



**BELVIDERE
ESTATE**

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ON BEHALF OF THE BELVIDERE HOME OWNERS' ASSOCIATION

BELVIDERE ESTATE BUILDING DESIGN MANUAL

Revised 2024

BELVIDERE HOME OWNERS' ASSOCIATION

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BUILDING DESIGN MANUAL

SECTION A: ARCHITECTURAL CONCEPT

1. FROM THE ORIGINAL DEVELOPER'S BROCHURE

"Belvidere Estate is the last remaining piece of prime real estate on the Knysna Lagoon. Its location, size, beauty, history, original development concept and particularly its large lagoon frontage make it unique in South Africa."

"The Belvidere area has a strong English country village flavour with its famous tiny Norman-style church, oaks and historic houses. The DEVELOPMENT CONCEPT is to preserve this feel by grouping the stands in cul-de-sacs with stretches of open fields and copses of trees between them. ...Roads have been kept to the perimeter of the Estate and designed to reduce vehicle speed."

"The architectural style and quality of all buildings is controlled. The basic design concept is for new buildings to harmonise with the 19th century Eastern Cape architecture of the existing historic Belvidere buildings. The aim is not to exactly reproduce a Georgian or Victorian village, but rather to create a variety of aesthetically pleasing homes well suited to modern living, that reflect our traditional Eastern Cape Colonial Georgian and simple Victorian architecture."

"As an Owner you will be able to build your home amongst established trees and natural fauna. You will live on an estate where more than half the land will remain as parkland and open space."

2. THE BENCHMARK

As recorded in the Developer's Brochure, historic Belvidere House sets the architectural theme for the Estate.

Since the beginning, the Belvidere Estate architectural concept has been for the exteriors of new structures to harmonise with this important example of 19th century Eastern Cape vernacular architecture. The character of this architecture has an English influence and not a Cape Dutch influence and is determined by restraint, clear plain surfaces, effective forms, and refined details. The walls were either thick, plastered masonry, wide timber planks or corrugated iron, generally painted white. Roofs were either moderately pitched of slate, thatch, shingles, or corrugated iron, or flat with parapets.

The windows were moderately sized and slightly higher than double square proportion. Decoration was restricted to features such as balconies, door and window surrounds and simple fretwork.

3. THE AUTHORITY OF THE ARCHITECTURE COMMITTEE

In order to preserve the Belvidere Estate architectural concept, the authority of Belvidere Home Owners Association), as endowed upon it by the original Development Company, has established an Architecture Committee, being a sub-committee of the BHOA, to carry out the mandate of the Development Company (2001) as empowered in terms of the various Title Deed conditions.

The BHOA Executive Committee has in turn authorised the Architecture Committee: -

"... to exercise every possible control to ensure that the original Development Concept of the entire Estate is maintained and, where this has not been the case that it be re-claimed, where feasible / rationally achievable.

PRECEDENTS ARE NOT TO BE CONSIDERED: "WHEREAS MISTAKES MAY HAVE BEEN MADE IN THE PAST, IN TERMS OF NON-COMPLIANCE, THERE IS LITTLE PURPOSE TO BE SERVED IN PERPETUATING THEM."

The powers of the Architecture Committee are set out in the BHOA Constitution as follows:

- 1.1. to consider and approve all proposed building plans in respect of any new development and in respect of any improvement to land or buildings within Belvidere Estate;
- 1.2. to ensure that no building and/or structure shall be erected, altered or extended on Belvidere Estate nor any building operation commenced without the prior approval of the Architecture Committee and the Knysna Municipality and that such building and/or structure shall be of approved design;
- 1.3. to ensure that all plans are considered in terms of the Building Design Manual which specifies standards and colours for inter alia dwellings, carports, walls, fences, any alterations and/or additions including swimming pools;
- 1.4. to take all such decisions as may be necessary and within the Architecture Committee's powers to ensure the maintenance of the original Development Concept as interpreted by the Architecture Committee;
- 1.5. to withhold permission to proceed with construction should the Architecture Committee decide the Development Concept is being prejudiced;
- 1.6. to advise the Executive Committee on any matters which in the Architecture Committee's view could prejudice the Development Concept;
- 1.7. to obtain professional advice from an independent architect approved by the Development Company in cases which, in the Architecture Committee's sole discretion, are contentious; where the Architecture Committee cannot reach agreement amongst its Members; or in cases where there is a dispute with the Applicant, and to do so at the cost of the Applicant, but only after allowing the Applicant the right to modify such application to resolve the matter.
- 1.8. to apply a policy of 'maintenance and upkeep' which will:

- 1.8.1. Ensure that each and every property continues to conform to the appearance that pertained when the building or structure as initially approved or when modifications or additions thereto including repainting, were approved by the Architecture Committee, and
- 1.8.2. Require the Architecture Committee to recommend to the Executive Committee that the right to transfer the property from the present owner to any purchaser be withheld until its appearance as described in paragraph (a) above has been restored.

4. RELEVANT EXTRACTS FROM THE TITLE CONDITIONS RESULTING FROM THE SUB-DIVISION OF ERF 327, BELVIDERE, WHICH NOW EMPOWER THE ARCHITECTURE COMMITTEE

D. SUBJECT to the following special conditions contained in said Deed of transfer No T 13027/89 impose by and in favour of BELVEDERE ESTATE (PROPRIETARY) LIMITED (Company No 87/04474/07) (hereinafter referred to as “the Transferor”) as binding upon the said Transferee and his/her successors-in-title:

(a) Every building to be erected on the said erf shall be of approved design and of sound construction.

No building operations shall be commenced on the said erf and **no additions or alterations to approved buildings shall be affected** until the Transferor has in writing approved the design and construction plans including material and **colour specifications** for the erection of a dwelling house, any outside buildings and fences and walls. The Transferor shall be the sole judge as to the suitability of the design and/or construction method, material or colours, and its decision shall be final.

SECTION B: BUILDING DESIGN STANDARDS

In addition to the standards detailed below, the National Building Regulations will also apply. In terms of its Constitution, the Belvidere Homeowners Association (BHOA) Executive together with the Architecture Committee and the Development Company, reserve the right to make any additions or alterations to the Building Design Manual which, in their combined opinion, are necessary to preserve the architectural style and aesthetics of the Estate.

5. GENERAL GUIDELINES

5.1 DESCRIPTION / TYPE OF DEVELOPMENT

5.1.1 SINGLE AND GENERAL RESIDENTIAL

The erven of Belvidere Estate (single-residential), Belvidere Manor Hotel (general residential) and Belvidere Retirement Park (general residential) are regulated under the Western Cape Land Use Planning ordinance (LUPO) - Section 8 Scheme Regulations 1988, as amended.

5.1.1.1 INTERIORS

The interior design of Belvidere Estate is unrestricted but must be indicated on all plans.

Interior decoration is unrestricted.

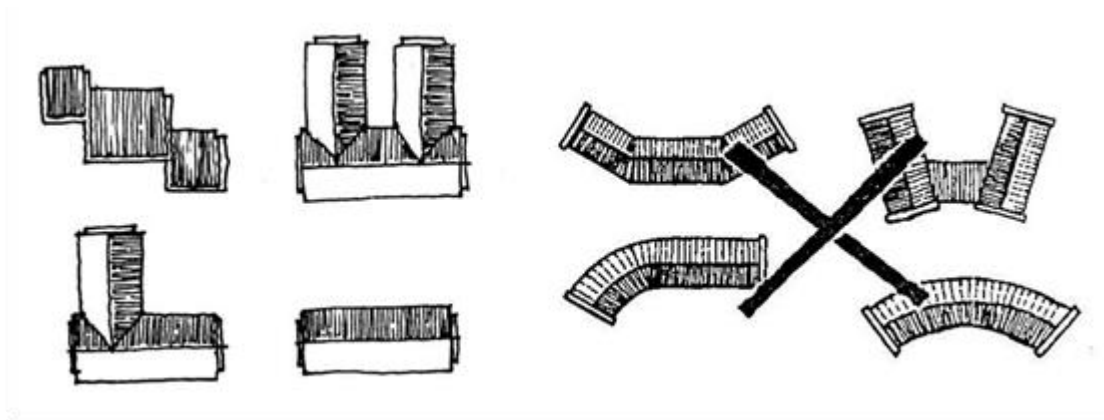
5.1.1.2 SECOND DWELLING UNITS (Granny Flat / Guest Cottage)

A second dwelling shall only be approved on a single residential erf if all the following conditions are met:

- The coverage of the main house and outbuildings does not exceed 300 square metres
- The bulk of the proposed second dwelling does not exceed 100 square metres.
- The second dwelling must be of the same design style as the main house specifically in materials, colour, doors and windows.
- One small kitchen is permitted.
- Special application to the Architecture Committee must be made and approval will only be granted at their discretion.
- No third dwelling unit is permissible. (3rd kitchen defines a 3rd dwelling).
- Special application can be submitted for accommodation units for live-in caregivers.
- Knysna Municipal approval – Town Planning: Departure application – Consent Use for 2nd Dwelling.

5.1.2 PLAN FORMS (BUILDING FOOTPRINT / LAYOUT)

The shape of the house and of any outbuildings in plan must be of rectangular or simple composite rectangular form.



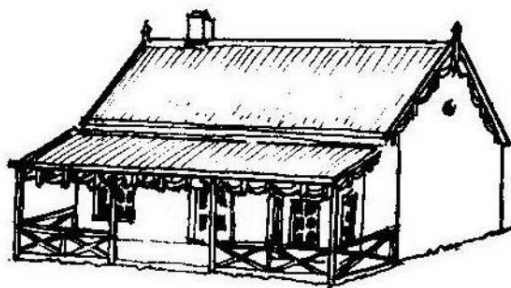
5.1.3 TRADITIONAL EXAMPLES OF BELVIDERE ESTATE DESIGNS



Victorian Cottage



Eastern Cape Colonial House with Veranda



Victorian Cottage



Eastern Cape Colonial House with Victorian Veranda



Georgian Hipped-Roof House



Timber-Plank Cottage



Eastern Cape Double-Storey Flat-Roof House



Timber Veranda House

5.1.4 MODERN EXAMPLES OF BELVIDERE ESTATE DESIGNS

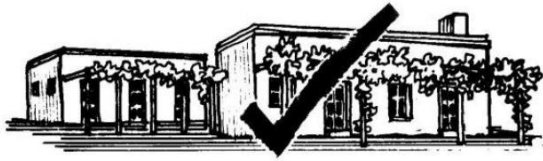
These designs are a few of the many variations possible within our Guidelines.



Modern Georgian Style House



Modern Thatch-Roof House



Flat-Roof House with Parapet and Pergola



Victorian Style Cottage



Modern Veranda Houses



Thatch Cottage



Split-Level Timber House

5.2 BUILDING LINES

General Requirements: - No structures are permitted above ground level within:

STREET: 5 metres from all road and parkland boundaries.

LATERAL: 3 metres from side boundaries.

REAR: 2 metres from back boundaries.

Along the Rail Reserve: No buildings or excavations are permitted within 5 metres of the Southern and Western boundaries of the Railway Reserve.

Building Line restrictions for Belvidere Manor and Belvidere Park are detailed in Annexure A

Building Line Relaxations are subject to approval of a Departure Application by the Knysna Municipality.

Buildings with thatch, wood-shingle or wood-composite roofs, for safety reasons, are subject to an overall building line restriction of 5 metres from ALL boundaries.

To maintain the “open feel” of the Estate, no carports, garages, verandas, staircases, pergolas, or other vertical structures are permitted within the building line restriction area.

The Architecture Committee may consider exceptions to this rule in the case of Yard and Courtyard walls.

5.3 BUILDING SIZE COVERAGE & GROSS FLOOR AREA (BULK)

5.3.1 DEFINITIONS

“**Coverage**” means the total percentage area of a site that may be covered by buildings that are covered by a roof or projection, as measured over the exterior walls thereof; provided that the area covered by the first metre (as measured from the outside of the exterior wall concerned) of an eave or other projection shall not be included in the calculation of the permissible coverage. (LUPO - Section 8 Scheme Regulations 1988)

“**Bulk**” is the gross total area of all floor areas under roof of all buildings on an Erf.

5.3.2 COVERAGE OF BUILDINGS & FLOOR AREA

The coverage of all buildings on any residential erf may not exceed:-

Erven up to 1500 sq metres: maximum permissible coverage - 35 percent of erf area.

Erven larger than 1500 sq metres: maximum permissible coverage - 30 percent of erf area.

Bulk of such buildings may not exceed one and a half times the permissible coverage.

Erf 330: This erf is zoned Business II and Knysna Municipal regulations apply.

