



# SUNGATE

SUNGATE OWNERS  
ASSOCIATION

## DESIGN REVIEW PANEL

DESIGN AND DEVELOP PROCESS,  
CONTROLS AND GUIDELINES

REV:2/2015

### CONFIRMATION OF RECEIPT

Erf No: \_\_\_\_\_ Legal Owner Name: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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# LEXICON AND ABBREVIATIONS

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| <ol style="list-style-type: none"> <li>1. Architect</li> <li>2. Consulting Architect / Engineer etc.</li> <li>3. Developer</li> <li>4. Document Pack</li> <li>5. DRP</li> <li>6. DRP Architect / Engineer etc.</li> <li>7. Engineer</li> <li>8. Final Completion</li> <li>9. NIA</li> <li>10. Practical Completion</li> <li>11. Precinct Plan Document</li> <li>12. SOA</li> <li>13. TRP</li> <li>14. SDP</li> </ol> | <ul style="list-style-type: none"> <li>- a registered Namibian / foreign Architect</li> <li>- Architect / Engineer etc. representing Developer</li> <li>- Erf owner / Client developing their property</li> <li>- Statutory and practical pack of documents provided by the SOA</li> <li>- Design Review Panel (and any disciplines of such panel)</li> <li>- Architect / Engineer etc. representing the SOA</li> <li>- a registered Namibian or foreign Engineer</li> <li>- issue of certificate to allow occupation and / or operation of premises</li> <li>- Namibia Institute of Architects</li> <li>- Completion of building process – to allow inspection and certificate issue</li> <li>- Document titled "Development of Sungate, Namibia: Precinct plans for Phase 1AB"</li> <li>- Sungate Owners Association – authorised local authority / Section 21 company</li> <li>- Town and Regional Planner</li> <li>- Site development Plan - Erf and public interface</li> </ul> |
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## 1. INTRODUCTION

The **Sungate development** is a mixed-use layout consisting of light industry, warehousing, office accommodation, retail, travel related accommodation, service industry and residential development with the necessary social services and public open space.

The **Design Review Process** provides prospective **Developers** (Erf owners) and their consultants with controls and guidelines in order to allow freedom of architectural expression within the framework of the envisaged environment, captured within the macro and micro urban design concept for the entire development.

The "**Sungate Owners Association**" (SOA) is the Sungate Townships **legally authorised Local Authority**, thus responsible for implementation of the Township Board approved "Townplanning Scheme" (which details are in the Precinct Plan documentation provided to all owners). The SOA is a legally registered Section 21 non-profit company, which members comprise the owners of erven in Sungate.

The SOA is guided by its Articles of Association and Constitution and has supporting documentation in the form of Estate Rules, Precinct Plans and all other forms and documentation typical of a Municipality, which are also provided to Erf Owners for distribution to their professional team when commencing with the development of their property.

The **Design Review Panel has been mandated by the Sungate Owners Association** to monitor and implement this process (see 3 below).

## 2. DOCUMENT PACK

During the purchase process, prior to or on transfer, the Erf Owner / Developer will receive a document pack for the Sungate development from the SOA, and the SOA opens a file and registers the project with a number (typically Erf x Sungate).

**Please use this project number** on all documentation, and as a pre-cursor to the "subject" in any email correspondence.

The document pack comprises:

- **Design Review Panel** guidelines (this document).
- **Constitution** and **Articles of Association** of the SOA.
- **Estate Rules** for the Sungate Township.
- **Precinct Plans** with controls and guidelines for Phase 1A and B of the Sungate development, with specific emphasis on the property purchased.
- SOA **application forms** typical to a Municipality (water and other connections, inspection request forms etc.)
- Professional **appointment letters**, Codes of Conduct etc.
- Any **other** information deemed necessary by the SOA

Proper perusal and understanding of these documents is essential in preparation for the first discussion session with the Design Review Panel (DRP). **No design work should be undertaken before this discussion.**

## 3. THE DESIGN REVIEW PANEL (DRP)

The DRP's **function** is to implement and monitor the controls and guidelines as set out in the Document Pack.

