



PROCEDURES PRIOR TO BUILDING

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

1. The CONTRACTOR must be pre-approved by the ESTATE MANAGEMENT before being allowed to build on MOUNT ROYAL.
(The required questionnaire is available from the website www.mountroyalestate.co.za).
2. The CONTRACTOR must be in possession of a set of Swartland Municipality approved drawings.
3. The OWNER / CONTRACTOR shall deliver to the ESTATE MANAGEMENT office 1x copy of the complete set of drawings as approved by the Swartland Municipality. The approved drawings shall also be emailed to the ARC architect@mountroyalestate.co.za.
4. The BUILDING CONDUCT RULES (available from the website) must be completed and signed by the OWNER and CONTRACTOR. (Each page must be initialed. Only the original document will be accepted.)
5. CONTRACTORS and SUB-CONTRACTORS must be registered with the ESTATE MANAGEMENT and the BUILDING CONDUCT RULES duly completed and submitted.
6. Enrolment with the NHBRC is compulsory before commencement of any building work on Mount Royal.
7. Application for a water meter from the MALMESBURY MUNICIPALITY must be done well in advance.
8. Where BUILDING CONTRACTORS wish to apply for permission to encroach on the neighbouring erf, details can be obtained from the Home Owner's Association. A standard form is available on the Mount Royal website for signature by the OWNER of such erf.
9. When all documents are ready, a meeting with the Estate Building Inspector may be arranged.
10. During this meeting the documentation will be checked and fees/charges determined. (15% VAT included)
Refer to the list of fees and charges in the Building Conduct Rules.
11. Once payments have been made, the building contractor will be allowed on site.
12. All employees must be registered with SECURITY in terms of the BUILDERS CONDUCT RULES before they will be allowed on site.

13. Once on site, the following must be attended to without delay:

- i) Site pegs to be determined and pointed out to the building inspector,
- ii) Toilet to be brought on site,
- iii) Water meter and connection.

14. Once the site pegs have been determined, the CONTRACTOR must erect a temporary fence around the site.

15. The contractor's board will be supplied and delivered to site by the ESTATE MANAGEMENT. Boards must be installed on the right front side of the erf facing the street. It is the responsibility of the CONTRACTOR to supply the correct board information timeously.

16. Only Shipping Containers painted - Mount Royal Green – will be allowed for the storage of building material.

17. Suitable welded mesh or similar bins for waste other than builders rubble must be provided within 7 days of site establishment.

18. Weekly inspections will be carried out by the Estate Building Inspector.

19. Banking Details:

Bank:	First National Bank.
Account name:	Mount Royal Homeowners Association
Account number:	62341018027
Branch:	200-507 (Malmesbury)
Reference:	Stand number

20. Architecture and Building related enquiries:

Mount Royal – Building Control

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Mount Royal Estate

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