



**ARCHITECTURAL GUIDELINES,
APPROVAL PROCEDURES
AND
CONTRACTORS CODES OF
CONDUCT**

Revision 4
March 2017

INTRODUCTION

These Architectural Guidelines, Approval Procedures and Contractors Codes of Conduct are developed to ensure that all construction and completed buildings on Gondwana Game Reserve have a minimum disturbance on the magnificent natural setting.

A Design Review Panel has been appointed by the Developers of the reserve as the Controlling Body to revise, develop and guide the implementation and interpretation of the project aesthetics. As prescribed by the Department of Environmental Affairs, an Environmental Control Officer (ECO) has also been appointed to ensure that the Construction Environmental Management Plan (CEMP) is adhered to by all contractors working on site.

This document serves as Guidelines, Procedures and Codes for buyers, architects and builders and shall only be amended by the Gondwana Design Review Panel (GDRP) at their sole discretion. No person shall develop any vacant property on the Reserve nor extend or alter any building thereon in a manner or style inconsistent with these Guidelines, Procedures and Codes without the written approval from the GDRP and ECO. The GDRP shall at all times balance the project's and individual owner's requirements with the environment in consultation with the Developer. The GDRP reserves the right to make changes without notice at any time to these Guidelines, Procedures and Codes.

ARCHITECTURAL GUIDELINES

1.1. Introduction

The aim of these Guidelines is to establish consistent high quality architecture with a strong reference to the vernacular Cape thatch roofed buildings. The following perspectives illustrate the type of natural, bush architectural style envisaged.



1.2. Statutory restrictions

1.2.1. Disturbance Area

1. Each erf is 300 m² in size.
2. All buildings including all elements thereof shall be contained within this Disturbance Area.

1.2.2. Building Footprint

The maximum ground floor footprint of all enclosed internal area on any erf shall not be more than 175 m². This footprint excludes open verandas, decks, carports etc.

1.2.3. Height

1. The maximum height of any structure shall be 6 500 mm above average natural ground level.

Exception: Chimneys only may be built up to a maximum of 1 500 mm above the level of the roof apex, notwithstanding the above guideline.

2. A loft floor is allowed in the roof area
3. The ground floor finished floor level shall not be higher than 750 mm above the natural ground level. It is encouraged that buildings are cut into slopes, rather than built out.

Special permission: With special permission from the GDRP and only in exceptional cases on very steep sites, the above guideline will be relaxed.

A plan clearly indicating the areas where the finished floor level is below natural ground level (cut) and where it exceeds above the 750 mm finished floor level height restriction must be presented with the GDRP Building Plan Approval documentation to the GDRP for approval.

- 1.3.** Basements are allowed however may not exceed the building footprint or a maximum the 175m²

1.4. Built form

1.4.1. General

Buildings consisting of free form thatch roofed structures with large overhangs, designed around protected outside living areas are required.

1.4.2. Major Plan Elements

1. Major Plan Elements shall have a square, rectangular or free form plan shape.
2. The topography of the erf must be taken into consideration with the placement of Major Plan Elements, in order to minimize the height of the ground floor finished floor level above the natural ground level.

1.4.3. Minor Plan Elements

1. Minor Plan Elements shall be connected to Major Plan Elements and consist of lean-to structures, verandas, chimneys, pergolas etc.
2. Lean-to roofs, with exposed side elevations are limited to $\frac{2}{3}$ of the width of the Major Plan Element it is connected to.
3. The total area of all lean-to roofs on a building shall not exceed 20% of the total roofed area.

1.5. Building elements and materials

1.5.1. Walls

1. All walls shall be plastered and painted.
2. External walls must be natural matt in colour with an earthy colour palette. The colour should respect the natural element of its surrounding area.

Special permission: With special permission from the GDRP natural dry packed stone may be used to create focus elements.

A sample of the type of natural dry packed stone, as well as the source of the stone must be included with the GDRP Building Plan Approval documentation and presented to the GDRP for approval.

