

OUR REF: Off.5/  
YOUR REF:  
ENQUIRIES: BI Name: \_\_\_\_\_  
BI Office times: \_\_\_\_\_

Date: \_\_\_\_\_

To: .....  
.....  
.....  
.....

Dear Sir / Madam

**NOTICE IN TERMS OF THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT (NO. 103 OF 1977), AS AMENDED**

**PROPERTY DESCRIPTION:** \_\_\_\_\_  
**ADDRESS OF PROPERTY:** \_\_\_\_\_

Notice is hereby given that you are in contravention of the National Building Regulations and Building Standards Act (103 of 1977) as amended, in respect of the premises described above and ordering you as the owner to comply within the period specified.

1. In terms of Section 4(1) of the above mentioned Act:  
***“No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act”.***
2. On \_\_\_\_\_ an inspection in respect of the above mentioned property was conducted, wherein it was revealed that building operations have been carried out, namely \_\_\_\_\_  
\_\_\_\_\_  
without the prior approval of the Local Authority.
3. You are further required in terms of Regulation A25 (7) & (10) of the National Building Regulations and Building Standards Act (103 of 1977) to demolish the building work referred to in paragraph 2 above.

Failure to comply with this notice shall constitute an offence and will result in legal proceedings being instituted against you without further notice.

Should you have any queries regarding this notice, kindly contact the Building Inspector during the office hours as mentioned above.

Yours faithfully

**HEAD: DEVELOPMENT PLANNING,  
ENVIRONMENT and MANAGEMENT**  
DOC.W.G:02/06/2008 - Revisions 23/03/2009, 14/04/2009, 10/09/2009

**I ACKNOWLEDGE RECEIPT OF THIS NOTICE:**

**FULL NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_