

ARCHITECTURAL DESIGN MANUAL
BELVIDERE VIEW CONSERVANCY
REVISION L : (JUN 2026)

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1. INTRODUCTION

Belvidere View Conservancy is an eco friendly development seeking to build a spaciouly laid out conservancy estate consisting of up to a maximum of 14 residential properties and one communal garage stand. Belvidere View Conservancy strives to create an environment where all 14 individual properties have maximised unobstructed lagoon views, generously spaced out with natural bush and fynbos forming a natural screen between the properties and in the other open spaces.

All houses will be constructed in compliance to this Belvidere View Conservancy Homeowners Association (BVCHA) architectural design manual, creating a unified co-ordinated look with natural colours.

As an Eco Estate, houses are encouraged to be equipped with solar panels and to harvest and store rain water.

2. DEFINITIONS

Unless inconsistent with the context, the following words as mentioned, and expressions shall have the meanings hereby assigned to them:

“building line” means an imaginary line on a land unit, defining distance from a specified boundary,

“coverage” means the area of a land unit covered by structures, expressed as a percentage of the total erf area of the land unit, excluding eaves and overhangs extending up to 1 metre beyond an exterior wall of a building or structure;

“floor space”, in relation to any building, means the area of a floor which is covered by a slab, roof or projection; provided that:

any area, including a basement, reserved solely for parking or loading of vehicles is excluded;

any covered balcony, veranda or terrace which, apart from protective railings, is permanently open to the elements on at least the front or long side, is excluded; subject to paragraph (d), any stairs, stairwells and atriums that are covered by a roof are included; in the case of multi-level buildings, any stairwells, lift wells, light wells or other wells, and any atrium, are only counted once; and provided further that:

(i) floor space is measured from the outer face of the exterior walls or similar supports of the multi-level building; and

(ii) the total floor space is the sum of the floor space of all the levels of the multi-level building, including that of any basement.

“height” means the vertical dimension of a structure from the natural ground level to the highest point of such structure, measured in metres, provided that the height of a structure does not include chimneys, flues, masts, satellite dishes or antennae; elevator motor rooms, ventilation shafts, water tanks, air conditioning plant and equipment on top of a structure are included when determining the height of a structure.

3. LANDSCAPING

The natural vegetation should be disturbed as little as possible and removal of protected tree and shrub species must be avoided – however, where protected species have to be removed to accommodate houses, gardens and roadways, an environmental expert should be consulted prior to removal. If any protected trees require pruning, transplant, disturbance or removal a licence will be required prior to any such disturbance in terms of the National Forest Act.

4. LAND DEVELOPMENT PARAMETERS

4.1. Building Lines

- i. Building lines (as per Knysna Zoning Bylaw):
 - a) 4500mm from internal road
 - b) 2000mm side and rear space
- ii. No relaxation of building lines will be permitted
- iii. Only the garage stand (Stand 15) may have sectional title registration. No other stand may be subdivided, nor may sectional title plan be registered under any circumstances.

4.2. Height Restriction

To minimise the visual impact viewed from national road across lagoon – The maximum height shall not exceed 8500mm above natural ground level directly below a given point of the building, with a maximum of 2 storeys.

