



20 October 2025

Dear Homeowner,

This letter serves to outline and give guidance to the process to be followed when building within Darling Green Country Estate. To ensure a smooth and compliant building experience, the process has been divided into five clear phases. Each phase plays an important role in maintaining the standards and integrity of our estate while helping you bring your dream home to life.

The five phases are as follows:

1. **Design** – Appointing an architect and designing your dream home.
2. **Approval** – Submitting your plans to the Architectural Review Committee (ARC) and obtaining municipal approval.
3. **Builder** – Appointing a registered and accredited building contractor.
4. **Registration** – Registering your property with the HOA and your utilities with DGU, after which you will receive your Site Handover Letter confirming that construction may commence.
5. **Building Process** – Managing the construction phase up to completion and obtaining your Occupation Certificate before moving in.

Each of these phases is described in more detail below to guide you through the full process.

Phase 1: Design

The design guidelines agreed upon with Swartland Municipality prior to the launch of Darling Green Country Estate are set out in the **Architectural Guidelines** document. These guidelines must be followed to ensure that all homes complement the estate's architectural vision and blend harmoniously with the surrounding landscape.

It is often beneficial to collaborate with a builder early in the design process. This approach helps to create a home that not only meets your personal requirements but also fits comfortably within your budget. Many builders work closely with architects and can offer discounted design rates where plans have already been drafted, saving both time and cost. Builders may also provide a portfolio of pre-designed homes to choose from, which can significantly reduce architectural fees.

The following architects are approved by Darling Green Country Estate:

1. **de Beyer Design Studio** – Matthew de Beyer | m@dbds.co.za
2. **DH Architecture** – Donovan Hanekom | donovan@dharchitecture.com
3. **Bruce Wilson Architects** – Bruce Wilson | bruce@bwilson.co.za
4. **van der Merwe Offer Architecture** – Callie van der Merwe | Callie@vdmarc.co.za
5. **Osmond Lange** – François van den Berg | francoisvdb@o-l.co.za

These architects have pre-designed and pre-approved plans available and can also assist with bespoke designs.

For this reason, we highly recommend appointing one of the recommended architects listed above to ensure a smoother, faster, and more cost-effective approval process.

Phase 2: Approval Process

All building plans must first be approved by the Architectural Review Committee (ARC) before being submitted to Swartland Municipality for council approval. This requirement ensures that the Homeowners Association has confirmed your design complies with the DGCE Architectural Guidelines agreed upon with the municipality.

The ARC process is administered by François van den Berg of Osmond Lange Architects. Please allow up to ten (10) business days for review and feedback.

ARC-stamped plans will only be released to the architect once the ARC fee has been paid. A schedule of ARC fees is attached for your reference. Please note that if you use a private architect who is not on the approved list (see list of Architects mentioned in Phase 1 above), the ARC reserves the right to charge additional fees for any extra hours required to correct plans that do not comply with the DGCE Architectural Guidelines or Swartland Municipality requirements. We therefore strongly recommend using one of the recommended architects.

Once ARC approval has been granted, the architect will submit the plans to Swartland Municipality Building Control via the municipality's online portal. The municipality will review the submission, communicate any required changes to the architect, and issue an invoice to the property owner for the municipal approval fees.

After all amendments have been completed and municipal fees paid, Swartland Municipality will issue the approved and stamped plans. These stamped plans are required for enrolment with the NHBRC before construction can commence.

Phase 3: Builder

Once your plans have been stamped by the Architectural Review Committee (ARC), you may begin obtaining quotations from builders.

There are four approved and accredited builders within Darling Green Country Estate. You are, however, welcome to appoint your own builder, provided they meet all statutory requirements. Alternatively, you may register as an Owner Builder, provided certain criteria are met (See details of criteria in Phase 4 below).

DGCE Accredited Builders:

1. **Strategy Projects** – Heath Goldspink | heath@goldspink.co.za (Conventional Masonry & Timber-Frame)
2. **Caru Construction** – Christo Nothangel | christo@caru.co.za (Conventional Masonry)
3. **Buildtec** – Paul Nicolas | paul@buildtec.co.za (Light Steel Frame)
4. **Constant Contractors** – Jose Goncalves | jocin@dbnmail.co.za (Conventional Masonry)

Using an accredited builder helps ensure that your construction meets the estate's standards and statutory compliance requirements.

Phase 4: Registration

All construction projects within Darling Green Country Estate must be registered with the **Homeowners Association (HOA)** as well as the **Darling Green Utility (DGU) company**. This process ensures compliance with estate standards and statutory requirements.

The process begins with the submission of a Major Works Application Form (Form 004) by your builder, together with the required documentation. However, if you choose to use your own non-accredited builder or are an Owner-Builder, an additional registration process must first be completed.

