

# **BUILDING DESIGN MANUAL**

## **SECTION A: ARCHITECTURAL CONCEPT**

### **1. From the Original Developer's Brochure**

"Belvidere Estate is the last remaining piece of prime real estate on the Knysna Lagoon. Its location, size, beauty, history, original development concept and particularly its large lagoon frontage make it unique in South Africa."

"The Belvidere area has a strong English country village flavour with its famous tiny Norman-style church, oaks and historic houses. The DEVELOPMENT CONCEPT is to preserve this feel by grouping the stands in cul-de-sacs with stretches of open fields and copses of trees between them. ...Roads have been kept to the perimeter of the Estate and designed to reduce vehicle speed."

"The architectural style and quality of all buildings is controlled. The basic design concept is for new buildings to harmonise with the 19<sup>th</sup> century Eastern Cape architecture of the existing historic Belvidere buildings. The aim is not to exactly reproduce a Georgian or Victorian village, but rather to create a variety of aesthetically pleasing homes well suited to modern living, that reflect our traditional Eastern Cape Colonial Georgian and simple Victorian architecture."

"As a owner you will be able to build your home amongst established trees and natural fauna. You will live on an estate where more than half the land will remain as parkland and open space."

### **2. The Benchmark**

As recorded in the Developer's Brochure, Historic Belvidere House sets the architectural theme for the Estate.

Since the beginning, the Belvidere Estate architectural concept has been for the exteriors of new structures to harmonise with this important example of 19<sup>th</sup> century Eastern Cape vernacular architecture. The character of this architecture has an English influence and not a Cape Dutch influence and is determined by restraint, clear plain surfaces, effective forms and refined details. The walls were either thick, plastered masonry, wide timber planks or corrugated iron, generally painted white. Roofs were either moderately pitched of slate, thatch, shingles or corrugated iron, or flat with parapets. The windows were moderately sized and slightly higher than double square proportion. Decoration was restricted to features such as balconies, door and window surrounds and simple fretwork.

### **3. The Authority of the Architecture Committee**

In order to preserve the Belvidere Estate architectural concept, the Development Company has authorised the formation of an Architecture Committee, being a sub-committee of the Belvidere Estate Home Owners Association (BHOA), to carry out the mandate of the Development Company as empowered in the various title conditions.

The BHOA Executive Committee has in turn authorised the Architecture Committee "to exercise every possible control to ensure that the original development concept of the entire Estate is maintained and, hopefully, where this has not been the case, re-claimed. Precedents are not to be considered as quite clearly mistakes have been made in the past and there is little purpose to be served in perpetuating them."

The powers of the Architecture Committee are set out in the BHOA Constitution as follows:

- 12.7.1 to consider and approve all proposed building plans in respect of any new development and in respect of any improvement to land or buildings within Belvidere Estate;
- 12.7.2 to ensure that no building and/or structure shall be erected, altered or extended on Belvidere Estate nor any building operation commenced without the prior approval of the Architecture Committee and the Knysna Municipality and that such building and/or structure shall be of approved design;
- 12.7.3 to ensure that all plans are considered in terms of the Building Design Manual which specifies standards and colours for inter alia dwellings, carports, walls, fences, any alterations and/or additions including swimming pools;
- 12.7.4 to take all such decisions as may be necessary and within the Architecture Committee's powers to ensure the maintenance of the original Development Concept as interpreted by the Architecture Committee;
- 12.7.5 to withhold permission to proceed with construction should the Architecture Committee decide the Development Concept is being prejudiced;
- 12.7.6 to advise the Executive Committee on any matters which in the Architecture Committee's view could prejudice the Development Concept;
- 12.7.7 to obtain professional advice from an independent architect approved by the Development Company in cases which in the Architecture Committee's sole discretion are contentious or where the Architecture Committee cannot reach agreement amongst its Members or in cases where there is dispute with the applicant, and to do so at the cost of the applicant but only after allowing the applicant the right to modify such application to resolve the matter.
- 12.7.8 to apply a policy of 'maintenance and upkeep' which will
  - (a) ensure that each and every property continues to conform to the appearance that pertained when the building or structure as initially approved or when modifications or additions thereto including repainting, were approved by the Architecture Committee, and
  - (b) require the Architecture Committee to recommend to the Executive Committee that the right to transfer the property from the present owner to any purchaser be withheld until its appearance as described in paragraph (a) above has been restored.

**4. Relevant Extracts from the Title Conditions Resulting from the Sub-division of Erf 327, Belvidere, which now Empower the Architecture Committee**

**D. SUBJECT** to the following special conditions contained in said Deed of transfer No T 13027/89 impose by and in favour of BELVEDERE ESTATE (PROPRIETARY) LIMITED (Company No 87/04474/07) (hereinafter referred to as "the Transferor") as binding upon the said Transferee and his/her successors-in-title:

- (a) Every building to be erected on the said erf shall be of approved design and of sound construction. **No building operations shall be commenced** on the said erf and **no additions or alterations to approved buildings shall be effected** until the Transferor has in writing approved the design and construction plans including material and **colour specifications** for the erection of a dwelling house, any outside buildings and fences and walls. The Transferor shall be the sole judge as to the suitability of the design and/or construction method, material or colours, and its decision shall be final.

## **SECTION B: BUILDING DESIGN STANDARDS**

In addition to the standards detailed below, the National Building Regulations will apply. In terms of its Constitution, the Belvidere Home Owners Association (BHOA) Executive together with the Architecture Committee and the Development Company, reserve the right to make any additions or alterations to the Building Design Manual which, in their combined opinion, are necessary to preserve the architectural style and aesthetics of the Estate.

The Building Design Standards are listed in alphabetical order.

### **AERIALS**

Television and radio aerials and satellite dishes must be unobtrusive. Individual applications are to be made to the Building Supervisor acting on behalf of the Architecture Committee.