1.5.2. Doors & windows

1. All external doors and windows shall be made of either wood, aluminum, PVC or steel. It is encouraged that a heavier than normal frame thickness is used. It is noted the gauge of material used needs to be equivalent to that of the gauge when using wood. All doors and windows shall be matt in finish and finished in natural colours on the outside

A full assembly sample of one corner consisting of all components of the frame, including the opening section, window sub divisions and glazing must be included with the GDRP Building Plan Approval documentation and presented to the GDRP for approval.

2. Doors and window with a width exceeding 2 100 mm on the northern, eastern or western facades, shall be set back below a lean to roof or pergola (with minimum 60% shading factor) to a depth half the width of such door or window.
3. Bay windows are allowed.

1.5.3. Burglar proofing

If required, shall have no external visibility

1.5.4. Shutters

1. Functional shutters may only be used.

Special permission: With special permission from the GDRP aluminum or steel shutters with heavy sections to match typical timber section may be used. All ends of aluminum or steel sections must be closed off.

A full assembly sample of one corner of the shutter that will consist of all components of the shutter must be included the GDRP Building Plan Approval documentation and presented to the GDRP for approval.

2. No mock shutters are allowed.

1.5.5. Garage doors

Only single garage doors made of wood and with a simple line pattern may be used. No aluminum or metal will be allowed.

1.5.6. Roofs

1. All Major Plan Elements shall have double pitched thatch roofs.
Special permission: With special permission from the GDRP slate, cement fiber light weight tile, or corrugated iron roofs (charcoal colour only) may be used
A sample of the roof type and colour must be included with the GDRP Building Plan Approval documentation and presented to the GDRP for approval.
2. The minimum angle on any roof on a major plan element shall be 40° and the maximum angle shall be 45°.
3. Flat roof elements can be included but cannot exceed more that 40% of the building footprint.
4. Overhang needs to expose a maximum visible wall height of 2.4 meters
5. Large dormer type windows can be integrated into the roof on a maximum of two sides and facing away from the road and cannot exceed more that 20% of the roof surface area
6. Roof overhangs may not be less than 650mm. No gabled roofs.
7. S-profile metal roof sheeting or flat concrete roofs only shall be used for the roofs on Minor Plan Elements.
8. The maximum angle of S-profile metal roofs shall be 10°.
9. It is strongly recommended that all metal roof structures are properly insulated with 50 mm mineral wool or similar.
10. The total area of all lean-to and flat roofs on one building shall not be more than 20% of the total roofed area on such building.
11. All thatch roofing must be treated with a fire retardant and it is highly recommended that sprinklers be installed on the roof for fire prevention. This will lower home owner's insurance premiums.
12. Baboons naturally occur on the reserve and can cause damage to thatch roofs. It is recommended that electric wiring be installed on the roof to prevent any possible damage. Design available on request from the GDRP. The electric wiring needs to be accompanied with certificate of compliance from and approved electrician

1.5.7. Roof windows

1. Eyebrow-type dormer windows in thatched roofs are allowed.
2. A detail scaled elevation and section (1:20) for each different type of dormer window, clearly indicating all sizes of the window, brickwork around it and the change in the angle of the roof above the dormer window must be included with the GDRP Building Plan Approval documentation and presented to the GDRP for approval.
3. All thatch must be continued underneath roof windows in order to maintain a continuous thatch eaves line. An exception can be made for one upstairs balcony and a maximum of two upstairs doors



1.5.8. Facias-, barge boards

All facia- and barge boards shall be a minimum of 25 mm thick timber.

Special permission: With special permission from the GDRP high density fiber cement building planks, with a minimum thickness of 25 mm (two 12.5 mm planks laminated together) may be used in stead of timber, provided it is painted to match the approved colour scheme of the building.

A specification, detail and indication of all positions where such high density fiber cement building planks are intended to be used on the building must be included indicated on the GDRP Building Plan Approval documentation and presented to the GDRP for approval.

1.5.9. Gutters & down pipes

All gutters and down pipes need to be in an intergraded cavity or cladding.

1.5.10. Hearths, barbeques and chimneys

The design of hearths, barbeques and chimneys must be kept simple and in scale with the rest of the building.

1.5.11. Swimming pools / Water Features

Swimming pools are not allowed.

