SUBMISSION OF AN APPLICATION TO
THE DIRECTOR: LAND USE DEVELOPMENT

You may contact the Land Use Development office at (021) 710-6000 to collect and make the necessary application.

The following is a guide to the items which are to accompany an Application to the Director Land Use Development

For a quicker response to your application, the following information should (must) be included with the application:

A clearly dimensioned Site Development Plan indicating:
- The areas of the dwelling(s) to be used;
- A table indicating the square metres of the structure to be used for the ECD centre as well as amount of indoor and outdoor space for the specified age categories;
- The location of outside play areas and play equipment;
- Parking, drop-off areas and access arrangements, and
- Boundary edge treatment

A written letter of motivation which details:
- The number of children to be accommodated;
- The type and nature of the proposed facility, including the type of structures and any/proposed additions thereto;
- The number of people to be employed; and
- The hours of operation and a daily timetable, including time allocated to outside play.