5.3.3 HEIGHT RESTRICTION

The building height restriction is 8,5 metres measured vertically from the highest point of the building to the natural ground level directly below that point. This restriction will not be relaxed under any circumstances except for flues as stated in Clause 5.7.2

5.3.4 LARGE HOUSES - SEE SECTION D – GENERAL REGULATIONS – ITEM 1.

5.4 OUTBUILDINGS: GARAGES, CARPORTS AND STAFF QUARTERS

Outbuildings must be in the same style and finish as the house. Each property must have at least one garage or carport with either a gravel or paved driveway to the road. Garages and Carports shall be as defined in the National Building Regulations, viz:-

5.4.1 GARAGE

Means an enclosed roofed area which is used or intended to be used for the parking of motor vehicles, storing or private servicing or repairing of boats and the like, and/or a home workshop, and must be used for these purposes only.

5.4.1.1 GARAGE DOORS

Garage doors shall each be of single garage-door width. A plain vertical or horizontal pattern will be accepted. Doors have to be separated by a pillar of at least 250 mm for erven falling under the urban conservation design regulations. These Erven included only Erf 543 and 553 (Hotel) and Erven 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525.

Garage doors shall each be of single garage-door width, where visible from any street.

Double garage doors, and/or garage doors of non-standard height (i.e., height exceeding 2.1m) are subject to review and approval by the Architecture Committee for all other erven in Belvidere Estate that don't fall under the Urban conservation design regulations.

- The style for all should be the traditional timber horizontal, vertical, diagonal or chevron-planking pattern. Raised panel design is not acceptable.
- Timber look-alike metal doors are subject to review and approval by the Architecture Committee.
- Garage Doors may be the Sectional Roll-Up type.

5.4.2 CARPORT

Means a building intended to provide shelter for a motor vehicle, caravan or boat and having a roof, but having walls on not more than two sides (i.e. Open on at least two sides).

Carports to have roofs of conventional materials (see also Cl. 5.5.2) and fascias to match existing buildings.

Shade-net roofs are not permissible. Pyramidal or elevated fabric construction (shade-sails or shade-ports) shall not be permitted.

5.4.3 STAFF QUARTERS & TOILET

Entrances to Staff quarters and toilet must be screened from neighbours, streets and open parkland.

5.4.4 SITING OF BUILDINGS

Owners are requested to liaise with their neighbours when planning any new home or additions.

The positioning of buildings should not detrimentally affect the amenities of nearby properties. For example, servants' quarters and entertainment areas should be sensitively positioned and screened with respect for neighbours' privacy.

The Architecture Committee's discretion and decision relating to the suitability of the position of buildings will be binding on all parties concerned.

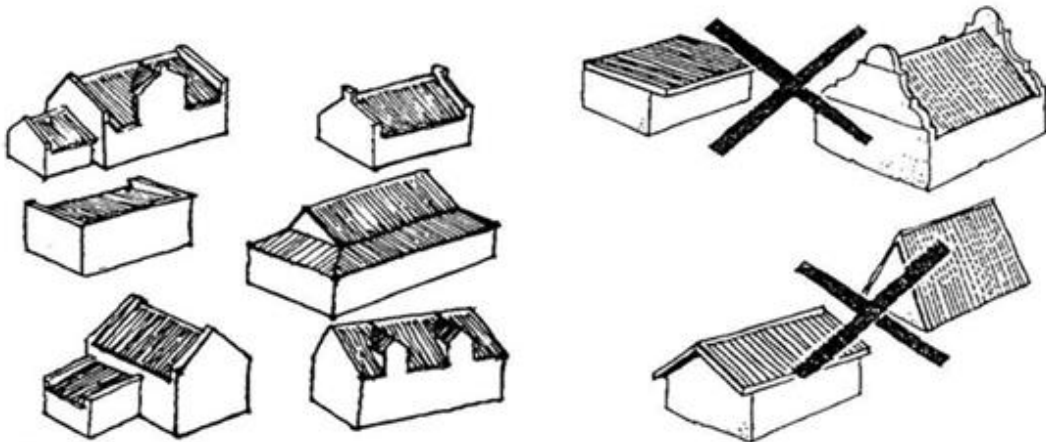
5.5 ROOFS

5.5.1 STYLE & PROPORTIONS

Roofs may be pitched or flat in traditional style.

Pitched-Roof height to wall height must be between 1:2 and 1:1 for single-storey buildings.

Flat roofs are defined as having a slope of 7 degrees or less and must be completely surrounded on three sides by a minimum 250mm high parapet. The overhang on the fourth side must not exceed 250mm. Parapets are not a requirement for Veranda Roofs.



5.5.2 MATERIALS

The following roofing materials are approved: Natural Slate; Natural Timber Shingles; Square-Cut Fibre-Cement Tiles; Square-Flat Cement or Clay Tiles (Broseley pattern); Victorian Profile Corrugated Steel or Fibre-Cement Sheet; Thatch.

Transparent roof-sheets are permissible on buildings only where not visible from surrounding areas.

The following roofing materials are not permitted: square-profiled steel sheeting, e.g. IBR, Steel Tiles such as Harvey Tiles, Cement or Clay tiles other than those allowed above and Fibre-Cement sheeting other than that allowed above.

The roof material selected should be consistent for all roof areas on a particular property.



5.5.3 COLOURS

Metal roofs are to be painted or factory-coated to an approved colour, viz: Dark Grey or Black, Dark Green or Dark Red. Consult the Estate Supervisor for further guidance.

Paint colour is to be uniform over the whole roof, and for all roofs on any particular property.

Approval Samples: For roof colours, if a colour change is contemplated, two samples painted onto A3-size white 3mm Masonite board - one to be examined in sunlight, and the other in shade – to be submitted for approval by the Architecture Committee before commencement.

5.5.4 PITCH

Pitched roofs must be a minimum of 35 degrees and a maximum of 50 degrees. Dormer windows are allowed with a pitch of 30 degrees. Roof overhangs must not exceed 250 mm.

5.5.5 EAVE OVERHANGS

Eave overhangs, and barge-end overhangs, must not exceed 250mm.

5.5.6 GABLE ENDS

Gables should be simple. No curved or decorative gables will be permitted. Gable-end parapets must be provided in the case of thatch roofs. See also ROOFS.

5.5.7 ROOF WINDOWS & SKYLIGHTS

Roof Windows and Skylights are an accepted form of day lighting and are to be shown and specified on the architectural drawings. The Architecture Committee will consider for approval the type, size, number and position, as well as the impact on the streetscape.

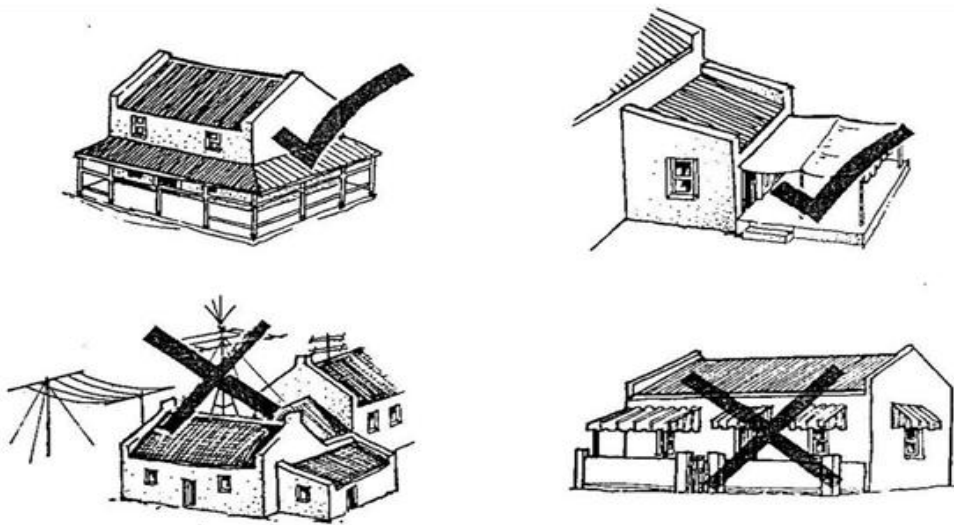
Clear roof sheeting shall only be permissible where not visible from surroundings.

5.5.8 SHADE PROVISION

Traditional style verandas or pergolas are preferred. For example, Belvidere House has the curved Regency style veranda roof. Door canopies and window awnings are acceptable if in fabric with a maximum of two colours subject to approval by the Architecture Committee but transparent panels are not acceptable.

Louvred awnings in aluminium are not acceptable except for horizontal louvres operated behind a plain fascia which conceals them.

Vertical blinds are permissible, and colours shall be required to match or complement wall colours.



5.5.9 FASCIAS AND BARGE BOARDS

Fascias and Bargeboards should be of durable plain materials, such as treated timber, fibre-cement or u-pvc - finished white. Traditional fascia profiles are to be of a restrained elegant design.

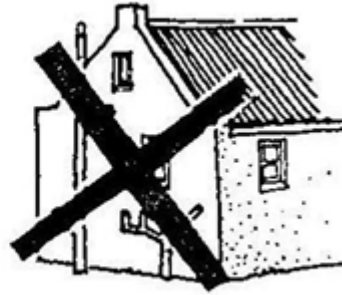
5.5.10 RAINWATER GOODS – GUTTERS AND DOWNPIPES

Guttering of rolled aluminum type, with Victorian 'ogee' profile shall be preferred, and Downpipes to be clipped vertically against walls, or concealed. See also Rainwater Storage Tanks.

5.6 PLUMBING PIPES

Plumbing pipes of a suitable (non-corrosive) material, where applicable, must be embedded within external walls or screened if exposed. Tall Vent-stacks should be avoided – fit short stacks with vent breather valves.

Short vent-stacks at ground level are to be screened with shrubs or plants.



Note: Dual-Flush cisterns to be fitted to toilet pans, and Low-Volume nozzles must be fitted to taps and shower heads in all buildings.

5.7 CHIMNEYS, FLUES & COWLS

5.7.1 STYLES

CHIMNEYS

Chimneys and masonry flues are an important traditional element and are to be plastered masonry throughout, finished with a flat pre-cast vent-cap. Where a metal vent-cap ('fixed' cowl) or black steel weather cowl is used, it is to be of a design approved by the Architecture Committee.

FLUES

Where masonry chimneys are not possible, an exposed flue pipe is permissible, to be of stainless steel, preferably matt-finish, powder-coated matt black; or colour-matched to surrounding roofing and fitted with a modest 'fixed' cowl to approval. (See also Cl. 5.7.2.)

COWLS

Rotating Cowls are not permissible.

Where a fixed metal vent-cap (cowl) is used, it is to be of a design approved by the Architecture Committee.

5.7.2 HEIGHTS

To avoid an industrial appearance and to meet the requirements of the National Building Regulations (NBR), unclad flues must project 1 metre above the roof at the point of exit.

In cases where the flue projects more than 1 metre, it must be clad to imitate a plastered masonry flue/chimney.

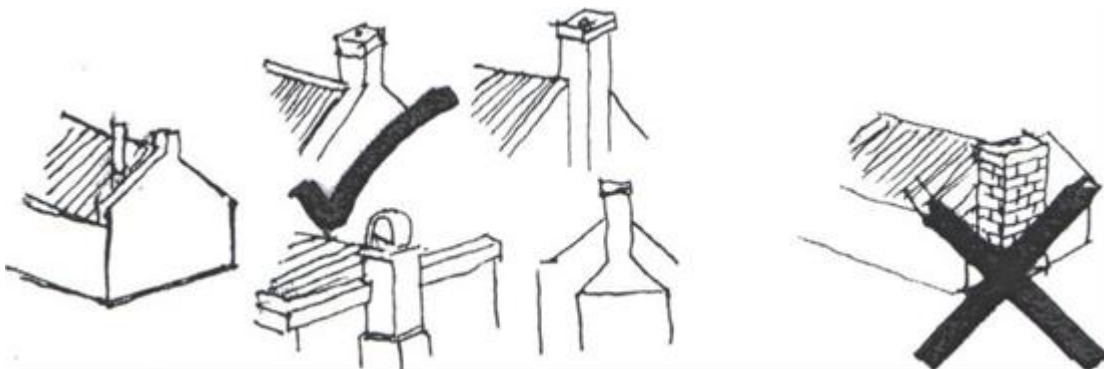
Chimney/Cowl height may exceed the maximum permissible height of a building, subject to NBR and Municipal Planning Regulations.

Where the flue is located within 600mm of the ridge, it shall project a minimum of 600mm above the ridge to avoid down-draught. (To meet the requirements of the NBR).

Imitation chimneys may comprise fibre cement sheets on timber framework provided with an approved cowl.

In all cases flues must be at least 200mm away from the framework timbers and roof timbers, insulated from roof coverings, and fitted with proper flashings.