Special permission: With special permission from the GDRP a single swimming pool/Jacuzzi conforming to the National Building Regulations, with a natural colour lining (no white, blue, or any other colour lining) and a finish to fit into the general surroundings may be constructed on each erf, provided that the maximum water capacity of such swimming pool shall not exceed 25 m³ and that rain water from the roofs on the building be collected into a separate water storage tank with a capacity of no less than 25% of the total capacity of the swimming pool, in order to sustain the water level of the swimming pool.

A calculation to indicate that enough water can be harvested from the roofs in order to sustain the water level of the swimming, as well as the necessary drawings indicating all roofs to be used for rain water collection, down pipes, pipe reticulation, water storage tanks and dimensions of the swimming pool to such detail that the above calculation can be verified must be included with the GDRP Building Plan Approval documentation and presented to the GDRP for approval. The above calculation must be based on the assumption that there is no pool cover over the pool, notwithstanding the fact that all pools if approved must be fitted with a pool cover of a natural colour.

Compulsory installation of a water meter is required with the instillation of a pool or water feature

Pool covers are compulsory and no self-feeders allowed.

1.5.12. Kitchen yards

1. Only one kitchen yard allowed on each erf.
2. All kitchen yards shall be enclosed with a wall or timber/laths fence of minimum 1 800mm high, as well as with gates of the same height.
3. All Kitchen yards must make provision for a baboon proof rubbish container supplied by Gondwana Game Reserve; the cost will be for the Home owner's account.
4. Purchasers will be entitled to erect kitchen yards on the land adjacent to their erf, under the following conditions:
 - The yard must be connected to the house or carport
 - No foundation or masonry walls are allowed; only timber/laths screening.
 - The yard can only be 9 m²
 - The purchaser is responsible for the maintenance and insurance of the yard.

1.5.13. Timber decks

1. Timber decks made with treated poles are encouraged as they have less impact on the landscape and blend well into the natural surroundings.

2. Balustrades must be simple and made of treated poles with thatching laths. A top handrail and single bottom rail and minimum uprights necessary for structural stability and to prevent a child falling through, or an edge seat with backrest rail / handrail only.
3. Timber either sealed or varnished or in Tanalised SA Pine natural colour.
4. Outdoor furniture must not be white, and preferably be a natural material.

1.5.14. Pergolas, Verandas & Carports

1. The use of pergolas as shading devices is encouraged in order to assist with the climate control in buildings. It is recommended that all pergolas have a shading factor of at least 60%.
2. All pergolas shall be made of treated poles with thatching laths.
3. A clear IBR sheeting may be installed on pergola but must be covered completely above and underneath with laths.
4. A detail scaled plan and sections (1:20) for each different pergola, indicating the assembly and sizes of all elements forming part of such pergola must be included with the GDRP Building Plan Approval documentation and presented to GDRP for approval.

1.5.15. Carports

1. Purchasers will be entitled to erect carports on the land adjacent to their erf, under the following conditions:
2. Carports cannot exceed a rectangular footprint of 6m x 9m,.
3. All carports must be uniform in structure and comply with the architectural guidelines set by the Gondwana Game Reserve; (see attached diagram)
4. The carport needs to be erected in close proximity to the house. The closest point cannot be further than five meters from the house with the furthest point being no more than 14 meters from the house.
5. No foundation or masonry walls are allowed;
6. The carport remains the property of the Gondwana Game Reserve
7. The carport is to be included in the Purchaser's insurance policy
8. The purchaser is responsible for the maintenance and upkeep of the carport.

1.5.16. Fences, screens, garden- and yard walls, etc.

1. No garden walls, screens or fences may be built to enclose the perimeter of the erf.
2. The design of screens for kitchen yards, etc. must be kept simple and must be made of treated poles with thatching laths.

1.5.17. Refuse and Recycling

1. Provision needs to be made for the internal separation and external storage of separated refuse. Gondwana works on a three bag system allowing for the collection of recyclable waste, non recyclable waste and compostable waste. External storage areas need to be accessible and clearly marked for collection purposes. The external storage area must be kept simple in design and made from natural wood material. Locking systems need to prevent access to baboons and other vermin.

