



MONAGHAN FARM AESTHETICS COMMITTEE SUBMISSION GUIDE

(EFFECTIVE 21 JULY 2026)

1. INTRODUCTION

The Monaghan Farm Aesthetics Committee ("MAC") is responsible for protecting and enhancing the architectural character, environmental integrity and long-term value of Monaghan Farm.

All proposed new dwellings, additions, alterations, renovations, landscape works and external improvements requiring approval in terms of the Monaghan Farm Architectural & Landscape Regulations shall be submitted to MAC for review prior to implementation.

The submission process has been developed to provide constructive professional guidance throughout the design process, ensuring that proposals align with the architectural vision and environmental principles of Monaghan Farm whilst providing homeowners and design professionals with clear direction before construction commences.

The appointed SACAP Registered Architectural Professional (or Landscape Professional, where applicable) shall remain the primary point of contact with MAC throughout the review process.

The Monaghan Farm Homeowners Association ("MFHOA") facilitates the administrative functions associated with the MAC process, including booking administration, collection of submission documentation, maintenance of drawing archives and communication of meeting outcomes.

The architectural review process is **outsourced to independent architectural professionals** serving on the Monaghan Farm Aesthetics Committee. Architectural assessments, recommendations and decisions are therefore made independently by the appointed MAC professionals in accordance with the Monaghan Farm Architectural & Landscape Regulations.

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e: mac@monaghanfarm.co.za. i: www.monaghanfarm.co.za



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2. BEFORE YOU BOOK

Before requesting a MAC meeting, applicants should familiarise themselves with the latest:

- Monaghan Farm Architectural & Landscape Regulations;
- Monaghan Farm Schedule of Fees;
- MAC Submission Guide;
- MAC Design Checklist; and
- applicable Municipal Planning and Building Regulations.

Bookings close at **11h30 every Thursday** for the following Tuesday's MAC meeting.

This period allows the MAC Administrator to:

- verify submission documentation;
- upload submission packs to the online meeting platform;
- distribute the meeting agenda to participating MAC professionals; and
- provide sufficient time for participating architects to review submissions prior to the scheduled meeting.

Applicants should therefore ensure that their submission is complete at the time of booking.

Only documentation accompanying the original booking submission will be considered during the scheduled MAC meeting.

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3. BOOKING AND SUBMISSION PACKS

Every booking request shall be submitted in three distinct PDF packs appropriate to the type and stage of submission.

Each pack must be complete, clearly named, logically arranged and capable of being opened and reviewed electronically. Applicants should not submit numerous separate or unrelated files within any of the three packs.

The three required packs are:

3.1 PACK 1 – ADMINISTRATIVE BOOKING PACK

Pack 1 shall be prepared as one PDF document, generally formatted at A4 size, and must include the following documents in a logical order:

- ☐ Completed MAC Booking Form
- ☐ Completed MAC Design Checklist
- ☐ Signed MAC Indemnity Form
- ☐ Proof of payment of the applicable MAC scrutiny fee
- ☐ SACAP Professional Letter (required for every architectural submission)
- ☐ Current SACAP Registration Certificate (required for every architectural submission)
- ☐ Any other certificates, confirmations or administrative documents required for the relevant submission

Every architectural submission, including Concept, Design Development, Council, amendment and variation submissions, must include a SACAP Professional Letter and current SACAP Registration Certificate.

The SACAP Professional Letter must:

- be signed and dated by the appointed SACAP Registered Architectural Professional;
- be issued on the architectural practice's letterhead;
- identify the property, project and relevant submission stage;
- confirm that the submitted drawings have been prepared or reviewed under the professional's responsibility;
- confirm that the submission complies with the latest Monaghan Farm Architectural & Landscape Regulations; and
- confirm the professional's continued appointment and commitment to undertake at least one site inspection per month during the construction phase.

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The SACAP Professional Letter and current SACAP Registration Certificate must accompany every architectural submission, notwithstanding that these documents may have been provided with an earlier submission.

A SACAP Professional Letter and SACAP Registration Certificate are not required for a landscape-only submission. Landscape submissions must nevertheless identify the appointed Landscape Professional and comply with the applicable landscape submission requirements contained in the Monaghan Farm Architectural & Landscape Regulations.