Thatch Roofs: Note special precautions as per requirements of the NBR.



FLUES:
STAINLESS-STEEL or
FIBRE-CEMENT PIPE

CHIMNEYS:
PLASTERED MASONRY or:
FIBRE-CEMENT CLADDING

CHIMNEYS:
NO FACEBRICK
CHIMNEYS

5.8 EXTERNAL WALLS – BUILDINGS

5.8.1 CONCEPT

External plastered walls should have smooth-plastered, painted surfaces.

Raised plaster-bands (architraves) around doors and windows, and quoins (corner rustication) are permissible.

5.8.2 MATERIALS AND FINISHES

Recommended

Plastered Standard Brickwork
Natural Stone
Painted Timber or fibre cement Planking,
minimum 150 mm wide
Painted Corrugated Iron

Not Permitted

Face Brickwork
Decorative Plaster (Spanish, etc.)
Painted Fair-face Brickwork
Timber Logs
Unpainted Concrete
Plaster swags, mosaic panels or over-elaborate
window surrounds.
Gable-Vents must be of a restrained design.

5.8.3 WALL COLOURS

Exterior Walls should be painted within the approved range of colours: White, Broken White, Off-White or 'Soft Pastel Shades'. Consult the Estate Supervisor for further guidance.

Approval Samples: For 'Light Pastel Shade' colours, two samples painted onto A3-size white 3mm Masonite board - one to be examined in sunlight, and the other in shade - for approval by the Architecture Committee before commencement.

For Accent colours, (e.g., highlighting architectural elements) Approval Samples as above, of both proposed colours must be submitted to the Architecture Committee for approval.

'Soft Pastel Shade' colours generally appear in the category S 0000 to S 1010 (Nuance) as defined in the NCS 'NATURAL COLOR SYSTEM' which is the accepted colour standard for South Africa.

Refer to Appendix 2. - NCS Colour Notation.

See NCS Colour Centre website - www.ncscolour.co.za for further details.

5.9 WINDOWS

5.9.1 MATERIALS

Windows are preferably to be made of hardwood, but aluminium and extruded pvc are permitted, provided they are finished/coated in a suitable colour. Windows can be sliding sash/mock sash or casement type.

Steel frames are not permitted.

Reflective glass may only be used after obtaining special consent approval of the Architecture Committee.

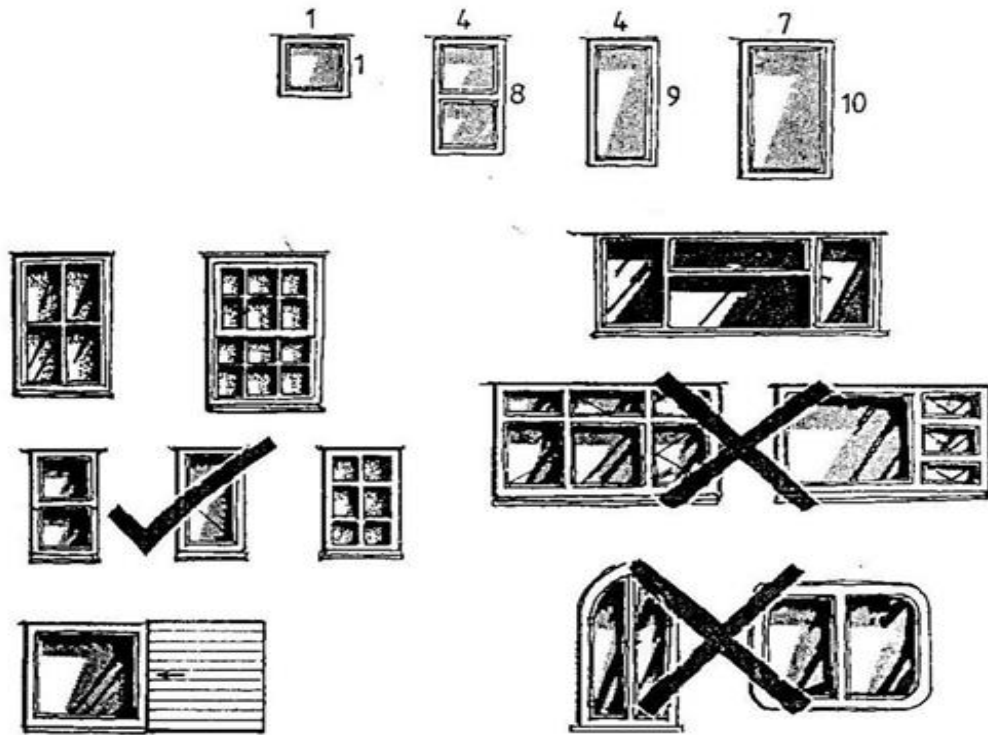
Double-Glazing is permissible.

Frosting on windows is allowed, sandblast look in neutral colour no blue or reds.

5.9.2 STYLES / TYPES / FORM

Window proportions should be either upright (higher than wide) or square, and of moderate size.

Windows can be split with coupling mullions to achieve a vertical emphasis.



5.9.3 COLOURS

Windows are to be sealed and finished natural timber or painted/coated in White, Black, Dark Green or Dark Brown to match the doors. Other colours, especially garish colours, will not be permitted.

5.9.4 BAY WINDOWS

These are permissible, but in terms of the Design Concept the casement couplings should result in vertical proportions. Plastered columns should be used to divide windows of large horizontal expanse.

Proposed alterations are to be submitted to the Architecture Committee for approval.

Frameless corner-to-corner glass/ fenestration installations are not permissible.

5.9.5 BURGLAR BARS

Burglar-Bars should be of a simple rectangular form placed internally. If possible, they should line up with window mullions and glazing bars.

Clear-bar type burglar bars, made from Polycarbonate, are permitted.

5.9.6 SHUTTERS

Traditional style shutters made from solid or louvred timber are permissible, but such shutters must be fully functional (not mock shutters), and may be hinged or sliding, mounted internally or externally.

The colour of all shutters is subject to approval by the Architecture Committee.

5.10 DOORS

5.10.1 PROPORTIONS

Vertical emphasis limited to square with gracious classical proportions and symmetry.

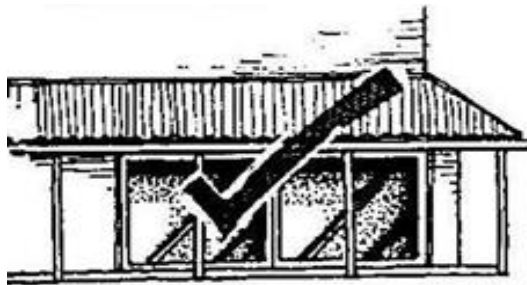
Balance and proportions to tie in with the modest 19th century Eastern Cape architecture

5.10.2 STYLES / TYPES

Doors to be preferably of timber, in plain or panelled pattern, but aluminium and extruded pvc are also permissible, provided they are finished/coated in an approved colour. Fanlights are permitted, as are leaded lights and plain or coloured glazing to panels, e.g. "happy doors".

Expanding security screens are permissible, mounted internally, and of colour with low visibility.

Large doors and windows, e.g. Patio Doors with or without glazing bars, are permitted, provided the upright or square emphasis is maintained. Frame-less glass construction can be used only if approval is obtained from the Architecture Committee. No double volume entrance lobby doors, entrances, or windows are allowed.



5.10.3 COLOURS

GENERAL

Doors are to be sealed and finished natural timber or painted/coated White, Black, Dark Green or Dark Brown to match the windows. Other colours, especially garish colours, will not be permitted.

FRONT DOOR

A Signature Colour for the Front Door only, selected by the Owner, will be considered by the Architecture Committee and approved subject to a sample being provided with the application.

5.10.4 RUSTICATION

Rustication is permitted as for architraves, such as raised plaster-bands around doors and windows as illustrated, and on corners of walls (quoins).



5.11 PLINTHS & COLUMNS

5.11.1 PLINTHS

Plinths are an Architectural element, and the detail and finish thereof are subject to review and compliance approval by the Architecture Committee.

5.11.2 COLUMNS

Masonry or concrete columns are preferred and are to complement the Architectural Style of the building.

Timber-frame Columns clad with fibre-cement panels may be used to imitate masonry columns.

Steel columns are to be enclosed with brickwork or suitable cladding material.

5.12 DECKS, PERGOLAS, VERANDAS, BALCONIES & BALUSTRADES

5.12.1 STYLE / TYPE

Balconies and Terraces should have clean lines with plain wooden railings, simple decorative balustrades or the traditional pillars and coping walls – see illustrations below.

Square extruded aluminium rails can be substituted for timber if coated to an approved colour. Heavy brick or concrete support columns should be avoided. Cantilever structures should be avoided.

Balustrade design shall be required to comply with National Building Regulations, and glass panels, wire mesh or netting may be installed. The type and colour of the material proposed is subject to aesthetic approval by the Architecture Committee.

Pergolas should be planed timber, natural finish or painted white, or have masonry columns that match walls.

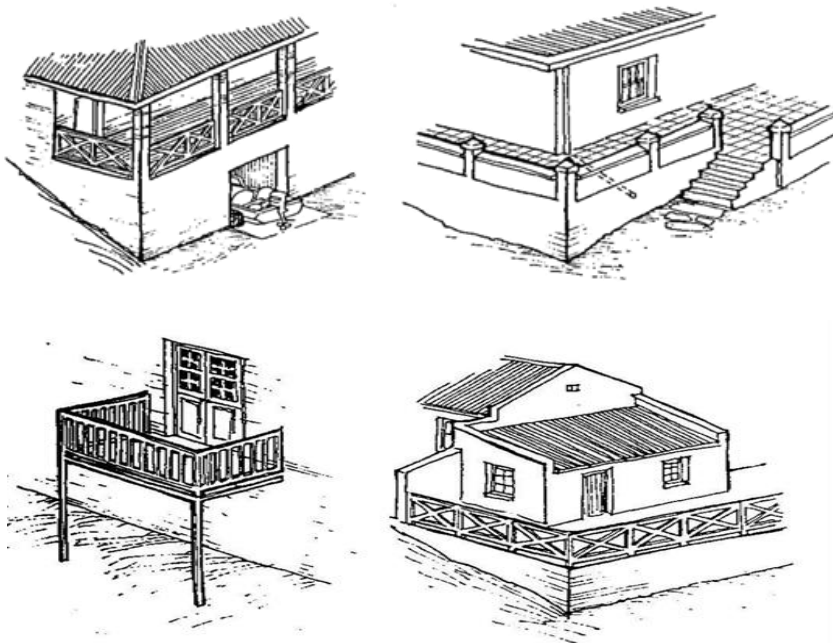
5.12.2 MATERIALS

Where balustrades for balconies, terraces and verandas are fitted with glass panels, only a non-reflective safety glass may be used.

Stainless steel cables and timber posts are not allowed.

uPVC material for architectural elements is permissible, subject to review and approval by the Architecture Committee.

The use of uPVC for structural components, such as pergolas, fencing etc., shall only be allowable in terms of any relevant SABS/SANS Regulations and subject to aesthetic approval by the Architecture Committee.



5.13 WALLS, FENCES & GATES

SUBMISSION FOR APPROVAL

All designs, positions on site, and heights of proposed walls, fences and gates are to be submitted for review and compliance approval by the Architecture Committee.

5.13.1 STYLES & TYPE (PICKET FENCE, SOLID, PALISADE, ETC)

Garden walls, fences and gates form an important visual aspect of the Estate. Their design and construction must receive careful attention so as to harmonise with the owner's house and surrounding streetscape whilst preserving the "open feel" of the Estate.

The "Belvidere pattern" with horizontal and diagonal bars is recommended, and vertical picket fencing is also permissible, as well a ranch-pole (Post & Rail) using cylindrical treated timber poles.

5.13.2 SECURITY FENCING

Powder-Coated steel security fencing with a maximum height of 1,8 metres is permissible when set back a minimum distance of 1-metre from street-boundary and parkland-boundary fences or walls.

Where security fencing is proposed on lateral/adjoining boundaries, mutual consent of neighbours is required.

Recommended security fencing type is Clear-vu 'Invisible Wall', BetaFence or similar so that one can see through. Site installation, fence-panel design and colour are subject to review and consent approval by the Architecture Committee.

The colour specification for Security Fencing is Heritage Green (VLO 66) throughout the Estate.

The vertical pattern alignment of security fencing shall be maintained, and equal-length panels can be stepped at equal height intervals where installed across steep contours.

5.13.3 COLOURS

Wooden fences must be of an approved, simple design, made with treated timber and painted white if facing a street or public area. Fences between neighbours need not be painted provided neighbours agree.

