



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, Act 103 of 1977, are to be accompanied by a fully completed Declaration Form 1 and an Application for Acceptance as an Approved Competent Person Form 2, if applicable.

The following Tables are intended to guide the completion of all SANS 10400-A 2022 forms.

FORM 1: DECLARATION BY RESPONSIBLE PERSON:

Form 1 is a declaration made by a person registered in a professional category in terms of one of the councils for the professions identified in the Council for the Built Environment Act, 2000 (Act 43 of 2000) and read together with the Architectural Professions Act (Act 40 of 2000), implies that it is the registered architectural professional employed by the owner. The completed declaration set out how the applicable functional regulations of the National Building Regulations are satisfied. Any changes made after obtaining an approval, but prior to construction must be reported to the professional responsible for this declaration, such changes shall require approval to be obtained from the local authority. The corresponding declaration shall also be amended.

Form	Section	To be completed by	Comments
1	1	Owner	This section must 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 National Building Regulations).
1	3	Appointed Professional Person	Select each relevant regulation as: applicable or not applicable. Select the application declaration on how this function is satisfied, ie: deemed-to-satisfy, rational design, rational assessment or certification.

FORM 2: 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: for a double storey house, the structural engineer appointed to design the reinforced concrete floor slabs would also be responsible for ensuring that the timber roof trusses are correctly designed.

This is catered for in Form 2, whereby the Owner appoints the structural engineer; and via Form 3, which is completed by the subsidiary Appointed Competent Person and submitted to the Approved Competent Person. This includes the Completion Certificate.

Form 2 A registered person appointed as the approved competent person by the owner in terms of Regulation A19 shall apply to the local authority, using Form 2, to be accepted as the approved competent person. The local authority is required to accept or decline to accept the appointed person based on data provided in Form 2, supporting documents and the provisions of Regulation A19. The local authority accepts or declines such application in writing to the competent person in Section 4 of Form 2.

Note: the local authority does not approve the competencies of the appointed competent person, but accepts, based on the information supplied that they satisfy the required definition of a competent person as provided for in SANS 10400.

Form	Section	To be completed by	Comments
2	1	Owner	Only the owner may 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 competent must capture their name and both the Owner and Appointed Competent Person must sign each regulation for which the Competent Person has been appointed.
2	4	Section Head: BDM/ SPO:BDM	Local authority acceptance of the appointment of competent person

continued

FORM 3: DECLARATION BY COMPETENT PERSON:

Form 3 On the request from the person accepted as the competent person via Form 2, a person who satisfied the requirements of a competent person but only accepts responsibility for the design of a component of a system for which accepted approved competent person (Form 2) accepts responsibility for, shall complete Form 3 (as specified in accordance with Annexure C and return it to the accepted approved competent person.

Note: In terms of Regulation A19(8), Form 3 is not required to be submitted to a local authority.

Form	Section	To be completed by	Comments
1	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.

FORM 4: CERTIFICATE OF COMPLETION OF SECTION 14(2A) OF THE ACT:

Form 4 As specified in accordance with Annexure D is submitted to the local authority by the person accepted in terms of the application made in terms of Form 2 as the approved competent person, certifying that the installation, erection, or construction of the building system for which responsibility was taken for, has been approved in terms of section 7 of the Act and that the accepted approved competent person takes full responsibility for such installation, erection or construction.

Note: Form 4 shall only be submitted to a local authority by a person who was accepted as the approved competent person in terms of an application made via Form 2.

Form	Section	To be completed by	Comments
4		Appointed Competent Person	Completion Certificate. This must accompany the written request for the issuing of the Certificate of Occupancy.

IMPORTANT NOTE: DEFINITION OF A COMPETENT PERSON:

Note: The generic definition in Part A is 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.