Where a submission includes both landscape and architectural works, the requirements applicable to architectural submissions shall also apply.

3.2 PACK 2 – DRAWING PACK

Pack 2 shall comprise one professionally prepared PDF document containing the architectural, landscape or other technical drawings relevant to the submission stage.

Drawing sheets will typically be prepared at A1 size and must be combined into one coordinated PDF document. The drawings must be arranged in a logical presentation order and must remain sufficiently clear and legible for detailed electronic review.

Do not submit numerous individual drawing files.

The detailed requirements applicable to the Drawing Pack are set out in Section 4 of this Submission Guide.

3.3 PACK 3 – SUPPORTING INFORMATION PACK

Pack 3 shall comprise one PDF document, generally formatted at A4 size, containing the photographs and supporting information required to assist MAC in understanding and assessing the proposal.

Depending on the nature and stage of the submission, Pack 3 may include:

- site and contextual photographs;
- photographs of neighbouring properties;
- photographs of existing buildings and structures;
- photographs of areas affected by proposed additions, alterations or renovations;
- perspective views, sketches or 3D renderings;
- materials and colour information;
- explanatory notes or design motivations;
- product information or technical literature; and

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- any other supporting information necessary to explain the proposal.

Photographs must be recent, clear, appropriately labelled and logically arranged. Individual photographs or unrelated image files should not be submitted separately.

Where a materials schedule, colour schedule, rendering or other supporting item forms part of an A1 drawing sheet, it may remain within Pack 2 and does not need to be duplicated in Pack 3.

3.4 PDF PREPARATION AND FILE MERGING

Applicants who are not familiar with combining PDF documents may make use of the online PDF-merging tool available at:

https://www.ilovepdf.com/merge_pdf

Applicants may alternatively use any other suitable PDF-management application or service.

Applicants remain responsible for ensuring that each submitted PDF is complete, correctly ordered, legible and capable of being opened before it is submitted to MFHOA.

The use of any third-party PDF-management platform is at the applicant's discretion. MFHOA and MAC do not operate or accept responsibility for third-party platforms or services.

3.5 FILE TRANSFER AND IMAGE QUALITY

Submission packs may be provided by email where the file sizes permit.

Where one or more submission packs are too large for email transmission, MFHOA will accept documents transmitted through Dropbox Transfer. The transfer link must provide direct and unrestricted access to the submitted documents and must not require MFHOA or the participating MAC professionals to create an account or request additional access permission.

Applicants are **cautioned against excessively compressing PDF documents** merely to reduce their file size. Excessive compression can result in the loss of important design detail and may make dimensions, annotations, linework, materials and other information difficult to read during the online adjudication process.

All documents must retain sufficient clarity and resolution for detailed professional review. A document that is blurred, pixelated, incomplete or otherwise illegible may be regarded as an incomplete submission.

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3.6 INCOMPLETE SUBMISSION PACKS

A booking will not be confirmed unless all three packs, together with all documentation applicable to the submission, have been received.

Incomplete submissions will be rejected and will not be placed on the MAC meeting agenda.

Only documentation submitted as part of the complete booking submission will be uploaded to the online meeting platform and made available to MAC for review.

4. DRAWING PACK – PACK 2

4.1 Definition

The Drawing Pack is the official architectural, landscape or technical drawing submission presented to the Monaghan Farm Aesthetics Committee for adjudication.

It shall comprise one professionally prepared PDF document containing all drawings relevant to the applicable submission stage.

The Drawing Pack should enable the participating architectural professionals to review the proposed works without having to open and cross-reference numerous individual drawing files.

Preparing one coordinated Drawing Pack significantly improves the efficiency of the online review process, reduces confusion during adjudication and ensures that all participating architects review the same coordinated drawing information.

4.2 Submission Format

The Drawing Pack shall:

- be submitted as one PDF document;
- generally comprise drawing sheets prepared at A1 size;
- be logically arranged;
- include all drawings relevant to the submission stage;
- contain clear and legible dimensions, annotations and design information;
- be appropriately orientated for electronic viewing; and
- retain sufficient image quality for detailed professional review.