1.5.18. External balustrades

External balustrades must be kept simple and must be made of treated poles with thatching laths or treated timber

1.5.19. Paving

1. The following types have been approved:
 - Clay brick pavers COROBRIK 200x100x50 “Rustic Blend” pavers
COROBRIK 200x200x50 “Meadow” pavers
 - Concrete paving MOBICAST 450x450x50 “Cobble Slabs” pavers
MOBICAST 105x105x50 “Huguenot” cobbles
MOBICAST 250x250x40 “Constantia” pavers
All concrete paving colours to be either
“Cotswold” or “Natural”.

Special permission: With special permission from the GDRP other similar paving to suite the general aesthetic and the approved colour scheme of the building may be used.

A sample of all non-approved paving must be included with the GDRP Building Plan Approval documentation and presented to GDRP for approval.

2. The position, type, size and colour of all paving to be constructed around the building must be indicated on the GDRP Building Plan Approval documentation and presented to GDRP for approval.

1.5.20. Electrical installation

1. Eskom power will be provided to each erf through a pre-paid system. A solar system may be considered.
2. It is recommended that energy saving electrical equipment be used only (CFL and LED lamps in lieu of globes).

1.5.21. Electric power generation / Solar Guidelines

1. No petrol/diesel generators or wind turbines are allowed.
2. Battery systems with an inverter are encouraged as a backup
3. Only an approved supplier will be used
4. All backup electricity systems need to be formally submitted to the GDRP for approval prior to installation
5. The installation of an air conditioning units within buildings is not encouraged due to the high energy demands of such installations and the mild climate.
6. All air conditioning compressor unit positions must be indicated on a drawing and included with the Building Plan Approval documentation and presented to the GDRP for approval.
7. Heat pump systems are encouraged for underfloor heating if being installed.

1.5.22. External lighting

1. Gondwana Game Reserve has a “dark sky” policy.
2. All external light fittings must be installed against a wall and may not be installed higher than 1 800 mm above ground floor finished floor level. All external light fittings must be of a design that directs the light downwards, without the source of the light being visible.
3. All external light fitting positions must be indicated on a drawing, as well as a specification of all such light fittings must be included with the Building Plan Approval documentation and presented to the GDRP for approval.

1.5.23. Aerials & Satellite Dishes

1. Aerials and satellite dishes must be fitted out of sight from the road and neighboring plots and painted with lead free paint the same colour as the exterior wall.
2. All aerials and satellite dishes must be indicated on a drawing, as well as a specification of all such light fittings must be included with the Building Plan Approval documentation and presented to the GDRP for approval.

1.5.24. Water installation

1. A permanent water meter needs to be installed at the mains water point to the house
2. Gondwana has made provision for a maximum of 1000 liters per day usage on a monthly basis at two bars of pressure and a flow rate of 2000L and hour. It is important to note that provision needs to be made in the plumbing layout for the lower flow rate and pressure
- 3.
4. No sanitary appliance with a water usage greater than listed below shall be installed:
 - Washing machine: 50l/washing cycle.
 - Dish washer: 16l/washing cycle.
 - WC: 6l/flush cycle. All WC's must have a ½ flush function.
5. Solar assisted water heating installations or a heat exchanger are required as prescribed by the Department of Environmental affairs above the use of electric geysers as primary water heating installation.
6. Solar water heating collector panels shall not be installed on the roofs of primary building elements. All such collector panels must be installed either vertically on top of lean-to or flat roofs, or vertically on a wall. It is recommended that solar water heating collector panels are installed on the northern side of the building.
7. Rain water harvesting- and tank installations are encouraged.

1.5.25. Sewerage installation

1. No central sewerage system will be installed on the development. Each home owner will be obliged to install an environmentally friendly Bioletix type system which is the preferred sewage system.
Special Permission: If a septic tank system is desired, the home owner shall conduct a soil permeability test on their property by qualified professionals to confirm permeability is acceptable and submit the results with the GDRP Building Plan Approval documentation as prescribed by the Department of Environmental Affairs.
2. The position of the bioletix system including the sub surface irrigation must be indicated on a drawing, as well as a specification of this installation must be included with the Building Plan Approval documentation and presented to the GDRP for approval.
3. All sewerage and vent pipes shall be concealed within the walls
4. It is strongly encouraged that the water and sewerage system is designed and installed in a way that the water can be graded and therefore be re-used.