Walls must be plain plastered masonry at least 220 mm thick and painted white, with plain or traditional copings. The Architecture Committee may approve the painting of boundary walls in the same colour as the house where this is other than white.

Galvanised gates to be painted white or black.

5.13.4 MATERIALS AND FINISHES

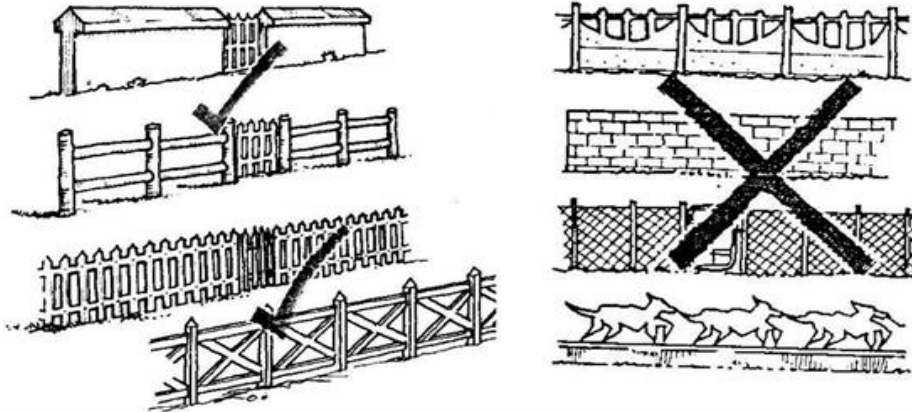
Where fences are to be lined with wire-mesh netting a horizontal top rail is to be provided and netting is to be attached only on the inside of the fence.

Only non-corrosive or protected netting of an approved pattern is to be used.

No barbed wire, chicken wire, aviary wire, game-fencing or steel droppers are permitted.

uPVC (un-plasticised) and other synthetic or composite structural materials for fence and gate components are subject to approval of the Architecture Committee prior to installation thereof.

5.13.5 WALLS AND FENCES ON, AND WITHIN FIVE METRES OF STREET AND PARKLAND BOUNDARIES



Walls, fences and gates on street and parkland boundaries, or within 5 metres thereof, are not to exceed 1,2 metres in height measured from natural ground level, and for approved Security Fencing, the maximum height shall be 1,8 metres, with a minimum set-back of 1-metre inside these boundaries.

For entrance gates and gate pillars, a height of 1,4 metres is permissible.

Over ground with gentle/moderate slope, the continuous line of a wall or fence top is to align parallel with the average slope of finished ground level; and across steeper contour gradients, wall or fence sections (of equal length) shall be stepped (terraced) with equal height intervals where practically possible.

Vertical expansion joints are required in masonry walls at appropriate intervals.

Access Control:

Where motorised gates are installed with remote-access/intercom stations, these remote-access stations should be installed either on the gate pillar (not facing the street), or when feasible, in such a position that they can be accessed from within a motor vehicle, close enough to the gate, without any part of the controlling vehicle projecting onto the roadway.

Positioning of the above is subject to approval of the Architecture Committee.

5.13.6 WALLS AND FENCES BETWEEN NEIGHBOURS

Walls, fences and gates are not to exceed 1,2 metres in height except where required as screen walls to yards and courtyards where they are permitted to be a maximum height of 2 metres.

Where security fencing is proposed on lateral/adjoining boundaries, mutual consent of neighbours is required.

5.13.7 WALLS AND FENCES ALONG ESTATE EXTERNAL BOUNDARIES

Plans for all walls and fences along the Estate external boundaries are to be submitted to the Architecture Committee for approval. Aesthetic considerations are to be borne in mind to ensure conformity with any existing fences. Palisade type security walls or fences will be permitted provided the ultimate finish is painted in acceptable colours. (See also Cl. 5.13.2. - Security Fencing).

5.13.8 SCREENING WALLS

Toilet or bathroom doors in an external wall and doors to outside toilets and staff accommodation must have a screening wall.

Screen walls to yards and courtyards, where they are permitted, to be a maximum height of 2 metres.

5.14 RETAINING WALLS

5.14.1 TYPE & STYLE

Plans for retaining walls to be submitted to the Architecture Committee and will only be approved subject to Engineer's design as well as building line compliance.

Retaining walls are to be aesthetically acceptable, and the maximum height of continuous courses is not to exceed 2,5 metres.

Gravity-Wall blocks such as "Loffelstein" or "Sholin" type walls are permissible, provided that the walls are 'terraced' to permit planting of large shrubs and/or trees on the level sections.

Gabion walls are acceptable, subject to Engineer approval if height exceeds 1-metre.

5.14.2 VEGETATION PLANTING

External Retaining Walls are to be integrated with garden landscapes by suitable planting /greening, preferably with indigenous 'water-wise' plants, and drought-hardy species such as succulents.

5.15 INTERIOR ALTERATIONS & ADDITIONS

Whilst interior design is unrestricted (see 5.1.1.1 Interiors), BHOA requires up-to-date building plans accurately recording locations of sanitary fixtures (toilets, baths, showers, etc.); sewer, vent and drainage pipes; electrical and gas installations; as well as general layout of the interior rooms showing entry/exit points.

Homeowners contemplating interior renovations are required to submit drawings to the Architecture Committee who, after review of the contemplated work, shall determine if a formal submission is to be made.

5.16 PROPERTY & BUILDING MAINTENANCE ACTIVITIES

Maintenance work and related activities often entails significant movement of commercial vehicles, personnel and materials – to the extent that such activities may assume the scale of ‘minor works’.

Typical examples of more intensive minor works are: Replacement of roofing; replacing wooden doors & windows with more durable/modern material components; re-plastering/rendering of exterior walls; replacement of rainwater gutters & downpipes; major decorating & waterproofing projects and the like.

There are a good number of aspects to the above activities which are also, to a greater or lesser degree, similar to those monitored under the procedures prescribed elsewhere in this Manual, for building and construction work, and which invariably also have an impact on the aesthetics of buildings thus maintained and improved.

Therefore, it is important that the property Owner provide the BHOA Architecture Committee with reasonable and adequate opportunity to advise on any submission/monitoring/approvals which may be applicable under the Building Design Manual requirements, as pertaining to maintenance activities of scale.

5.17 EXTERNAL LIGHTNING

When putting up external lights, security lights and alarm indicator lights, please consider the effect on your neighbours.

6 SERVICES

6.1 SATELLITE DISHES, ANTENNAE AND AERIALS, MASTS

Television and radio aerials, WiFi antennae and satellite dishes must be unobtrusive. Individual applications for their erection are to be made to the Building Supervisor acting on behalf of the Architecture Committee.

Externally mounted cables to be enclosed in pvc trunking

Installations of masts, and other vertical structures are subject to submission and compliance approval.

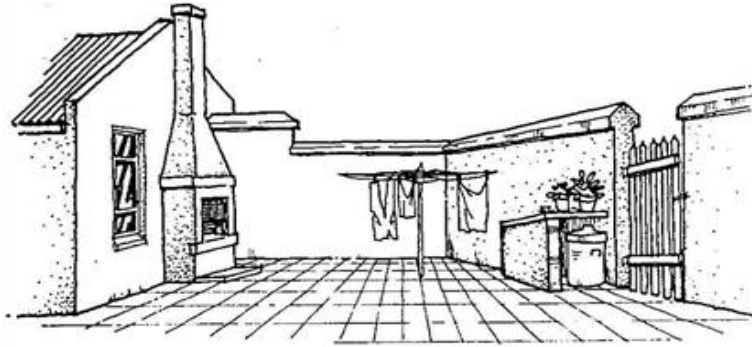
6.2 AIR CONDITIONING UNITS AND HEAT PUMPS

All Units are to be screened from view by neighbours or from any surrounding roads and parklands, and external wall-mounted units, as in the case of split units etc., are to be positioned not higher than 1,2 metres above the natural or paved ground level. All piping, cables etc. are to be encased in closed trunking.

6.3 WASHING LINES, REFUSE AREAS & SERVICE / COURT-YARDS

Washing lines, caravans and boats, gas bottles, and refuse bins are to be screened from roads, parklands and neighbouring properties by means of screen walls (page16 “WALLS AND FENCES BETWEEN NEIGHBOURS”). Plastered brick with simple coping, or close-fitting timber walls (of

natural colour or painted white) are permitted. All yard walls and screens are to be indicated on submission plans.



6.4 RAINWATER STORAGE TANKS

Homeowners are encouraged to install storage tanks for rainwater harvesting.

Note: All tanks are to be indicated on plans (site plan) and submitted for compliance approval by the Architecture Committee. (No submission fee is applicable).

Knysna Municipality may require tanks with a minimum of 5-kl water storage capacity for houses of over 100 sq.m. floor area – Homeowners to obtain current information from Local Authority.

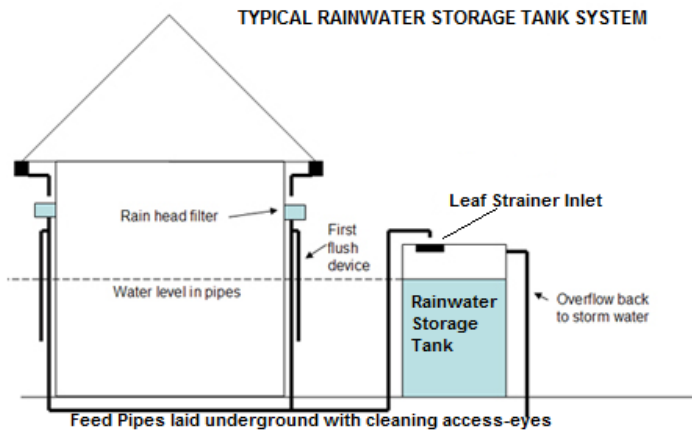
Installations are to be as discreet as individual circumstances permit. The preference is for tanks installed under-ground. In cases where this is not feasible, tanks visible from roads, parkland or neighbours are to be screened from view. Preferred screening is by means of suitable trellis and/or vegetation, or where this is not possible, screen-walls or fences painted the colour of the house.

Proposed screening is subject to the approval of the Architecture Committee.

Where tanks are located some distance from the water source, the inlet pipes are to be installed under-ground as illustrated on the sketch below. Installers are to be aware that the feed pipes will be under pressure, requiring appropriate pipes. Provision should be made for periodic cleaning/flushing of buried pipes.

In terms of Municipal regulations, manufactured water tanks are regarded as temporary structures and may be erected over building lines. However, all tanks must be placed so that they do not adversely affect any safety or aesthetic issues – i.e., Pedestrian access must be allowed between Tanks and boundaries, for services and access for firefighting.

Diagram of Rainwater Storage Tank Installation: (Where tanks are situated distant from water source)



6.5 BUILDING MATERIALS – HOARDING & STORAGE

No hoarding on verges for construction, landscaping or refuse materials is permissible prior to payment of the relevant Building Deposit, or without prior arrangement with the Estate Supervisor.

Where building materials are to be stored on street verges, a 1200 mm high temporary screening fence consisting of standards, straining wires and shade cloth must be erected by the Contractor prior to commencement of building operations.

An unobstructed clear area setback, 1,0-metre-wide from the road edge for pedestrian use, is to be strictly maintained at all times.

6.6 GARDEN ELEMENTS

GAZEBOS, WENDY- HOUSES, TOOLSHEDS, CONSERVATORIES,

TEMPORARY STRUCTURES & LANDSCAPE ORNAMENTS

Plans for proposed gazebos, Wendy-houses, tool sheds, trellises, bowers, fountains, sculptures and other structures/installations, and colours thereof, are to be submitted to the Architecture Committee for review and compliance approval. (No submission Fee is applicable).

6.6.1 TEMPORARY STRUCTURES

Temporary structures are semi-permanent buildings that can be installed without foundations such as, but not limited to, gazebos, Wendy-houses, or tool sheds, but also includes installations exceeding a height of 1.2m, such as, but not limited to, water storage tanks, screen-walls, trellises, etc. These structures are subject to review and approval by the Architecture Committee. Homeowners contemplating installation of such structures are to provide details of the structure and indicate where the structure will be located on their premises. (No submission fee is applicable).

6.6.2 OUTDOOR FEATURES

Outdoor features include, but are not limited to, water features (e.g., fishpond), fountains and sculptures exceeding 100 kg in weight. Although these features may not be classified as “structures” they will nevertheless require to be assessed for visual impact and aesthetic suitability relative to the Design Concept for the Estate. (No submission fee is applicable)

6.6.2.1 FIRE-PITS' & FIRE-BASKETS

Fire pits pose a fire risk and are not recommended. However, where a homeowner has chosen, at their risk, to make use of a temporary fire pit, it shall not be installed within the building lines relative to thatch houses (see 5.2.1).