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The Drawing Pack should be presented as a coordinated professional drawing set rather than a collection of unrelated or individually submitted drawings.

Photographs and standalone supporting information must be submitted separately in Pack 3, as provided for in Section 3.3 and Section 5 of this Submission Guide.

4.3 Recommended Presentation Order

Applicants are encouraged to arrange the Drawing Pack in the following order:

1. Site Plan
2. Floor Plans
3. Elevations
4. Sections
5. Roof Plan
6. Area and Coverage Schedules, where applicable
7. Landscape Drawings, where applicable
8. Driveway, Fencing and External Element Drawings, where applicable
9. Materials and Colour Schedules, where incorporated into the drawing sheets
10. Any other technical drawings necessary to explain the proposal

The sequence may be amended where appropriate to suit the nature of the application, provided the submission remains logical and easy to follow.

Only the Drawing Pack submitted as part of the complete booking submission will be reviewed during the scheduled MAC meeting.

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5. SUPPORTING PHOTOGRAPHS

Recent colour photographs shall form part of Pack 3 – Supporting Information Pack where required below.

The photographs must be incorporated into one coordinated A4-sized PDF document and may not be submitted as separate or unrelated image files.

Photographs must be sufficiently clear and comprehensive to assist MAC in understanding:

- existing site conditions;
- neighbouring properties and the surrounding context;
- existing buildings and structures;
- topography, vegetation and natural features;
- existing materials and finishes;
- the areas affected by the proposed works; and
- the likely visual impact of the proposal.

5.1 New Dwelling and New-Build Submissions

Recent site photographs are compulsory for every new dwelling or new-build submission.

Photographs shall be taken from approximately the centre of the property, facing in the principal directions, and must clearly show:

- neighbouring properties and buildings;
- the surrounding architectural context;
- the existing condition and character of the property;
- access to the property;
- topography and natural features; and
- significant vegetation or landscape features.

Additional photographs must be included where necessary to properly explain the relationship between the proposed development and its surroundings.

5.2 Additions, Alterations and Renovations

Recent photographs are compulsory for every addition, alteration or renovation submission.

The photographs must clearly show:

- all areas affected by the proposed works;

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- the relevant existing elevations and structures;
- the proposed connection or interface between the existing building and the new works;
- existing materials, colours and finishes;
- adjacent areas of the property; and
- neighbouring properties or surrounding features where these may be affected by the proposal.

5.3 Concept Submissions for Additions, Alterations and Renovations

Every Concept Submission relating to an addition, alteration or renovation must include clear photographs of the affected areas.

The photographs must provide sufficient context for MAC to understand the existing building, the location of the proposed works and the relationship of the proposal to the surrounding property.

Photographs must be recent, clearly labelled and logically arranged within Pack 3 - Supporting Information Pack.

Where the photographs required by this section are not included, the submission will be regarded as incomplete and will not be placed on the MAC agenda.

6. CONCEPT SUBMISSION

A Concept Submission is the first stage of the architectural review process and is intended to establish whether the proposed architectural direction aligns with the vision, design philosophy and Architectural & Landscape Regulations of Monaghan Farm.

The objective of the Concept Submission is to obtain professional architectural guidance before significant time and cost are invested in preparing detailed construction documentation.

A Concept Submission is **not** intended to comprise fully detailed construction drawings or Council submission documentation.

A typical Concept Submission should include:

- Site Plan and preliminary architectural drawings, submitted in Pack 2 - Drawing Pack;

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- Recent site photographs prepared in accordance with Section 5 and submitted in Pack 3 - Supporting Information Pack, including photographs of all affected areas in the case of additions, alterations and renovations;
- Preliminary Floor Plans;
- Preliminary Elevations;
- General Roof Form;
- Building Massing;
- Preliminary Materials and Architectural Character;
- Perspective Sketches, 3D Views or Renderings (strongly encouraged); and
- sufficient supporting information to communicate the overall architectural intent.

Detailed construction drawings, technical specifications, schedules and Council-ready documentation are generally **not required** at this stage.

Acceptance of a Concept Submission confirms only that the proposal may proceed to the Design Development stage. It does **not** constitute approval for construction or approval for submission to the Local Authority.