Part	Name	Date Published	Definition of Competent Person
A	General principles and requirements	January 2022 Ed 4.0	"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.
B	Structural design	May 2020 Ed 4.0	<p>As per Part A</p> <p>Civil Engineering: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000), as either a Professional Engineer or a Professional Engineering Technologist, has a tertiary qualification (degree or diploma) in civil engineering and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of civil engineering.</p> <p>Dolomite land: A person who is registered as a Professional Engineer in terms of the Engineering Profession Act, 2000 (Act no 46 of 2000) or a person who has a BSc degree, or higher, in geology or engineering geology and is registered in terms of section 11 of the Natural Scientific Professions Act, 2003 (Act NO 27 of 2003), and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the context of dolomite areas.</p> <p>Structures: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000) as either a Professional Engineer or a Professional Engineering Technologist, and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of structural systems.</p>
C	Dimensions	May 2016 Ed 3.1	As per Part A
D	Public safety	Jan 2022 Ed 4.1	As per Part A
F	Site Operations	Nov 2017 Ed 3.1	As per Part A

NOTE: The generic definition in part A 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.

Part	Name	Date Published	Definition of Competent Person
G	Excavations	May 2017 Ed 3.1	As per Part B - Civil Engineering. Engineering Geology: A person who is registered as a Professional Natural Scientist in terms of the Natural Scientific Professions Act, 2003 (Act No 27 of 2003) and has a BSc (Hons) degree or higher qualification in engineering geology.
H	Foundations	Aug 2012 Ed 3.0	As per Part B - Civil Engineering. Geotechnical: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000), as either a Professional Engineer or a Professional Engineering Technologist, has a tertiary qualification (degree or diploma) in civil engineering, and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of civil engineering.
J	Floors	Jun 2016 Ed 3.1	As per Part B - Civil Engineering.
K	Walls	Feb 2015 Ed 3.1	As per Part A
L	Roofs	Dec 2020 Ed 4.0	As per Part A Built Environment: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000), as either a Professional Engineer or a Professional Engineering Technologist, or is registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), as a Professional Architect or a Professional Senior Architectural Technologists, and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of civil engineering. Note1: Any registered person would only be permitted to take responsibility structures within his area of expertise and in the discipline in which he is registered. Note 2: 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.
M	Stairways	May 2018 Ed 3.1	As per Part A
N	Glazing	Mar 2012 Ed 3.1	Glazing: A person who is recognized 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	Lighting and ventilation	Jan 2011 Ed 3.0	Mechanical Engineering: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000), has a tertiary qualification (degree or diploma) in mechanical engineering, and 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	Drainage	Oct 2010 Ed 3.0	As per Part A Sanitation: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000) as either a Professional Engineer or a Professional Engineering Technologist, and has a tertiary qualification (degree or diploma) in either civil or mechanical engineering, and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of sanitation.
Q	Non-water-borne means of sanitary disposal	Jul 2021 Ed 4.0	As per Part P - Sanitation
R	Stormwater disposal	Aug 2012 Ed 3.0	As per Part B - Civil Engineering.

Part	Name	Date Published	Definition of Competent Person
S	Facilities for persons with disabilities	Apr 2011 Ed 3.0	<p>As per Part A Environmental Access: A person who is registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), as either a Professional Architect, Professional Senior Architectural Technologist or a Professional Architectural Technologist, and has suitable contextual knowledge and experience to undertake a rational design or rational assessment in terms of the requirements of Part S of the Regulations; or generally recognised as having the necessary experience and qualifications to undertake a rational assessment and advise a Professional Architect, Professional Senior Architectural Technologist registered in terms of the Architectural Profession Act, 2000 (Act No 44 of 2000), on a rational design in terms of the requirements of part S of the Regulations.</p>
T	Fire protection	Feb 2020 Ed 4.0	<p>As per Part A Fire Engineering: A person who is registered in terms of the Engineering Profession Act, 2000 (Act No 46 of 2000), as either a Professional Engineer or Professional Engineering Technologist and is generally recognised as having the necessary experience and training to undertake rational assessments or rational designs in the field of fire. Note: Fire engineering can be broadly described as the application of scientific and engineering principles, rules, codes, and expert judgement, based on an understanding of the phenomena and effects of fire and the reaction and behaviour of people to fire - to protect people, property, production and the environment from the destructive effects of fire.</p>
V	Space heating	Apr 2018 Ed 3.1	As per Part A
W	Fire installation	Mar 2011 Ed 3.0	<p>As per Part A and Part T - Fire Engineering Wet Services: A person registered in terms of the Engineering Profession Act, 2000 (Act NO 46 of 2000) as either a Professional Engineer or a Professional Engineering Technologist, has a tertiary qualification (degree or diploma) in civil or mechanical engineering and is generally recognised as having the necessary experience and training to undertake rational assessments and rational designs in the field of wet services.</p>
X XA	Environmental Sustainability Energy Usage in Buildings	Nov 2021 Ed 2.0	As per Part A