The fireplace must be surrounded by a masonry foundation with a with 400mm high wall around the fireplace and a removable steel mesh cover to contain burning embers from being carried away in windy conditions.

Plans must be submitted for any structure proposed.

The location where it is adjacent to parkland containing highly flammable fynbos or similar fuel will not be allowed.

6.6.2.2 BUILT-IN BRAAI UNITS, PIZZA OVENS, PORTABLE BARBEQUE UNITS & OTHER OUTDOOR FIRE APPLIANCES

Built-in Braai may also be built with the same restrictions as in 6.6.2.1 but must also have chimney flue in roofed structures.

6.7 SOLAR HEATING PANELS AND PHOTO-VOLTAIC PANELS

For the approval process accurate sketches indicating the proposed layout on the roof will suffice and complementary photographs indicating the house view from the street will be useful for the review process. Architect plans, submission fees and building deposits are not required.

Installations are to be as discreet as possible and may only be vertically or horizontally arranged.

Panels should preferably be positioned on low pitched (“flat”) roofs, preferably flush with the surface, but may be at an angle not steeper than 1:3 (18 degrees) behind a parapet wall. Panels on steep roofs are to be mounted flush with the roof surface at least 400 mm from roof ridge, eaves/gutter line and roof edges

Solar panels to be only black, frames to be unpainted or painted black, all conduits to match roof or walls, preferably to be concealed. Location and a picture of the panel required for approval. Photo of type of solar required for approval as well as location on the roof.

Panels with black frames are preferred as they have less reflectance than silver framed panels.

Prior to installation the Homeowner is encouraged to consider painting of the roof in a colour which will reduce visual impact – charcoal or dark grey.

Ground-mounted panels are acceptable and may have angle-frames, if screened from street and neighbours' views.

As a matter of courtesy neighbours are to be informed of the proposed installation together with the sketch plan prior to submission the Architecture Committee.

Geysers are not permitted on a roof.

Solar Collectors for Pool Heating may only be flush mounted on flat roofs, not visible from adjacent properties.

Currently the Knysna Municipality does not require a plan approval submission for solar panels, however any electrical installation should be done by a registered electrician/competent person and a certificate of compliance is to be issued on completion of the installation – a copy of which to be submitted to BHOA for record purposes.

Internal installations such as inverters, batteries etc. are not subject to BHOA approval.

6.8 SWIMMING POOLS - POOL SAFETY & BACKWASH

Swimming pools are permissible, subject to review and compliance approval by the Architecture Committee, and subject to non-encroachment of building lines and the guidelines below.

All pools shall comply with the Knysna Municipal By-Laws and National Building Regulations.

An Engineer's Certificate is to be provided in respect of all permanent pool structures.

The lip of the pool shall not project above the natural ground level by more than one metre.

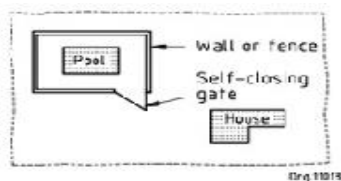
NOTE: All pools shall be adequately fenced or secured per SANS 10400-Part D (Public Safety – Pools) as amended or are to remain empty until 'deemed-to-satisfy' requirements are met.

Provision shall be made for a soak-away / French-drain for flushing/backwashing of pools.

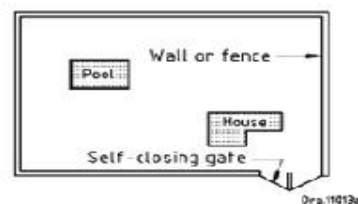
Backwash water is not permitted to flow or seep onto any neighbouring property.

Details thereof must be shown and specified on submission drawings, which the Architecture Committee shall review for compliance approval, having due regard for any neighbours' interests.

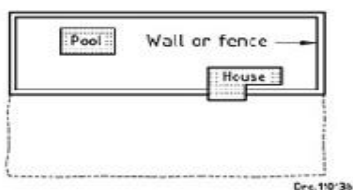
Pool Fence layout options as per National Building Regulations



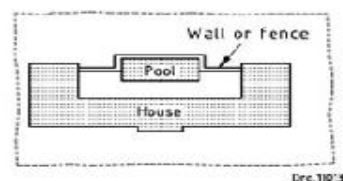
a) Enclosure around pool



b) Enclosure around boundary of property



c) Enclosure formed on part of property



d) Enclosure linked to house

6.9 GAS INSTALLATIONS

Where LP Gas / Propane containers are secured outside buildings, in addition to compliance with the relevant SANS regulations, these shall be screened with suitable materials of a colour to match adjacent walls/buildings.

6.10 ELECTRICAL GENERATORS

Standby and portable Electrical Generator Units shall be enclosed or screened to minimise noise, and screens to be of a colour to match buildings.

6.10.1 SECURITY INSTALLATIONS – MONITORING EQUIPMENT, SECURITY LIGHTS, FLOODLIGHTS

Security equipment and fittings shall be positioned for minimal visibility, with due regard for neighbours and surroundings, and to mitigate impacts thereon.

6.11 BOREHOLES

BHOA to be notified prior to Owner proceeding with a borehole. Boreholes need to be within the boundary lines of the erf. No Application Fee is required. All areas need to be made good after the work is complete. Note that Owner may be held liable by neighbours should borehole cause any harm to neighbour's property i.e. cracking walls, etc.

SECTION C: PLAN SUBMISSION – REVIEW & CONSENT

6. REQUIREMENTS FOR APPROVAL:

Compliance with the current National Building Regulations read in conjunction with the current Building Design Manual and the Contractor's Code of Conduct (Annexure 1.)

7. APPLICATION TO THE ARCHITECTURE COMMITTEE FOR REVIEW AND COMPLIANCE ASSESSMENT OF BUILDING PLANS ON THE PRESCRIBED FORM:

In terms of an Owner's undertaking when purchasing a home in Belvidere Estate – contained in both the Consent to Purchase and the Title Deed – an Owner is required to submit an application to the Architecture Committee for review of and consent approval for any intended alteration or addition to their property, whether interior or exterior, including painting and fencing.

No structures of whatsoever nature may be added to, or altered in any way, upon any property on Belvidere Estate without prior submission to and obtaining both the consent of BHOA through the Architecture Committee and approval by Knysna Municipality.

8. REQUIREMENTS FOR ARCHITECTURAL PLANS AND SPECIFICATIONS:

Three (2 colour and 1 black & white) copies of Architectural Plans and technical drawings, including material specifications, are to be submitted as hard-copy as well as in electronic digital format, preferably as pdf (printable document format), when possible.

- Site Plan: Showing boundaries and building lines, contours or spot levels, adjoining streets and stands, north point, servitudes, floor levels and datum, proposed excavations and retaining walls, fences, walls and gates, driveway, swimming pools and rainwater tanks.
- Floor Plans: Showing a fully dimensioned plan of each level including any demolition work.
- Elevations: Elevations of all buildings (including awnings), structures and walls; natural; heights of buildings; external materials, finishes and colours; and constructed/excavated ground-levels.
- Sections: At least one cross-section through all levels of each building showing floor-levels and ceiling heights and pitch of roof and height-line above natural ground level.
Maximum permitted height of any part of a building is 8,5m, measured vertically to the highest point from the natural ground level directly below.
- Coverage Schedule: Showing Erf Area, existing and new Coverage, maximum permissible coverage, and Bulk Factor calculations.

Window/Door Schedule: Showing full details including overall, sectional and component dimensions of all windows and doors, including materials and glazing.

Drainage: Soil & Waste pipes, Vents, and Inspection/cleaning eyes; Manholes, and storm-water drainage is to be shown. Note that all externally visible soil and waste pipes must be concealed/screened to the approval of the Architecture Committee.

ALL Plans are to be signed by the Owner, as well as the Application Form, and the latter may be signed by an Appointed Competent Person or Agent, accompanied by Form 1 – SANS 10400.A, or the Owner's Letter of Authority/Proxy.

Plan Applications documents, completed in full and signed, are to be submitted electronically to BHOA at least one week prior to the Architecture Committee Meeting, (usually held on the 1st Thursday of every month) for circulation to the Architecture Committee Members. A copy of the Title Deed must be included with the Plan Application documents, which is also a municipal requirement.

The Architecture Committee is comprised of professionally qualified volunteer Home-Owners and the Estate Architect (a part-time consultant), and it is therefore only possible to convene interim or ad hoc meetings under exceptional circumstances. All Applicants are therefore requested to respect the dates of monthly meetings and to make provision for the appropriate pre-submission/Application timeframes accordingly.

Note: Proposals may be presented for preview consultation with the Architecture Committee, by appointment with the Estate Architect.

9. DECISION-MAKING PROCESS

Plans and reference documents are circulated to Committee Members for preview prior to the Meeting. Applications are reviewed and approved in committee, but in exceptional circumstances may be approved by round-robin sign-off.

In the event of the plans being approved, they are digitally stamped and signed to that effect. The Owner and his/her professional will receive the stamped plans and a Scrutiny Letter addressed to Knysna Municipality. It is the responsibility of the Owner to deliver the stamped plans together with the Building Consent Form, to Knysna Municipality Building Inspector's Department. Knysna Municipality will process the plans and approve them if considered correct. Knysna will not examine the plans unless they bear the Belvidere stamp of compliance approval.

10. APPLICATION FEES DUE TO THE BHOA – SEE ALSO UNDER ANNEXURE 1

In addition to the fees paid to Knysna Municipality there is also a fee to be paid to BHOA, as only part of the costs of having an Estate Architect and Building Supervisor plus the administration required, is covered by the annual BHOA levy. The philosophy that has always applied is that “the user pays”. The Applicable fees are reviewed by the BHOA Executive Committee on an annual basis, details of which are obtainable from BHOA or the Estate Architect. (See Annexure1).

No Application fees are charged for “minor works” i.e., Projects with a gross value of R5,000.00 or less, as well as for Rainwater Storage tanks and Solar Panel installations.

11. FEES DUE TO KNYSNA MUNICIPALITY

Municipal Plan Application Fees are described in the Knysna Municipal Annual Tariff Schedule. In addition to Plan Application Fees, a Hoarding Deposit fee is required, which is refundable after the Knysna Municipal Building Control Dept. has issued an Occupation Certificate.

A sewerage and water connection fee is also payable on new houses.

(See Clause 8)

12. THE BUILDING DEPOSIT

A Building Deposit of between R5,000-00 and R15,000-00 is payable on all applications involving Additions and Alterations, but may be waived in the case of the following activities:

- Works below R5,000-00 construction cost;
- The construction of pergolas and carports;
- Alterations to doors, windows, plumbing and other minor items;
- Any other Minor Works to the approval of the Architecture Committee.

The Building Deposit shall only be refunded by the BHOA on compliance with ALL the following criteria: -

- All buildings, structures, walls and fences are completed as per stamped plan.
- All contractors have completed their work including paving and landscaping.
- Adjacent kerbs, verges and stands (if affected) are reinstated to their original condition, and the Owner is responsible for completing the remediation to approval thereof within 3 months.
- All rubble and litter has been removed.
- All damage to Municipal and BHOA property has been rectified and/or damage claims settled.
- The Architecture Committee has issued a Site Clearance Certificate and authorised a refund.
- The Occupation Certificate has been issued by Knysna Municipality.

13. VALIDITY OF PLANS

Approval of plans is valid for twelve months only and re-application has to be made if building work has not commenced within twelve months. Completion times will be a condition of approval and as such will be specified on the approved plans.

14. NOTIFICATION OF MUNICIPAL APPROVALS

The Homeowner is required to notify the Architecture Committee in writing of any Municipal Planning Approvals, within 7 days of official notification of such approvals.

This is to enable BHOA to monitor and supervise the progress of any given project on the Estate.

15. APPROVAL TO PROCEED

Building work shall not commence prior to an application having obtained the BDM Compliance Approval of the Architecture Committee as well as Statutory Approval by Knysna Municipality.

16. PROCEDURE BEFORE COMMENCEMENT

Before commencement of any work on the Owner's property, the Owner must arrange for: -

- an inspection of the property by the BHOA Estate Supervisor.
- a Contractors Code of Conduct and a Contractors Registration Form to be completed and returned to the BHOA Office/Estate Supervisor.
- the site of any chemical toilet and the positioning of materials are to be agreed to by the BHOA Estate Supervisor.
- the payment of any fees to be made.

It is also mandatory for the Owner and Contractor to keep on site a copy of the plans, which have been stamped and approved by Knysna Municipality, to be available during construction.

Plastic lamination of the plans will help keep them clean during the building operation.

17. REMOVAL OF NON-APPROVED STRUCTURES

BHOA and Knysna Municipality shall require removal of any structure erected in contravention of this Building Design Manual and/or municipal byelaws, at the Owner's cost.

