



+27 28 514 8500



info@swellendam.gov.za



swellenmun



www.swellendam.gov.za



+27 28 514 2694



49 Voortrek Street, Swellendam | P.O Box 20, Swellendam 6740

**STANDARD COMPLAINT FORM FOR LAND USE / BUILDING ACTIVITY COMPLAINTS IN THE SWELLENDAM MUNICIPAL AREA**

**Swellendam, Barrydale, Suurbraak, Buffeljagsrivier, Infanta, Malagas, related Rural Areas**

All complaints must be submitted in writing on this complaint form and emailed to: [mswart@swellendam.gov.za](mailto:mswart@swellendam.gov.za) or hand delivered to Division Town Planning and Building Control. Anonymous complaints will not be investigated. Complainants may request that their details be kept confidential. However, it must be noted that the complainant may be requested to give a sworn affidavit in relation to the activity which may lead to evidence being given in court.

- In terms of Section 85 of the Swellendam Land Use Planning By-Law, 2020 the Municipality must enforce compliance with the Bylaw and the Swellendam Integrated Zoning Scheme, 2020.
- In terms of Section 86 of the Swellendam Land Use Planning Bylaw, 2020, an owner who expressly or implicitly permits his or her land to be used in a manner other than prescribed by the Zoning Scheme, without approval of the municipality, is guilty of an offence.

**1. COMPLAINANTS INFORMATION**

Complainant: Full name of Contact Person: Erf No. / Street address: Telephone: E-mail / Postal Address:  *Indicate preferred method of communication .....		
		Cell Phone
	..... Signature of Complainant	..... Date

<b>REQUEST FOR DETAILS TO BE KEPT CONFIDENTIAL</b>	<b>YES</b>	<b>NO</b>
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**2. ALLEGED CONTRAVENTION INFORMATION**

Street Address:	
Erf / Farm number / name:	
Property size:	
Nearest Town:	
Full Physical Address of Offending Property:	
Registered property owner: Postal address: Telephone: E-mail:	
Include dates and times.	
Extent of Activity (±m²):	
Intensity of Activity: (e.g. whole site / portion)	

Frequency of Activity: e.g. continuous / intermittent / daily / weekends / daytime. Keeping a log of when such activities take place and recording car registration numbers etc, may be relevant.	
Impact of Activity on you / your surroundings:	

**Provide Details:**

Is the activity causing any threat to life or limb?	Yes	No	
Is the activity having a detrimental impact on safety and well-being?	Yes	No	
Is the activity causing / caused an irreversible change in land use?	Yes	No	
Is the activity causing a substantial detrimental impact on the natural environment?	Yes	No	
Is the activity causing a substantial detrimental impact on the built environment?	Yes	No	
Is there any noise nuisance?	Yes	No	
Is there any water/ air/ noise pollution as a result of the use?	Yes	No	
Is the use causing any traffic and parking problems?	Yes	No	
Is the use impacting on property values?	Yes	No	

### 3. SUPPORTING EVIDENCE

Attach any further relevant information to this complaint form to assist with the investigation, such as:

- photos,
- plans,
- google earth images,
- letters and / or petitions,
- sworn affidavit.