



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

MUNICIPAL INFRASTRUCTURE
SUPPORT AGENT (MISA)



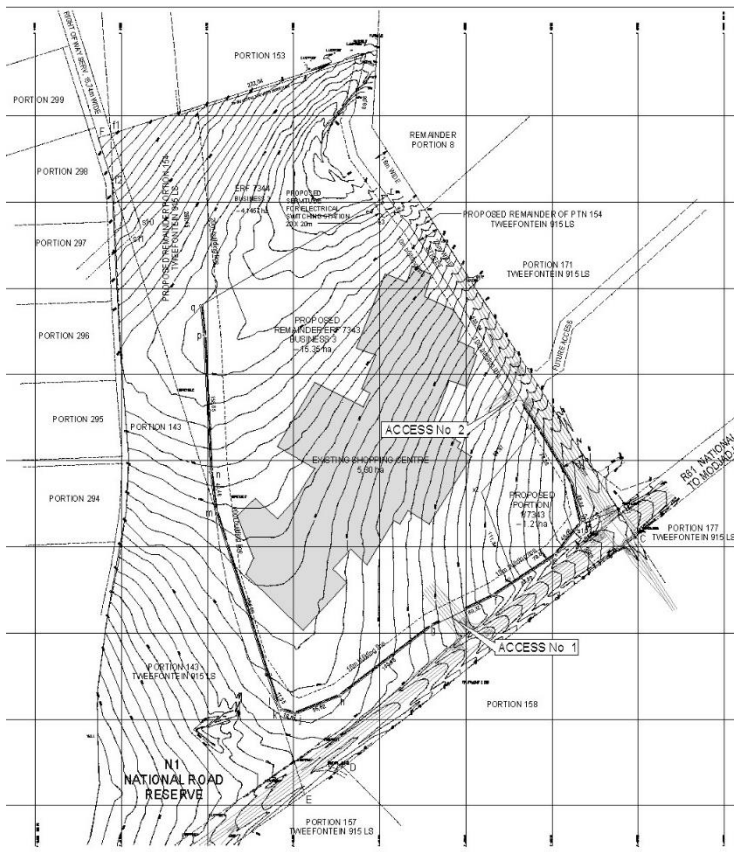
MUNICIPAL INFRASTRUCTURE
SUPPORT AGENT

Today, Creating a Better Tomorrow

CPD credits (SACPLAN)

Township Establishment: How to formulate compliant Conditions of Establishment

The Municipal Infrastructure Support Agent (MISA) in partnership with SAICE Professional Development & Projects (SAICE-PDP) invites you to attend this 2-day course which covers the requirements and technicalities of preparing compliant Conditions of Establishment (COE) for Townships.



Attend this course and learn how to:

- Approach the preparation of Conditions of Establishment for a proposed township in a structured manner
- Identify and involve all relevant role-players from the outset
- Interpret the guidelines stemming from the regulating legislation and the regular circulars issued by the Chief Registrar of Deeds to attend to the preparation of conditions of establishment in the correct manner.

Benefits include:

- Participation in an interactive workshop
- Various practical activities that will assist land development applicants to complete development projects more efficiently and, in turn, to leverage various downstream socio-economic benefits.
- A comprehensive manual with checklists
- SACPLAN CPD credits under Focus Area 2, Sub area 2.1

Presenter:

Peter Dacomb Pr Pln A/521/1986

COURSE SCHEDULE

Venue : Johannesburg- TBC

Dates : 06 – 07 November 2025

Time: 08:30 for 09:00 to 16:30

REGISTRATION

To register, visit www.saicepdp.org

For more details contact Phathi Masimirembwa:

Email phathi@saicepdp.org / Tel: 011 476 4100

WHO SHOULD ATTEND

The course helps municipal attendees to apply their theoretical training in practice.

It is therefore recommended for:

- Planners
- Conveyancers and legal personnel
- Other municipal officials associated with township establishment such as land surveyors, and technical personnel who must approved conditions of township establishment.

COURSE OUTLINE

INTRODUCTION

- The landowner and the need for a Land Development Application (LDA)
- The concept of "Township Establishment"
- The process of removing a property from the Farm Register and placing it in the Township Register in the Deeds Registry
- The role of Conditions of Establishment (COE), etc.

PRACTICAL USE OF THE COURSE MANUAL

- Documents, Plans and Diagrams necessary to inform the preparation of draft COE
- Township Layout Plan: Technical Requirements
- General Plan, Small-scale Diagram and Servitudes How to interpret these
- Various Deeds, etc: How to formulate clauses on new and existing conditions of title.