1.5.26. Signage

No signage other than that provided by the developer is allowed.

1.5.27. Planting

1. No gardens or lawns allowed.
2. Only endemic plants to the area may be planted. A list of recommended endemic plants and trees is available from the GDRP.
3. Any alien vegetation on stands must be systematically removed during and after the building process.
4. The natural habitat around buildings must be rehabilitated after construction has been completed.

APPROVAL PROCEDURES

1.6. Introduction

The aim of these Procedures is to regulate the process of house design and alteration approvals on the Gondwana Game Reserve.

1.7. Consultants

1. Only the architects registered with SACAP and approved by the GDRP shall be appointed for the design, documentation and contract administration of any building on the Gondwana Game Reserve. The following architects are approved:
 1. FC Holm Architect CC
PO Box 9457
GEORGE
6530
Tel: (044) 8741606
Fax: (044) 8741417
Email: info@fholm.co.za
2. Should the owner of the erf wish to appoint an alternative architect please submit their details together with an updated portfolio to the GDRP for approval.
3. Plans will not be approved by the GDRP unless the architect has been pre-approved.
4. A structural engineer registered with ECSA shall be appointed by the owner of the erf or his building contractor for the design and supervision of all structural elements forming part of any building being built on such property. Confirmation of appointment by the structural engineer must be submitted with the approval drawings to the GDRP

1.8. Approvals

The design approval for all buildings on Gondwana Game Reserve is done in a two phase process in order to approve compliance with these Architectural Guidelines before drawings are submitted to the local authority for statutory building plan approval.

1.8.1. GDRP Building Plan Approval

1. Submission to the GDRP must include the following drawings:
 2. 1:200 site plan.
 3. 1:100 construction layout drawings, including roof plan, plans, sections and elevations.
 4. 1:100 service layout drawings, including an electrical, water and sewerage layout plans.
 5. 1:50 Door & window schedule.
 6. Drawings, samples and information as required in the Architectural Guidelines for approval of special permission items by the GDRP.
2. Landscaping plan
 - No formal landscaping is to take place around the individual units. Should any landscaping be required for visual screening or any other purpose, a plan should be submitted. This plan must among other things include the plant species to be planted after construction.

1.8.2. Statutory Plan Approval

1. The purpose of this stage is to obtain statutory plan approval from the Mossel Bay District Municipality.
2. GDRP Building Plans and all other documentation as required must be submitted to the Mossel Bay Municipality for approval.

3. Construction work shall not commence before statutory plan approval from the Mossel Bay Municipality has been obtained.

1.8.3. Approval fees

1. A scrutiny fee of R 7 500, 00 for the GDRP Building Plan Approval is payable with the submission documentation to the GDRP.
2. A scrutiny fee of R 2 500, 00 is payable to the GDRP with the submission of any revised drawings or alterations.
3. The GDRP reserves the right to change any of the above scrutiny fees without prior notice.
4. The owner is responsible for the payment of all required statutory plan approval fees to the Mossel Bay Municipality.

CONTRACTORS CODES OF CONDUCT

1.9. Introduction

1. The aim of these Codes is to regulate construction work and to ensure a harmonious relationship between residents, the natural environment and construction activities taking place on the Gondwana Game Reserve.
2. These Codes are applicable to all contractors and must be adhered to at all times.
3. Transgression of certain of these Codes will result in a fine being imposed on the contractor and/or access to the Gondwana Game Reserve being denied.