The DRP's **approval is compulsory** and an Erf may not be developed without their written approval (formalised by issue of a **Building Permit** by the SOA – which in practicality is a stamp on the "Inspections Form").

- 3.1. The **DRP comprises** the following disciplines and representatives, and, the composition of the panel will be adjusted according to the level of approval required per submission.
  - Architect
  - Engineer
  - Urban Designer / Landscape Architect
  - Town and Regional Planner (co-opted when required)
  - Environmental consultant (co-opted when required)
  - A member of the SOA
- 3.2. The **style** of the DRP will be inclusive and facilitative to achieve compliance with all controls and guidelines.
- 3.3. The **duty** of the DRP is to:
  1. **Introduce** Erf owners and Developers and their Professional team to Sungate's Town Planning and Development processes, controls and guidelines.
  2. **Review** design proposals fulfilling the role as statutory body by the powers delegated to it by the SOA (which is the gazetted and proclaimed Local Authority).
  3. **Approve** building plans for issue of Building Permit.
- 3.4. **Conflict of Interest:** In the event of any of the DRP members are involved in a project on an Erf, this member will be recused from the panel and replaced by others for the purpose of approval of documentation relating to that specific project.
- 3.5. **Administration:** The Sungate Owners Association (SOA) will act as managing agent for the DRP i.e. all correspondence will flow via the SOA acting as the conduit and process co-ordinator.

## 4. APPOINTMENT OF ARCHITECT / PRINCIPAL AGENT

- 4.1. Only **bona fide** qualified and registered Namibian architects / principal agents or foreign architects / principal agents working in association with a registered Namibian architect / principal agent may prepare building plans.

- 4.2. The following **documents** must be presented to the SOA by the Developer's Architect / Principal Agent prior to Stage 2 of the design review process per 5 below:
- Duly **signed** Architect or Principal Agent **Code of Conduct** (as supplied by the SOA)
  - Certificate of registration as a Namibian architect / principal agent with the NIA.
  - Certificate of registration as a foreign architect / principal agent in the area where the foreign architect / principal agent normally conduct his / her business.
  - Proof of association with a registered Namibian architect / principal agent.
  - Certificate of good standing with the Namibian Receiver of Revenue.
  - Registration certificate as a Namibian employer with Social Security.
  - Proof of Professional Indemnity Insurance sufficient for the contract.
- 4.3 The SOA can assist prospective purchasers with the selection of bona fide qualified and registered Namibian Architects from a preferred list of consultants with an integral knowledge and understanding of the Urban Design concept for the Sungate development.

## 5. DESIGN REVIEW PROCESS (per Phase 1 in Flowchart annexed hereto)

This is the concept design (sketch plan) process, which is followed by the statutory approval (working drawing) process.

The design review will be done in three stages:

### 5.1. CONSULTATION (Stage 1)

- 5.1.1. The Developer and their consultants will meet with members of the SOA and / or DRP to discuss the Developer's brief and to ensure that the urban design principles of the precinct plan and all other documentation are clear and agreed prior to the design concept.
- 5.1.2. DRP written approval to proceed to stage 2.
- 5.1.3. **The Developer and consultants should have read through at least this document and the Precinct Plans prior to the meeting if possible.**

