

DESIGN 2 OCCUPY Architecture and services (PTY) LTD

Reg number: 2025/716032/07



**Design 2 Occupy Architecture and
Services (PTY) LTD**

677 Jarvis Avenue

Les Marais

Pretoria

Gauteng

0084

Cell: 0828528175 / 0828258446

Date: 2026/08/18

RE: SEARCH FOR PREVIOUSLY APPROVED PLAN

Attention: THE OWNER

Please note the standard operating procedure for obtaining previously approved plans at the City of Tshwane.
Please note that no plans will be looked for until we receive ALL the documents and the proof of payment.

Please complete the two attached documents with all the owner details (Power of Attorney and Application form). Note, this can only be the owner details as displayed on the title deed.

Send back WITH the following supporting documents:

1. Proof of ownership – Copy of deed OR copy of latest Municipal account
2. Copy of owner/s ID document/s
3. Proof of payment for the search of old plans = R900
4. **If the property is registered on a company or Trust name, we also need the following:**
 - a) Copy of the company CIPC documents or copy of the Trust deed
 - b) Resolution letter stating who may sign on behalf of the company or trust
 - c) Copy of ID of the person allowed to sign as per the resolution letter

Please also supply the following details to whom the official invoice needs to be made out to. Note that the invoice will only be sent once proof of payment has been received:

Name of person or Company on the invoice	
Contact person	
Postal / Residential address	
Cell phone number	
Email address	
Street name and number of the property needing previously approved plans	
Erf details as per the deed or Municipal account	

Johan Pieterse
PrArchT – T1285
0828528175

Postal Address
677 Jarvis avenue
Les Marais
Pretoria
0084

Kobus Pieterse
PrSArchT – ST0718
0828528175

Banking details for the payment required – Amount R900

First National Bank

DESIGN 2 OCCUPY ARCHITECTURE AND SERVICES (PTY) LTD

Acc no: 63174443035

BUSINESS ACCOUNT

Branch code: 230145

Branch name: ZAMBESI DRIVE

SMS – 0828528175

Please use Customer name or company name as reference

Once we have received all the documents and the proof of payment, we will go to the council to look for the previously approved plans. The process is not instantaneous and can take up to 2 weeks at certain offices. In some cases, they can check immediately and others we need to leave the documents, and they will notify us when they have found plans per email.

In some cases, there are no plans available at the council and complete new plans will have to be drawn. The council will make a note showing that there are no plans available and will sign and date on the application form. The service fee is non-refundable even if no plans are found.

In the case where there are plans that's available on large format, the cost of copies will be added. If it is 1 or 2 sheets only, we can cover the cost of the copies. Some business properties and industrial buildings have many sheets. This will be invoiced as a reimbursement, at cost we paid, before hard copies will be handed over to the client.

Please do not hesitate to contact us should you have any questions.

Regards



Johan & Kobus Pieterse
Design 2 Occupy Architecture and Services

 CITY OF TSHWANE IGNITING EXCELLENCE	Department: Economic Development and Spatial Planning Section: Building Plans Management	DOC NO	EDSP/BPM/O P 7.5.1/1/1
		ISSUE DATE	11/01/2016
		REV DATE	31/01/2018
		REV NO	3

APPLICATION FOR PERMISSION TO OBTAIN COPIES OF BUILDING PLANS

Although the City of Tshwane undertakes to maintain copies of approved Building Plans, if for any reason whatsoever the approved Building Plans of a particular property are not available, the onus is on the registered owner to have the existing buildings/structures measured and drawn up

PROPERTY INFORMATION

PROPERTY DESCRIPTION	
STREET NAME AND NUMBER	

REGISTERED OWNER(S) OF PROPERTY

Where the owner is a Company, Close Corporation or Trust, the relevant Sections of this form are to be completed by an authorized representative thereof and/or a Special Power of Attorney is to be provided.

Should the owner be a Body Corporate, the relevant Sections of this form are to be completed by the Chairperson or Managing Agent and/or a Special Power of Attorney is to be provided

FULL NAME		COMPANY NAME	
ID NUMBER		COMPANY REG NO	
POSTAL ADDRESS			
E-MAIL		POSTAL CODE	
TEL		CELL	
SIGNATURE(S) OF REGISTERED OWNER(S)			

AUTHORISED PERSON

A Special Power of Attorney must accompany this Application

FULL NAME		COMPANY NAME	
ID NUMBER		COMPANY REG NO	
POSTAL ADDRESS			
E-MAIL		POSTAL CODE	
TEL		CELL	
SIGNATURE OF ARCHITECT/DRAUGHTSPERSON			

OFFICE USE ONLY

TARIFF		VOTE NUMBER	
RECEIPT NUMBER		DATE	

	Department: Economic Development and Spatial Planning Section: Building Plans Management	DOC NO	EDSP/BPM/O P 7.5.1/1/2
		ISSUE DATE	14/01/2014
		REV DATE	31/01/2018
		REV NO	4

SPECIAL POWER OF ATTORNEY

I/We, _____, ID No.: _____,
the undersigned, nominate, constitute and appoint -
_____, ID No.: _____,
with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place and
stead to apply for _____ (type of
application and property description) at CITY OF TSHWANE (name
of local authority) and in general to do everything to effect the application and to do whatever I/we
would do if I/we were present in person and acting in the matter; and I/we hereby ratify, allow and
confirm, and promise and agree to ratify, allow and confirm everything my/our attorney(s) and agent(s)
may do or may permit to be done legally in terms of this power of attorney.

Certify special powers granted (if applicable):

Building plans for - _____

Signed at _____ on this _____ day of _____ 20 _____ in
the presence of the undersigned witnesses.

AS WITNESSES:

1. _____
Name in print

2. _____
Name in print

SIGNATURE

SIGNATURE

SIGNATURE: REGISTERED OWNER

Prove authority to act on behalf of:

- a) Company (company resolution)
- b) Close Corporation (CK2 document)
- c) Trust (trust resolution)
- d) Other: _____