### **AIR-CONDITIONING UNITS**

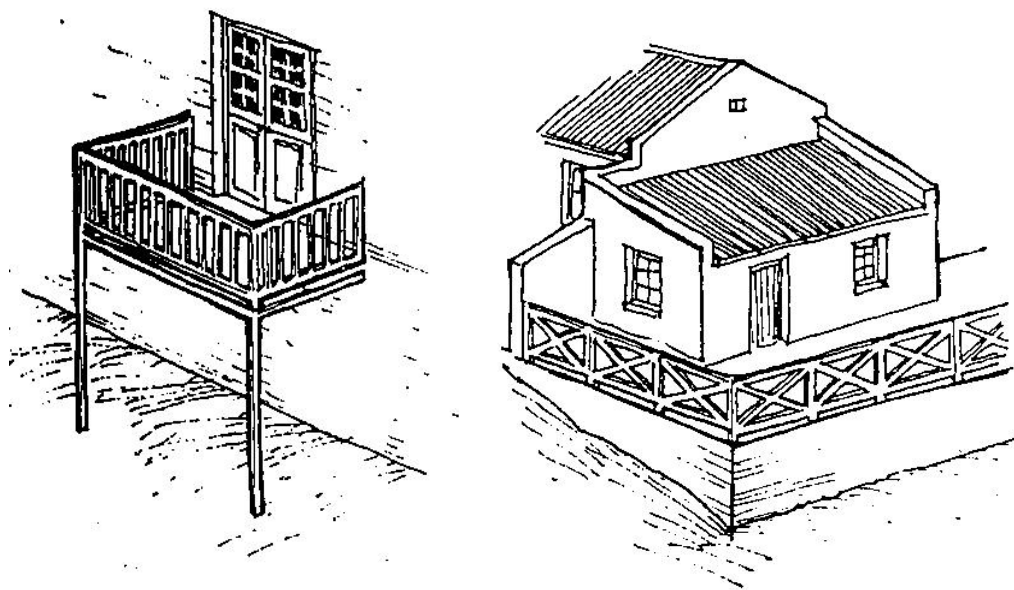
Air-conditioning must be situated in a way where they are not visible by neighbours or from any surrounding roads

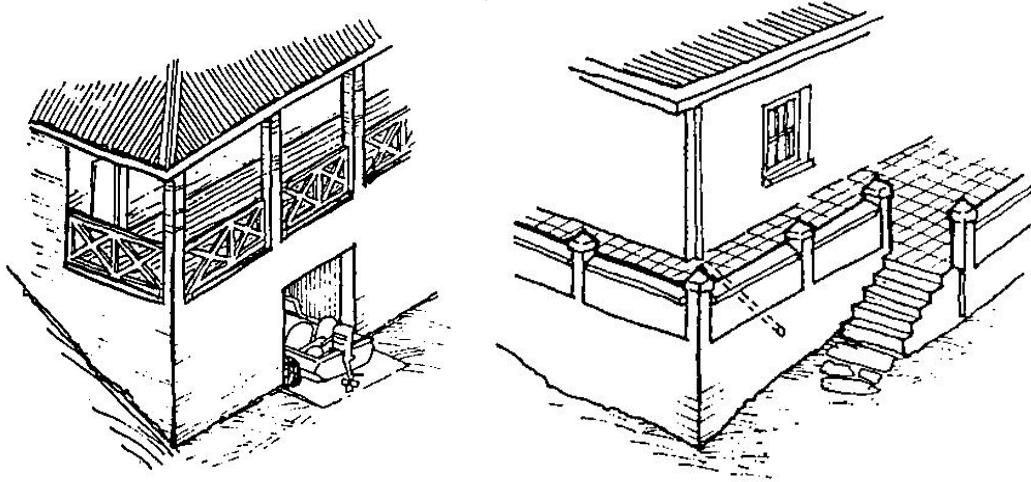
### **BALCONIES AND TERRACES**

Balconies and Terraces should have clean lines with plain wooden railings, simple decorative balustrades or the traditional pattern pillars and coping walls. Square extruded aluminium rails can be substituted for timber if coated to approved colour. Heavy brick or concrete support columns should be avoided. Cantilever structures should be avoided.

To comply with safety regulations, glass panels, wire mesh or netting may be installed. The nature and colour of the material used must be approved by the Architecture Committee.

Where balconies, terraces and verandas are filled in with glass, only a non-reflective type may be used





## **BUILDING LINES**

### **Generally**

No structures are permitted within :  
 5 metres from all road and parkland boundaries  
 3 metres from side boundaries  
 2 metres from back boundaries.

### **Along the Rail Reserve**

No building or excavations are permitted within 8 metres of the Southern and Western boundaries of the Rail Reserve and 25 metres on Stands 71, 72 and 73.

### **Venture Trust**

Special building lines have been imposed on Stands 171 to 189 inclusive and the Building Supervisor will indicate these on application.

### **Erf 330**

This erf is zoned Business II and normal municipal regulations apply.

Thatch, wood shingle or wood composite-roofed buildings have, for safety reasons, an overall building line restriction of 5 metres from ALL boundaries.

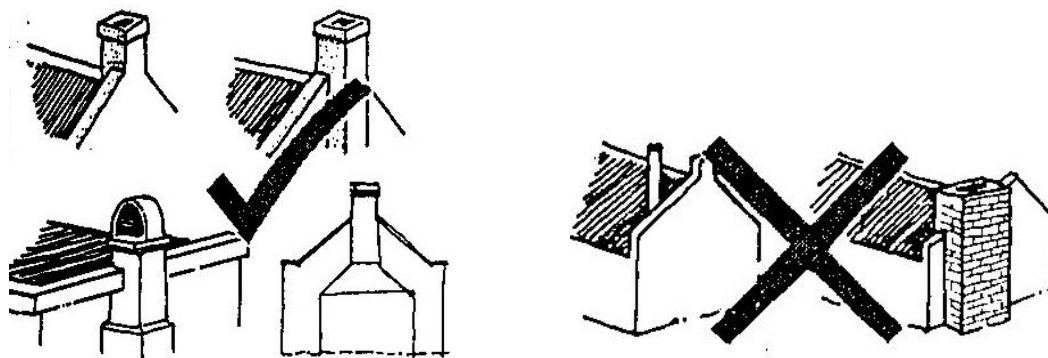
To maintain the "open feel" of the Estate, no carports, garages, verandas, staircases, pergolas or other vertical structures are permitted within the building line restriction area. The Architecture Committee may consider exceptions to this rule in the case of Yard and Courtyard walls.

## **BURGLAR BARS**

Bars should be of a simple rectangular form placed internally. If possible, they should line up with window mullions.

## **CHIMNEYS**

Chimneys are important traditional elements and must be plastered masonry or be of a design approved by the Architecture Committee. Rotating cowls are not acceptable. If possible, chimneys should form part of a gable end.



## **COVERAGE**

- **DEFINITION**

Coverage of a building is that area that covers the ground (footprint) and includes all structures which are roofed but excludes unroofed stoeps, pergolas, trellises and swimming pools.

Bulk is the gross total area of all floors under roof of a building.

- **COVERAGE OF BUILDINGS**

The coverage of all buildings on any residential erf may not exceed:-

Erven up to 1500 square metres	-	35 percent of erf area
Erven larger than 1500 square metres	-	30 percent of erf area.

Bulk of such buildings may not exceed one and a half times the permissible coverage.

Erf 330. This erf is zoned Business II and normal municipal regulations apply.

