

STRATEGY AND PLANNING

PLANNING AND BUILDING DEVELOPMENT MANAGEMENT

A guide to the completion of the

**SANS 10400-A FORMS**

All applications for approval of the erection of a building in terms of Section 4 of the National Building Regulations and Standards Act, No 103 of 1977 are to be accompanied by fully completed Declaration Form 1 and Application for Acceptance as an Approved Competent Person Form 2, if applicable.

The following Table is intended as a guide to the completion of Forms 1 and 2.

Form	Section/ Schedule	To be Completed By	Comments
1	1	Owner	The Section can <b>only</b> be completed by the Owner.
1	2	Appointed Professional Person	This is usually the SACAP Registered person. (the author of the plan and the person taking responsibility for ensuring compliance with the Building Regulations.)
1	A	Appointed Professional Person	Columns 2 or 3: must be ticked for each Regulation. Column 4: the relevant box must be ticked. Column 5: Only ticked if a rational design is required by the Regulations or if the “deemed-to-satisfy” rules are not going to be used for compliance with the Regulations.

Form	Section/ Schedule	To be Completed By	Comments	
1	B	Owner or Appointed Professional Person	In Column 2:	
			Duty	Appointment of Competent Person required when:
			1	The design of the building in its entirety is the subject of a rational design, usually unconventional buildings.
			2	Required to assess the rainwater run off capacity of flat roofs and gutters.
			3	Required for assessment of dolomitic land: not applicable to Cape Town.
			4	Required for deep foundations, raft foundations and so on and where the deemed-to-satisfy rules can't be applied.
			5	Required when the maximum height of fill beneath a floor exceeds 400mm when measured at any point.
			6	Required for the rational design of control and disposal of stormwater.
			7	Required for the rational design of control and disposal of stormwater.
			8	Not applicable to Cape Town
			9	Required where an excavation is more than 3 metres deep or where the safety or stability of any property or service is likely to be impaired by such excavation.
			10	Required when the deemed-to-satisfy rules won't ensure compliance with Regulation T1.
			11	Required in accordance with SANS 10400-H of Regulation F3.
			12	Required for geotechnical solutions or soil improvements.
			13	Required for the rational design of ventilation systems in terms of SANS 10400-O and Regulation O4.
			14	Required for the rational design or rational assessment of drainage systems in terms of SANS 10400-P or Regulation P2(2).
			15	Required for the rational design or rational assessment of drainage systems in terms of SANS 10400-Q or Regulation Q3.
			16	Required for the rational design or rational assessment of any structural system in terms of SANS 10400-B and taking into account Parts H, J, K, L, M, and N of SANS 10400.
			17	Required for the rational design of roofs in terms of Parts B and L of SANS 10400 where the foundations, floors and wall are on accordance with the deemed-to-satisfy rules. (Timber trusses.)
18	Required for a rational design of the supply of water to fire installations in terms of SANS 10400-W or Regulation W4.			

### Appointment of Competent Persons:

The Regulations require that the Approved Competent Person for a particular system (structural, fire, mechanical ventilation) is responsible for the particular system in its entirety even though the approved competent person does not undertake a rational design for every element or component of the system.

For example in double storey house the structural engineer appointed to design the reinforced concrete floor slabs would also be responsible to ensure that the timber roof trusses are correctly designed.

This is catered for via Form 2 whereby the Owner appoints the structural engineer and via Form 3 where the subsidiary Appointed Competent Person completes Form 3 and submits it to the Approved Competent Person. This includes the Completion Certificate.

Form	Section/ Schedule	Completed By	Comments
2	1	Owner	Only the Owner can complete and sign this Section.
2	2	Appointed Competent person	The Appointed Competent Person is not the same as the Appointed Professional Person.
2	3	Owner AND Appointed Competent person	The Owner and the Appointed Competent Person must initial each duty for which the Competent Person has been appointed.
2	4	Section Head: BDM/ SPO: BDM	Acceptance of Appointment of Competent Person.
3	1, 2 and 3		Form 3 is completed by the person appointed to design a component or element of a system. The Form does not form part of the application.
4		Appointed Competent person	Completion Certificate. This is must accompany the written request for the issuing of the Certificate of Occupancy.

**IMPORTANT NOTE: The definition of a Competent Person .**

Part A defines a competent person as:

**“competent person”** means a person who is qualified by virtue of his education, training, experience and contextual knowledge to make a determination regarding the performance of a building or part thereof in relation to a functional regulation or to undertake such duties as may be assigned to him in terms of the National Building Regulations.

Note: This is a generic definition, to be used where no other definition is given, or no references are made to other standards. Other parts of SANS 10400 contain definitions of a more specific nature relevant to their disciplines.

<b>Part</b>	<b>Definition of Competent Person</b>
A	See Above.
B	As per Part A until Part B is published.
C	As per Part A.
D	As per Part A until Part D is published.
F	As per Part A until Part F is published.
G	<p>Competent Person (Civil engineering) is a person who</p> <ul style="list-style-type: none"> <li>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000), either as Professional Engineer or a Professional Engineering Technologist,</li> <li>b) Has a tertiary qualification (degree or diploma) in civil engineering, and</li> <li>c) Is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of civil engineering.</li> </ul> <p>Competent Person (engineering geology) is a person who is registered as a Professional Natural Scientist in terms of the Natural Scientific Professions Act (Act 27 of 2003) and has a BSc(Hons) degree or higher qualification in geology.</p>
H	As per Part A until Part H is published.
J	<p>Competent Person (Civil engineering) is a person who</p> <ul style="list-style-type: none"> <li>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000), either as Professional Engineer or a Professional Technologist,</li> <li>b) Has a tertiary qualification (degree or diploma) in civil engineering, and</li> <li>c) Is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of civil engineering.</li> </ul>
K	As per Part A until Part K is published.
L	As per Part A until Part L is published.
M	As per Part A until Part M is published.
N	Competent Person (glazing) is a person who is recognised by an institute, which has specialist expertise in the field of glazing, as generally having the necessary experience and training to determine glazing requirements in accordance with the requirements of SANS 10137.
O	<p>Competent Person (mechanical engineering) is a person who</p> <ul style="list-style-type: none"> <li>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000),</li> <li>b) Has a tertiary qualification (degree or diploma) in mechanical</li> </ul>

	<p>engineering, and</p> <p>c) Is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of lighting and ventilation.</p>
P	<p>Competent Person (Sanitation)) is a person who</p> <p>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000), either as Professional Engineer or a Professional Engineering Technologist,</p> <p>b) Has a tertiary qualification (degree or diploma) in either civil or mechanical engineering, and</p> <p>c) Is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of sanitation.</p>
Q	As per Part A until Part Q is published.
R	As per Part A until Part R is published.
S	As per Part A until Part S is published.
T	<p>Competent Person (Fire engineering) is a person who</p> <p>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000), either as Professional Engineer or a Professional Engineering Technologist, and</p> <p>b) Is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of fire engineering.</p>
V	As per Part A.
W	<p>Competent Person (Wet services) is a person who</p> <p>a) Is registered in terms of the Engineering Profession Act (Act 46 of 2000), either as Professional Engineer or a Professional Technologist,</p> <p>b) Has a tertiary qualification (degree or diploma) in civil engineering or mechanical engineering , and</p> <p>c) Is generally recognised as having the necessary experience and training to undertake rational designs in the field of wet services.</p>