

THE ACRES GUIDELINE CHECK LIST – NEW BUILDS & RIDER PLANS- REVISED 20 JUNE 2024

OWNER NAME & SURNAME			DATE SUBMITTED	
ERF NO.		OWNER EMAIL	OWNER'S TEL	
ARCHITECTURAL FIRM NAME			ARCHITECT TEL	
ARCHITECT NAME & SURNAME		EMAIL	SACAP NO	

Architectural Professional SACAP Privy Seal weblink to be attached to email			
PLANNING CONTROLS – tick YES or NO for compliance, leave BLANK if not applicable			CHECKED
Site area:			
Land surveyor's diagram attached	YES	NO	
Area of house min. 250m ² including garages, covered patios or open sided hard covered areas	YES	NO	
Coverage max. 50%	YES	NO	
Bulk max. 75%	YES	NO	
First floor area max. 60% of ground floor	YES	NO	
House set out paralleled to street edge	YES	NO	
Height of apex above NGL max. 9m	YES	NO	
Flat roof max. 25%, in concrete only with grey stone chip	YES	NO	
Note added to plan as per 3.11	YES	NO	
Concrete flat roof max 30% including balconies, with grey stones	YES	NO	
Balconies do not encroach neighbours	YES	NO	
Staff accommodation and kitchen areas to open onto screened yards or patios	YES	NO	
TICK APPROPRIATE SECTION – BUILDING LINES – yes only if all comply			
Building lines for street:			
Single storey set back min. 3.5m from erf boundary	YES	NO	
Double storey set back min. 5.0m from erf boundary	YES	NO	
First two garages set back min. 5.0m from boundary	YES	NO	
Third or more garages set back min. 6.5 from boundary	YES	NO	
Pergolas set back min. 2.0m from boundary	YES	NO	
Side and rear building lines:			
Single storey min. 2.5m	YES	NO	
Double storey min. 3.5m	YES	NO	
Waterfront boundaries min. 10m	YES	NO	
ARCHITECTURAL ELEMENTS			
Roof pitch 30 or 45 degrees	YES	NO	
Bargeboards min 300mm off gable walls	YES	NO	
Eaves min. 300mm – max. 1000mm	YES	NO	
Gutters seamless aluminium	YES	NO	
Chimneys brick work	YES	NO	
Walls smooth plaster & paint	YES	NO	
Marmoran, Gama Zenith and Earthcote clearly indicated on elevations	YES	NO	
Walls painted as per 5.2.1.7 & accent colour indicated on elevations	YES	NO	
Stone cladding Malmesbury Shale, no other permitted	YES	NO	
Limited use of painted Fairface clearly indicated on elevations	YES	NO	
Yard wall must be 2100mm high	YES	NO	
Drying yard gate max 10mm gaps	YES	NO	

All plumbing concealed	YES	NO	
Handrail details on drawing	YES	NO	
Glazing clear glass	YES	NO	
All large, glazed elements to be shaded by min. 1.5m overhang	YES	NO	
All window proportions are vertical or square	YES	NO	
Sliding shutters to street facing windows, matching window colour.	YES	NO	
Garage doors to match window colour	YES	NO	
Pergola positioned in front of garages	YES	NO	
Details submitted for all pergolas	YES	NO	
Street facing or visible external lights recessed max. 300mm AFFL	YES	NO	
All external lights indicated on plans	YES	NO	
Photovoltaic installations comply to 6.11	YES	NO	
Satellite Dishes indicated on plan	YES	NO	
Air-conditioning screened and not on boundary wall	YES	NO	
House number indicated on drawing	YES	NO	
Generator installation if applicable indicated on drawing	YES	NO	
Existing tree positions shown on verge	YES	NO	
FINISHES & EXTERNAL			
FULL FINISHING SCHEDULE ADDED ON PLAN IN TABLE FORM	YES	NO	
Pool or water feature within building lines	YES	NO	
Pool or water feature pump within building line & screened	YES	NO	
Driveways max. 6m in width	YES	NO	
2x 110mm sleeves installed under driveway 1.0m from kerb. 0.5m deep extending 0.6m beyond each side	YES	NO	
2x 50mm Data sleeves as per 4.3.4.2	YES	NO	
Full details & elevations provided for all boundary walls as per 4.4	YES	NO	
Screen wall details & elevation as per 4.4.3	YES	NO	

FULL SET ARCHITECTURAL PLANS AS REQUIRED FOR MUNICIPAL SUBMISSION TO BE SUBMITTED & SCRUTINY FEES PAID	YES	NO	
3D drawings done of all elevations	YES	NO	
LANDSCAPE PLANS SUBMITTED & SCRUTINY FEES PAID	YES	NO	
RIDER PLANS - ALL CHANGES MUST BE CLOUDED & LABELLED ON THE DRAWINGS FOR ANY RIDER PLANS			
PLEASE NOTE: MORE THAN 3 SUBMISSIONS WILL WARRANT AN ADDITIONAL SCRUTINY FEE			

SIGNED BY ARCHITECT		DATE	
SIGNED BY OWNER		DATE	

PLEASE LIST AND MOTIVATE ANY DEVIATION WHICH MAY BE REQUIRED FOR APPROVAL OF THE PLAN

PLAN APPROVED		PLAN NOT APPROVED	
----------------------	--	--------------------------	--