## **DOORS**

- **MATERIALS**

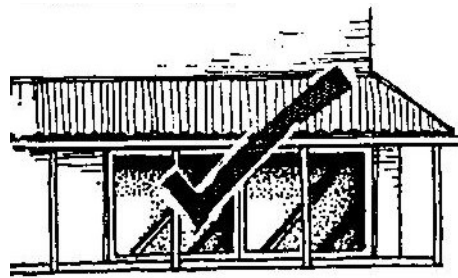
Doors must be made of timber. For certain applications, aluminium doors may be permitted by the Architecture Committee, provided they are coated to suitable colours and of traditional style. Lead-lined glass windows may be allowed provided they are simple in design and approved by the Architecture Committee. Contact the Building Supervisor for details.

- **COLOURS**

Recommended exterior finishes are Sealed Natural Timber or Painted White, Black, Dark Green or Dark Brown. Any other colour must be approved. Garish colours will not be permitted.

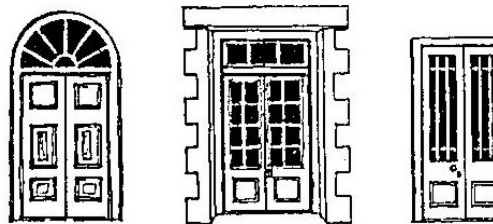
- **LARGE DOORS AND WINDOWS**

These are permitted if recessed by a minimum of 800 mm behind a veranda or screen. No double volume entrance lobbies, entrances, or windows are allowed.



- **RUSTICATION**

Rustication is permitted around doors and windows and as illustrated. Quoins are not permitted on corners of walls.



- **GARAGE DOORS**

Must be of a single door width and in timber. The style should be the traditional horizontal, vertical, diagonal or chevron-planking pattern. Raised panel design is not acceptable. Timber look-alike metal doors may be considered.

### **GARDEN ELEMENTS**

Submission of plans for Wendy houses, gazebos, tool-shed and other free-standing structures are required. These structures must match existing buildings.

### **GRANNY FLATS (see Second Dwelling)**

### **HEIGHT RESTRICTION**

The building height restriction is 8,5 metres measured vertically from the highest point of the building to the natural ground level directly below that point. This restriction will not be relaxed under any circumstances.

### **INTERIORS**

The interior design of Belvidere Estate is unrestricted but must be indicated on all plans. Interior decoration is unrestricted.

### **LARGE HOUSES**

A "Large House" is defined as a house and outbuildings that has a total number of toilets in excess of five. A special application to the Architecture Committee must be made for the approval of plans for a large house. The approval of such an application is at the discretion of the Architecture Committee who will charge a once only special services levy of R6 000-00 (reviewed annually) for each toilet in excess of five.

## OUTBUILDINGS, GARAGES AND CARPORTS

Outbuildings must be in the same style and finish as the house. Each property must have at least one garage or carport with either a gravel or paved driveway to the road. Garages and Carports shall be as defined in the National Building Regulations, viz.: -

- **“GARAGE”**

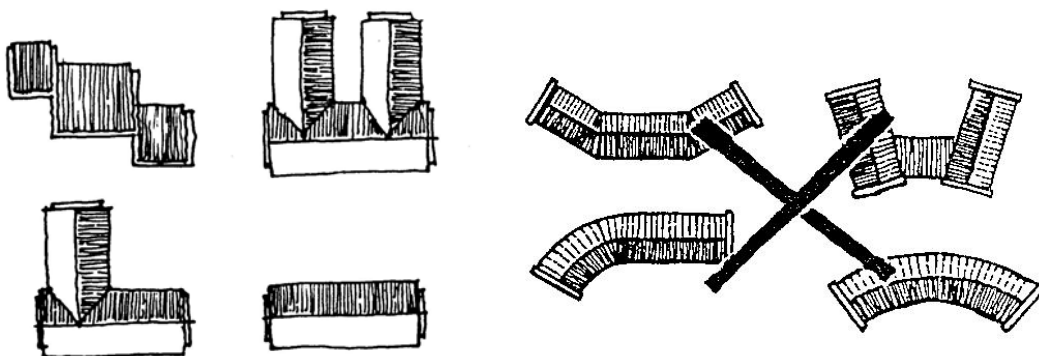
Means an enclosed area which is used or intended to be used for the parking, storing or servicing or repairing of motor vehicles and/or a workshop and must be used for these purposes only.

- **“CARPORT”**

Means a building intended to provide shelter for a motor vehicle, caravan or boat and having a roof but having walls on not more than two sides. Carports to have fascias to match existing and no pyramid or elevated fabric construction will be permitted unless the main buildings all have pyramid roofs.

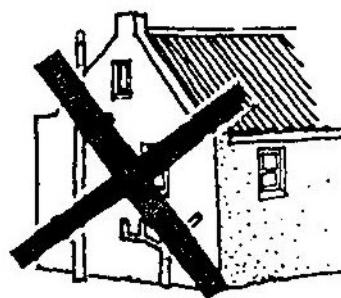
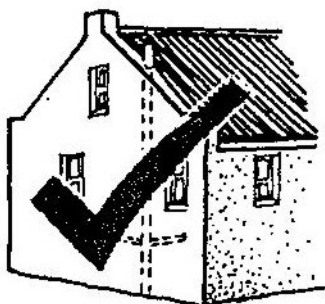
### PLAN FORMS

The shape of the house and of any outbuildings in plan must be of rectangular or simple composite rectangular form.



### PLUMBING PIPES

Prominent plumbing pipes (particularly from upper storeys) must be concealed either within the walls or by an external screen. Vent stacks should be avoided – use the vent breather valve. Where it is unavoidable to place short vent stacks at ground level, these must be covered with shrubs or plants.



## **RAINWATER STORAGE TANKS**

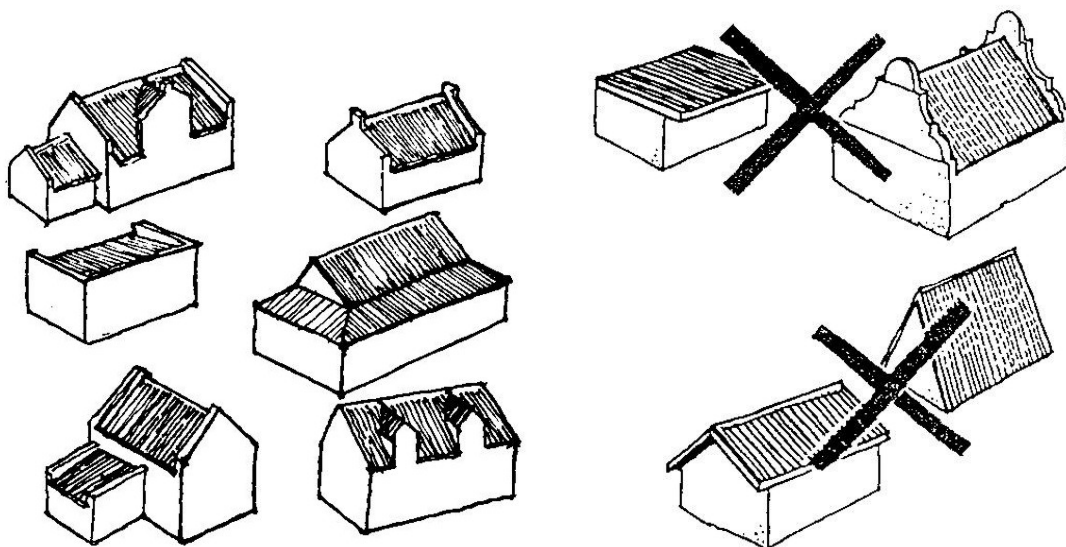
Owners will be encouraged to install tanks for storing garden water. Acceptable types will be:

