



HOME IMPROVEMENT  
GUIDE  
for  
Alterations and Additions  
to  
Homes

TRYALL NORTH PROPERTY OWNERS ASSOCIATION

INCORPORATING CANAL WEST HOA & CANAL EAST HOA

## **HOME IMPROVEMENT GUIDE TO HOMEOWNERS**

*November 2011*

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## 1. INTRODUCTION

- 1.1 Garden Cities is known to generations of homeowners for its enviable record of successful, integrated suburbs that have generated a strong sense of civic responsibility and pride among their thousands of residents. The intention of this guide is to assist the new homeowner in ensuring that any form of improvement made to their home will add value to the architectural coherence in the built fabric of Sunningdale. The principle objective of this coherence in architectural language, building materials and colours, is to ensure that **all** improvements, alterations and additions to existing buildings and streetscapes contribute to the value of each individual home owner's investment on the one hand, and to mitigate the visual impact of the development as a whole, on the other.
- 1.2 This Guide is applicable to all single residential, group housing and general residential properties. Commercial properties will be subject to the town planning scheme regulation of the local authority and subject to the pre-scrutiny and written approval of Garden Cities.
- 1.3 Garden Cities together with the relevant Home Owners Association shall appoint a Professionally Registered Architect as the Supervising Architect who, in conjunction with the trustees, will ensure that all that all standards are maintained throughout the lifespan of the HOA.
- 1.4 As stated in agreement of sale documentation (Clause 17) and the HOA constitution rules (item 9)  
**No alteration, addition, demolition, major decoration or reconstruction of or to the property, including walls, fences and sidewalks, may be undertaken without the prior approval of the appointed Supervising Architect and HOA trustees and the relevant local authority.**
- 1.5 Any additions, alterations, or amendments to the original planning applications' approved plans, at any stage, as well as colour changes, are to be submitted to the supervising architect for further approval.
- 1.6 A builder's refundable deposit will also be collected; which will be refunded once an inspection has been concluded to determine that the building has been constructed in terms of the approved building plans and that the all repairs, if any, to the road, kerb and verge areas have been attended to.
- 1.7 No application will be accepted without payment of the prescribed fees to the relevant supervising architect, including penalty fees, if the work has commenced at the time of the application.
- 1.8 Each and every application stands on its own merit and its own set of particular circumstances'. Precedence shall not be a binding form of motivation.
- 1.9 In questions of interpretation of the Guide or in the event of matters arising from the design process, which are not addressed by the Guide, the Trustees and supervising architect **shall make a final and binding ruling**. Minor variations that are deemed to be in the interest of the development and compatible with the guide may be considered by Garden Cities and/or the H.O.A. from time to time.
- 1.10 **Clearance certificates required by the transferring attorneys upon the sale of a home, may be withheld by the estate management should any improvement be found to have not received planning approval, or the property not be maintained to acceptable standards.**
- 1.11 The approval of any planning application does not absolve the homeowner from his/her responsibility of obtaining local authority – Blaauwberg Municipality – building plans approval. The supervising architect plans approval, shall be based purely on aesthetic value and is not to be construed in any way whatsoever, as Local authority and/or Town planning or National Building/SABS regulations plans approval.
- 1.12 **With all planning applications, no building work may commence until full planning approval has taken place. During construction, deviations from the approved plans are required to be approved, prior to their execution.**

- 1.13 All building plans are to be prepared and submitted by professionals registered with the South African Council of the Architectural profession.(SACAP)

## 2. ARCHITECTURAL LANGUAGE

This guide does not attempt to be excessively descriptive in terms of architectural style as such. It is more concerned with the achievement of architectural synergy and cohesion with the existing streetscapes.

## 3. SITE LAYOUT

All sites should endeavour to further promote the philosophy of the "Garden City Ideal " with the planting of trees and the theme of a flowing soft landscape, which penetrates between the buildings, complimenting the extensive public open spaces, being the goal.

- 3.1 Immediately upon handover of the house keys, all existing trees along the immediate road frontage become the full responsibility of the homeowner. Tree's are to be regularly watered and cared for and are not to be removed without prior consent.
- 3.2 The road reserve between the roadway and front boundary of the home is the property of the local authority and Tryall north Homeowners association. The planting of and use of stone chips is to be controlled by the appointed Supervising Architect. Full planning approval is required in this regard.
- 3.3 Existing Steel Palisade panels are a vital part of the streetscapes of Sunningdale, creating a break between long tunnels of walling. Should a homeowner require privacy, two methods of achieving this are in place. A new screen wall at the same height as the palisade fencing may be erected. (Please see **ANNEXURE "D"** and following photos) The other method is to plant live vegetation in the panel area. Bamboo rods **only, for a time**, may be used to encourage growth and support. . Unsightly screens are not to be erected in front of or behind these same palisade panel openings.