7. CONCEPT SUBMISSION REVIEW

The Concept Submission is the most important stage of the MAC review process.

To promote consistency, fairness and objectivity, every **Concept Submission** is independently scrutinised by **two SACAP Registered Architectural Professionals** serving on the Monaghan Farm Aesthetics Committee.

The dual-review process is intended to:

- provide independent professional architectural assessment;
- ensure consistent application of the Monaghan Farm Architectural & Landscape Regulations;
- identify potential design concerns at an early stage;
- provide constructive guidance before detailed design commences; and
- assist homeowners and their appointed professionals in developing proposals that align with the architectural vision and environmental character of Monaghan Farm.

The additional scrutiny afforded to Concept Submissions reflects the increased professional time required for two independent architectural reviews and forms the basis of the applicable Concept Submission fee.

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Following completion of the review process, consolidated comments and recommendations will be issued to guide the preparation of the Design Development Submission.

8. DESIGN DEVELOPMENT SUBMISSION

Following Concept Review, applicants shall refine the proposal having regard to the comments issued by MAC.

The Design Development Submission should demonstrate that the approved architectural concept has been developed into a coordinated design suitable for detailed review.

Depending on the project, this submission will generally include:

- Detailed Site Plan;
- Dimensioned Floor Plans;
- Elevations and Sections;
- Roof Plan;
- Materials and Colour Schedules;
- External Finishes;
- Driveway Design;
- Fencing Proposals;
- Landscape Proposals (where applicable); and
- any additional information necessary to demonstrate compliance with the Monaghan Farm Architectural & Landscape Regulations.

The Design Development Submission forms the basis of the final Council submission.

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9. COUNCIL SUBMISSION

The Council Submission comprises the final architectural documentation intended for submission to the relevant Local Authority.

Council submission drawings shall incorporate all comments issued by MAC and demonstrate compliance with:

- the Monaghan Farm Architectural & Landscape Regulations;
- applicable Municipal Planning and Building Regulations;
- approved materials and finishes; and
- any conditions imposed during the previous stages of review.

Where significant amendments are made following MAC approval, revised drawings may require further review before submission to the Local Authority.

10. APPROVED PLANS AND ELECTRONIC RECORDS

10.1 Printing and Endorsement of MAC-Approved Plans

Once final MAC approval has been granted, the approved drawing set will be printed by MAC.

The printed plans will thereafter be:

- endorsed with the official MAC approval stamp in wet ink;
- signed and dated by the authorised MAC representative;
- scanned and uploaded to the electronic plan repository; and
- distributed electronically to the property owner and appointed SACAP Registered Architectural Professional.

The approved electronic copy will ordinarily be issued by email. Where the file is too large for email transmission, a secure Dropbox link or similar electronic file-transfer link may be provided.

The original printed, stamped and signed drawing set will be retained by MFHOA as the official hard-copy reference document.

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All printing costs are for the account of the property owner. The standard charge applicable to large-format printing will be levied in all instances. Refer to the MFHOA-published Schedule of Fees.

10.2 Electronic Plan Records

During 2025, MFHOA completed the digitisation of the plan records held on file. This electronic archive supports the online MAC review process and assists with the long-term preservation and retrieval of property records.

From mid-2025, MAC administrative booking packs, drawing packs and supporting information packs have been retained in an electronic repository, together with any available:

- MAC-approved plans;
- Council-approved plans; and
- related property approval records.

Property owners requiring electronic copies of plans held on file may contact **mac@monaghanfarm.co.za**. Available electronic copies will be provided to the property owner, or their duly authorised representative, at no charge.

MFHOA and MAC will not provide copies of approved plans or related property records to third parties without the prior consent of the property owner.

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11. BEFORE SUBMITTING YOUR BOOKING, HAVE YOU INCLUDED?

