



THE DAIRY AT HILTON

BUILDING PROCEDURES

PLAN SUBMISSIONS

All houses built are to comply with the terms of the Building Code and plans must be approved by the Architectural Committee, and the uMngeni Municipality, prior to commencement of construction.

The following procedures must be followed:

Submission fees:

A submission fee of R15 000 (excluding VAT) must be paid to Gwens Stream Estates (Pty) Ltd (GSE) / The Dairy at Hilton Home Owners' Association (TDAH) prior to the Architectural Committee's consideration of the plans which will cover a review of the initial sketch plans and the first two examinations of the detailed plans. Payment should be directly into the following account:

Gwens Stream Estates (Pty) Ltd, Standard Bank, Pietermaritzburg (057525), current account 250064901.

Note that the reference needs to be clearly quoted, and a copy of the deposit slip emailed to office@gwenstreamestates.co.za.

Plans will not be considered by the Committee unless the submission fee has been received. Only plans designed, documented and supervised by a qualified architect registered as an Architect (Pr Arch) with SACAP and a regional institute of the SAIA will be considered (see Consultants for the building of structures document below).

Plans:

Submissions (3 copies) to the Architectural Committee must include the following:

- Floor layouts
- All elevations
- Site plans 1:200
- List of the Professional Team, including registration numbers

Colour plans are not required and while unnecessary detail may be avoided, the plans need to illustrate clearly the overall intent.

Approved plans will be stamped and returned by the Architectural Committee, after which they are to be submitted to the uMngeni Municipality. (The Municipality requires 4 sets of colour plans.) A separate submission fee, based on floor area, is required to accompany the Municipal application. (The amount of this fee can be ascertained by calling 033-2398315/40/52.) A copy of the plan, stamped by GSE/TDAH Architectural Committee and a letter of approval must accompany the submission to the Municipality.

ARCHITECTURAL COMMITTEE

The Architectural Committee of GSE / TDAH will consist of three people, appointed by the Directors of Gwens Stream Estates (Pty) Ltd, the Chairman of which shall be the architect in charge of the development.

CONSTRUCTION

Building at The Dairy at Hilton may only commence once plans have been approved by the Architectural Committee and have been stamped and approved by the uMngeni Municipality.

Prior to commencement owners are required to contact GSE / TDAH office to arrange a site handover meeting. Owners are required to have the boundary pegs of their site confirmed by the designated Land Surveyor, and a certificate that this has occurred must be produced at the site handover meeting.

Owners are required to submit the name of their builder to the Architectural Committee who shall advise if the builder has been precluded from working at The Dairy at Hilton. While the Architectural Committee provides no undertaking on the quality of workmanship of any builders, it retains the right to exclude builders from working at The Dairy at Hilton.

SITE INSPECTIONS

In order to ensure compliance with the Architectural guidelines and the approved plans, inspection and sign off by the Architectural Committee is required at the following stage of the construction process.

1. Set out of foundations – please contact the office to arrange for the inspection 033-3833014/5.

Thereafter, the engineering certificates are required to be submitted for the following:-

2. Completion of footings to the floor slab.
3. Wall plate height, at which stage roof plan from the supplier is required.
4. Roof.

The completion certificate from the Municipality is also required.

ALTERATIONS TO PLANS

In the event of the owner wishing to make changes to the approved plans, amended plans must be submitted to the Architectural Committee for approval, prior to implementation.

CONTRACTOR'S AGREEMENT

Builders are required to sign a contract with GSE / TDAH, prior to commencement of construction. This will be arranged at the site handover. The contract regulates the conduct of the builder, staff and sub-contractors.

Prior to the Site Handover, the contractor is required to lodge a deposit of R20 000.00 with GSE / TDAH. These deposits are to be lodged with TMJ attorneys. Cheques to be made out to TMJ Trust Account and direct deposits can be made into the following account:

TMJ Trust Account, Standard Bank, Pietermaritzburg (057525), Current Account Number: 250034913.

NB, the reference must be clearly quoted, and proof of deposit emailed to GSE / TDAH office on office@gwenstreamestates.co.za.

The deposit will be refunded on completion of the building, subject to compliance with the conditions of the Contractors' Agreement.

CONSULTANTS FOR THE BUILDING OF STRUCTURES

1. ARCHITECTS

All buildings are to be designed documented and supervised by a qualified Architect registered as an Architect (Pr Arch.) with S.A.C.A.P and a regional institute of the S.A.I.A.

The appointed Architect is to provide a minimum of the full standard service as described in the S.A.C.A.P Client Architect agreement, latest edition.

2. QUANTITY SURVEYOR

The services of a quantity surveyor is recommended, but is at the discretion of the house owner.

3. STRUCTURAL ENGINEER

All structures erected at the estate require the services of a qualified Structural Engineer, registered as a Pr Eng. with S.A.I.C.E who will be responsible for the structural integrity of the building's vertical structural elements, foundations, concrete slabs, roof structures and all retaining walls. Particular emphasis is placed on the foundations, which shall be engineered with due cognizance of the geological conditions on the site.

4. GEOTECHNICAL ENGINEER

The services of a geotechnical Engineer is advised to establish founding conditions for the structures to be built, and his findings are to be taken into account in the structural design and the building foundations.

5. ELECTRICAL ENGINEER

The services of an Electrical Engineer is recommended even if for a partial service to establish the supply required for each building and to design an energy efficient electrical installation.

In any event, an electrical compliance certificate issued by the responsible electrical contractor is required to be lodged with the estate office on completion of the construction.

6. MECHANICAL ENGINEER

The services of a mechanical engineer is recommended to design energy efficient water heating, building heating and cooling systems.

DESIGN & BUILDING PLANNING APPROVALS

All building sketch plans are to be submitted / presented for review by the Design Review Panel and approved by the panel prior to technical drawings being undertaken.

Building may not commence on any structure until building plan approval has been obtained by the design review panel of The Dairy at Hilton and the Local Municipality.

The construction working drawings for municipal approval are to be submitted to the Design Review Panel for their approval and only stamped and signed approved plans may be submitted to the Municipality for Municipal approval.

Deviations from approval plans may only be carried out with prior approval of the design review panel.

“As Built” plans are required to be approved by the design review panel and as with the original plans, only stamped and signed approved plans may be submitted to the Municipality for their approval.