- (a) In exposed situations visible to roads, parklands or other stands:-  
Butt-type asbestos/fibre/cement with lid, painted to wall colour;  
Corrugated iron sheet metal type with lid, painted to roof colour.  
The number, type and position are subject to approval of the Architecture Committee.
- (b) In hidden situations:-  
Any manufactured tank;  
Built-in underground tanks.

## **ROOFS**

Roofs may be pitched or flat in traditional style. Pitched roofs must be a minimum of 35 degrees and a maximum of 50 degrees. Dormer windows are allowed a pitch of 30 degrees. Roof overhangs must not exceed 250 mm.

Flat roofs are defined as having a slope of 7 degrees or less and must be completely enclosed on three sides by a minimum 250 mm parapet. The overhang on the fourth side must not exceed 250 mm. Veranda roofs need not have parapets.



- **GABLE ENDS**

Gables should be simple. No curved or decorative gables will be permitted. Gable ends must be provided on all slate, shingle and tiled roofs.

- **ROOF PROPORTIONS**

Roof height to wall height must be between 1:1 and 2:1 for single storey buildings.

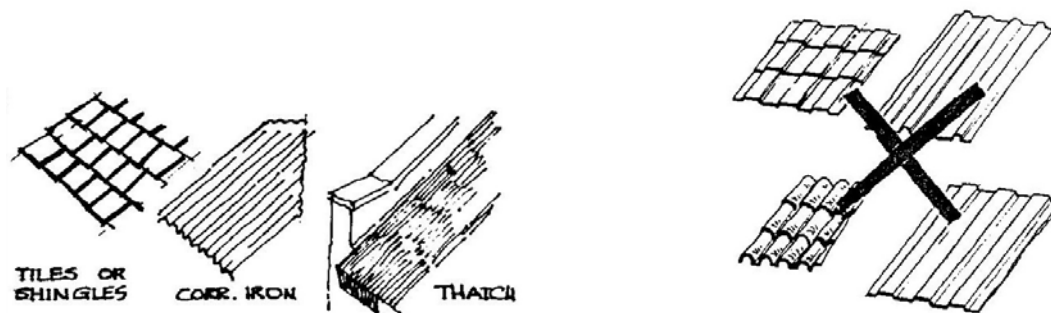
## • ROOF MATERIALS

### Recommended

Slate  
Shingles  
Thatch  
Victorian profile Corrugated  
Iron or Corrugated Fibre Cement  
Square Cut Fibre Cement Tiles

### Not Permitted

IBR Sheeting  
Steel Tiles  
Cement tiles  
Mediterranean Style  
Rounded Tiles



The roof material selected should be consistent on a particular property.

## • ROOF COLOURS

Natural Slate, Natural Thatch, Natural Brown Shingles, Dark Grey or Black Tiles. White, Black, Dark Grey, Dark Green or Dark Red Corrugated Iron or Fibre Cement. Any other colour must be submitted for approval. The colour of roofs is to be uniform throughout, specifically after alterations have been made.

## • ROOFLIGHTS

Rooflights are an accepted form of day lighting and are to be shown and specified on the drawings. The Architecture Committee will consider for approval the type, size, number and placing as well as the impact on the streetscape.

## **SECOND DWELLING (“Granny Flat”)**

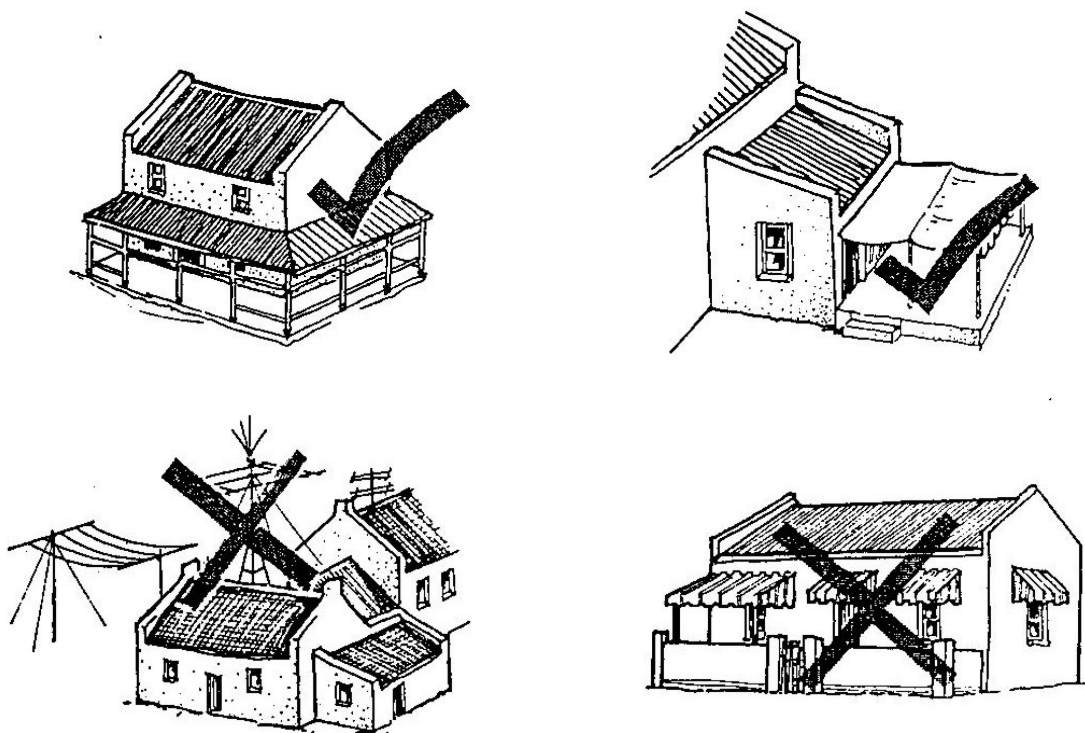
A second dwelling may only be approved on a single residential erf if all the following conditions are met: -

- (1) The coverage of the main house and outbuildings does not exceed 300 square metres
- (2) The bulk of the proposed second dwelling does not exceed 100 square metres
- (3) The total number of toilets in the main house and outbuildings does not exceed four (4).
- (4) Only one toilet is allowed in the Second Dwelling, i.e. the maximum final number of toilets is  $1 + 4 = 5$  toilets.
- (5) The second dwelling must be of the same design style as the main house specifically in materials, colour, doors and windows. One small kitchen is permitted.
- (6) Special application to the Architecture Committee must be made and approval will only be granted at their discretion. (Also see notes on Large Houses).