Pack 1 – Administrative Booking Pack

- ☐ Completed MAC Booking Form
- ☐ Completed MAC Design Checklist
- ☐ Signed MAC Indemnity Form
- ☐ Proof of payment
- ☐ Current SACAP Registration Certificate (required for every architectural submission)
- ☐ SACAP Professional letter (required for every architectural submission)
- ☐ All other applicable certificates and administrative documents

Pack 2 – Drawing Pack

- ☐ One coordinated PDF drawing document
- ☐ Drawing sheets logically arranged
- ☐ All drawings relevant to the submission stage included
- ☐ Drawing dimensions, annotations and details clear and legible
- ☐ PDF not excessively compressed

Pack 3 – Supporting Information Pack

- ☐ One coordinated A4-sized PDF document
- ☐ Required new-build site and contextual photographs included
- ☐ Photographs of affected areas included for additions, alterations and renovations
- ☐ Photographs clearly labelled and logically arranged
- ☐ Relevant renderings, colour information and supporting documents included

Final Submission Check

- ☐ All three packs clearly named
- ☐ Files open correctly and are in the correct order
- ☐ Submission packs sent by email or Dropbox Transfer
- ☐ Dropbox Transfer link accessible without additional permissions
- ☐ Complete submission received by 11h30 on Thursday

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12. ANNEXURES ATTACHED

The following annexures form part of this Submission Guide:

ANNEXURE A – MAC BOOKING FORM

ANNEXURE B – MAC INDEMNITY

ANNEXURE C – SCHEDULE OF FEES

ANNEXURE D – MAC BANKING DETAILS

ANNEXURE E – MAC DESIGN CHECKLIST

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AESTHETICS COMMITTEE BOOKING FORM

(Effective 21 JULY 2026)

Complete this form to request a MAC meeting slot.

Bookings close on Thursdays at 11:30 am for the following Tuesday.

MAC meetings are hosted online on Tuesdays from 09h00, with the final available booking slot commencing at 12h30.

Each booking slot is limited to 30 minutes.

Time slots for MAC meetings are secured on a first-come, first-served basis. The MAC administrator assigns final meeting time slots.

Please note: Meeting times will not be reassigned once the final agenda is issued. Unattended bookings will forfeit the meeting fee, and bookings will not be carried over.

Architectural professionals (SACAP Registered) are required to attend and present plan submissions at meetings for every architectural submission.

The appointed Landscape Professional is required to attend and present all landscape submissions at the scheduled MAC meeting

Monaghan Farm's published rules, Architectural Regulations and Schedule of fees may be viewed on the company website <https://monaghanfarm.co.za/hoa-downloads/>

PROPERTY NO / ERF NO:			
PROPERTY OWNER'S NAME:			
APPOINTED ARCHITECTURAL/LANDSCAPE PROFESSIONAL'S COMPANY DETAILS			
CONTACT DETAILS - PROFESSIONAL WHO WILL BE ATTENDING THE ONLINE MAC MEETING	NAME: EMAIL: CELL/OFFICE NO:		
DATE REQUESTED: DD/MM/YY	TIME SLOT <i>Requested</i> , e.g. 9h30, 10h00, 10h30.... Each booking slot is limited to 30 minutes.	Time	
REQUIRED SUPPORTING DOCUMENTS (TO BE SUBMITTED WITH YOUR BOOKING): Please note: Bookings are not confirmed if the required documentation is incomplete. Only plans submitted with this booking form will be considered for adjudication.			
MANDATORY SUPPORTING DOCUMENTS FOR EVERY BOOKING Check box			
Completed Indemnity Form (Annexure B).			
Proof of payment of the applicable MAC scrutiny fee			
Completed MAC Design Checklist			
Drawing submission pack			
ADDITIONAL REQUIREMENTS FOR ARCHITECTURAL SUBMISSIONS The following documents must accompany every architectural submission and are not required for landscape-only submissions:			
Current SACAP registration certificate of the appointed Architectural Professional			
A signed and dated letter, issued on the appointed SACAP Registered Architectural Professional's letterhead, confirming: - compliance of the submitted plans with the latest Monaghan Farm Architectural & Landscape Regulations; and - commitment to undertake a minimum of one site inspection per month during the construction phase.			
FOR OFFICE USE ONLY			
MAC SLOT ASSIGNED	Yes	No	Reason
CONFIRMED: DD/MM/YY & TIME SLOT: HOUR/MIN			

MONAGHAN FARM NPC

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PO Box 500, Monaghan Farm, Lanseria 1748