Step 1: Registering a Non-DGCE Accredited Builder and Owner Builder

If you choose one of our accredited DGCE builders, you may proceed directly to [Step 2](#).

If your builder is not one of the estate-approved and accredited builders, or if you are an Owner-Builder, the following documentation must be submitted:

Non-Accredited Builders:

- Primary Contractor Application Form
- Signed Code of Conduct (Owner & Builder)
- Copy of Contract between Owner and Builder (For Non accredited builders only)
- Copy of Director(s) ID

- Proof of Address of Director(s)
- Tax Clearance Certificate
- Business Proof of Address
- BIBC Good-standing Certificate (Must be submitted by 15th of every month for the entire building process)
- COIDA Good-standing Certificate
- Valid NHBRC Registration Certificate
- Proof of Current Contractors All Risk Insurance
- Proof of payment for R3 500 admin & registration fee, non-refundable if unsuccessful.

Owner-Builders:

- Signed Code of Conduct
- NHBRC Exemption Certificate
If an enrolment certificate is later issued, the Owner-Builder must register as a Primary Contractor, and the project will be reclassified as a contractual build.
- Proof of payment for R3 500 admin & registration fee, non-refundable if unsuccessful.

This documentation safeguards estate residents and ensures that all builders operate within South African and Western Cape building regulations. It is non-negotiable.

Step 2: Major Works Application

All builders must submit a Major Works Application to the HOA for each site, including the following documentation:

- Copy of Council-Approved Plans
- NHBRC Enrolment Certificate (or proof of enrolment application, e.g., a photo of the NHBRC Registration File).
- Engineer Appointment Letter (Engineers Invoice)
- Proof of Occupational Health & Safety File, or confirmation of intent to ascertain one from Henning Smit (henning20.smit@gmail.com | 083 788 0249)
- Completed Sub-Contractor Application Forms for each sub-contractor
- Completed Access Application Forms (each contractor/sub-contractor on a separate page)

Fees:

- Refundable Builder's Deposit:
 - R10 000 for accredited builders
 - R30 000 for non-accredited builders and Owner-Builders
- Road Levy: R5 000
- Utility Meters and Connection Fees and deposits as per DGU Connection and Usage Fees schedule (see DGU schedule attached)
- Sub-Contractor Registration Fees: R1 000 each

Step 3: Site Handover

Site Clearance

The site may be cleared once the following conditions have been met and confirmed by HOA:

- **Major Works application** submitted with all supporting documents
- Proof of **NHBRC enrolment application** has been submitted (eg. A photo of the NHBRC Registration file). *Trenching may commence; however, no steel may be placed in the trenches and no concrete may be cast until the NHBRC enrolment certificate has been received.*
- **Service points** (electricity, water & sewerage) have been identified and marked by the DGE Site Manager

Construction commencement

- Once all documentation, NHBRC enrolment certificate and fees have been received and approved, a Site Handover Certificate will be issued to both the builder and owner, and construction may commence.
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Phase 5: Building Process

Once the Site Handover Certificate has been issued to both the Builder and the Owner, construction may commence. Please note: no steel or concrete may be placed in trenches without a valid NHBRC enrolment or exemption certificate on file.

Builders must comply with the Estate Code of Conduct throughout the construction process.

Monthly Payments:

- Levies and utilities/availability charges will be billed to the property owner from the date of installation.

Architectural Inspections:

- The Architectural Review Committee (ARC) will inspect the house between sill height and wall plate height.
- Builders must notify the ARC two weeks prior to the required inspection for the HOA Certificate of Final Approval, which is necessary for obtaining the Occupation Certificate from the Municipality.

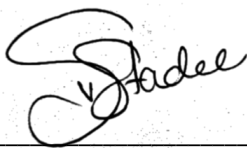
Occupation Certificate Requirement:

- No owners may occupy their homes until a copy of the Occupation Certificate has been submitted to the HOA.
- The builder is responsible for applying for the Occupation Certificate. The following documents are required for the application:
 1. Electrical Certificate of Compliance (CoC)*
 2. Plumbing CoC*
 3. Glazing CoC*
 4. Solar System CoC*
 5. Gas CoC*
 6. Stormwater Solution Documentation
 7. Engineers Forms
 8. Architects Forms
 9. HOA Certificate of Final Approval
 10. Roof Structure Design

** Trade Certificate if installer is not registered on Swartland Municipality's portal*

For any questions or to make an appointment with us to discuss the requirements mentioned above, please email admin@darlinggreen.co.za

Kind regards,



Sonja van Staden (HOA manager)



Kirsten M'Crystal (HOA administration)