4.3. Coverage

Coverage shall not exceed 50%

4.4. Floor Space

Existing 4 stands (stands 1-4 on layout) – Max 460m² floor space

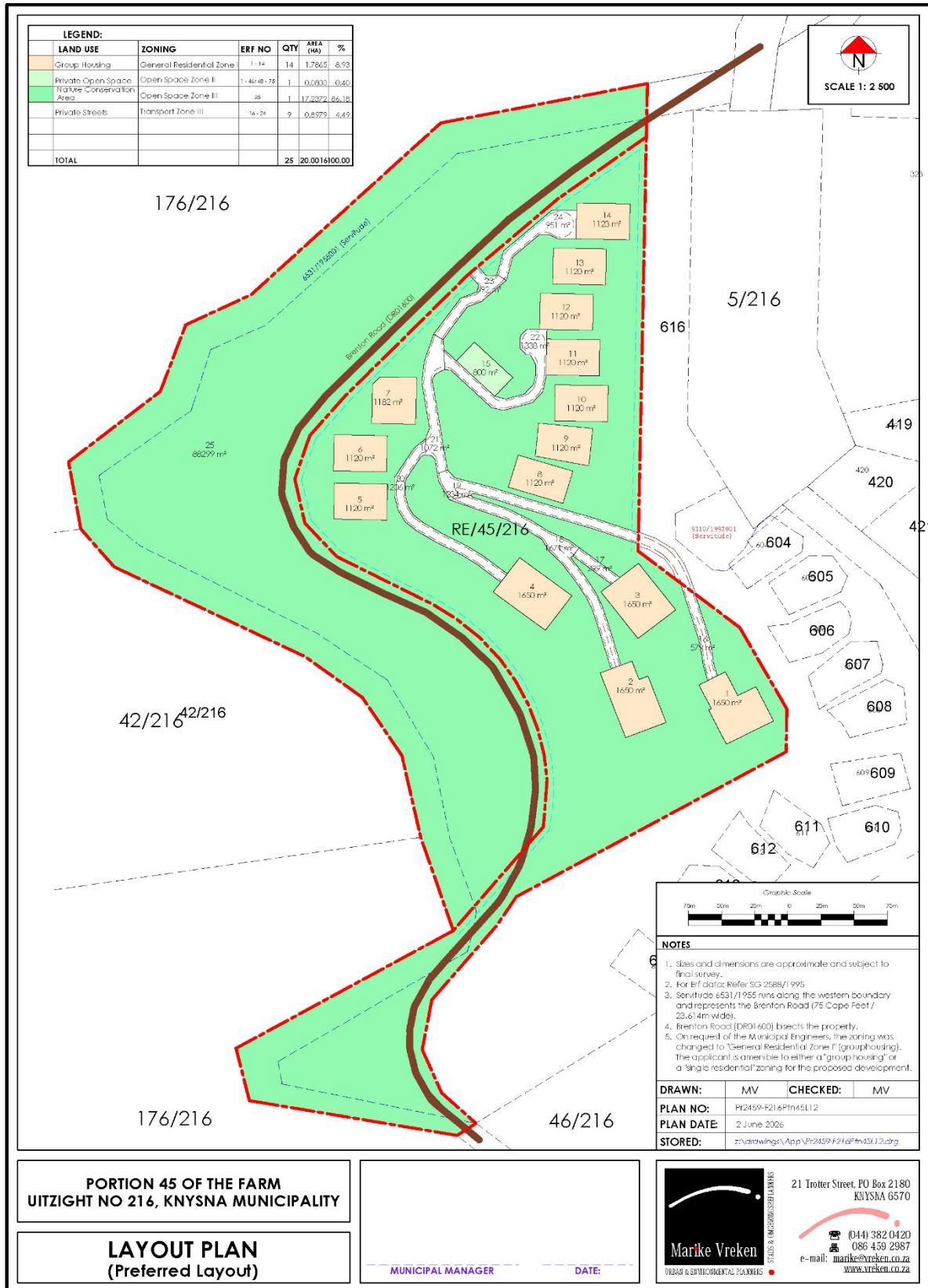
Additional stands (stands 5 -14 on layout) - Max 360m² floor space

4.5. Built Form

To avoid large, unbroken wall surfaces that create dominant visual forms visible from CR Swart Drive, intensive planting of fast growing, indigenous tree in the 10m buffer along the CR Swart Drive is planned.

Additionally, design architecture on stands 14 and 7 (see map below) should attempt to present as single storey, using deep verandas and articulated design elements to break up strong forms and lines. The use of verandas and pergolas on the north-facing sides of dwellings can be used to achieve this.

Furthermore, and applicable to all stands, while taking wildfire safety into account, the inclusion of larger shrubs and small tree landscaping near structures and between stands should be encouraged to help retain the nature-based sense of place characteristic of the greater Belvidere Heights and Conservancy area. The Committee may consider a departure from the built form of a dwelling unit where environmental considerations justify the fragmentation of the dwelling, provided that the structure still functions as an application / approval from the Knysna Municipality



4.6. Garages and Carports and Shade provision

As per Knysna Municipality, maximum of 4 garages per house.

5. BUILDING STYLE

Modern Cape Vernacular – NO modern Midrand Vernacular.

Examples of allowed styles:





Figure 2 - Examples of allowed architecture

Examples of styles Not Allowed:





Figure 3 - Examples of dis-allowed architecture

6. BUILDING ELEMENTS

6.1. Roofs & Roof Pitches

22,5° shall be maintained.

Roof materials:

- Coloured roof sheeting (colour: grey / charcoal). NO galvanised iron roof sheeting
- Natural stone slate
- Concrete roof tiles (colour: grey and charcoal).