INDEMNITY

[INSERT NAME(S) OF HOMEOWNER]

("the homeowner")

[INSERT ADDRESS / ERF NUMBER]

The homeowner – in submitting any and all designs, plans, sketches and/or drawings ("the plans") for, *inter alia*, consideration, input and/or approval by the Homeowners Association, Monaghan Farm NPC and/or Monaghan Aesthetics Committee ("MAC") – herewith and hereby irrevocably and unconditionally fully indemnifies, and holds completely harmless, the Homeowners Association, Monaghan Farm NPC and MAC, its directors, its members, its employees, agents and representatives (as the case may be) and all other homeowners and residents against any and all claims, liability, damages, actions, proceedings, loss, expenses and costs (including legal costs as between attorney and client) of whatsoever nature and howsoever arising out of the homeowner's appointment and/or use of any architect(s) and/or the plans (and as may be amended from time to time) by the homeowner and/or such architect(s).

SIGNED at _____ on this _____ day of _____ 20_____.

[THE HOMEOWNER]

(The signatory warrants, to the extent necessary, that the signatory is duly authorised.)

ANNEXURE C : SCHEDULE OF FEES

ADMINISTRATION: FEES EFFECTIVE 1 MARCH 2026	Fee amount or Penalty amount
1) Aesthetics Committee plan submission, adjudication, and inspection fees **All Aesthetics Committee fees are to be paid directly to the service provider. ** Please request banking details and booking reference via mac@monaghanfarm.co.za . a) Home inspections: as a requirement to issue a levy clearance certificate. ----- b) Landscape plan submission. ----- c) Renovations: Small Additions Non council submissions e.g., Fencing, play area equipment, braai area, driveways, PV panels/solar, aircon/evaporative cooling, cctv, lighting(exterior), other/ all external elements not shown on MAC approved plans. ----- d) Renovations: Additions <u>max</u> 100m² Requiring submission to council / regulatory authority. e.g., Pools, Carports, additions & alterations (enclosed/roofed areas) Submission 1 - concept Submission 2 - concept/ design development Submission 3 - council Submission 4 - amendment landscape plan MAC Sign off / final inspection.	R 1 200.00 upfront payment, per inspection. ----- R 690.00 upfront payment, per submission. ----- R 600.00 upfront payment, per submission. ----- **Budget around R 12 000.00 for the total submission process. Please pay per individual submission only.** R 3 600 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 200 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission.

Additional meetings, 30 min charged at a) Renovations exceeding 100m² & new build projects. Requiring submission to council / regulatory authority. Submission 1 - concept Submission 2 - concept/ design development Submission 3 - council Submission 4 – Landscape plan – concept Submission 5 – landscape plan approval Submission 6 – approval of materials Submission 7 - variation orders MAC Sign off / final inspection. Additional meetings, 30 min charged at	R 1800 .00 upfront payment, per additional submission. **Budget around R 16 800.00 for the total submission process. Please pay per individual submission only.** R 3 600 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 200 .00 upfront payment, per submission. R 1 200 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1 800 .00 upfront payment, per submission. R 1800 .00 upfront payment, per additional submission.
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Account Confirmation Letter



Capitec Bank

05/02/2026
Branch: 450105
Device:



Validate this document using SkyQR

To Whom it May Concern

We hereby confirm that Mr BEN DOS REIS has the following account(s) at Capitec Bank Limited on 05/02/2026:

Client Details

Name: Mr BEN DOS REIS

Account Details

Account Status:	Active
SWIFT Address	CABLZAJJ
Account Type:	Savings Account
Account Name:	Mr BEN DOS REIS
Account Number:	1506888895
Bank Name:	Capitec Bank
Branch Name:	Relationship Suite
Branch Code:	450105
Date Opened:	1999-07-27

The account details provided herein should not be read as extending by implication to any other matters not specifically addressed. The account details are given as at the above date and no obligation is hereby assumed to update the account details on any future date.

Capitec Bank Limited shall have no liability whether in contract, delict (including without limitation negligence) or otherwise to the above accountholder or any third party in relation to the account details contained herein.