18. BELVIDERE MANOR AND BELVIDERE PARK

Appendix A to this Building Design Manual includes specific conditions applicable to these General Residential developments.

Alterations, additions or installations to or on properties within Belvidere Manor and Belvidere Park must conform to the BHOA Constitution which includes this Building Design Manual, in addition to the constitution and rules of each of these bodies. Specifically, Owners must be aware that no additions or alterations to their property will be considered without the prior written permission of their trustees and BHOA. Their trustees will ensure that no specific title deed conditions have been transgressed and that the Architecture Committee has scrutinized and stamped all plans in terms of Appendix A to this Building Design Manual as applicable.

19. COLOUR CHANGES TO EXTERIORS OF BUILDINGS

The approval of the Architecture Committee is required for any proposed changes to exterior paint colours.

SECTION D: GENERAL REGULATIONS

1. SIZE OR VALUE OF HOUSE

There is no minimum size or value of house requirement, provided the Estate design standards are met. The 'maximum' size of a house is generally determined by compliance with the Maximum Coverage and Bulk Factor requirements.

Refer SECTION A: ARCHITECTURAL CONCEPT.

In keeping with the country/rural style of the Estate, it is preferred that the visual impact of large houses is minimised by employing appropriate architectural design and proportions.

2. HOUSE SIGNS

House names and street numbers should be of a simple design and an acceptable size. Acceptable colours are black/white, dark green/white or brass. All homes are to display street numbers visible from the street.

3. ESTATE AGENTS' SIGNS AND PRIVATE SIGNAGE

In order to preserve the aesthetic and non-commercial appearance of the Estate, "FOR SALE", "SOLD" and Estate Agent 'direction boards' are not permitted on the street verges, pavements or public spaces of the Estate.

A maximum of two (2) signboards advertising a house or stand for sale are permitted provided they are not larger than 750 mm x 500 mm and shall only be erected on or within the boundaries of the property for sale.

Estate Agents signs must be removed not later than fourteen days after the property has been sold.

4. BUILDERS' SIGNS

Builder's signs are to comply with the same conditions as for Estate Agents' signs above, except that the signboards are to be positioned inside the property boundary or fence.

All signboards of Contractors, Sub-Contractors, Landscapers etc. must be removed from the property once building operations are complete, and not later than the date of issue of the BHOA Site Completion Certificate.

5. SECURITY SIGNS

One standard size security sign is permitted per property, maximum size 400 wide x 500 high.

6. BUSINESS SIGNS

No business signage is permitted on residential erven, including for accommodation such as B&B etc.

Business signage on commercial or business zoned erven is subject to review and consent approval by the Architecture Committee.

7. FLAGPOLES AND BANNERS

Flagpoles, banners and other display media shall only be permitted for special events, and then only once approval in writing has been obtained from the Architecture Committee and BHOA.

8. DISPUTE RESOLUTION

From time-to-time Members of the Belvidere Home Owners' Association (BHOA) may run into issues, whether it is rules and regulations that affect usage of one's premises, maintenance of property or common areas, or interpretation of planning and development regulations. This process outlines how issues will be dealt with.

As with any dispute resolution process, it is always hoped that a dispute can be settled amicably and informally, without recourse to the process outlined here. However, there are times when that is not possible, and homeowners must then turn to a process that is cost-effective, private and less time-consuming than litigation.

Formal dispute resolution is a multi-layered process. At the simplest level, it starts with an informal meeting between the aggrieved party and the BHOA chair (or nominee). This step provides an opportunity for an informal conversation to determine whether a dispute can be resolved informally. This common-sense approach works well, but only where both parties are engaged in rational thought.

Where an unreasonable position concerning a specific issue is being taken by either party, a more formal "round table" meeting may be called with the parties and members of the Architecture Committee present. This is considered the first formal step in dispute resolution and its purpose is to seek common ground, and at the very least, establish facts of the matter. Notes from the meeting are kept and accepted by each attendee, such that if there is action at the next level, there is a record of how matters progressed initially.

Should resolution not be found at the first step meeting, a formal discussion, facilitated by a neutral third-party, forms the second step. Procedural rules are followed, with the facilitator listening to both sides, and exploring opportunities for resolution. Parties are un-represented, meaning that counsel is not present during the facilitated discussion. However, advice from counsel may be sought during the discussion. Expert testimony, if any, is presented by the instigating party. This step is non-binding, as such one side cannot force the other side to resolve a dispute in this discussion, however if middle ground is reached, the parties may achieve resolution collectively.

The final step is private arbitration. In this process, an arbitrator is hired by the parties to hear the dispute. The parties may agree that prior notes and resolutions are brought into evidence or may ask the arbitrator to hear the matter from inception without reference to prior steps. Formal procedures are followed, including presentation of statements of claim, representation by counsel during the hearing, expert witness testimony and cross-examination of witness testimony. The arbitrator has a set time in which to make a binding and enforceable award

9. LETTERBOXES

Letterboxes are required to have plain or 'simple elegance' design and of a size appropriate for receipt of normal-size mail – letters & tabloids. Construction to be of durable rust-proof material, & colour to match house wall/roof colours. Detached letterboxes are to be pole-mounted, visible and accessible not more than 350mm above wall or fence-top height. Letterboxes may be discreetly affixed against the inside of wall/fence/gate, height as above, or behind a wall/fence with a suitably fitted aperture in wall or fence.

Letterboxes are not permitted outside a property boundary.

ANNEXURE A: OVERLAY CONDITIONS PERTAINING TO GENERAL RESIDENTIAL BELVIDERE MANOR AND BELVIDERE PARK

INTRODUCTION

Belvidere Home Owner's Association (BHOA) has been established in terms of the *Knysna Municipality Spatial Planning & Land Use Management By-laws, promulgated and amended by the Western Cape Government to regulate and control municipal land use planning*. The BHOA Constitution and Building Design Manual (BDM) are approved in terms of this legislation and as such are the only documents that govern the whole of Belvidere Estate.

All subdivisions of the original property (Erf 327), which includes Belvidere Manor and Belvidere Park, are subject to the BHOA Constitution and BDM.

The later subdivision of Belvidere Manor and Belvidere Park as General Residential Developments introduced a sub-layer of regulatory requirements including bespoke homeowner associations each with their own constitution.

Belvidere Manor Homeowners Association (BMHOA) and Belvidere Park Homeowner's Association (BPHOA) remain bound by the BHOA Constitution and BDM, which is the only "control over the design guidelines of the buildings and erven arising from the subdivision" (bylaw: Section 29: clause 3 (d)).

Incorporation of Annexure A into the BDM is by agreement between the BHOA Architecture Committee and BHOA Executive Committee. All BMHOA and BPHOA bespoke provisions already presented and agreed with the Architecture Committee are *de facto* agreed with BHOA and are applicable to existing and new planning applications.

Belvidere Manor zoned as General Residential 5 – Hotel
Belvidere Park zoned as General Residential 1 - Group Housing

Group Housing Development Parameters require that "all buildings and structures must be planned, designed and built as a harmonious architectural entity and special attention must be given to aesthetics, architectural coordination, urban design and landscaping".

TABLE OF CONTENTS

Section A Architectural Concept
Section B Building Design Standards
Section C Plan Submission, Scrutiny and Consent
Section D General Regulations

GENERAL NOTICE

The provisions written into Annexure A, particularly those in Section B: General Guidelines, are complimentary to those in the BDM and are in sufficient detail to guide homeowners in Belvidere Manor and Belvidere Park through their planning and design process. In the case of uncertainty, the BDM has precedence, subject to resolution by the BHOA Architecture Committee.

SECTION A: ARCHITECTURAL CONCEPT

Refer to BDM – From the Original Developer’s Brochure

“The architectural style and quality of all buildings is controlled. The basic design concept is for new buildings to harmonise with the 19th century Eastern Cape architecture of the existing historic Belvidere buildings.”

The Manor House and Bell Pub & Restaurant fall within the Urban Conservation Area as indicated on the Estate Map (BDM Annexure 5). These are Heritage Listed buildings (older than 60 years) and comment must be obtained from the applicable Aesthetics/Heritage Committee prior to any action that might impact the integrity of such buildings.

Belvidere Manor Cottages are single dwelling units, a few of which are double storied, and are developed to provide a rental pool for the Manor.

Belvidere Park is developed as a Retirement Village with care facilities.

SECTION B: GENERAL GUIDELINES

In addition to the standards detailed below, the National Building Regulations will apply. In terms of its Constitution, the BHOA Executive Committee together with the Architecture Committee, reserve the right to make any additions or alterations to the BDM which, in their combined opinion, are necessary to preserve the architectural style and aesthetics of Belvidere Estate as embodied in the Original Development Concept.

Attention is drawn to the importance of maintaining (and correcting where possible) the style and ambience of properties in **Belvidere Manor** and **Belvidere Park**, emphasizing that mistakes or deviations which have been allowed shall not be regarded as precedents.

Urban Conservation Area: Refer to the BDM Annexure 5.

- All principles outlined in the *Knysna Urban Conservation Area Guidelines Concept Report* are to be adhered to. Erven affected by the report are:

Erf 543 The Manor and Bell Restaurant & Pub Listed building:
Erf 553 The Conference Centre

- No person may alter or add to any structure or part of a structure older than 60 years without a permit issued by the relevant Provincial Heritage Resources Authority and the Local Municipality. All applications for alterations and additions must be done according to the standard procedures. On approval by the Local Municipality, an application can be made to Heritage Western Cape for approval, unless delegated to the Local Municipality.

5. GENERAL GUIDELINES

Belvidere Manor and **Belvidere Park** are regulated in terms of the *Knysna Municipality Spatial Planning & Land Use Management By-laws* as applicable to Group Housing.

5.1.1.2. SECOND DWELLING UNITS

No second dwelling unit is permissible on any erven.

5.2. BUILDING LINES

Unless otherwise approved, the following building line restrictions shall apply:

External Public Roads	5,0 metres	
Garage Setback	5,0 metres	from kerb for Belvidere Park
External Boundary	3,0 metres	
Side and Rear Boundary	0,5 metres	0,0 metres for Belvidere Park
Manor House	0,0 metres	

5.3. BUILDING SIZE, COVERAGE & GROSS FLOOR AREA (BULK)

5.3.1. DEFINITION

“coverage” means the area of a land unit that is covered by buildings, expressed as a percentage of the total erf area of the land unit, excluding eaves and overhangs extending up to 1 meter beyond an exterior wall of a building or structure.

5.3.2. COVERAGE OF BUILDINGS & FLOOR AREA

The coverage of buildings may not exceed 60%.

Notwithstanding, **Belvidere Park** requires private outdoor space of no less than 50 m² per dwelling unit, inaccessible to motor vehicles and excluding service yards.

Double Story dwelling units and structures will not be permitted in **Belvidere Park**.

5.3.3. HEIGHT RESTRICTION

The building height restriction is 8.5 meters measured vertically from the highest point of the building to the natural ground level directly below that point. This restriction will not be relaxed under any circumstances except for flues as stated in 5.7.2 of the BDM.

5.4. OUTBUILDINGS: GARAGES, CARPORTS & STAFF QUARTERS

Due to the relatively small size of Group Housing erven and to maintain the open feel of the Original Development Concept, the construction of separate outbuildings which are not attached to the main building, is not encouraged or supported.

To preserve the period facades and open layout of **Belvidere Manor** and at the discretion of the Trustees, taking into account any undue impact on nearby properties:

- no building extensions are permitted to the front or sides of the cottages; and
- building extensions to the rear of the cottages shall normally only be permitted within the existing footprint lines of the cottage.

Each property must have at least 2 parking bays per dwelling unit, to comply with Knysna Municipal by laws. If this is not possible, then 1 parking bay per cottage and 1 parking bay per cottage on common ground plus visitors parking of 0,25 parking bays per unit must be provided.

5.4.1. GARAGE

Garages and carports are included in the parking bay requirement.

5.4.1.1. GARAGE DOORS

Where two garages are permitted, no double garage doors are allowed and for even falling under the urban conservation design regulations, single doors must be separated by a pillar of at least 250 mm.

5.4.2. CARPORT

Allowing for the existing carports and garages within **Belvidere Manor**, open carports without solid sides may be added alongside cottages, provided that:

- The carport is in the approved standard design and dimensions to match others in the development, including Victorian Profile corrugated or similar traditional pattern corrugated metal, to approval of the Architecture Committee;
- Timber posts to be square and painted white;
- The carport must be located in line with the extended footprint of the cottage and within a building line of 500mm from the property boundary; and
- Carports and garages cannot exceed the footprint of the cottage.
- The garage or carport must be freestanding and not attached to a building.