Flat concrete roofs will be allowed to a maximum of 10% of all roof covering.

Lean-to roofs will be allowed for covered stoeps, verandas, covered patios and covered entrances at a minimum pitch of 5°, and must join another vertical wall at top end. No monopitch roofs will be allowed.

6.2. Eaves Overhang

Eaves overhang not to exceed 1000mm (otherwise it will be included as floor area).

Facia Boards: 300 / 220mm Timber painted the same colour as external walls or stained / varnished natural timber or dark timber colours.

6.3. External Walls

External plastered walls should have smooth-plastered, painted surfaces or present as such.

Raised plaster-bands (architraves) around doors and windows, and quoins (corner rustication) are permissible.

6.4. Internal Walls

To owner's preference.

6.5. Driveways & Parking

At least 2 parking bays shall be provided per residential unit within the designated disturbance area of the plot.

No carports allowed unless articulated with the architecture of the dwelling.

Main access road paved with pavers and concrete curbs – 5m wide with 1m grass verge on each side

Secondary access roads and driveways paved with pavers and concrete curbs – 2.5m wide with 1m grass verge on each side where permissible

As required retaining block walls to maintain shape and stability of roadway sides.

Sidewalks paving finish may not be changed and may not be used for parking.



FIGURE 4: TYPICAL MAIN ROADWAY PAVING

6.6. Walls and Fencing

- (i) Belvidere View Conservancy Perimeter fence – continuation of Belvidere Heights (galvanised palisade type fencing)
- (ii) Individual properties, if fenced, fencing to be neutral and blend with surroundings. Clearvu or wooden picket fence are acceptable. No diamond mesh. All security fencing installations must be approved by the BVCHA to ensure compliance.
- (iii) For entrance gates and pillars, a height of 1.8m is permissible
- (iv) The nature of the estate is one of a fluid open space, where homes are not isolated by continuous walls.
- (v) The use of vegetation is encouraged for the purposes of visual screening from neighbours.
- (vi) Boundary walls, if permitted, shall be limited to the disturbance area and within the building lines, provided that they are integrated with the architecture and of a simple non-ornamental design. No precast walling allowed. All planned boundary wall plans are subject to the approval of the Committee.
- (vii) Electric fencing is not permitted.

6.7. Fenestration

Sliding doors and standard Side-hung Doors on External Elevations.

Powder coated Aluminium – Wispeco type door and windows. Colours: bronze, charcoal, dark brown, white, black.

Natural timber. Colours: Clear varnish or stained natural timber or dark timber colours.

Plaster moulds around doors & windows allowed to a maximum width of 150mm with a shade of existing structure.

6.8. External Walls Paint Colours

Cement plasters rendered in the following or similar colour's (Plascon or Equal Grade 1):

BB0-308	Clifton
68	Light Stone
BBO-313	Umgeni sands
BBO-312	Namib
GR-Y04	Mandarin Tusk
Y3-G2-3	Ivory Parchment
50	Offshore



FIGURE 5: PAINT COLOURS

Wall rendering to be flat PVA of low reflection, of pigmented earth colours complimenting the natural environment.

Paint colours different to the codes mentioned above should be within the earth colour range and a sample must be approved by the Homeowner's Association and consulting architect.

No white or off-white colours will be allowed externally.

6.9. Retaining Walls

Retaining walls are to be concrete interlocking Sholin block type.



FIGURE 6: SHOLIN INTERLOCKING RETAINING BLOCK

6.10. Plinths

Will be restricted to:

- (i) Natural Stone.
- (ii) Plastered Clay Bricks to approved colours.
- (iii) Face brick of approved colours.
- (iv) Plaster to approved colours.

6.11. Chimneys

Rendered plaster with approved moulded capping or approved natural stone cladding to complete chimney. Flues for closed combustion fireplaces to be black.

6.12. Balustrades

Stainless steel with glass or timber post and rail/stainless cable.

Colour: Stained / varnished natural timber or dark timber colours.

6.13. TV Aerials

Radio Aerials and Satellite dishes will not be allowed to protrude – must be contained below eaves overhang, and will not be permitted to be fixed to chimneystacks.

6.14. Pergola

Timber pergolas and supporting beams and posts to be stained timber, natural timber or painted to allowable colours.