Please note: When selecting bank on App/Online platform, select **CAPITEC BUSINESS**



MONAGHAN FARM AESTHETICS COMMITTEE CHECKLIST

STAND NO. _____

DATE _____

SUBMISSION STAGE _____

FEE PAID _____

The appointed professional shall tick "Complies" or "N/A" for each item and provide the relevant specification or explanatory note where required. By completing this checklist, the appointed professional confirms that the submitted design has been reviewed against the latest Monaghan Farm Architectural & Landscape Regulations.

SITE		NOTES			
Contours (existing/proposed)	YES		NO		
Height restrictions met	YES		NO		
Boundary / building lines	YES		NO		
Gross building area	YES		NO		
Roof coverage	YES		NO		
Landscape & Development pocket	YES		NO		
Carport / garage per vehicle	YES		NO		
Access / driveway	YES		NO		
Staff accommodation minimum size requirements compliant	YES		NO		
Waste management	YES		NO		
Neighbour building consideration	YES		NO		

ROOF		SPECIFICATION			
Flat roofs	YES		NO		
Mono-pitch (angle)	YES		NO		
Dual-pitch (angle)	YES		NO		
No hipped roofs	YES		NO		
Materials - compliant	YES		NO		

FAÇADE		SPECIFICATION			
Stonework / Gabions	YES		NO		
Steel	YES		NO		
Timber cladding : dark brown / Imbuia finish	YES		NO		
Brick / Plaster / Paint - compliant	YES		NO		
Aluminium fenestration : charcoal finish	YES		NO		
Services screening	YES		NO		
Air-conditioning compressors, heat pumps and evaporative coolers screened or concealed and installed in accordance with the manufacturer's specifications and applicable health and safety regulations.	YES		NO		

PASSIVE DESIGN		NOTES			
Roof insulation	YES		NO		
Wall insulation	YES		NO		
Floor insulation	YES		NO		
Orientation	YES		NO		
Shading / overhangs	YES		NO		
SANS 10400-XA / 204 compliance	YES		NO		
Solar Panels	YES		NO		
Solar panels on flat roofs do not protrude above the parapet	YES		NO		
Heat pumps (noise)	YES		NO		
Natural ventilation	YES		NO		

STORMWATER			NOTES		
Roof area / storage volume	YES		NO		
Tank location / types	YES		NO		
Gutters / downpipes / discharge	YES		NO		
Swale crossing at entry	YES		NO		
Wetland / Pond	YES		NO		

EXTERNAL			NOTES		
Satellite dishes	YES		NO		
Security / CCTV - colour coded to match the surface it resides upon	YES		NO		
Chimneys / flues	YES		NO		
LPG cylinders housed in an approved gas cage or enclosure in accordance with applicable safety regulations	YES		NO		
Mechanical ventilation	YES		NO		
Lighting (max.1.2m AFFL)	YES		NO		
Garden / boundary fence compliant	YES		NO		
Pet fence	YES		NO		

SWIMMING POOL			NOTES		
Swimming pool proposed	YES		NO		
Pool barrier/fence type (glass,steel, other)					
Pool safety per SABS 1390	YES		NO		
Equipment location	YES		NO		
Backwash	YES		NO		
Materials	YES		NO		

Pool safety and access control compliant with NBR D4 and D5, SANS 10400-D:2022 and, where applicable, SANS 1390

LANDSCAPING			NOTES		
Berms	YES		NO		
Edging	YES		NO		
Boundaries	YES		NO		
Development pocket - max 50% / max 75%	YES		NO		
Garden beds	YES		NO		
Edging specification	YES		NO		
Vegetable garden layout, including raised planters where applicable.	YES		NO		
Shade structures or shade netting for vegetable gardens (if proposed).	YES		NO		
Lawn type/species specification, as this affects edging.	YES		NO		
Irrigation strategy, including connection to rainwater/stormwater harvesting tanks, tank capacity, and pump location.	YES		NO		
Surface drainage	YES		NO		
Stormwater management, including overflow from rainwater/stormwater tanks.	YES		NO		
Erosion control measures for berms and swales during establishment.	YES		NO		
Retaining walls	YES		NO		
Gate specifics for pools	YES		NO		