who shall advise the owner if the specific builder has been precluded from building at Garlington. The Garlington Homeowners' Association does not give any undertaking as to the quality of builders but does have the right to exclude builders from building at Garlington. All builders must be members of the Master Builders' Association.



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PLAN SUBMISSION PROCEDURES

1. Plans may only be prepared by an Architect who is approved by the Garlington Architectural Review Committee (GARC).
2. Four sets of plans are to be submitted to the offices of Venn Nemeth and Hart, 281 Pietermaritz Street, Pietermaritzburg, 3201/PO Box 600, Pietermaritzburg, 3200 for the attention of Sue Mitchell (Tel: 082 728 0178 or email: sue@rmbrokers.co.za).
3. A submission fee of R3 200 must be paid with the first submission and in the event of the Architect submitting his first design and not having been formally included on the panel but having been granted permission by the GARC to submit a set of plans, then an additional submission fee of R1 000 shall be payable (ie total submission fee of R4 200).
4. In the case of a 3rd and any further submissions, a fee of R850 shall be paid in each instance.
5. Payment of the submission fee may be made by cheque or electronic transfer into the following account:
Bank: Standard Bank
Account Name: Venn Nemeth & Hart Trust Clearing Acc
Account No: 05 22 44 326
Branch Code: 05 75 25 00
Reference: 07G002707Erf.....
If the above reference is not quoted, we will be unable to correctly allocate your payment.
6. Plans may be in black and white and at a scale of either 1:100 or 1:50.
7. A Submission Form must be completed and accompany each submission.
8. In the case of houses below the werfwall, a cross-section is to be included in the plan.
9. Please check the building code for any updates/variations to the submission procedure.