6.15. House numbers, intercoms and post boxes

To be further defined

6.16. Fire Pits and Baskets

Fire pits pose a fire risk and are not recommended. However, where a homeowner has chosen such, the fireplace must be surrounded by a masonry foundation with a 400mm high wall around the fireplace and a removable steel mesh cover to contain burning embers from being carried away in windy conditions.

Plans must be submitted for any structure proposed.

6.17. Boreholes

To be further defined

6.18. Services

6.18.1. Water tanks

Homeowners are encouraged to install storage tanks for rainwater harvesting and water storage. These may be on surface or underground. A minimum capacity of 15 000 litres per stand is required.

If on surface, grey Jojo or grey Eco tanks or equivalent are to be used to maintain uniformity across the Conservancy. All tanks are to be indicated on plans (site plan) and submitted for compliance approval by the BVCHA prior to installation.

Proposed screening is subject to the approval of the BVCHA.

6.18.2. Downpipes and Plumbing Pipes and geysers

Down pipes and plumbing pipes to be chased into the walls, screened or placed unobtrusively.

Geysers are not permitted on the main roof apex.

6.18.3. Air conditioners, satellite dishes

All Units are to be screened from view by neighbours or from any surrounding roads. All piping, cables etc. are to be encased in closed trunking.

6.18.4. Other Screened Elements

Washing lines, court yards, caravans and boats, gas bottles, and refuse bins are to be screened from roads and neighbouring properties by means of screen walls. Plastered brick or close-fitting timber walls natural colour are permitted. All yard walls and screens are to be indicated on submission plans.

6.18.5. Swimming pools and water features

- (i) Discharge pipes from swimming pools or water features must not discharge water directly onto any street, sidewalk or adjacent stand and such discharge must be dealt with in terms the council's regulations.
- (ii) Filtration equipment and motors must be screened from view and must be protected in such a way as to prevent noise pollution. The system must be connected to a Distribution Board.

6.19. External lighting

- (i) Generally, a “dark sky” policy applies within the estate.
- (ii) Flood lighting or spotlighting of the external walls is discouraged. If external lights are fitted to any dwelling, such lights must be bulkhead type and positioned to minimize light overflow to neighbouring stands.
- (iii) Spotlights shining beyond the boundaries of an erf are not permitted.

6.20. Electrical Generators, Solar panels and other renewable energy sources

- (i) Standby and portable Electrical Generator Units shall be enclosed or screened to minimise noise, and screens to be of a colour to match buildings.
- (ii) Solar panels are to be mounted flush to roofs. No free standing, protruding or non-integrated support structures are allowed.

7. TIMELINES

Construction to be complete within 12 months from the commencement date of construction unless an extension of time has been granted by BVCHA. Failure to comply will result in an increased levy until completion.

8. COMPOSITION OF THE BCVHA FOR APPROVAL OF APPLICATION FOR NEW AND FUTURE ALTERATIONS

- i) Representative from BVCHA;
- ii) Representative from consulting Architects;
- iii) The approval of plans for extensions, alterations and additions to residences by above committee is provisional only, and will be subject to approval of Local Authority.
- iv) All building work to comply with National Building regulations and S.A.B.S. specifications and regulations;
- vi) An appropriate fee will be levied for each application assessed.
- vii) Site works may not proceed prior to:
 - i) Receipt of the signed Contractors Registration and code of Conduct, and ,
 - ii) A joint site inspection meeting between the main Contractor, Architect and an Estate representative.

Notwithstanding the fact building plans may comply with all the aspects of this manual, the approval or rejection of such plans shall be at the sole discretion of BVCHA.

It is recorded that BVCHA reserves the right to interdict owners from commencing construction without plans being approved by BVCHA.

9. APPLICATION TO BVCHA FOR ASSESSMENT OF BUILDING PLANS FOR APPROVAL

In terms of an Owner's undertaking when purchasing a home in Belvidere View Conservancy – contained in both the Consent to Purchase and the Title Deed – an Owner is required to submit an application to the BVCHA for review of and consent approval for any intended alteration or addition to their property, whether interior or exterior, including painting and fencing.

No structures of whatsoever nature may be added to, or altered in any way, upon any property on Belvidere View Conservancy without prior submission to and obtaining both the consent of BVCHA through the BVCHA and approval by Knysna Municipality.

Where structural work is involved, qualified Structural Engineer to be appointed – Scale and Proportion + all alterations and additions or extensions :

- Shall be in proportion – Scale to existing houses comprising this development.
- Care should be taken when considering future extensions to preserve views form adjacent properties.

