

## **PRO-FORMA FOR LETTER OF AUTHORITY**

A pro-forma for “Letter of Authority” which is required when a Trust / Close Corp. member / Company / Religious Organisation / NGO wishes to submit a building plan application in terms of Section 4(2) of Act 107.

1. The letter must be on a letterhead.

a. The letter is to be addressed to:

**Head, Development Planning, Environment & Management Unit**

b. Body of letter to read :-

This is to certify that :

Mr/Mrs/Ms....., ID No .....

is a Director/Member of .....

(*Name of Trust / Close Corp. member / Company / Religious Organisation / NGO etc.*),

Registration No..... (*where applicable*) and has been nominated by the above organisation as the responsible person representing the said organisation and accepts responsibility for all aspects of this plan application and any subsequent building work related with any approval of such application.

2. Letter to be signed by another Director/member of the Trust / Close Corp. member / Company / Religious Organisation / NGO etc. together with their position within the organisation.