



**GARLINGTON
BUILDING CODE**

PLAN SUBMISSION PROCEDURES

1. Plans may only be prepared by an Architect who is approved by the Garlington Architectural Review Committee (GARC).
2. Plans are to be submitted in triplicate to the offices of Venn Nemeth and Hart, 281 Pietermaritz Street, Pietermaritzburg, 3201 / P.O. Box 600, Pietermaritzburg, 3200 for the attention of Sandra (Tel: 033-3553130 / email: sandran@vnh.co.za).
3. A submission fee of R2 450,00 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 a submission fee of R3 000,00 shall be payable.
4. In the case of a 3rd and further submissions, a fee of R750,00 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 and Hart Trust Clearing Account
Account Number: 05 22 44 326
Branch Code: 05 75 25 00
Reference: 07G002707
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, has a cross-section been included in the plan?