### 5.2. DESIGN CONCEPT (Stage 2)

- 5.2.1. The Developer and their consultants present the design concept to the DRP (either personally or electronically via SOA representative). See 5.2.4 below for detailed steps.
- 5.2.2. DRP reviews then provides feedback for adjustment of same, or, if concept is in order, approves and stamps document for Developer to proceed to next stage.
- 5.2.3. **Documentation** required per Step below - 1 set of hard copies, and, one electronic copy in PDF format.  
The DRP is not prescriptive of the format, but the documentation should include the following:
- Short summary of conceptual design philosophy.
  - Locality plan: showing the exact location of the development site in relation to the precinct plan and super block.
  - Site plan: showing the intent of the urban design for the precinct and super block complete with orientation of the site, setbacks, access and egress points, vehicular and pedestrian circulation, parking.
- 5.2.4. The **scrutiny process** is as follows:
- Step 1 – Presentation of sketch and conceptual design philosophy by consultants
- Step 2 – DRP reviews and gives written comment back (review 1 of 2)
- Step 3 – Presentation of revised sketch and revised design philosophy by consultants
- Step 4 – DRP reviews and comments, and/or approves the sketches. (review 2 of 2)  
If a **further review** is required by the DRP due to non-compliance, then an **additional scrutiny fee** is payable per Clause 10.1.1 below.
- Step 5 – Consultants present Architect perspectives.
- Step 6 – DRP reviews perspectives and comments, and/or approves.
- Step 7 – DRP sign off sketch and perspectives, and SOA stamps same "approved" for Stage 3 to commence.

### 5.3. DESIGN DEVELOPMENT (Stage 3)

- 5.3.1. The Developer and their consultants present the **final design development**.
- 5.3.2. The documentation required will incorporate all the design development solutions required by the Developer and the DRP, which will lead to the final approval of the design process.
- 5.3.3. **Documentation** required - 2 sets of hard copies, and, one electronic copy in PDF format.
- Revised summary of conceptual design philosophy.
  - Locality plan: (1:10,000) showing the exact location of the development site in relation to the precinct plan and super block.
  - Site plan: (1:500) all info per Stage 2 (5.2.3.) above, but, **including** contours, service connections and landscape design.
  - Site sections: (1:200) showing public interface based on the intent of the urban design for the precinct and super block.
  - Floor plans: (1:100) Together with elevations and building sections showing detail design solutions and response to macro and micro climate, energy efficiency and use of building material.
  - Elevations: (1:100)
  - Sections: (1:100)
  - Architectural perspectives, minimum 3 views in A3 format.
  - 3D perspectives, minimum 2 views indicating graphic presentation of material use and colour.

- 5.3.4. DRP approve and stamp documentation to proceed with the statutory process. (see Clause 6 below)

5.3.5. One set of hard copies will be retained by the DRP, and one set for the SOA.

5.3.6. A single review is allowed in this stage. Should a further review be required then an additional scrutiny fee is payable per Clause 10.1.1 below.

## 6. STATUTORY APPROVAL PROCESS (per Phase 2 in Flowchart annexed hereto)

- 6.1. The statutory approval process is the technical documentation phase (**working drawings**) for approval by the DRP before construction work may proceed. A **building permit** needs to be issued on completion of this process for construction to commence.
- 6.2. The **DRP will review** all documentation submitted for statutory approval based on the following: (*but not excluding any other National or Statutory requirements not listed*)
  - National Building Regulations
  - The Factories' Act
  - National Fire Regulations
  - Any other regulations that might be applicable or implemented by the City of Windhoek at a later stage (this will only happen should their "extended boundary" legal process reach finality allowing them to take over services and management as the Local Authority, which is not envisaged in the near future).

The statutory approval process will be done in three stages:

### 6.3. SUBMISSION OF DOCUMENTATION (Stage 1)

DRP members study documentation and communicate findings to Developer.  
A single review is allowed in this stage.

Documentation to be submitted to the SOA office as follows:

- An electronic copy in PDF format, and, 3 sets of hard copies in A1 format (bigger if necessary). (One approved set of hard copies will be retained by the SOA, one set will be for the Developer, and one set is to be safely kept on site while construction is underway).
- The documents should contain the following information:
  1. **Locality Plan:** (1:1000) showing the exact location of the development site in relation to the precinct plan and super block.
  2. **Site plan:** (1:200) showing all site related information such as Erf number, orientation, dimensions, coordinates of corner pegs, servitudes, building line restrictions, service connections, contours, access and egress points, vehicular and pedestrian circulation, garden walls, fences, screened refuse removal areas and any other relevant information regarding the building type envisaged for the specific site.
  3. **Floor Plans:** (1:100) showing all spatial relationships on the horizontal plane on all floor levels fully integrated with all services, circulation and references to electrical installation, sanitary, joinery, floor finishes, ceilings and roof designs, windows, doors and openings as required for the building type envisaged.
  4. **Elevations:** (1:100) showing all elevations internal and external as required in the vertical plane in relation with the floor layouts.
  5. **Sections:** (1:100) showing all the necessary sections in the vertical plane in relation to vertical circulation and level differences for the building type envisaged.
  6. **Details:** Showing all the necessary construction details in relation with floor plans, elevations and sections for the envisaged building type, to a scale that is appropriate for clear communication of information.
  7. **Schedules:** such as sanitary fittings, window schedules, door schedules, lighting schedules and other finishing schedules.
  8. **Signage:** design presentation of all signage
  9. **Position, size and screening** of all external fittings: including but not limited to - sun shading, satellite dishes, television antennae, whirlybirds, air-conditioning installations, light fittings etc.

