

		<b>BBR Addendum B</b> <b>Site Hand Over Certificate Deliverables</b>	
CAF POA ver. 4	November 2018	Approved by: CAFPOA	Pages: 1

ERF number:	Address:
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Site Handover Certificate (SHOC) deliverables:
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1. City of Cape Town (Kraaifontein Office) Plan Approval Letter
2. Clara Anna Fontein POA, CCT Approved Building Plan – Full set in electronic format
3. Clara Anna Fontein POA Approved Landscape Plan – Full set in electronic format
4. Clara Anna Fontein Building Rules & Regulations (BRR)
5. Clara Anna Fontein BRR Addendum A – Fees
6. Clara Anna Fontein BRR Addendum B – SHOC deliverables
7. Clara Anna Fontein BRR Addendum C – Transgression and Penalties
8. Clara Anna Fontein BRR Addendum D – Landscape Installation Agreement
9. Clara Anna Fontein BRR Addendum E – OHS agreement
10. Clara Anna Fontein BRR Addendum F - Building Site Information
11. Clara Anna Fontein BRR Addendum G – Contractors Registration
12. NHBRC Registration
13. NHBRC Site Enrolment
14. BIBC Compliance Certificate in Contractors name (not older than 10 days)
15. Health & Safety Appointment (ERF number to be indicated on appointment)
16. CAF BBR Addendum H (completed and sent to [admin@claraannafontein.co.za](mailto:admin@claraannafontein.co.za))
17. Proof of Payment of Builders Deposit and 1<sup>st</sup> months Builder Levy payable in advance

**Please Note:**

- Visit [www.claraannafontein.co.za/documents](http://www.claraannafontein.co.za/documents) to download Contractors Regulations & Addenda
- All documents to be fully completed and under signed by all parties indicated
- Save all documentation in PDF format as per indicated names, add ERF numbers
- ERF number to be indicated on all documentation
- Electronic copy to be submitted on disc or memory stick
- After the SHOC payment is received by the CAFPOA and all other levies are up to date, the CAFPOA will issue permission to start, then only can the site establishment commence
- Please send proof of SHOC payment to the Building Office

Signed at ..... on.....20.....

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 (Name of Builder/Representative) (Signature)