1.10. ECO (Environmental Control Officer)

1. An ECO has been appointed by the developer to enforce these Codes as prescribed by the Department of Environmental Affairs.
2. All contractors and workmen on Gondwana Game Reserve fall under the jurisdiction of the ECO. Contractors must abide by the Environmental Management Plan which is summarized below.
3. It is essential that plant rescue be done prior to any construction taking place. Only once the ECO has provided the landowner or contractor with a signed certificate stating plant rescue has been carried out can construction go ahead (assuming all other requirements have been met).
4. A R 4 000.00 site inspection fee will be paid by the home owner to Gondwana Game Reserve for the ECO's 3 inspections pre and post construction.
5. The ECO has the following authority:
 7. To stop any building work.
 8. Remove any person from the Gondwana Game Reserve.
 9. Impose fines in terms of these Codes.
 10. Issue instructions as he might see fit in terms of environmental protection measures and/or – rehabilitation to be implemented in general or on a specific building site.
 11. Issue instruction in terms of conformation of building work to the Architectural Guidelines and/or approved building plans.

1.11. Approval of contractors

1. Only building contractors approved by the GDRP will be allowed to build any building on Gondwana Game Reserve.
2. Contractors can apply to build on Gondwana through the GDRP by submitting a building portfolio together with a minimum of three references.

1.11.2. NHBC and other Statutory Registrations

1. The owner of a specific erf is responsible to ensure that the contractor appointed for the construction of his house and the enrollment of the property has been registered with the NHBC and all other statutory bodies required.

1.12. Liability

1. The primary liability to Gondwana Game Reserve (GGR) for any damage caused, outstanding fines and moneys owed by the contractor to GGR shall remain the responsibility of the owner of such erf where construction work is taking place.
2. It is recommended that it be made a condition of the building contract that the contractor indemnifies the employer against any damage caused, outstanding fines and moneys owed by the contractor to GGR.
3. It is brought to the attention of all that the primary statutory responsibility for safety on a building site is the responsibility of such owner on who's erf construction work is taking place. It is recommended that it be made a condition of the building contract that the contractor indemnifies the employer against any injury or death caused on the building site.

1.13. Construction levy

1. A partly refundable construction levy of R 10 000. 00 for each construction site shall be paid by the contractor into the GGR bank account.
2. $\frac{3}{4}$ of the above construction levy, less all outstanding fines and moneys due to GGR will be paid back to the contractor, without interest, after an Occupation Certificate has been issued for the building by the ECO.
3. The developer reserves the right to change the above construction levy without prior notice.

1.14. Fines

1. All spot fines shall be paid over into the GGR bank account within 72 hours. Failing to do so may result in the ECO forbidding the contractor and his workmen access onto Gondwana Game Reserve.
2. All other fines must be paid over into the GGR bank account before an Occupation Certificate will be issued by the ECO.
3. Should the fines not be paid within the specified time frame, a penalty of double the fine will be deducted from the builder's deposit.
4. If the fine exceeds builder's deposit, the final occupation certificate will not be issued.

1.15. Codes of conduct

1.15.1. Disturbance Area

1. The disturbance area plus a buffer of no more than five meters around the 300m² erf is to be physically screened off with a Hessian/shade cloth fence or similar approved hoarding at least 1.2m in height. Mulch bags or silt fences are to be placed along the base of this fence to trap any sediment which may move following rain. These are to be kept clean during construction to prevent any movement of silt out of the demarcated zone.
2. This hoarding shall be erected before any excavations is started on site and shall be removed before an Occupation Certificate for the building is issued.
3. The contractor shall keep the appearance of the Building Area neat and tidy at all times.

Fine: Each transgression of the above will be spot fined a minimum of R 1500, 00.

1.15.2. Work hours

Work hours shall be between 07h00 and 17h30 on weekdays only. No construction work allowed over weekends and public holidays unless special authorization has been given by Gondwana Game Reserve. All weekend applications needs to be submitted on the Thursday prior to that weekend, or 48 hours prior to the public holiday.

Fine: Each transgression of the above will be spot fined a minimum of R 1500, 00.

Exception: The contractor may in writing apply to the ECO for relaxation of this rule. Such relaxation will only be granted if the neighbors are not on the Reserve, or give their consent to such relaxation.