## 4. BUILDING MASS

- 4.1 The addition of a single garage to an existing double is permissible provided that the addition is set back, or a method of softening the impact of the three garage doors is set in place. A pergola system in front of these doors would suffice.
- 4.2 Granny flats are permitted, provided;
- 4.2.1 An extra parking bay is provided on the site and;
- 4.2.2 All Provisions of the Municipality's scheme regulations are complied with.
- 4.3 **Double storey additions** require neighbours consent. Due to their impact upon the surrounding neighbourhood, each application will be assessed on its own merits. Every endeavour must be taken to ensure that overlooking features are kept to the minimum, with special care taken to ensure that the core recreation areas of neighbours' homes are not overlooked. Any portion of a double storey addition is not to encroach beyond the lateral and rear building lines.

## 5. EXTERIOR WINDOWS AND DOORS

- 5.1 All new windows are to match not only the existing dwelling, but also the adjoining dwellings and those in the immediate area.
- 5.2 All new doors including garage doors, are to compliment the style and are not to be too ornate and out of context with the those in the area.

## 6. BOUNDARY WALLS

- 6.1.1 Street frontage boundary walling should, as far as possible, be maintained, and as originally developed, by Garden Cities. The Maximum permissible height is 1800mm, in line with the City's "BOUNDARY WALLS AND FENCES POLICY".
- 6.1.2 Steel palisade street boundary walls/ fences up to a maximum height of 1.8 m may be permitted in cases where adequate, excess space exists. It is preferable for street boundary walling to be the low "werf- muur." 600mm in height with Steel palisade infill panels 1200mm high to make up the overall 1800mm. The Palisade panels are to be placed between 330x330mm masonry columns. All materials are to match the existing dwelling.
- 6.1.3 Sliding Steel palisade vehicular gates, although discouraged, may be permitted, but only when incorporated with clause 6.1.2 above.
- 6.1.4 SIDE BOUNDARY walling (precast concrete) this walling may be heightened by 1 panel, (7 panels total from ground level or 2.100m) with all adjoining owners consent. (This is the preferred maximum)  
In exceptional cases where privacy has been jeopardized, this walling may be heightened by 2 panel's maximum (8 panels total from ground level or 2.400m) with adjoining owners consent.
- 6.1.5 Should a linking wall articulate with another lower boundary wall, it must be tapered down to the height of the same such wall. (1.800m high)
- 6.1.6 Municipality approval is required where vibracrete walls are raised by more than 1 panel.

## 7. STONE CLADDING

Only natural stone as approved by the supervising architect may be used, depending on the existing style and homes in the area.

## 8. BASEMENTS

Basements are to comply with the National Building Regulations definitions. (Ceiling at less than 1m above the average immediate natural ground level)

## 9. BALUSTRADES

Balustrades, if required, must be designed simply and elegantly. They must compliment the design of the main building.

## 10. AWNINGS, CARPORTS, AND PERGOLAS

- 10.1 With the exception of moveable garden furniture, planning approval is required for any form of Pergola, Awning and Carport.
- 10.2 Awnings may not take the form of brightly striped canvas or exposed translucent sheeting. Generally a canvas colour is acceptable for retractable awnings. The use of vertical awnings is permissible, but they are only permitted to be unrolled at night or under adverse weather conditions. They are not to remain in place for extended periods.
- 10.3 Carports must have a flat-sloping roof that is hidden behind a parapet wall and is of one roofing material only; a patchwork of translucent & other material is not permitted. (The roof and parapet may not slope with the driveway)
- 10.4 Carport supports must either be in large timber/steel sections, 100x100 min. or brick piers 330x330 min. or timber/steel sections on masonry bases. The sides may be trellised (square, not diagonal) and planted with creepers.  
(Patented prefabricated carport systems, e.g. shade ports, may not be used.)
- 10.5 Posts and pergolas must be constructed in natural hardwood and supported on timber or brick piers. The finish to match the dwelling style and other homes in the immediate area;
- 10.6 Solariums – sun rooms are not permitted.

