

Avonddons Estate

Building Contractor Registration Form (Reg 1)

A. The owner(s) of the erf and their appointed main contractor should read the instructions below, prior to the completion of this registration form

- 1) Section B of the form below must be completed and signed off by the relevant owner of the stand prior to handing it over to the contractor. Section B forms the basis for the granting of access by security on instruction of the owner to any contractor for the building of a new house, major alterations and renovations, and minor repairs.
- 2) Thereafter the main contractor is responsible for the completion of the rest of the form, the continuous updating of new contractors/workers and the submission thereof to security at the entrance gate. In the case of a new construction, the forms must be handed to security at the gate 7 days prior to the starting date of construction activities. Should the owner of the erf or dwelling decide not to appoint a main contractor, he or she will be assumed to have stepped into the shoes of the main contractor for purposes of the access registration process.
- 3) The owner is responsible for ensuring that the main contractor has received a copy of Annexure C of the Constitution (code of conduct for builders) and a copy of the SOP (Standard Operating procedures for access and exit to the Estate) of the, prior to applying his signature to Section B of this form.
- 4) The main contractor and the subcontractors are responsible to attach initialed copies of Annexure C, referred to above, to this form and to hand it over to Security, together with this registration form.
- 5) Main and subcontractors must also attach copies of the ID/Passports of their workers/employees to this registration form, prior to arrival at the gate for commencement of construction activities. Should any of the workers/employees be non- citizens, a copy of their work permit must also be attached. prior to arrival at the gate for commencement of construction activities.
- 6) No main contractor, subcontractors or any of their workers/employees will be given access to the Estate without the 7 days prior registration with Security at the main entrance, having been complied with.
- 7) Main contractors and subcontractors may add, delete/remove names of workers/employees from the original list, by submitting a revised list of workers/employees to Security at the main entrance. In each such instance, copies of their ID's, passports and work permits as per paragraph 5 above must be complied with.

- 8) Upon the completion of the construction activities, the owner is responsible for informing security so that the access granted to the main contractor, the sub-contractors and their worker/employees can be cancelled.
- 9) This registration process is needed for each new project as per paragraph A2) above on the Estate. The registration is only valid for the specific task at a specific stand.

B. Owner details and permission for contractor(s) to be granted access:

Property number: _____

Registered owner(s): _____

Address: _____

Cell phone number: _____

Signature of any one of the owners: _____

Date: _____

C. Main contractor workers/employee details:

Name:	Cell phone number:
Vehicle registration number:	ID number/Company registration number:
Name of workers:	ID/Passport number:
1.	
2.	
3.	
4.	
5.	

D. For each sub-contractor working on the site:	
Name:	Cell phone number:
Vehicle registration number:	ID number/Company registration number:
Name of workers:	ID/Passport number:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

I, being the main contractor/subcontractor (delete the non-applicable word) herby certify that the above information is complete and accurate to the best of my ability.

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Signature of person

Date