



## BUILDING PROCEDURES FOR RENOVATIONS

**ERF NUMBER :**

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**BUILDING CONTRACTOR :**

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**OWNER :**

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**BEFORE ANY BUILDING ACTIVITY MAY COMMENCE AND BEFORE ANY MATERIALS MAY BE DELIVERED TO THE SITE, THE FOLLOWING MUST BE IN PLACE AND OR COMPLETED:**

1. A plan for alterations must be submitted to the HOA for approval
2. The building contractor has to be in possession of a Municipal approved building plan for that particular erf.
3. The Building Contractors Code of Conduct Agreement must be completed and signed by the owner and building contractor. Each page to be initialed.
4. Enrolment with the NHBRC is compulsory before commencement of any building work on Croydon Vineyard Estate.
5. Where building contractors want to make use of the neighbouring erf, they can obtain contact details from the Home Owner's Association. A standard form is available and has to be signed by the neighbour.
6. When all documents are ready, a meeting with the HOA/Estate Building Controller must be arranged.
7. During this meeting the documentation will be checked and fees/charges determined.

**FEES AND CHARGES**

Deposit – Damage to Estate property	R5 000.00
Building Inspection and Road Maintenance Fund (per month)	× R 970.00

- × Will be deducted from the Owners levy account every month for the duration of the construction period.

8. Once payments have been made, the building contractor will be allowed on site.
9. Toilet facilities must be made available on site.
10. All employees have to be registered with security in terms of the Builders Conduct rules before they will be allowed on site.
11. Suitable welded mesh or similar bins for waste other than builder's rubble have to be provided within 7 days of moving on site.
12. Weekly inspection by the Estate building Inspector will be carried out. Site foremen are obliged to sign for receipt of the inspection form.
13. Project must be completed within 6 (six) months from commencement date where after penalties will apply.

**BANK DETAILS**

Bank	Nedbank
Account Name	Croydon Homeowners Association
Account Number	1088 061 664
Branch (Tableview)	108 809

Architecture and Building related enquiries:

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Croydon Vineyard Estate

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021 – 843 3610

021 – 843 3609

Costs :

Builders Deposit	R5 000.00
First monthly payment (building inspection and Road Maintenance Fund) thereafter, this amount will be deducted from the Owner's levy account every month for the duration of the building period	R 970.00
<b>TOTAL</b>	<b>R5 970.00</b>

Received : Project Manager / Builder / Owner

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Signature

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Date