## 11. COVERED VERANDAHS, BRAAI TERRACES, BRAAI ROOMS.

- 11.1 Applications for an addition to provide shade and shelter over a verandah/ braai terrace, in the form of an "Afdak" - "Chromadek-steel" lean-to roof, require special attention.
- 11.2 The structure is to be as "clean" as possible, covering only the "Footprint" of the terrace, and not the braai counter/server top area. The "clean", rectangular, roof structure is to fall over its shortest area. (**IBR profile roofing sheets are permitted only when fully concealed behind parapet masonry walls**)
- 11.3 Supports at each of its lowest ends must either be in large timber/steel sections, 100x100 min. or ornate brick piers. Décor pieces are required in most situations.
- 11.4 On street facing shade and shelter "afdak" area is may only be partially enclosed at the braai servery top area. (see **ANNEXURE "E"** below)
- 11.5 Patented prefabricated roofing systems may not be erected along streetscapes or if they can be viewed from public open spaces.
- 11.6 **As with all formal room additions, full braai room additions are to be under the same roof as the main house.** In places where this is not possible, then a flat roof structure is permitted. However on streetscapes, its roof is to be completely screened from view behind a plastered brick parapet wall. The full braai room addition is to be finished in the same manner as the main house with adequate ceilings and insulation.
- 11.7 The architectural style of the braai room is to be consistent with the main house. Large openings with combinations of doors and windows are not acceptable on streetscapes. Frameless, foldaway, stacker type doors are permitted however.

## 12. PAINT AND NEW BUILDING WORK COLOURS

All finishes are to match, not only the existing dwelling, but of those in the immediate area as well.

## 13. PAVING

All paving visible from the street and on road reserve ground levels, must be in keeping with other paving in the immediate area. Minor works planning approval is required for any new paving within the road reserve. (The verge area, between roadway and street boundary.)

## 14. SWIMMING POOLS

- 14.1 All forms of swimming pools require full planning approval. Applications are to be lodged with the supervising architect together with the pool suppliers'/manufacturers' details. (This taking the form of their standard plans application for Municipal approval)
- 14.2 Pumps and filtration systems are to be indicated on all planning application's and are to be so located so as not to cause disturbance to neighbours and they should not be visible from the road or adjacent open spaces.
- 14.3 Pool enclosures (safety fencing) must comply with National building regulations SABS 0400/DD4 and be of simple design to match the dwelling and not exceeding 1.2m in height.
- 14.4 Back washing must be discharged in accordance with the local authority/municipalities requirements.
- 14.5 Planning approval is required for all types of swimming pools, including Jacuzzi's.
- 14.6 The developer will not be held accountable for any underground services which may transverse the swimming pool situation.

## 15. TV ANTENNAE - SATELLITE DISHES AND CHIMNEYS

- 15.1 Aerials and satellite dishes should be obscured within the roof or otherwise concealed where possible. Dishes are to be placed away from roads.
- 15.2 Fire appliance flues; New free standing fire appliances may be installed. It is preferred that steel flues be fully enclosed in plastered brick and mortar chimneys, or alternatively that steel flues be positioned on the far side of the roof ridge line, away from the road. They are to be properly maintained to prevent rust streaks/staining the roof. **The Maximum height above the roof tiles is to be the SABS/NBR regulatory height of 1 metre.** (Please see ANNEXURE "C" for non-permissible chimney's and steel flues)

## 16. BURGLAR BARS AND SECURITY GATES

- 16.1 Burglar bars should be simple horizontal lines, without ornate detail. (Please see ANNEXURE "B" Burglar bars/gates)
- 16.2 Security gates are to be discouraged; however when required, it is recommended that they are similar to and compliment the house garden gates. (Please see ANNEXURE "B" Burglar bars/gates)
- 16.3 All designs subject to review by the supervising architect.
- 16.4 External "basket type" burglar bars are not permitted.

