PLANNING REQUIREMENTS FOR ECD CENTRES

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CATEGORIES OF ECD CENTRES
- SMALL SCALE ECD CENTRES contain 21 children or less
- LARGE SCALE ECD CENTRES contain 22 children or more
- Assessments criteria differ based on the category.

APPLICATION TYPES (1)
- Developmental Council of Cape Zoning Scheme
  - Conditional Use to permit a Place of Instruction
  - Temporary Departure (cannot exceed 5 years)
- Cape Town Zoning Scheme
  - Consent Use to permit a Place of Instruction
  - Consent Use to permit a Entry from Home
- Bul Places of Instruction must be at least 4,5m from any boundary of the site
- If the building is less than 4,5m from a boundary of the site then apply for a regulation departure for building setbacks even if you are not doing any building work

APPLICATION TYPES (2)
- Simon's Town Zoning Scheme
  - Place of instruction is permitted as of right
  - Bul Places of instruction must be at least 10m from any boundary of the site
  - If the building is less than 10m from a boundary of the site then apply for a regulation departure for building setbacks even if you are not doing any building work.

SUBMISSION REQUIREMENTS (1)
- Application form
- Application fee
  - Conditional Use & Consent Use R220.40
  - Temporary Departure R179.70 per departure (seven %)
- Advertising fee
  - R712.00 or R826.10 (only payable if Council is to do the job)
- Applications for the number of notices served
- Copy of the property site plan (available from Deeds Office or bank)
- Conveyancer’s certificate (Contact a private conveyancer or attorney, Generally not needed for working from home)

SUBMISSION REQUIREMENTS (2)
- Power of Attorney (only necessary if the operator of the ECD centre is not the owner of the property or if there is more than 1 owner of the property)
- Motivation of the proposal
- Dated timetable of activities
- Plan showing location of motor and other activities
- If new building work is required, a formal Site Development Plan is required. (Drawn by draftsman or architect)
CONTENTS OF THE MOTIVATION (1)
- Type of ECC centre is educate, aftercare, creative, etc.
- The maximum number of children proposed.
- The maximum number of staff proposed (including the person running / operating the ECC centre)
- The days of the week that the ECC centre operates.
- The hours of operation of the ECC centre.
- The ages of the children.
- How do children get to the ECC centre?
- How do staff get to the ECC centre?
- Where do staff and parents park (on the property, in the street)?

CONTENTS OF THE MOTIVATION (2)
- How many parking bays are there on the property, and who is permitted to parking in them?
- Proposed measures to reduce the impact on the neighbours.
- Does anyone live on the property and, if so, who?
- Are there any special factors or issues that may be relevant to the assessment?

WHAT THE PLAN SHOULD CONTAIN
- The plan must be neat and fully dimensioned and must show the following information:
  - The property boundaries, street and environs and proposed buildings.
  - Rooms to be used for the ECC centre.
  - Rooms to be used for residential purposes (if applicable).
  - Location of outdoor play area.
  - Location of outdoor play equipment.
  - Parking bays for staff and parents and drop off area.
- The easiest way of doing such a plan is to use an approved building plan as a base plan. These plans are normally available at the Southern District Planning Office.
CONTACT INFORMATION FOR ENQUIRIES
- Physical address:
  - Corner of Victoria & Main Road, Plumstead
- Counter hours: 08h30 - 12h00
- Phone number:
  - Phone Julia on 021 710 9270

Conclusion
Let us work together for a better city