

**GUIDELINES FOR BUILDING LINE  
ENCROACHMENT APPLICATIONS**  
*No incomplete applications will be accepted  
(fees are non-refundable)*

The building line encroachment application requires the following documentation:

1. Application form.
2. Motivational letter - by owner.
3. Interpartite comment - the standard form must be completed (if needed).  
The consenting party to sign all affected drawings and site plan.
4. Complete copy of Title Deed.
5. Approved SG Diagram.
6. Approved zoning certificate.
7. One complete set of drawings.
8. CIRCULATION PER HAND: This can be done after 14 days to all the Technical Sections as required. Thereafter the file will be left at the different offices for the evaluation and finalization by the Building Control Architect/Senior Plan Examiners.

**NB:** Street building line encroachments and street height encroachments must be sent to the Workgroup for evaluation (once a week).

**\*\*** Supply photo survey to demonstrate the proposed impact upon the street and surrounding environment.

**ENQUIRIES: OFFICE 1 - Centurion (Southern Region)**

Tel: 012 358 3412/3

Fax: 012 358 3599

Inspection bookings: 012 358 3599

**OFFICE 2 & 3 - Pretoria (Central Region)**

Tel: 012 358 4612/4

Fax: 012 358 7985

Inspection bookings: 012 358 8032 / 8067 /  
8048

**OFFICE 4 - Akasia (North-West Region)**

Tel: 012 358 9127

Fax: 012 358 9131

Inspection bookings: 012 358 9130

**OFFICE 5 - Soshanguve (North-East Region)**

Tel: 012 358 9289

Fax: 012 358 9250

Inspection bookings: 012 358 9289