## **SHADE PROVISION**

Traditional style verandas or pergolas are preferred. For example, Belvidere House has the curved Regency style veranda roof. Canopies and awnings are acceptable if in fabric with a

maximum of two colours approved by the Architecture Committee. While aluminium frames for fabric awnings may be acceptable, awnings made in the main from aluminium will not be permitted. Pergolas should be planed timber, natural or painted white or masonry columns that match the walls.



### **SHUTTERS**

Traditional style shutters made from solid or louvre timber are permissible but such shutters must be fully functional. Whether placed internally or externally, whether folding or sliding, the colour of all shutters is to be approved by the Architecture Committee.

### **SOLAR HEATING PANELS**

Solar heating panels will be allowed only on roofs where they will not be visible from streets, parklands and other stands. Details of proposed installations are to be submitted to the Architecture Committee for approval. Geysers are not to be installed on top of flat roofs.

### **WALLS, FENCES AND GATES**

- **CONCEPT**

Garden walls, fences and gates form an important visual aspect of the Estate. Their design and construction must receive careful attention so as to harmonise with the owner's house and surrounding streetscape whilst preserving the "open feel" of the Estate.

- **SUBMISSION FOR APPROVAL**

All heights, designs and positions on site of proposed walls, fences and gates are to be submitted for approval by the Architecture Committee.

- **MATERIALS AND FINISHES**

Walls must be plain plastered masonry at least 220 mm thick and painted white, with plain or traditional copings. The Architecture Committee may approve the painting of boundary walls in the same colour as the house where this is other than white.

Fences must be of a simple, acceptable design in treated timber, painted white. The “Belvidere pattern” with horizontal and diagonal bars is recommended.

Where fences are to be lined with wire netting a horizontal top rail is to be provided and netting is to be attached only on the inside of the fence. Only non-corrosive or protected netting of an approved pattern is to be used. No barbed wire, chicken wire or steel droppers are permitted.

- **WALLS AND FENCES ON AND WITHIN FIVE METRES OF STREET AND PARKLAND BOUNDARIES**

Walls, fences and gates are not to exceed 1,200 metres in height measured from natural ground level. For entrance gates and gate pillars, a height of 1,400 metres may be accepted. Where sloping ground is encountered, walls are to slope parallel with ground, or to have tops stepped evenly. Expansion joints are required in long walls.

- **WALLS AND FENCES BETWEEN NEIGHBOURS**

Walls, fences and gates are not to exceed 1,200 metres in height except where required as screen walls to yards, courtyards and patios where they are permitted to be a maximum height of 2 metres.

- **RETAINING WALLS**

Plans for retaining walls to be submitted to the Architecture Committee and will only be approved subject to engineer’s design as well as building line compliance. Such walls to be aesthetically acceptable.

- **WALLS AND FENCES ALONG ESTATE EXTERNAL BOUNDARIES**

Plans for all walls and fences along the Estate external boundaries are to be submitted to the Architecture Committee for approval. Aesthetic considerations are to be borne in mind to ensure compliance with any existing fences. Palisade type security walls or fences will be permitted provided the ultimate finish is painted in acceptable colours.

- **SCREENING WALLS**

Toilet or bathroom doors in an external wall and doors to servants’ quarters must have a screening wall.

- **EXTERNAL WALLS**

Walls should have clear, plain surfaces.

- **WALL FINISHES**

**Recommended**

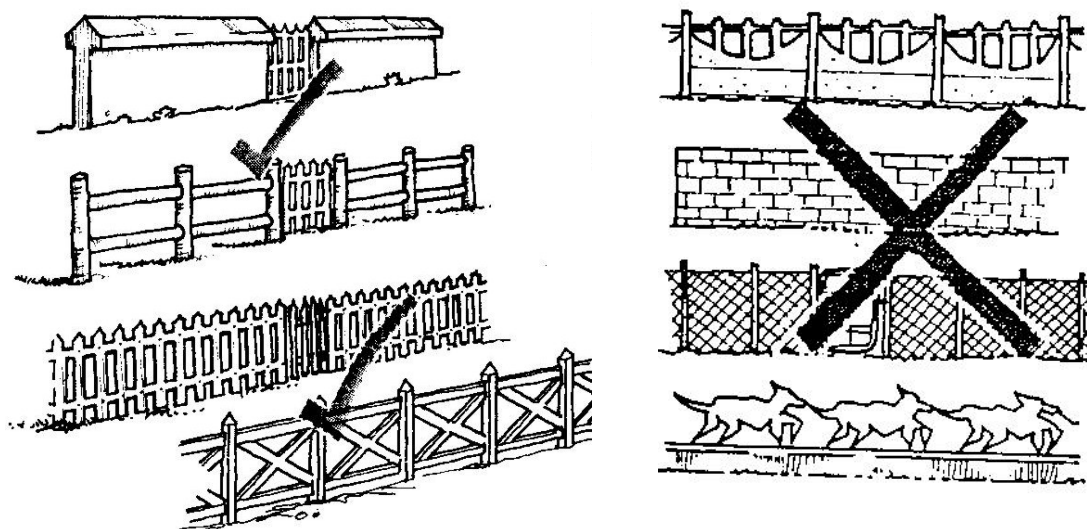
Plastered Standard Brickwork  
 Natural Stone  
 Painted Timber Planking, minimum  
 150 mm wide  
 Painted Corrugated Iron

**Not Permitted**

Face Brickwork  
 Decorated Plaster (Spanish, etc.)  
 Painted Fairface Brickwork  
 Timber Logs  
 Unpainted Concrete  
 Plaster swags, mosaic panels or over elaborate  
 window surrounds.  
 Ventilators on gables must be of restrained  
 design.