1.15.3. Workmen

1. ID Documents / or Passports of all workmen shall be provided to Gondwana Game Reserve prior to access being allowed onto the premises.
2. No workmen shall stay overnight or over weekends and public holidays on the Gondwana Game Reserve.
3. No family or friends of workmen are allowed on Gondwana Game Reserve.
4. Workmen may not walk on any road or path on Gondwana Game Reserve and must be transported from the entrance gate to the building site.
5. Workmen shall not leave the Disturbance Area during working hours.

6. The conduct of the contractor, his sub contractors and their work men shall be exemplary at all times.
7. No person under the influence of alcohol or any other intoxicating substance shall be allowed on the Gondwana Game Reserve.
8. All workmen need to be transported on the Reserve in a suitably enclosed vehicle.

Fine: Each transgression of any of the above will be spot fined a minimum of R 2500. 00.

1.15.4. Materials and equipment

1. Material and equipment shall be stored inside the fence around the Disturbance Area.
2. No building material such as rocks, logs or reeds shall be collected on Gondwana Game Reserve without prior permission from the GDRP and ECO.
3. All topsoil and excavated material to be re-used shall be stock piled in a manner to minimize the impact on the natural environment.

Fine: Each transgression of the above will be spot fined a minimum of R 2500, 00.

1.15.5. Access

1. Contractors shall not make use of any roads or paths other than the road leading straight from the entrance gate to the building site.
2. Contractors must register for a contractors access pass – this is issued through the biometric system
3. Sub-Contractors (pre-approved by main contractor) will be given daily single access through the biometric system.
4. Deliveries (pre-approved by main contractors) will be given daily single access through the biometric system.
5. The maximum sized truck allowed to make deliveries to building sites on the Gondwana Game Reserve shall have a gross weight not exceeding 25 metric ton, have a wheelbase of no more than 10 meters and a track width of no more than 2.8 meters.

Fine: Each transgression of any of the above will be spot fined a minimum of R 2500. 00.

1.15.6. Temporary toilet

1. A temporary chemical toilet shall be erected on site in a position as approved by the ECO and not visible from the road. This toilet shall be kept serviced at all times.
2. The sewage installation for the building under construction shall not be used during the construction period.

Fine: Each transgression of any of the above will be spot fined a minimum of R 500. 00.

1.15.7. Temporary water and electricity

1. Suitable temporary water connection must be installed by contractor to main supply.
2. In order to obtain electricity, a prepaid electricity meter must be installed. Meters and electricity coupons can be purchased from the Lehele Offices.
3. Electricity will only be provided to the erf after the submission of a Certificate of Compliance (COC) to Gondwana Game Reserve.

1.15.8. Environmental control

1. No fires are allowed on any building site on Gondwana Game Reserve.

Fine: Each transgression of the above will be spot fined a minimum of R 10 000. 00.

2. The contractor will be kept liable for making good of any damage caused by veld fires started by his own, or his sub contractor's workmen.

3. The Disturbance Area and general area around the erf shall be kept clean of litter. The contractor shall provide an adequate litter storage area in a position and containers as approved by the ECO. These containers shall be removed from Gondwana Game Reserve and emptied on a weekly basis (every Friday).

Fine: Each transgression of the above will be spot fined a minimum of R 1500. 00.

4. The contractor shall ensure that his workmen, sub-contractors and their workmen are made fully aware of the environmental control measures applicable.
5. Concrete and cement shall only be mixed within a waterproof tray of minimum 4 m² in the area approved by the ECO to do so. This area shall be laid out and maintained such that no water run off from this area can occur.

Fine: Each transgression of the above will be spot fined a minimum of R 2250. 00.

6. The contractor shall take all reasonable steps to prevent noise and dust around the Disturbance Area.

1.15.9. Fuel and chemicals

1. All fuels and chemicals shall be stored in a predetermined and secure position with low environment importance, as approved by the ECO within the Disturbance Area.
2. The contractor shall ensure that all fuel and chemicals are stored and handled in such way to minimize the risk of spillage and/or pollution. Appropriate steps shall be taken by the contractor to prevent pollution in the event of a spill.
3. All stationary tools and equipment that may leak shall be positioned on watertight drip trays to catch all pollutants. These drip trays shall be of a size that the tools and equipment it is meant for can be placed completely inside it. All drip trays shall be cleaned regularly.
4. In the event any fuel or chemicals being spilled and becoming a pollution hazard, the contractor shall inform the ECO immediately.