Three copies of Architectural Plans and technical drawings, including material specifications, are to be submitted as hard-copy as well as in electronic digital format, preferably as pdf (printable document format), when possible.

Approved Plans:	Latest, stamped plans.
Site Plan:	Showing boundaries and building lines, contours or spot levels, north point, servitudes, floor levels and datum, proposed excavations and retaining walls, fences, walls and gates, driveway, swimming pools and rainwater tanks.
Floor Plans:	Showing a fully dimensioned plan of each level including any demolition work.
Elevations:	Elevations of all buildings (including awnings), structures and walls; natural; heights of buildings; external materials, finishes and colours; and constructed/excavated ground-levels.
Sections:	At least one cross-section through all levels of each building showing floor-levels and ceiling heights and pitch of roof and height-line above natural ground level. Maximum permitted height of any part of a building is 8,5m, measured vertically to the highest point from the natural ground level directly below.
Coverage Schedule:	Showing Erf Area, existing and new Coverage, maximum permissible coverage, and Bulk Factor calculations.
Window / Door schedule:	Showing full details including overall, sectional and component dimensions of all windows and doors, including materials and glazing.

Drainage: Soil & Waste pipes, vents, and Inspection/cleaning eyes; manholes, and storm-water drainage is to be shown.

Fees: Proof of payment - Application and deposit.

ALL Plans are to be signed by the Owner, as well as the Application Form, and the latter may be signed by an Appointed Competent Person or Agent, accompanied by Form 1 – SANS 10400.A, or the Owner's Letter of Authority/Proxy.

Plan Applications documents, completed in full and signed, are to be submitted electronically to BVCHA at least one week prior to the BVCHA Meeting, for circulation to the BVCHA Members. A copy of the Title Deed must be included with the Plan Application documents, which is also a municipal requirement.

The BVCHA is comprised of professionally qualified volunteer Home-Owners and the Estate Architect (a part-time consultant), and it is therefore only possible to convene interim or ad hoc meetings under exceptional circumstances. All Applicants are therefore requested to respect appropriate pre-submission/Application timeframes accordingly.

9.1. Application fees due to BVCHA

In addition to the fees paid to Knysna Municipality there is also a fee to be paid to BVCHA to cover costs the Estate Architect and other consultants that may be required.

9.2. Building deposit

The remainder of the Building Deposit shall only be refunded by the BVCHA on compliance with ALL the following criteria:

- (i) All professional fees are deducted.
- (ii) All buildings, structures, walls and fences are completed as per stamped plan.
- (iii) Adjacent kerbs, verges and stands (if affected) are reinstated to their original condition, and the Owner is responsible for completing the remediation to approval thereof within 3 months.
- (iv) All rubble and litter have been removed.
- (v) All damage to Municipal and BVCHA property has been rectified and/or damage claims settled.
- (vi) The Occupation Certificate has been issued by Knysna Municipality.

9.3. Dispute resolution

From time-to-time Members of the Belvidere Home Owners' Association (BVCHA) may run into issues, whether it is rules and regulations that affect usage of one's premises, maintenance of property or common areas, or interpretation of planning and development regulations. This process outlines how issues will be dealt with.

As with any dispute resolution process, it is always hoped that a dispute can be settled amicably and informally, without recourse to the process outlined here. However, there are times when that is not possible, and homeowners must then turn to a process that is cost-effective, private and less time-consuming than litigation.

Formal dispute resolution is a multi-layered process. At the simplest level, it starts with an informal meeting between the aggrieved party and the BVCHA chair (or nominee). This step provides an opportunity for an informal

conversation to determine whether a dispute can be resolved informally. This common-sense approach works well, but only where both parties are engaged in rational thought.

Where an unreasonable position concerning a specific issue is being taken by either party, a more formal “round table” meeting may be called with the parties and members of the BVCHA present. This is considered the first formal step in dispute resolution and its purpose is to seek common ground, and at the very least, establish facts of the matter. Notes from the meeting are kept and accepted by each attendee, such that if there is action at the next level, there is a record of how matters progressed initially.