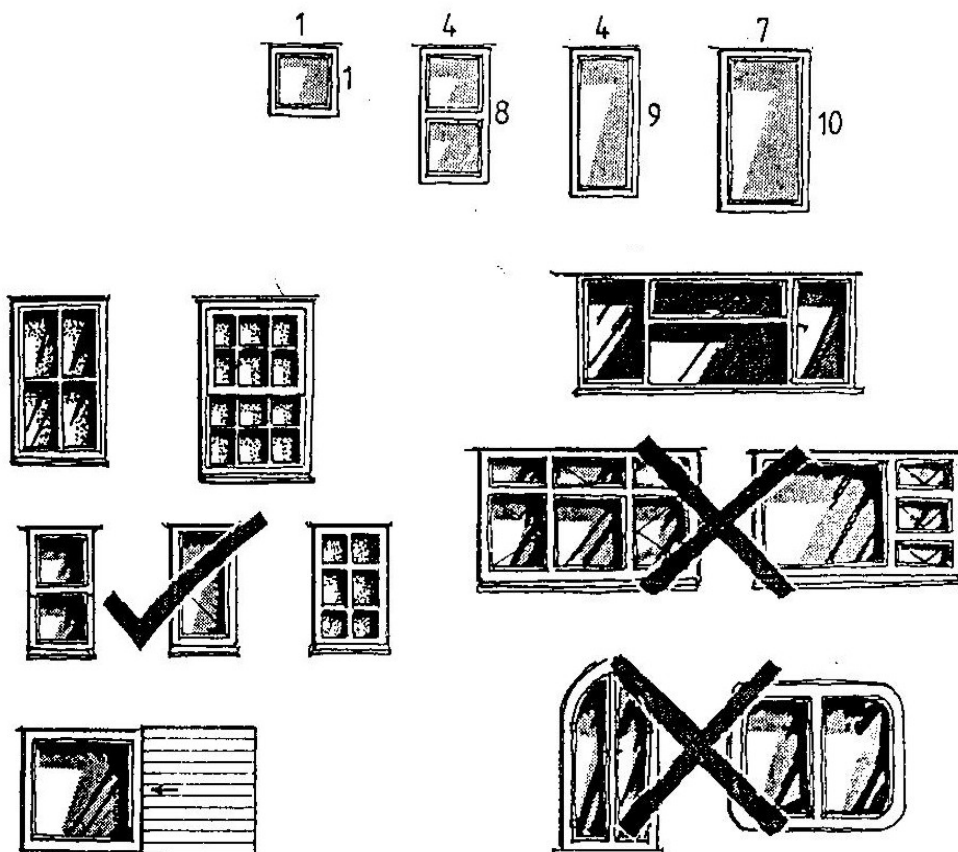
• **WALL COLOURS**

Walls should be white but off-white colours of pastel hue will be considered. Samples in the form of "brush outs" must be submitted for approval.



**WINDOWS**

Window proportions should be either square or higher than wide and of moderate size. In certain cases, they may be joined together provided the vertical emphasis is maintained. Top hung main windows (awning type) and mock sash windows are unacceptable.



- **BAY WINDOWS**

These are permitted but in terms of the Design Concept, the coupling should be done in such a manner so as to maintain the vertical emphasis. Plastered columns should be used to avoid a horizontal emphasis of windows which are excessive in size. Each case must be reviewed by the Architecture Committee.

- **WINDOW FRAME MATERIALS**

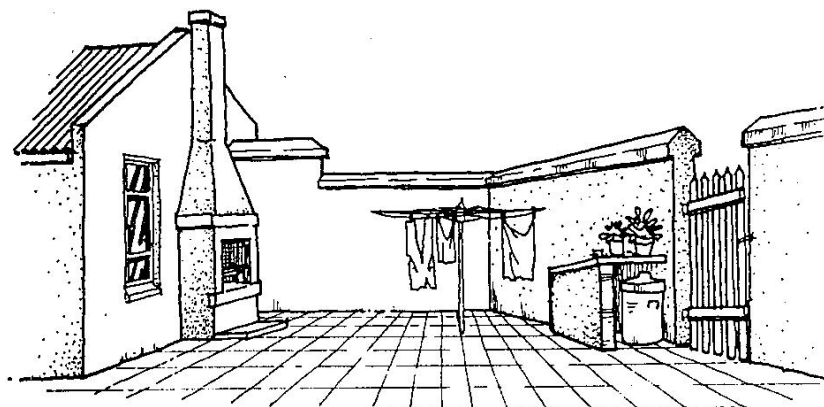
Timber is recommended. Black or dark bronze anodised aluminium or epoxy coated aluminium or white extruded PVC may be used. In these cases, the dimensions must be as per the traditional type timber windows. Steel frames are not permitted.

- **WINDOW FRAME COLOURS**

Recommended finishes are Sealed Natural Timber or painted White, Black, Dark Green or Dark Brown. Any other colour must be submitted for approval.

### **YARDS AND SCREENS**

Dustbins, washing lines, gas bottles, caravans and boats, are to be screened from roads, parklands and other stands by means of screen walls high enough for this purpose. Plastered brick with simple coping, or close fitting timber walls (of natural colour or painted white) are permitted. All yard walls and screens to be indicated on submission plans.



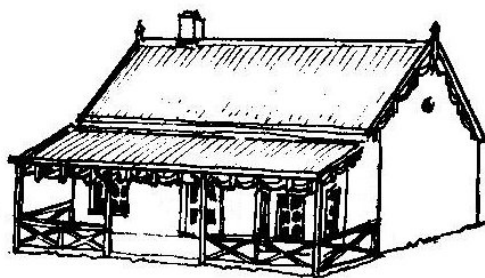
TRADITIONAL EXAMPLES OF BELVIDERE ESTATE DESIGNS



19<sup>th</sup> Century Settlers House



Flat Roof Georgian Cottage



Victorian Cottage



Eastern Cape Colonial House with Victorian Veranda



Georgian Hipped Roof House



Timber Plank Cottage



Eastern Cape Double Storey Flat Roof House



Timber Veranda House

MODERN EXAMPLES OF BELVIDERE ESTATE DESIGNS

These designs are a few of the many variations possible within our Guide Lines.



Modern Georgian Style House



Modern Thatch Roof House



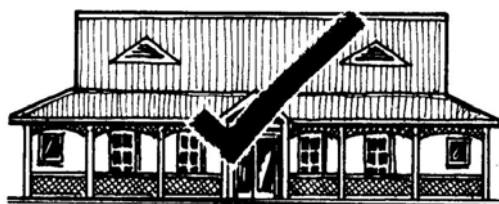
Flat Roof House with Parapet and Pergola



Victorian Style Cottage



Modern Veranda Houses



Thatch Cottage



Split Level Timber House

## **SECTION C: GENERAL REGULATIONS**

### **SIZE OR VALUE OF HOUSE**

There is no minimum size or value of house requirement, provided the Estate design standards are met. However, the building of an extra large house is not in keeping with the “country/rural” style of the Estate. Refer SECTION A: ARCHITECTURAL CONCEPT.

### **SIGNS**

House names and street numbers should be of a simple design, preferably black on white or white on black. All homes are to have street numbers.

### **SITING OF BUILDINGS**

Owners are requested to liaise with their neighbours when planning their homes. The positioning of your buildings should not unreasonably affect the amenities of nearby properties. For example, servants quarters and entertainment areas should be sensitively positioned and your neighbours’ privacy respected. The Architecture Committee’s decision in this regard will be binding on all parties concerned.