### 6.4. SUBMISSION OF REVISED DOCUMENTATION (Stage 2)

DRP members study the revisions and communicate findings with Developer.  
Only one revision is allowed after which an additional scrutiny fee will be payable as set out below.

### 6.5. ISSUE OF BUILDING PERMIT (Stage 3)

Approval of documentation by DRP, and the issue of a building permit (from SOA) to proceed with construction.

## 7 CONSTRUCTION INSPECTIONS (per Phase 3 in Flowchart annexed hereto)

7.1. The SOA and DRP conducts supervisory inspections as a means of monitoring site progress, with the final objective being the issue of the Final Occupation Certificate.

- 7.2. The SOA however accepts no liability for any latent or patent defects which may occur, and where necessary requires certification of the inspections listed below by registered Professional Engineers and /or other consultants appointed by the Developer, who ultimately by signature of the approval certificates assume Professional responsibility for said inspections.
- 7.3. Inspections are requested by giving notice to the SOA using the forms provided.
- 7.4. Inspection fees are payable on application for inspection per Clause 10.3 below.
- 7.5. Required inspections are:

Inspection 1: that **foundation excavation** is ready for inspection.  
 Inspection 2: that the **foundation walls** have been completed to Damp Proof Course level for inspection.  
 Inspection 3: that **uncovered drainage** connections have been completed for inspection.  
 Inspection 4: that the **superstructure and roof** cover has been completed for inspection.  
 Inspection 5: that the building is **ready for Practical Completion**.  
 Inspection 6: that the building is **ready for Final Occupation** and all documentation is completed.

## 8 AS BUILT DOCUMENTATION AND CLOSURE (per Phase 4 Flowchart annexed hereto)

The as built documentation and closure process indicate the successful completion of the project which is formally concluded by the issue of a **Final Occupation Certificate** by the SOA.

The following **documentation** is required:

- 8.1. A full set of the **revised documentation** that reflect the **As Built** situation at practical completion.
- 8.2. The documentation shall be submitted in 2 hard copy sets and one copy electronically in PDF format, to the SOA office.
- 8.3. The correctness of the documentation will be verified by the DRP and SOA, and the documents will be stamped as the **final As Built** set of documentation at completion of the project.
- 8.4. Should the "As Built" documents submitted be in **conflict with policy**, the DRP / SOA will advise as such, and the necessary steps to remedy will be required by the Developer **prior to issue** of the Final Completion Certificate necessary for occupation and operation of the premises / business.
- 8.5. One set of "SOA approved" hard copies is retained by the SOA, and one for the Developer.
- 8.6. The DRP will then instruct the SOA to issue a Final Completion Certificate.

## 9 ALTERATIONS AND ADDITIONS

Any further work to a completed or partially completed building that requires DRP approval will follow the same procedure as described above.

## 10 FEES PAYABLE FOR THE DESIGN REVIEW PROCESS

The SOA will issue invoices for work to be done per the details below. All amounts exclude VAT.