## 17. WATER AND ENERGY SAVING DEVICES - GARDENS

- 17.1 The use of water saving devices and technologies is encouraged with all alterations and additions.
- 17.2 Gardens and irrigation systems are to be designed according to best practices for water conservation.
- 17.3 The roadway verge between the roadway and house street boundary remains the property of the HOA. The extensive use of stone chips and paving's are discouraged. **Minor works planning approval is required for any development in this area.** (See clause 18. below)

## 18. DEEMED MINOR WORKS

### 18.1 Clause 1.10 of the guide is applicable to all Minor works applications.

- 18.2 Minor works applications are to take the following format:
- 18.2.1 Full contact details of the applicant/home-owner are required including email address.
  - 18.2.2 The home-owners' house plan, including the site, captured on an A4 or A3 sheet (4 copies required) is to be lodged with the supervising architect for minor works planning approval.
  - 18.2.3 A reduced application fee of R 150.00 (excluding VAT) is payable.
  - 18.2.4 No building refundable deposit is required.
- 18.3 Minor works are categorized as the following;
- 18.3.1 The raising of vibracrete wall panels.
  - 18.3.2 The installation of electric fencing.
  - 18.3.3 The laying of paving/stone chips within the road reserve. ( Max.70% beige stone-remainder live vegetation.)
  - 18.3.4 The installation of air conditioning units.
  - 18.3.5 The erection of Wendy houses. (Full specifications are required, Size, Height, finishes and site situation.)
  - 18.3.6 The installation of canvas awnings and/or roll down vertical awnings. (Full specifications are required.)
  - 18.3.7 Large structures including Jungle Gyms and Garden Furniture. (Full specifications are required, Size, Height, finishes and site situation.)
  - 18.3.8 Any other minor works as so deemed at their time of application.
- 18.4 With the exception of 18.3.3 & 18.3.6 as above, all applications will require affected adjoining owners' consent.
- 18.5 All minor works, as set out in 18.3 above, whichever applicable, are to be depicted on the aforementioned A4 or A3 sheets. (The supervising architect may be contacted for further assistance in this regard)
- 18.6 The free standing Wendy house sheds is permitted only if not visible from any streets or open spaces. Their roofs are to be the same colour as the main house. All affected adjoining owners' consent will be required.

- 18.7 Air conditioning condenser units are to be well concealed and not visible from roadways and/or open spaces, and are to be installed at natural ground level or well below boundary screen walls. As with swimming pool pumps, A/C units are to be sited so as not to cause a disturbance to neighbours.
- 18.8 All sewer/plumbing pipes are to be concealed and are not to be visible on external walls.

## 19. SIGNAGE & STREET NUMBERS

All street numbers and postboxes are to remain as originally developed and when replaced are to comply fully with the general type in the area.

## 20. SAFETY.

All areas in Sunningdale that are seen to be building sites, demarcated or not, and are deemed to be out of bounds to all residents.

Homeowners are to report any transgressions of these rules to the estate manager.

## 21. PLAN SUBMISSION PROCEDURE

- 21.1 All applications may be submitted to Garden Cities offices at 50 Louis Thibault Drive Edgemead 021-5587181 **or preferably to the relevant supervising architect direct.**
- Reg Whittaker Architect | tel. 021-975 9083 | cell. 083-3093024 | fax. 086 672 9434 | email. [info@regwhittakerarchitect.co.za](mailto:info@regwhittakerarchitect.co.za)
- 21.2 All homeowners' contact details, including email address, are to be made available with the application.
- 21.3 One copy of the planning application is preferred upon initial submission.
- 21.4 After the plans scrutiny process has taken place, 6 copies are to be resubmitted for the official HOA stamp of approval.
- 21.5 Plan applications not bearing the HOA stamp of approval, will not be accepted by the City Blaauberg Admin. (Milnerton)
- 21.6 Please see **ANNEXURE "A"** for a detailed planning submissions procedure.
- 21.7 Please see **ANNEXURE "F"** for detailed plan submission fees and building refundable deposits.
- 21.7 Where works deviate from the approved plans a "Stop-works" order may be executed where necessary.
- 21.8
- 21.9 For minor works plan submission procedure, please see clause 18.
- 21.10 For planning applications lodged prior to registration taking place, the Supervising Architect is to be consulted as to the correct procedures to be followed.