### **SUBMISSION AND APPROVAL OF PLANS**

#### **1. Application to the Architecture Committee**

In terms of an owner’s undertaking when purchasing a home in Belvidere Estate – contained in both the Consent to Purchase and the Title Deed – an owner is required to make application to the Architecture Committee for any intended alteration to their property, whether interior or exterior, painting or fencing. No buildings, walls, fences or other structures including swimming pools, may be erected or building alterations undertaken, including interior alterations, until they have been approved by the Architecture Committee and the Knysna Municipality

#### **2. Requirements for approval**

Compliance with the National Building Regulations read together with the Building Design Manual, Copyright 2002, with all subsequent amendments, plus the Contractor’s Code of Conduct, annexed hereto.

#### **3. Submission of the Necessary Drawings**

The procedure to adopt when making application for structural work is to submit **four copies** of a plan, which indicates the proposal. In order to enable the Committee to understand the owner’s exact intentions, the plan must include:

<b>Site Plan</b>	Showing boundaries and building lines, contours or spot levels, adjoining streets and stands, North point, servitudes, floor levels and datum, proposed excavations and retaining walls, fences, walls and gates, driveway, swimming pools and rainwater tanks.
<b>Floor Plan</b>	Showing a plan of each level including any demolition work.
<b>Elevations</b>	Showing all elevations of all buildings and walls, natural and made-up ground lines, heights of buildings, external materials and finishes with colours, including awnings.
<b>Sections</b>	Showing at least one cross-section through each building with ceiling heights and pitch of roof.

<b>Coverage Schedule</b>	Showing site area, permissible coverage, existing and coverage in hand. Bulk calculation to be shown as required.
<b>Drainage</b>	Soil, waste and storm-water drainage is to be shown. Note that all soil and waste pipes must be concealed and only one gully point per property will be permitted.

**NOTE : ALL PLANS ARE TO BE TO SCALE, DIMENSIONED AND COLOURED UP IN ACCORDANCE WITH THE NATIONAL BUILDING REGULATIONS COLOUR CODE.**

Four sets of plans are to be submitted to the BHOA Office not later than **the last Monday of each month** as the Architecture Committee meets on the first Monday of each month. Two copies of the plans are to be **coloured in terms of the National Building Regulations**. It is also a municipal requirement that a copy of the title deed must accompany the plans when they are submitted.

Plans must be signed by the owner and submitted with the application form.

It should be noted that the Committee comprises homeowners on the Estate, most of who are professionals in the field of architecture, property development, or civil and structural engineering. They are all volunteers and work on an honorary basis and it is unfair, therefore, to expect them to attend additional ad hoc meetings in order to meet the submission needs of individual builders or owners.

#### **4. Procedure Before Commencement**

Before commencement of any work on the owner's property, the owner must arrange for: -

- (a) an inspection of the property by the BHOA Building Supervisor.
- (b) a **Contractors Code of Conduct** and **Contractors Registration Form** to be completed and returned to the Estate Office.
- (c) the site of the chemical toilet and the positioning of materials are to be agreed to by the BHOA Building Supervisor.
- (d) the payment of any fees to be made.

It is also necessary for the owner to have a copy of the plan, which has been stamped and approved by the Knysna Municipality, on site while building is taking place. Plastic lamination of the plans will help keep them clean during the building operation.

#### **5. Decision-making Process**

The plans are sent out to the members of the Committee prior to the meeting and then discussed at the meeting. In the event of the plans being approved, the two coloured copies are stamped and signed to that effect. One copy is kept in the Estate Office on file and the other three copies, together with our Building Services Authority Form must be taken to **Knysna Municipality Building Inspector's Department**. The officials will process the plans and approve them if considered correct. **Knysna will not examine the plans unless they bear the Belvidere stamp of approval.**

Once the plans have been approved by the Knysna Municipality, the owner will receive an Approved Plan and Building Services Authority Form on which the Knysna Municipality receipts number will appear.

#### **6. Submission Fees**

##### **Due to Knysna Municipality**

Knysna's Building Plan fees vary depending on the magnitude of the work. In addition, they require a hoarding fee which is refundable on completion of the work as long as there is no

damage to roads, verges and trees etc. and provided Belvidere Estate Management are happy that the work has been carried out in terms of what was approved. A sewerage and water connection fee is also payable on new houses. Application must be made for the return of the hoarding fee to the Estate Office. Knysna will only release these funds once the Estate Office advises them in writing that the work and clearing up has been completed to their satisfaction.

### **Due to the BHOA**

In addition to the fees paid to the Knysna Municipality there is also a fee to be paid to the BHOA as only part of the costs of having an Estate Building Supervisor and the administration back-up required is covered by the annual BHOA levy. The philosophy that has always applied is that "the user pays". The relevant fees which are due are reviewed by the BHOA Executive on an annual basis, details of which are obtainable from the BHOA Secretary or the Building Supervisor.

### **7. Approval to Proceed**

Building work may not commence until such time that the application has been approved by BHOA Architecture Committee as well as the Knysna Municipality.

### **8. The Hoarding Fee**

The Hoarding Fee is payable on all applications involving building operations. An exception may be made for the erection of pergolas and carports, alterations to doors, windows, plumbing and other minor items.

The Hoarding Fee will be refunded by the Knysna Municipality on compliance with the following criteria: -

- (1) All buildings, structures, walls and fences are completed per plan.
- (2) All contractors have completed their work including paving and landscaping.
- (3) Adjacent kerbs, verges and stands (if affected) are reinstated to their original condition. The owner is responsible for the first three months or until vegetation is re-established.
- (4) All rubble and litter has been removed.
- (5) All damage to Estate property has been rectified or damage claims settled.
- (6) The Occupancy Certificate has been issued by Knysna Municipality.
- (7) The BHOA Architecture Committee has given authority for the refunding.

### **9. Validity of Plans**

Approval of plans is valid for twelve months only and re-application has to be made if building work has not commenced within twelve months. Completion times will be a condition of approval and as such will be specified on the approved plans.

### **10. Removal of Non-Approved Structures**

The BHOA and the Knysna Municipality will require removal at the owner's cost of any structure erected in contravention of this Building Manual.

### **11. Belvidere Manor and Belvidere Park**

Owners of properties within Belvidere Manor and Belvidere Park must conform to the constitution and rules of each of these bodies. Specifically owners must be aware that no additions or alterations to their property will be considered without the prior written permission of their trustees. Their trustees will ensure that no specific title deed conditions have been transgressed and that the Architecture Committee will have the opportunity to ensure that conditions specified in this Building Design Manual, where they apply, have been adhered to, as specified in the constitution of these two bodies.