No tents, caravans or boats are allowed on any property.

5.5. ROOFS

Roofs shall be moderately pitched over the primary dwelling and low pitched or flat with parapet walls over secondary or ancillary spaces, in traditional style.

5.5.2. MATERIALS

Victorian profile corrugated iron or similar traditional pattern corrugated metal, to approval of the Architecture Committee.

5.5.3. COLOURS

Approved colours are as follows:

- **Belvidere Manor** Charcoal
- **Belvidere Park** as per BDM

5.5.4. PITCH

Belvidere Manor Pitched roof height to wall height must be between 1:2 and 1:1
Belvidere Park 30 degrees.

5.5.9. FASCIAS & BARGE BOARDS

Belvidere Manor Painted Green or Black
Belvidere Park as per BDM

5.8. EXTERNAL WALLS

Belvidere Manor colour combinations are as follows:

- Erf: 526-534, 543-550-552 (White walls, Black woodwork, roof Charcoal)
- Erf: 535, 553, 561 (White walls, Green woodwork, roof Charcoal)

Belvidere Park as per BDM

5.9. WINDOWS

Belvidere Manor Colours as per 5.8 above
Sliding Sash Windows only permitted on Manor House
Belvidere Park Colours as per BDM

5.10. DOORS

Belvidere Manor Colours as per 5.8 above
Belvidere Park Colours as per Roof

5.13. WALLS, FENCES & GATES

Permanent walls and fences are not allowed. However, if requested and permitted, they shall be wooden two-square horizontal post fence, painted white with matching gate.

Belvidere Manor Maximum 800 mm high
Belvidere Park Maximum 1,20 m high

Stonework is allowed in restricted areas and a sample is required for approval.
No chains or ropes are allowed to close off driveways.

5.16. PROPERTY & BUILDING MAINTENANCE ACTIVITIES

Belvidere Manor No alterations or additions of any kind is permitted to either the exterior or interior of cottages, buildings, fences or structures, including a change of colour or material specification, without the prior written permission of the Architecture Committee.
Belvidere Park BPHOA assumes responsibility for the exterior preparation and painting of the building exteriors on private properties.

In the event of the buildings on any erf being partially or totally damaged or destroyed, the Owner shall be obliged to reinstate same to its original condition and appearance. The Owner shall, as soon as practicable after such damage, proceed to rebuild, repair and reinstate the destroyed or damaged portion of the building and proceed expeditiously to the completion thereof within a reasonable time. The Owner shall be obliged to reinstate the improvements on the buildings with the same accommodation as regards the position and area of the building enjoyed by him or her prior to such damage or destruction and in the same architectural design and style so that the original improvements are reinstated.

6. SERVICES

BMHOA and BPHOA may impose more stringent conditions on the installation of services, facilities and equipment than is provided for in the BDM, in keeping with the character of each development.

6.10. ELECTRICAL GENERATORS

the installation and use of standby or portable electrical generators shall not be permitted other than on commercial properties.

SECTION C: PLANNING SUBMISSION - REVIEW AND CONSENT

13. BELVIDERE MANOR AND BELVIDERE PARK

Owners of properties within **Belvidere Manor** and **Belvidere Park** must conform to the Constitution and rules of each of these bodies. Specifically, Owners must be aware that no additions or alterations to their property will be considered without the prior written permission of their respective trustees. The trustees will ensure that no specific title deed conditions have been transgressed and that the BHOA Architecture Committee will have the opportunity to ensure that conditions specified in the BDM and this Annexure A have been adhered to, as specified in the Constitution and Regulations of these two bodies.

APPROVAL

The Belvidere Home Owner's Association Executive Committee and Architecture Committee agree to the inclusion of this Annexure A into the Building Design Manual; noted to Members in General Meeting and approved by the Trustees of the respective Belvidere Manor and Belvidere Park Home Owner's Associations.

Signed this _____ day of November 2023 at Knysna

Belvidere Home Owner's Association

Belvidere Architecture Committee

Belvidere Manor Home Owner's Association

Belvidere Park Home Owner's Association

ANNEXURE 1: TABLE OF COVERAGE AND BULK, APPLICATION FEES, BUILDING DEPOSIT, SPECIAL LEVIES

THE APPLICANT MUST PROVIDE THE RELEVANT INFORMATION IN THE TABLE BELOW ON ONE OF THE DRAWINGS SUBMITTED.

10. COVERAGE AND BULK

AREA of ERF: sq.m

Floor	Existing floor area (sq.m)	Area of Additions (sq.m)	New Floor Area (sq.m)	Total floor area under roof (sq.m)
Ground floor				
First floor				

COVERAGE:	Existing:		New:	
BULK:	Existing:		New:	

For definitions of Coverage and Bulk Factor of buildings, see Cl. 5.3.2 on Page 6.

11. APPLICATION FEES:

BUILDING DEPOSIT

Belvidere Home Owners' Association Refundable Deposits		Amount
Value of build	Up to R100 000 building costs (minor works including windows, moving doors position, verandas etc.)	R5 000
	From R100 000 to R1 000 000 building costs	R10 000
	Above R1 000 000 building costs	R15 000

Conditions of refund are detailed in **SECTION C: Plan Submission – Review and Consent**, of which the principal condition is that “all buildings, structures, walls and fences are completed as per stamped plan”.

SCRUTINY FEE

Architecture Committee Scrutiny Fees		Amount
Value of build	Up to R100 000 building costs (minor works including windows, moving doors position, verandas etc.)	R1 500
	From R100 000 to R1 000 000 building costs	R3 000
	Above R1 000 000 building costs	R6 000
Tanks, Solar etc.	Water tanks, paving, solar panels, sheds and landscaping etc.	R750
Resubmissions	The 1 st resubmission has no additional application fee. For each subsequent resubmission an additional fee of R1 500 will be charged.	R1 500
Toilets	A once-off special services levy of R6 000 (review annually) for each toilet in excess of five on a residential property shall be applicable.	R6 000
Note:	Plan approvals are valid for a period of 12 months. If not implemented within this period, a new application will be required accompanied by the fees relevant at the time of the new submission.	

Fees are payable to BHOA for each new Plan Application and are subject to escalation:

12. SPECIAL LEVIES:

BHOA shall be entitled to require payment of Special Levies relating to the maintenance of the Development Concept prescribed in the Building Design Manual, and in such cases as may arise due to Local Authority Regulations and By-Laws and other Statutory Regulations which affect the requirements and application of the Building Design Manual.

WC (Toilet) LEVY

The once-off special services levy of R6 000-00 (reviewed annually) for each toilet in excess of five on a residential property is required by Knysna Municipality and shall be applicable. However, if one of the toilets exceeding the specified five is not provided with an internal door, such as a separate (attached) staff toilet, the special levy will not be charged for that toilet.

If an internal door is provided in future, the special levy will become due.

ANNEXURE 2: CONTRACTOR'S CODE OF CONDUCT

The Homeowner whose property is being developed, altered or maintained will be held responsible for any breach of this Code and is therefore advised to incorporate it into any building/home-maintenance contract.

The Code of Conduct must be signed prior to commencement of any site-work and is regarded as being acknowledged and understood by the signee/s thereto.

13. DELIVERIES

All deliveries of materials are to be made between 07h30 and 17h30 on weekdays only, unless prior arrangements are made with the BHOA Estate Supervisor.

No deliveries are permitted on public holidays without prior approval.

Deliveries by extra-heavy trucks (10 tonne plus) are discouraged due to the possibility of damage caused by them. If this is unavoidable, they must be met at the Estate entrance by the Contractor's site foreman and offloaded under his supervision. All Waybills/Delivery Notes must include the street name and house number.

No trailers may be used due to limited turning space.

To avoid cost of damage due to heavy vehicles, which may be recovered from the Home-Owner, the following maximum load criteria are suggested:

- | | |
|-----------------|--|
| Bricks: | no more than 6 000 are delivered in one load; |
| Sand and stone: | no more than 10 cubic metres is delivered in one load; |
| Cement: | no more than 200 pockets are delivered in one load; |

14. WORKING HOURS

Building activity will only be permitted between the hours of 07H30 – 17H30 Mondays to Fridays.

Building work is not permitted after hours; over weekends; on public holidays' or in the period between 15th of December to 3rd January

15. ACCESS

The Contractor may not use adjacent/surrounding properties for any purpose whatsoever without prior approval of the Estate Supervisor. This includes vehicle access/parking; hoarding/storage of building materials; dumping of excavated soil, tree-stumps and cleared tree and plant material.

ESTATE PARKLAND AREAS MAY NOT BE USED UNDER ANY CIRCUMSTANCES.

Each site has a designated access point. Should the Owner wish to change the access, prior arrangements must be made with the Estate Supervisor. The cost of transplanting or replacement of any flora will be for the Home-Owner’s account.

16. ERF BEACONS

The Contractor is responsible for identifying/verifying the site pegs and ensuring that site pegs are not removed or disturbed. Should any site pegs be disturbed or missing, the Homeowner shall be required to arrange for a Surveyor to re-locate them at the Homeowner’s expense. It is suggested that the pegs be fixed in position with concrete.

INITIALLED by OWNER Date

INITIALLED by CONTRACTOR Date

INITIALLED by ESTATE SUPERVISOR Date

17. WATCHMAN

Contractors are to house their staff off-site, and no staff other than ONE watchman will be permitted on site after hours or on weekends.

18. TRESPASSING

Any staff found to be on a site other than the site they are contracted to, will attract a charge of trespassing.

19. TOILETS

All building sites are to be equipped where necessary with an adequate chemical toilet for the exclusive use of their staff. No “long drops” are permitted. Chemical toilets are to be screened and regularly cleaned.

No temporary connections to the sewer lines are permitted.

20. LITTER / WASTE

Contractors / Builders are to manage and dispose of all their litter and waste material on a regular basis and ensure that worksites are kept clean and tidy at all times.

Refuse Skips and waste drums are to be positioned as to cause no obstruction to vehicles, pedestrians and provision of essential services.

Every site should be cleaned up prior to weekends and holidays.

No dumping is permitted on the Estate. Offenders will be heavily fined. Combustible material may only be burnt on-site if a Burning/Fire Permit has first been obtained from the Municipal Fire Chief Knysna.

21. SOIL-EROSION / SILT CONTROL

On any site where earthworks are required, adequate precautions are to be taken against subsidence and silt/soil run-off by way of permanent or temporary retaining methods prior to commencement of any work. In addition, the use of hay bales is recommended.

22. WATER

The Contractor must contact Knysna Municipality regarding the water connection. A connection fee is payable. A 20 mm gate valve must be installed on the Owner's side of the meter.

Effluent water as provided on verges is not potable and shall not be used for any purpose other than watering verges.

The Home-Owner will be responsible for ensuring that his water meter is accessible for reading during and after construction. If the meter is not accessible, BHOA will rectify the matter at the Home-Owner's expense. The Contractor must protect the meter from damage.

23. SEWERAGE

The Contractor must contact Knysna Municipality regarding any sewer connection. A connection fee is payable.

UNAUTHORISED CONNECTIONS MAY RESULT IN A FINE OF UP TO R1 000-00.

A sketch of the required manhole is obtainable from Knysna Municipality.

INITIALLED by OWNER	DATE.....
INITIALLED by CONTRACTOR	DATE.....
INITIALLED by ESTATE SUPERVISOR	DATE.....

24. SUB CONTRACTORS

The Main Contractor will be held responsible for the actions of his Sub-Contractors.

Only 'Competent Persons' e.g. Registered Plumbers and Certified Electricians, are permitted to perform work on the Estate.

25. INSURANCE

Contractors are required to have Contractors' All-Risks and Public Liability Insurance cover.

Owners are advised to contractually hold a retention fee over Contractors until: -

- Any claim for Municipal or Estate damage has been settled, and
- BHOA has confirmed in writing that there are no outstanding claims.

In the event of a breach of any of the requirements in Annexure 1, the Estate Supervisor may:-

- Call upon the Contractor and Owner to rectify the breach within seven days of notification; or
- Advise BHOA to rectify the breach itself and recover the cost of remedy from the Owner, plus a minimum handling fee of R1000-00, or 25% of the cost, whichever is the greater.

26. ESTATE SECURITY

For security monitoring purposes on the Estate, BHOA retains the right to obtain/record identification details of contractors' and sub-contractors' employees, as well as the registration numbers of their vehicles present on the Estate at any given time.

If required, this information may be obtained by the Estate Supervisor.

27. QUERIES

Contact the Estate Supervisor regarding any queries in the above requirements.