## 22. WORKING DOCUMENT

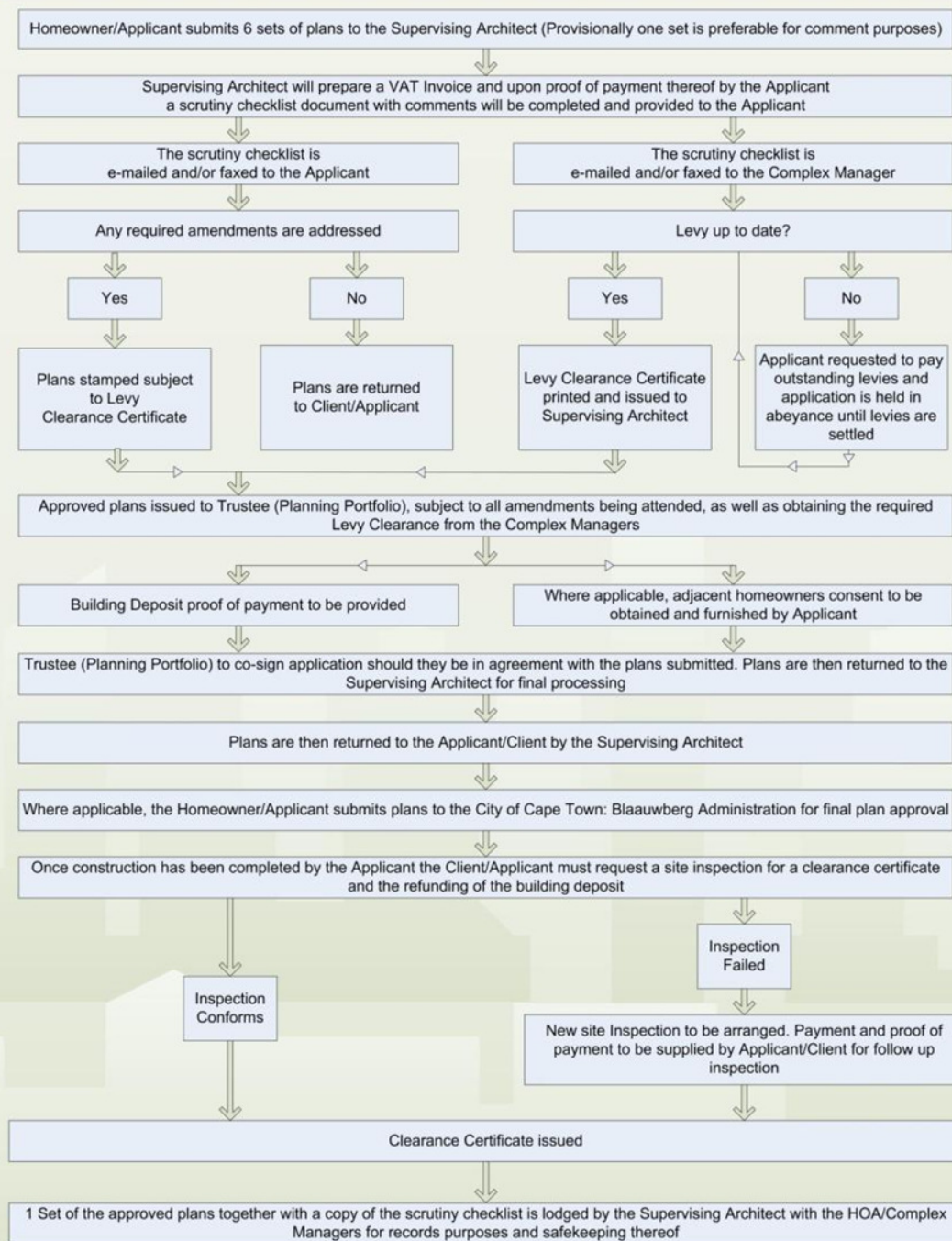
- 22.1 This document is a work in progress document and will be updated from time to time. The latest update guide is available at the sales office or obtainable from the appointed Supervising Architect. (A flowchart is available for planning applications sought prior to transfer/registration of homes.)

## 23. MISCELLANEOUS

- 23.1 **Street (verge) trees are not to be removed without the prior consent of the HOA and/or its representatives.**