METHODOLOGY: PREPARATION OF DRAFT COE

- Sequential steps in the process – starting out correctly and following the correct procedure
- Important participants
 - Land Surveyor
 - Conveyancer
 - Consulting Engineer(s)

PRO FORMA FRAMEWORK FOR STRUCTURING A COE

- COE Sections/Chapters
 - The role of the professional planner
 - Pre-proclamation Conditions
 - COE
 - Disposal of Existing Conditions of Title and Servitudes
 - Conditions of Title
 - Servitudes in favour of third parties
 - Land Use Zoning aspects, etc.
- Alignment with Chief Registrar's Circular(s) and conveyancing requirements
- Alignment with Surveyor General's technical requirements
- All encompassing "checklist"

THE ROLE OF THE AUTHORISED/MUNICIPAL OFFICIAL

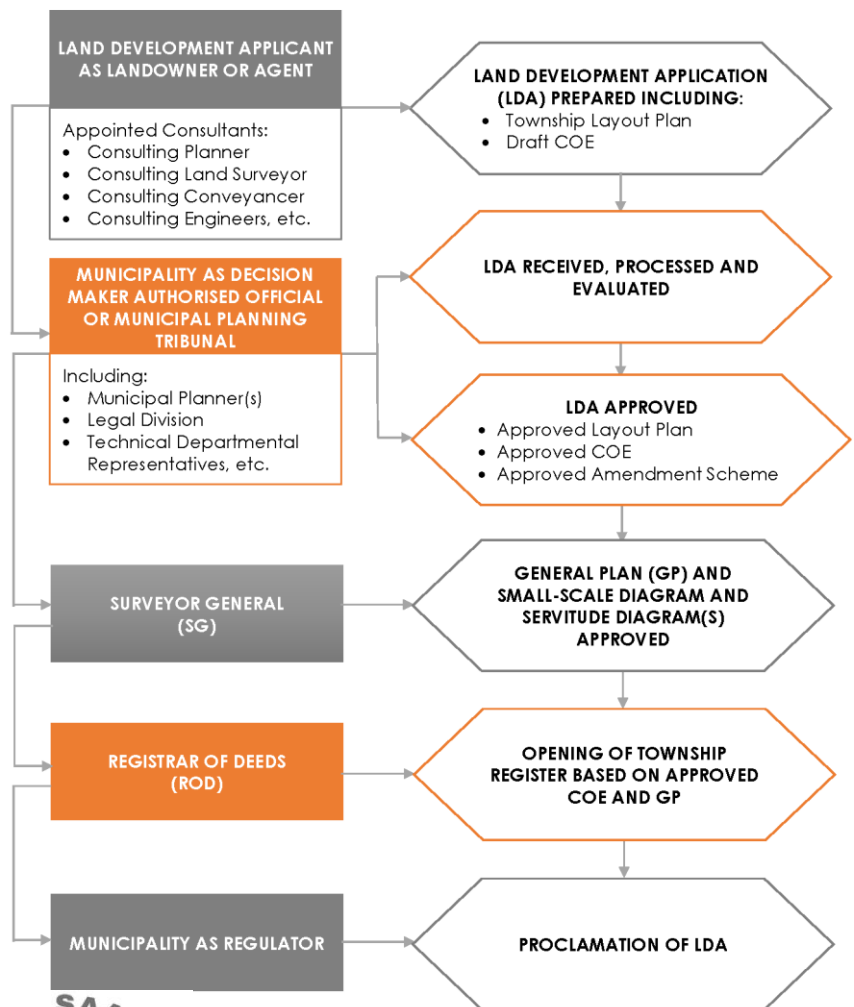
- Evaluating land development application
- Assimilating input from different municipal service departments
- Preparation and issuing of final conditions of establishment and clearance certificates

DO'S AND DON'TS – RED FLAGS AND PITFALLS

- What to avoid
- Regular mistakes and remedies

THE ROLE PLAYERS

TOWNSHIP ESTABLISHMENT: ROLE-PLAYERS



THE PARTNERS



SAICE-PDP's Municipal Academy was established to support practitioners employed in local government with applying theoretical knowledge and relevant legislation in practice.

municipal academy
the road to service delivery



MISA's mandate is to provide technical support and advice to municipalities, whilst strengthening their capacity, for effective infrastructure planning, delivery, operations and maintenance.