- 10.1. **Phase 1** - On commencement of the "**Design Review Process**" a fee is payable after the Stage 1 Consultation, prior to the first DRP review being conducted. See the table below for the applicable fee. (Refer to Clause 5.2.4. for the process and number of reviews allowed as part of the fee for Stage 2, and, Clause 5.3.6 for Stage 3).
  - 10.1.1. Additional scrutiny fees for DRP reviews required over and above those allowed and specified will be N\$5,500 per review. See Clause 5.2.4 for reviews allowed.
- 10.2. **Phase 2** - On submission of the working drawing documentation (Stage 1 of the "**Statutory Approval Process**") a second payment is due per the table below. On conclusion a building permit is issued.
  - 10.2.1. Additional scrutiny fees for DRP reviews required over and above those allowed and specified will be N\$5,500 per review. See Clauses 6.3 and 6.4 for reviews allowed.
  - 10.2.2. A building permit is valid for 12 calendar months from date of issue. Should construction not commence within the 12 months an additional fee of N\$ 2,000 will be payable to extend the building permit. The approved plans have to be date stamped simultaneously with the issue of the extended permit.
  - 10.2.3. If the approved set of plans are revised prior to construction, an additional minimum scrutinizing fee of N\$ 5,000 is payable. The final fee will depend on the extent of the changes. A new building permit will then be issued.
  - 10.2.4. If a building plan submission is cancelled by the DRP due to non-performance of the client to conform to regulations laid down by the DRP and / or SOA, then the re-submission of plans will follow the same procedure and cost as if doing a new submission.
- 10.3. **Phase 3** - The fee payable for inspections during construction will be N\$ 3,500 per inspection. The lump sum to cover all the inspections is payable on the 1<sup>st</sup> inspection. (N\$21,000)
- 10.4. **Phase 4** - For processing of the As Built documentation and issue of the Final Occupation Certificate a final payment per the schedule below is due and payable prior to the issue of the Certificate.
- 10.5. The above fees will be revised ad hoc at least once annually at the discretion of the SOA without prior notice being required.

10.6. If invoiced fees are not paid immediately on receipt of invoice, the SOA will withhold the necessary approvals.

10.7. Fee table:

Phase	Use	Buildings up to 1000m <sup>2</sup>	Buildings 1000m <sup>2</sup> to 3000m <sup>2</sup>	Buildings over 3000m <sup>2</sup>
Phase 1	Light Industrial	N\$ 14,000	N\$ 19,000	N\$ 24,000
	Mixed use	N\$ 16,500	N\$ 22,500	N\$ 28,500
Phase 2	Light Industrial	N\$ 21,500	N\$ 29,500	N\$ 42,500
	Mixed use	N\$ 26,500	N\$ 34,500	N\$ 48,500
Phase 4	Light Industrial	N\$ 6,500	N\$ 11,500	N\$ 16,500
	Mixed use	N\$ 8,500	N\$ 14,500	N\$ 19,500

## 11 TIME SPAN FOR THE DESIGN REVIEW PROCESS

Necessary controls are in place regarding submission / distribution / return, and notice of approval.

### Phase 1 (Design Review)

- 11.1. The DRP will complete the review process of each submission within 3 weeks from date of submission to the SOA offices, provided the submission pack is fully completed and fees paid. Comments will be sent in writing.
- 11.2. After receipt of the above comments the Developer needs to submit the revised set of documents within 3 weeks of receipt for advancement to the next stage.
- 11.3. Should the Developer take longer than the 3 weeks specified above, then the DRP and SOA may require an additional processing fee.
- 11.4. Should the Developer take longer than 3 months for the Phase 1 process, due to no fault of the DRP/SOA, then an additional processing fee may also be required.

### Phase 2 (Statutory Approval)

- 11.5. The time period allowed for submission of plans between Phase 1 and Phase 2 is 3 months.
- 11.6. The DRP & its Professional Team will complete the review process of the Stage 1 plan submission within 6 weeks from date of submission to the SOA offices, provided the submission pack is fully completed and fees paid.
- 11.7. The Developer needs to submit the Stage 2 revised set of documents within 3 weeks of receipt of the DRP Stage 1 comments.
- 11.8. The DRP & its Professional Team will complete the review process of the Stage 2 plan submission within 4 weeks from date of submission to the SOA offices, provided the submission pack is fully completed and fees paid.
- 11.9. Should the Developer take longer than times specified above for the Phase 2 process, then an additional processing fee may also be required.