## Annexure “A” - Planning Application Scrutiny Process

Friday, September 17, 2010



**ANNEXURE "B"**

**Burglar bars – Security gates.**



**Burglar bars – Security gates. Continued.**



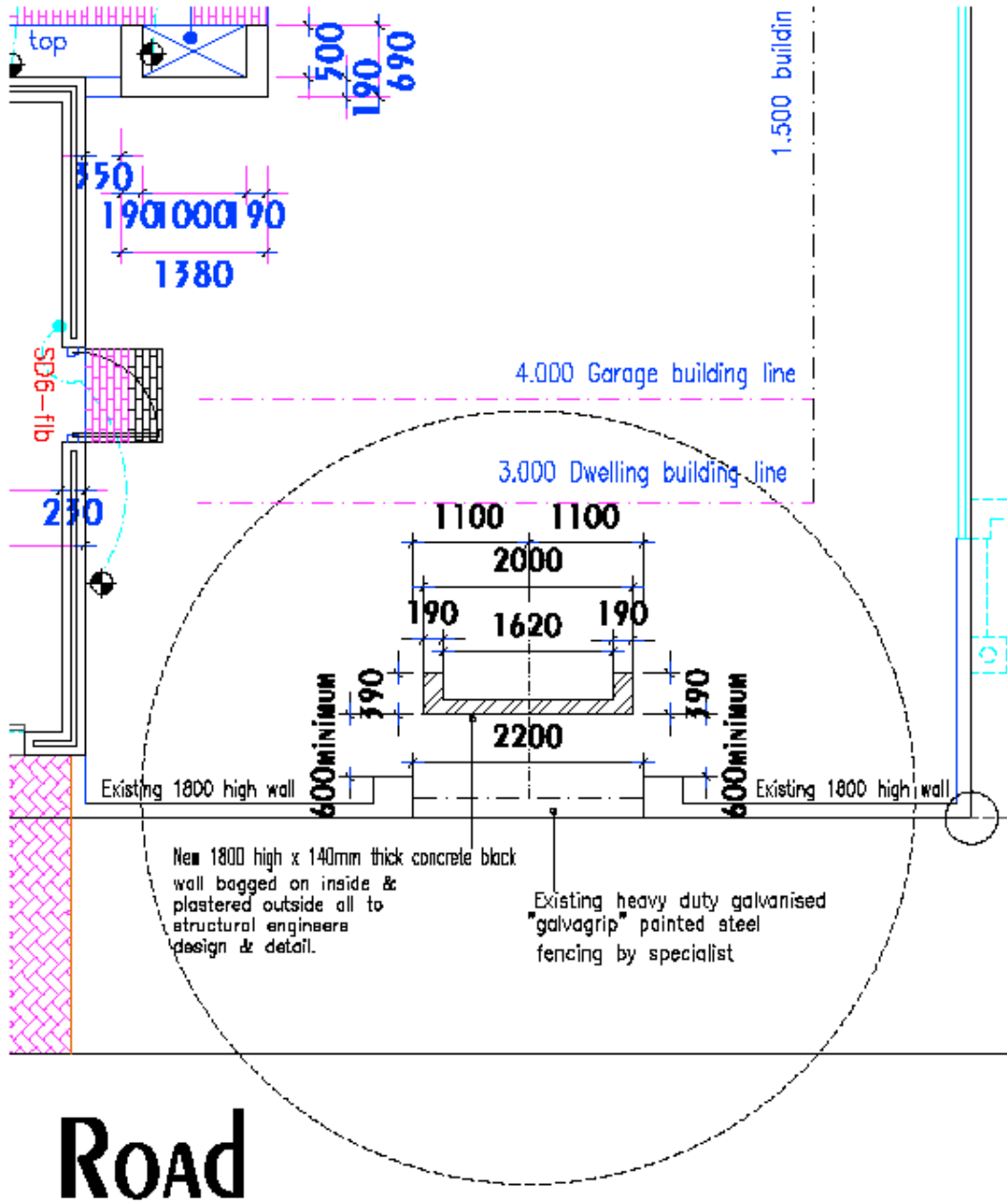
**Burglar bars – Security gates..**



**ANNEXURE "C"** Fireplaces...Steel Flue's - Not permissible!!



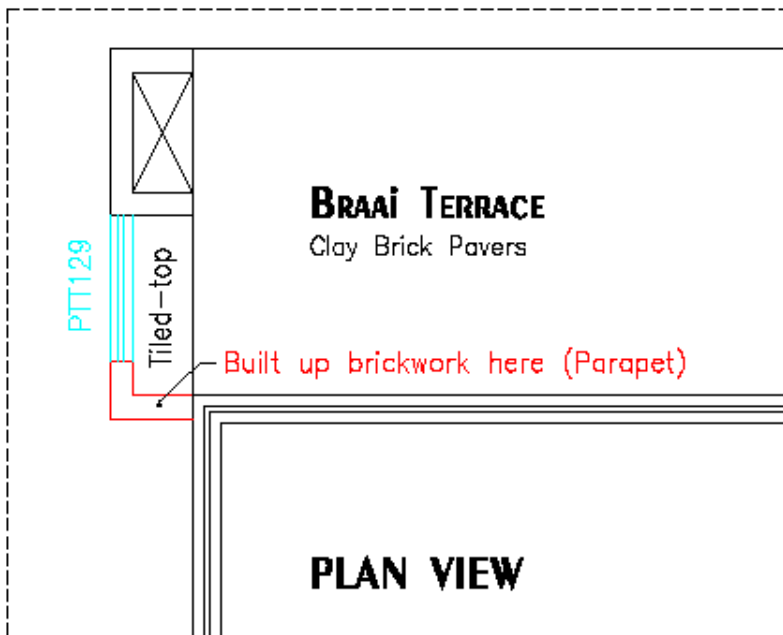
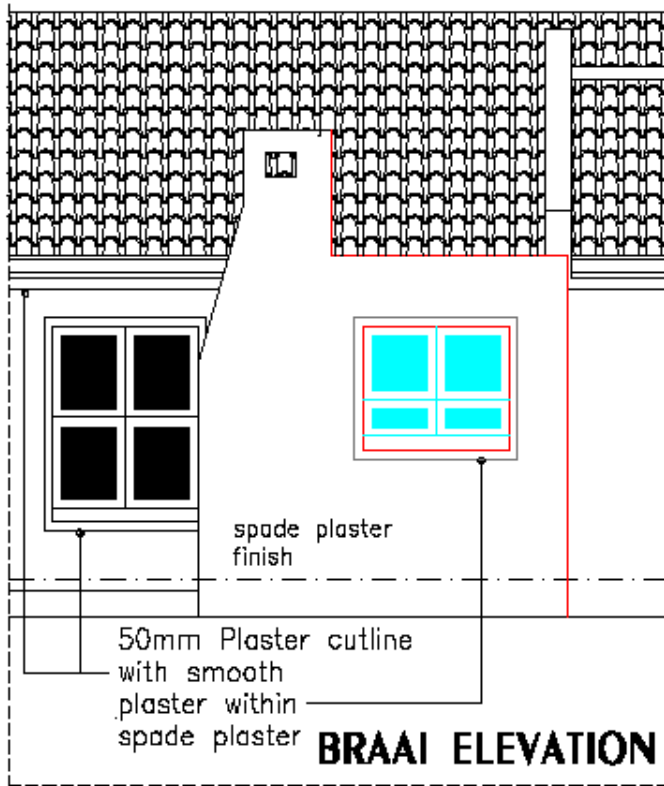
**ANNEXURE "D" 1 Steel Palisade Fencing – Privacy - method one:**



**ANNEXURE “D” 2 Steel Palisade Fencing – Privacy - method two:**



**ANNEXURE "E"** Covered Braai: Counter top closure.



**ANNEXURE ‘F**

**Plan Submission Fees and Building Refundable deposits**

Item	Amount (Excl. VAT)	Amount (Incl. VAT)	Additional Information
Scrutiny and Approval of Building Plans	R 350.00	R 399.00	Written approval issued with comments where required.
Minor works scrutiny of A4-A3 sheets	R 200.00	R 228.00	Written approval issued with comments where required.
Per Site Inspection and Issuing of Completion Certificate	R 350.00	R 399.00	Issuing of Completion Certificate to facilitate return of Builder’s Refundable deposit.
Per site inspection – “Minor works” <b>See Clause 18.</b>	Zero	Zero	No site inspection for “Minor works” – <b><u>However Clause 1.10 applies.</u></b>
Applicants refundable deposit – “Minor-Works”	Zero	Zero	
Applicants refundable deposit:	R 500.00 R 1000.00 R 1 500.00	Zero vat Zero vat Zero vat	For small additions For large additions For Major additions

- Building Refundable deposits to be withheld if deviations are made from the approved plan.
- Refundable deposits to be withheld to offset damages to common property not repaired; where applicable.
- Refundable deposit to be forfeited if the planning application is not completed within 18 months from the date of commencement of the building work.
- Please be advised that the Local Authority charges a separate plan scrutiny fee for City planning approval.
- Refundable deposits to be refunded subject to the conditions above.
- 

NOTE: ON COMPLETION OF YOUR PLANNING APPLICATION, THE ARCHITECT MUST BE CONTACTED TO EXECUTE A FINAL SITE INSPECTION. HE WILL ISSUE A COMPLETION CERTIFICATE AND YOUR REFUNDABLE DEPOSIT WILL BE REFUNDED.