Fine: Each transgression of the above, or non disclosure of an incident that caused pollution of the surface- or ground water will be spot fined a minimum of R 1500. 00. Over and above this fine, the contractor will be held responsible to clean up all spills and pollution.

1.15.10. Erosion prevention

1. The contractor shall take all reasonable steps to prevent ground erosion.
2. In the event of any ground erosion occurring in or around the Disturbance Area the contractor shall inform the ECO immediately.

Fine: Each transgression of the above, or non disclosure of an incident that caused erosion will be spot fined a minimum of R 500. 00. Over and above this fine, the contractor will be held responsible to rehabilitate any ground erosion caused by his own, his workmen or his sub-contractor's actions.

1.15.11. Animal life

1. The Disturbance Area must be checked for animal life before any work is taken in hand. Any animals found in this area must carefully be removed and relocated.
2. No animals shall be harmed or killed.

Fine: Each transgression of the above will be spot fined a minimum of R 10 000. 00.

1.15.12. Non conformation to approved drawings

1. All building work must be done in accordance with the approved GDRP Building Plans.

Special permission: With special permission from the GDRP minor deviations from the approved GDRP Building Plans can be made, provided that such deviation conforms to the Architectural Guidelines.

A drawing indicating such deviation from the approved GDRP Building Plans must be resubmitted to the GDRP for approval.

Fine: Each deviation from the approved GDRP Building Plans done without the approval from the GDRP, will be spot fined a minimum of R 5000. 00.

1.15.13. Commencement of Work

1. Progression of work can only commence on receipt of required clearance certificates (ref 1.15.1)

1.16. Construction period

(Please see Construction Sequence of Events for greater detail)

1.16.1. Site hand over

1. Before the initial clearance certificate (certificate 1) is issued:
 - (a) The contractor must provide proof to the ECO that he paid the construction levy over into the account of the GGR.
 - (b) A properly signed copy of these Guidelines, Procedures and Codes must be submitted to the ECO.
2. Before a site is handed over to any contractor, the ECO must inspect such site for potential plant rescue needed prior to any site clearing. The contractor will be issued with a site clearance certificate (certificate 1).
3. Once the site is cleared and horded with foundations demarcated as well as the building site positioning (toilet, access gate, chemical and fuel storage and cement mixing), the ECO will re-inspect and issue a second clearance certificate to begin building once satisfied (certificate 2).
4. Building can commence upon receipt of the secondary clearance certificate (certificate 2).

Fine: Building commencing prior to clearance certificates being issued, will be spot fined a minimum of R15 000.00.

1.16.2. Completion of building work and occupation by owner

1. At completion of all building work and after all environmental rehabilitation has been done according to these Codes and as instructed by the ECO during the construction period, the contractor shall notify the ECO accordingly. The ECO will inspect the site and general area around the erf within a reasonable time. If all building work conforms to the approved GDRP Building Plans, Architectural Guidelines and all environmental rehabilitation has been done according to these Codes and to the satisfaction of the ECO, and after all outstanding fines or other moneys due to the developer has been paid, the ECO will issue a Completion Certificate to the contractor.
2. Only after the above Completion Certificate has been issued by the ECO may the owner of such building take occupation thereof.
3. NOTE: It is a statutory requirement to obtain a Municipal Occupation Certificate prior to the owner taking occupation of the building.

It is recommended that it be made a condition of the building contract that the contractor will only have reached practical completion after obtaining the Completion Certificate from the ECO.

1.17. Acceptance

1. These Contractors Codes of Conduct are hereby accepted unconditionally by the undersigned contractor. The developer is hereby authorized to impose fines as set out in this document.
2. The contractor indemnifies the developer, or their agents, employees and contractors against any costs or damages whatsoever arising due to the implementation and/or breach of these Contractors Codes of Conduct.

HOUSING AREA & ERF NUMBER _____

PLOT OWNER SIGNATURE _____

DATE _____

CONTRACTOR _____

CONTRACTOR SIGNATURE _____

DATE _____