## **CONTRACTORS' CODE OF CONDUCT**

The following Code of Conduct must be understood by the Building Contractor (and Sub-Contractors) and signed prior to commencement of any work. The Owner whose property is being developed will be held responsible for any breach of this Code and is, therefore, advised to incorporate it into his building contract.

### **DELIVERIES**

All deliveries of materials are to be made between 07h30 and 17h30 on weekdays only, unless prior arrangements are made with the Council. No deliveries to be made on public holidays without prior approval.

Deliveries by extra heavy trucks (10 ton plus) are discouraged due to the damage caused by them. If this is unavoidable, they must be met at the Estate entrance by the Contractor's site foreman and offloaded under his supervision. All orders must include the street name and number on the delivery note.

Damage can be done by extra heavy delivery trucks, particularly when towing trailers. As the cost of repair will be recovered from the Owner, we suggest that when ordering: -

Bricks	-	no more than 6 000 are delivered in one load;
Sand and stone	-	no more than 10 cubic metres is delivered in one load;
Cement	-	no more than 200 pockets are delivered in one load;

No trailers are used due to limited turning space.

### **WORKING HOURS**

Building activity will only be permitted between the hours of 07h30 and 17h30 Mondays to Fridays. Written permission is to be obtained in advance from the Building Supervisor to undertake any activity outside these hours. No building activity on public holidays without prior approval.

### **ACCESS**

The Contractor may not use surrounding properties for any purpose whatsoever without the prior WRITTEN approval of the Building Supervisor. This includes vehicle access, the storage of building materials, the dumping of excavated soil, stumps and cleared tree and undergrowth material.

### **ESTATE PARKLAND AREAS MAY NOT BE USED UNDER ANY CIRCUMSTANCES.**

Each site has a designated access point. Should the Owner wish to change his access, prior arrangements must be made with the Building Supervisor. The cost of transplanting or replacement of any flora will be for the Owner's account.

### **BEACONS**

The Contractor is responsible for identifying and ensuring that his site pegs are not removed or obliterated. Should the site pegs be disturbed, the Council will arrange for a Surveyor to re-locate same at the Owner's expense. It is suggested that the pegs be fixed in position with concrete.

INITIALLED BY OWNER .....

INITIALLED BY CONTRACTOR .....

## ANNEXURE 1

**WATCHMAN**

Contractors are to house their staff off site and no staff other than ONE watchman will be permitted on Site after hours or on weekends.

**TRESPASSING**

Any staff found to be on a site, other than the site they are contracted to, will attract a charge of trespassing.

**TOILETS**

All building sites are to be equipped with an adequate chemical toilet for the exclusive use of their staff. No "long drops" are permitted. Chemical toilets are to be regularly cleaned.  
NO CONNECTIONS TO THE SEWER LINES ARE PERMITTED.

**LITTER/WASTE**

Builders are to control and dispose of all their litter and waste material on a regular basis and to ensure that no litter is left lying about their site at any time. To this end, they are to supply 2 x 44 gallon drums for use as site rubbish bins. Every site should be cleaned up prior to a weekend.

No dumping is permitted on the Estate. Offenders will be heavily fined. Combustible material may only be burnt on-site if a Burning Permit has first been obtained from the Council.

**SILT CONTROL**

On any site where earthworks are required, adequate precautions are to be taken against subsidence and silt control by way of permanent or temporary retaining methods prior to commencement of any work. In addition, the use of hay bales is recommended.

**WATER**

The Contractor must contact the Estate Office regarding the water connection. A connection fee is payable. A 20 mm gate valve must be installed on the Owner's side of the meter. Effluent water as provide on verges, is not potable and must not be used for any purpose other than watering verges.

The Owner will be responsible for ensuring that his water meter is accessible for reading during and after construction. If the meter is not accessible, the Council will rectify the matter at the Owner's expense. The Contractor must protect the meter from damage.

**SEWERAGE**

The Contractor must contact the Building Supervisor regarding any sewer connection. A connection fee is payable.

UNAUTHORISED CONNECTIONS MAY RESULT IN A FINE OF UP TO R1 000-00.  
A sketch of the required manhole is obtainable from the Building Supervisor.

**SUB-CONTRACTORS**

The Main Contractor will be held responsible for the actions of his Sub-Contractors. Only registered plumbers are permitted to perform work on the Estate.

INITIALLED BY OWNER .....

INITIALLED BY CONTRACTOR .....

ANNEXURE 1

**INSURANCE**

Contractors are required to take All-Risks and Public Liability Insurance cover. Owners are advised to hold a retention over Contractors until: -

Any claim for Estate damage has been settled;  
The Council has accepted in writing that no claim exists.

Breach of any of the foregoing requirements will result in the Building Supervisor: -

Calling upon the Contractor and Owner to rectify the breach within seven days of notification;

or

the Building Supervisor advising the BHOA to rectify the breach itself and recovering the remedy cost from the Owner with a minimum R500-00 handling fee or 25% of the cost, whichever is the greater.

**ESTATE SECURITY**

As part of an overall approach to monitoring security on the Estate, the BHOA retains the right to obtain identification details of all employees of contractors and sub-contractors as well as the registration numbers of their vehicles present on the Estate at a given time. If required, this information will be obtained by the Building Supervisor.

**QUERIES**

Contact the Building Supervisor for clarification of any of the above requirements.

**IMPORTANT**

Construction may not commence until this Code has been received by the Council and a site inspection has been carried out by the Contractor, together with the Building Supervisor.

OWNER'S NAME : .....

STREET ADDRESS : .....

SIGNED : ..... DATE ..... ERF NO. ....

CONTRACTOR'S NAME : .....

ADDRESS : .....

.....  
.....

TELEPHONE NUMBER : .....

SIGNED : ..... DATE .....

Please return to : THE BUILDING SUPERVISOR  
BHOA  
or post to : P.O. Box 3299, KNYSNA. 6570.

**This Manual was originally compiled and designed by the Developer, Gray Rutherford, in conjunction with Architectural Consultants, Smuts and de Kock and Edge, Harper, Hook and Co. and was subsequently amended from time to time by the Belvidere Home Owners Association.**

**In accordance with the Constitution of the BHOA, the current edition has been approved by the Development Company, the Belvidere Estate Architecture Committee, the Executive Committee of the Belvidere Home Owners Association, and tabled at the Annual General Meeting of Members of the BHOA on 20 December, 2003.**

**This copy of the Belvidere Building Design Manual is taken to be the original of the version dated 1 September, 2003 and is signed below by authorised representatives of each of the parties concerned in terms of Section 19.3 of the Constitution of the Belvidere Home Owners Association.**

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Signed on behalf of  
Belvidere Estate (Pty) Ltd

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Date

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Signed on behalf of  
The Belvidere Home Owners Association

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Date

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Signed on behalf of  
The Belvidere Estate Architecture Committee

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Date