Should resolution not be found at the first step meeting, a formal discussion, facilitated by a neutral third-party, forms the second step. Procedural rules are followed, with the facilitator listening to both sides, and exploring opportunities for resolution. Parties are un-represented, meaning that counsel is not present during the facilitated discussion. However, advice from counsel may be sought during the discussion. Expert testimony, if any, is presented by the instigating party. This step is non-binding, as such one side cannot force the other side to resolve a dispute in this discussion, however if middle ground is reached, the parties may achieve resolution collectively.

The final step is private arbitration. In this process, an arbitrator is hired by the parties to hear the dispute. The parties may agree that prior notes and resolutions are brought into evidence or may ask the arbitrator to hear the matter from inception without reference to prior steps. Formal procedures are followed, including presentation of statements of claim, representation by counsel during the hearing, expert witness testimony and cross-examination of witness testimony. The arbitrator has a set time in which to make a binding and enforceable award

10. CONTRACTORS CODE OF CONDUCT

The Owner whose property is being developed, altered or maintained will be held responsible for any breach of this Code and is therefore advised to incorporate it into any building/home- maintenance contract.

The Code of Conduct must be signed prior to commencement of any construction and is regarded as being acknowledged and understood by the signee/s thereto.

10.1. Deliveries

Deliveries by extra-heavy trucks (10 tonne plus) are discouraged due to the damage caused by them. If this is unavoidable, they must be met at the Estate entrance by the Contractor's site foreman and offloaded under his supervision.

No trailers may be used due to limited turning space.

To avoid cost of any damage due to extra-heavy vehicles, which may be recovered from the Member, the following maximum load criteria are suggested:

Bricks:	no more than 6 000 to be delivered in a single load;
Sand and stone:	no more than 10 cubic metres to be delivered in a single load;
Cement:	no more than 200 bags to be delivered in a single load;

10.2. Working hours

Building activity will only be permitted between the hours of 07H30 – 17H30 Mondays to Fridays. Building work is not permitted during: After hours; Weekends; Public holidays' or from the 15th of December to 3rd January.

10.3. Cadastral demarcation

The Contractor is responsible for identifying/verifying the site pegs and ensuring that site pegs are not removed or disturbed. Should any site pegs be disturbed or missing, the Owner shall be required to arrange for a Land-Surveyor to re-locate them at the Owners expense. It is suggested that the pegs be fixed in position with concrete.

10.4. Site supervision

Contractors are to house their staff off-site, and no staff other than ONE watchman will be permitted on site after hours or on weekends.

10.5. Toilet facilities

All building sites are to be equipped with an adequate chemical toilet for the exclusive use of their staff. No connections to the sewer lines are permitted.

10.6. Litter / waste

Contractors / Builders are to manage and dispose of all their building and waste material on a regular basis and ensure that worksites are kept clean and tidy at all times.

Refuse skips and waste drums are to be positioned as to cause no obstruction to vehicles, pedestrians and the provision of essential services.

Every site should be cleaned up prior to weekends and holidays.

10.7. Soil erosion / silt control

On any site where earthworks are required, adequate precautions are to be taken against subsidence and silt/soil run-off by way of permanent or temporary retaining methods prior to commencement of any work.

10.8. Sub contractors

The Main Contractor will be held responsible for their Sub-Contractors.

Only 'Competent Persons' e.g. Registered Plumbers and certified Electricians, are permitted to perform work on the Estate.

10.9. Insurance

Contractors are required to have Contractors' All-Risks and Public Liability Insurance cover. Owners are advised to contractually hold a retention fee over Contractors until: -

- Any claim for Municipal or Estate damage has been settled, and
- BVCHA has confirmed in writing that there are no outstanding claims.

CONTRACTOR'S REGISTRATION FORM & INDEMNITY

Erf no: _____ Stand no: _____ Address _____

Contractor: _____

Company trading name: _____

Principal director / Proprietor / Partner: _____

Address: _____

Contact no: _____ Email: _____

NHBRC no: _____ Indemnity insurance ref: _____

Site supervisor: _____ Cell phone no: _____

Vehicle (1) reg no: _____ Vehicle (2) reg no: _____

Acknowledgement and compliance

I, the undersigned acknowledge that I have read and understood the Belvidere View Conservancy Building Design Manual: Contractor's code of conduct and agree to comply with its guidelines and requirements.

Terms and conditions: By signing this form, you agree to uphold all standards, rules, and regulations as required by Belvidere View Conservancy and any applicable local or national building regulations. Non-compliance may result in penalties or cessation of the project until full compliance is achieved.

Signed by:

Contractor

OBO BVCHA

Date

Date