## 12 GENERAL ARCHITECTURAL GUIDELINES

**Always refer to the Precinct Plans, Estate Rules and both the Contractors and Architect Codes of Conduct for more detailed information.**

- 12.1. No temporary structures are allowed on-site, save for those buildings for which drawings have been approved.
- 12.2. Yard and screen walls and boundary walls shall match the basic materials of the buildings.
- 12.3. Due care must be taken not to infringe unreasonably on the privacy of neighbours.
- 12.4. All fencing is to be approved by the DRP prior to erection or installation.
- 12.5. Where structures are erected on boundary lines (walls/ columns/ roofs) due care must be taken not to infringe on the rights of neighbours. Drawings must be submitted which clearly show sections illustrating the detail of construction on such boundaries. No projections of any kind over boundaries are permitted.
- 12.6. Car ports are to be designed to form an integral part of any design. Refer to Precinct Plans.
- 12.7. Signage must not be visually obtrusive and may not overhang any public space. SOA written approval is required prior to installation
- 12.8. No street frontage flood-lights are permitted. Other floodlights require the DRP written approval. All external garden lighting to be approved low-level fittings. An approved low-level light fixture may be installed to illuminate property numbers.
- 12.9. Tree felling of any species with a trunk greater than 100 mm may only take place with written consent of the SOA as advised by the DRP and EMP.

## 13 RULES RELATING TO CONSTRUCTION ACTIVITIES

13.1. **PRE-CONSTRUCTION:** (refer also to the Contractors Code of Conduct)

- 13.1.1. All construction phase details must be submitted such as: safety and security fencing and related barriers, access plan for construction vehicles, related precautions to protect existing infrastructure, building material storage

area, construction site office and ablution facilities, position of construction signage and sign board design and position of crane (if applicable).

13.1.2. Before construction commences, the SOA must be informed of the name, address and contact details of the main contractor / Construction Company, which company will be required to attend an induction meeting at the SOA, then sign the **Contractors Code of Conduct**.

13.1.3. Before construction may commence a **pavement deposit** of N\$ 50,000.00 shall be paid to SOA by the Developer (Land Owner), or, the Contractor on the Developers behalf. This will be refunded on completion of the project if the SOA is satisfied that the roads and kerbs have not been damaged, and that the surrounding area has been cleaned properly by the contractor on completion of the work etc.

13.2. **DURING CONSTRUCTION:** (refer also to the Contractors Code of Conduct)

The Developer and/or Principal Agent shall ensure that:

13.2.1. approved **technical drawings** are kept on-site at all times, and,

13.2.2. the Contractor is adhering to all components contained in their **Code of Conduct** (which responsibility ultimately rests on the Developer), and,

13.2.3. the building site is kept neatly and that building rubble is removed from site on a regular basis (which details are in the Contractors Code of Conduct).

13.2.4. Application forms for sewer, water and electrical connections as well as inspections, and Practical and Final occupation certificates are provided in the Document Pack per Clause 2 herein.

**The SOA has provided a "Checksheet" for the Developer or Principal Agent in the Document Pack named "Building Procedures Checksheet" which is a valuable tool to use, as it summarises the entire process and necessary steps that must be followed.**

13.3. **POST-CONSTRUCTION:**

In order to allow the SOA to issue the **Final Occupation Certificate** the following is required:

13.3.1. The main contractor shall ensure that a set of drawings be handed over to the consultants with all service connections and routing of services on site clearly marked up, for the production of a set of **as-built drawings** by the Architect, who will then hand the same to the SOA.

13.3.2. The Developer / Principal Agent have to provide the DRP/SOA all the necessary **Engineering and other Certificates**.

13.3.3. All info and documents per the Practical Completion and Final Occupation forms provided in the **Document Pack** have been submitted to the SOA.

**We wish you a positive planning and Development process, and are available to assist where possible.**

**Sungate Owners Association**