28. IMPORTANT

SITE WORKS MAY NOT PROCEED PRIOR TO:-

- **RECEIPT OF THE SIGNED CONTRACTORS' REGISTRATION AND CODE OF CONDUCT BY BHOA, AND**
- **A JOINT SITE INSPECTION MEETING BETWEEN THE MAIN CONTRACTOR, OWNER'S ARCHITECT AND ESTATE SUPERVISOR.**

DETAILS AND AGREEMENT

Name of HOMEOWNER:ERF No: Stand No:.....

Street Address:P.O. Box:

Signed: at:Date:/...../.....

Name of CONTRACTOR: NHBRC Reg. No:

Company Name / t/as:

Street Address:P.O. Box:

Mobile #Tel No:Site Manager/Foreman Mobile #.....

Signed: at: Date:/...../.....

Submit completed & signed Form to:

Email: architect@bhoa.co.za and admin@bhoa.co.za

ANNEXURE 3: CONTRACTOR'S REGISTRATION FORM & INDEMNITY

Erf No: _____ Stand No: _____ Street Name: _____

Every Contractor and Sub-Contractor working on Belvidere Estate shall submit a completed and signed Contractor Registration Form and Code of Conduct Form to the Estate Supervisor acting for BHOA.

Contractor/Subcontractor: _____

Company trading name: _____

NHBRC No: _____ Indemnity insurance # _____

Street address: _____ Postal code: _____

Postal address: _____ Postal code: _____

Telephone # _____ Cell Phone # _____

Principal Director/
Proprietor/Partner: _____

Site supervisor: _____ Cell Phone # _____

Physical address: _____ Postal code: _____

Vehicle(1) registration # _____ Vehicle(2) registration # _____

Contractor/Subcontractor Signature _____ At: _____

Date signed _____

Office use _____

INDEMNITY

The Transferor, Belvidere Home Owners' Association (BHOA), neither accepts nor assumes any liability or legal responsibility for any default consequences of whatsoever nature arising either directly or indirectly by way of any consent, approval, or recommendation granted by it, or by way of any omission, refusal or failure in its appointed capacities or duties.

Read also 'INDEMNITY' - Cl.14 in the BHOA Constitution.

BUILDING DESIGN MANUAL 2024 EDITION

This Manual was originally compiled and designed by the Developer, Gray Rutherford, in conjunction with Architectural Consultants, Smuts and de Kock and Edge, Harper, Hook and Co. and has subsequently been amended from time to time by the Belvidere Home Owners' Association.

In accordance with the Constitution of BHOA, the Building Design Manual has been approved by Knysna Municipality. Amendments proposed by the Belvidere Estate Architecture Committee and approved by the Executive Committee of the Belvidere Home Owners Association, are tabled at the relevant Annual General Meeting of Members of the BHOA before submission to Knysna Municipality.

This December 2024 Edition of the Belvidere Building Design Manual is issued as an approved amended version of the previous 2022 Edition, as amended in 2020 and 2017, and is signed below by authorised representatives of each of the parties concerned in terms of Section 19.3 of the Constitution of the Belvidere Home Owners' Association.



Signed on behalf of

BELVIDERE ARCHITECTURE
COMMITTEE

30 October 2024

Date

Signed on behalf of

BELVIDERE HOMEOWNERS
ASSOCIATION

Date

Signed on behalf of

KNYSNA MUNICIPALITY

Date

ANNEXURE 4: ARCHITECTURAL COMMITTEE APPLICATION FOR THE APPROVAL OF BUILDING PLANS

In terms of the requirements of the Belvidere Home Owners' Association, I submit herewith for approval, plans and specifications for the following activities:

Erf No: _____ Stand No: _____ Street Name: _____

Nature of building work proposed (mark with an "X")

New building Addition Alteration Drainage Other _____

I confirm that I am familiar with the Building Design Manual and Annexures, and acknowledge that it is my responsibility to ensure that:

1. Adjoining and all other affected neighbours have foreknowledge of my intentions.
2. Any Architect, Consultant or Contractor employed by me shall act in conformity with the policy and standards of the Belvidere Home Owners Association, as described in the Building Design Manual.
3. ALL Contractors and Sub-Contractors shall sign the Contractor's Code of Conduct before being awarded a contract.
4. The building or other work shall be carried out strictly in accordance with the approved plans and no additions, omissions or alterations shall be made or undertaken without prior application and approval of revised plans.
5. An Engineer's Certificate shall be provided for all structural work as prescribed in statutory regulations

Name of owner: _____

Street address: _____

Signature of owner or authorised representative _____

Name of representative: _____

Telephone # _____ Date: _____

Architectural professional: _____

Address: _____ Postal code: _____

Telephone no: _____ SACAP Registration # _____

Homeowner's Authorisation/Proxy Letter required, appointing Architect/Agent to sign/submit Application on behalf of Registered Owner – to be attached herewith where applicable.

N.B: All Plans submitted are to be signed as approved by Owner.

APPENDIX 1.: NCS COLOUR SYSTEM:

NCS - Much more than just a colour card

NCS - A natural part of mankind

NCS builds on decades of scientific research in an interdisciplinary environment of designers, engineers and psychologists. At the root lie Leonardo da Vinci's ideas, which over the centuries have been developed and finally resulted in NCS.

Research has shown that everybody carries the NCS-model in the brain. Where other systems use meaningless numbers, the NCS-notation gives an exact description of the colour which we see. With NCS, it is possible to denote all the 10 million colours which the eye can distinguish.

The Colour Institute is Europe's leading centre for colour

The field of work is concentrated on the development of aids and quality tools for professional colour communication. Our partners are leading industrial companies and designers. In combination



NCS Atlas 1950 Original - one of the NCS products used by professionals all over the world.

with an advanced training environment for professionals, this provides the basis for the development of new ideas, products and services. Our knowledge and our activities are your guarantee for the continued quality and development of NCS.

Thinks globally, acts locally

NCS is represented in 19 countries by a network of distributors. These support your local market and have a complete NCS-stock of colour samples and other products. They supply training material, education and knowledge.

NCS has, since its inception in 1978, become one of the leading and most used colour notation systems in the world. It is used today within all branches where it is necessary to communicate colour. NCS is already the national standard in Norway, Spain and Sweden. These are some of the features which makes NCS much more than just a colour card.

The NCS is as simple as this

NCS Natural Color System[®]

is a logical colour system which builds on how the human being sees colour. With NCS, all imaginable surface colours can be described and given unambiguous NCS notations.

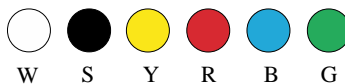
The six pure colours which are the basis of the built-in ability of humans to characterize different colours are white W, black S, yellow Y, red R, blue B and green G - the six elementary colours. NCS colour notations are based on how much a given colour seems to resemble these six elementary colours.

In the NCS designation 2030-Y90R, for example, 2030 indicates the nuance, i.e. the degree of resemblance to black S and to the maximum hue C; in this case, 20% blackness (s) and 30% chromaticness (c). The hue Y90R indicates the percentage resemblance of the colour to two chromatic elementary colours, here Y and R. Y90R means yellow with 90% redness.

Purely grey colours lack colour hue and are only given nuance notations followed by -N as neutral. 0500-N is white and this is followed by 1000-N, 1500-N, 2000-N and so on to 9000-N, which is black.

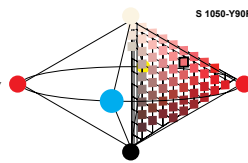
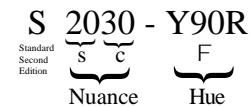
The letter S preceding the complete NCS notation (S 2030-Y90R) means that the NCS sample is from the Second Edition.

The six elementary colours



NCS colour notation

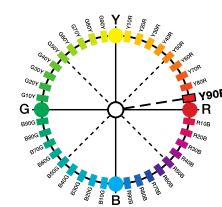
In the NCS colour notation, it is easy to read the appearance of the colour.



NCS Colour Space

In this three-dimensional model, called the NCS Colour Space, all imaginable surface colours can be placed and thus be given an exact NCS notation.

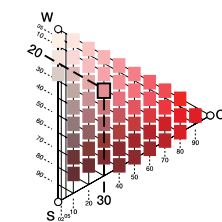
In order more easily to understand the parts included in the NCS notation, the double cone is divided into two two-dimensional models, the NCS Colour Circle and the NCS Colour Triangle.



NCS Colour Circle

The NCS Colour Circle is a horizontal section through the middle of the colour space where the four chromatic elementary colours are placed like the points of a compass.

Each quadrant between two elementary colours has been divided into 100 equal steps. In the figure, the hue Y90R, yellow with 90% redness, has been marked.



NCS Colour Triangle

The NCS Colour Triangle is a vertical section through the colour space. The base of the triangle is the grey scale from white (W) to black (S) and the apex of the triangle is the maximum chromaticness (C) in the current hue, here Y90R.

Colours of the same hue can have different blackness or chromaticness values, i.e. different nuances. This can be illustrated in colour triangles, where the scales of which are divided into 100 steps. In the figure, the nuance 2030 has been marked, a colour with 20% blackness and 30% chromaticness.



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APPENDIX 2: APPENDIX TO THE ENVIRONMENTAL CODE

APPENDIX TO THE ENVIRONMENTAL CODE OF PRACTICE (May 2008) - ESTATE STANDARDS COMMITTEE POLICY ON VERGE GARDENING AND PRESERVATION OF PARKLAND AREAS:

The road verges around the Estate (defined as the area between property and tarred road) are owned and managed by Knysna Municipality. The norm is that these are grassed over to help ease the maintenance burden. However, a number of verges have been planted, and these fall into two categories:

29. VERGES PLANTED BY MUNICIPAL STAFF:

These are predominantly grass turfed areas, maintained by Municipal staff/contractors on a rotational basis. Queries relating to these verges are to be referred to the Estate Standards Committee.

30. VERGES PLANTED BY RESIDENTS LIVING ADJACENT TO THE VERGE CONCERNED:

It must be emphasised that in the case of (2) verge gardening is not a right.

Residents wishing to establish and maintain flowers or shrubs on the verge must first seek the agreement of the BHOA Estate Standards Committee (and through the ESC, the Municipality).

The ESC will consider such requests sympathetically and the following conditions shall apply:

- The area in question is to be kept neat and tidy and not allowed to overgrow with weeds;
- The plants should be indigenous and/or appropriate to the area (advice is available from ESC);
- Verge beds shall not be bordered with bricks, wood poles etc., nor 'decorated' with large rocks;
- In the event of the Homeowner selling his/her property, they must consult with the intended new Owner about their intentions with respect to the verge.
- A continuous setback area of at least 1 (one) metre width from the road kerb is considered reasonable to enable pedestrian thoroughfare, and to enable effective road-edge tidiness.

Where a new Owner does not wish to take over responsibility for the verge planting and maintenance, then the verge MUST be restored to grass at the seller's expense.

This latter task cannot be left to the Municipality.

31. ROUNDABOUTS (CIRCLES) AND TRAFFIC ISLANDS:

These are also mainly planted areas and some of these are maintained by a contractor or by groups of interested street residents who in effect have “adopted a circle” which ESC strongly encourages

32. PARKLAND:

Parkland is defined as all other common green areas around the Estate which are not road verges.

UNDER NO CIRCUMSTANCES ARE HOMEOWNERS PERMITTED TO PLANT FLORA OR ESTABLISH FLOWER-BEDS IN THESE AREAS. This includes encroachment onto the forest edge, which is regarded as a statutory offense.

There have occurred several transgressions in the past, with respect to planting by private persons within parkland areas, and without due consultation with the respective relevant authorities.

It is to be expected that remedial interventions will likely be applied in the future.

PLANTING AND MAINTENANCE OF TREES AND SHRUBS INSIDE PROPERTY BOUNDARIES AND BETWEEN NEIGHBOURS:

Whilst the ‘greening’ of properties on the Estate with Flora species, including ornamental plants, shrubs & trees is encouraged, preferably with indigenous varieties, it is also desirable to plan and position shrubs and trees of heights greater than 1,2 metres, especially along spaces adjacent to neighbouring properties, in a manner which is considerate of the long-term effects and consequences of progressive vertical growth of taller species, and their respective heights at maturity.

Consideration must be given to the mitigation of potential negative or detrimental effects due to:

Fire hazard, shaded areas, fallen leaf-litter, fouling of gutters & drains, falling branches, interference with overhead cables, compromising the ‘open-vista’ opportunities enjoyed by neighbouring property owners, and ensuring ease-of-access for maintenance, trimming etc.

APPENDIX 3: MAP OF BELVIDERE ESTATE



BELVIDERE ESTATE

ERF NUMBER

STREET NUMBER

WWW.BELVIDEREESTATE.CO.ZA

BHOA@MWEB.CO.ZA

BELVIDERE HOMEOWNERS ASSOCIATION

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