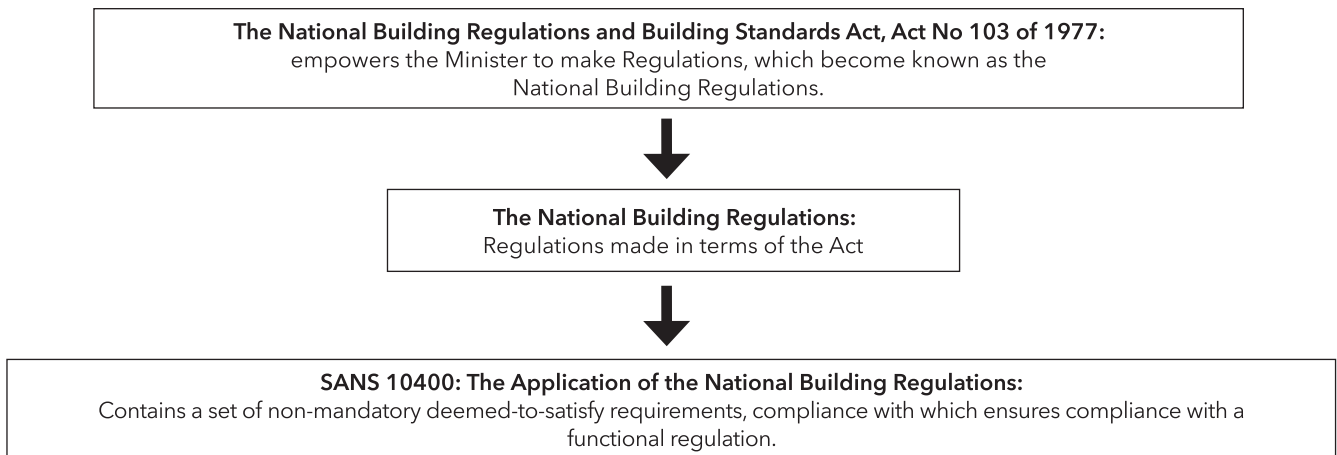
**** As on 20 April 2022. Please refer to the latest update of documents published.**

EXPLANATORY NOTES:

1. THE RELATIONSHIP BETWEEN:

- THE NATIONAL BUILDING REGULATIONS AND BUILDING STANDARDS ACT, ACT NO 103 OF 1977,
- THE NATIONAL BUILDING REGULATIONS, AND
- SANS 10400: THE APPLICATION OF THE NATIONAL BUILDING REGULATIONS: The Act is the enabling legislation in terms of which the Minister of Trade and Industry may make regulations, which are known as the National Building Regulations. The document known as 'SANS 10400: The Application of the National Building Regulations', which is made up of 20 Parts, contains both the Regulations and the deemed-to-satisfy rules. The deemed-to-satisfy rules are not mandatory, but can be used to ensure compliance with the Regulations. The Declaration Form (Form 2) is used to indicate how each Building Regulation may be complied with: either by adhering to the deemed-to-satisfy rules or by means of a Rational Design, for which the appointment of a competent person is required.

A Diagrammatic representation of the relationship between the Act, the Regulations and SANS 10400:



2. Fire Protection Plans:

Under fire protection acts where required by the City, any application for the erection of any building shall be accompanied by a fire protection plan, which shall clearly show any fire protection measures provided in terms of the Building Regulations. This fire protection must be submitted under the name of the Appointed Professional Person (the Form 2 appointment).

3. SANS 10400:

Sans 10400 (previously known as SABS 0400) is currently being revised and updated; and whereas previously SABS 0400 was published as a single document, SANS 10400 is now being published as separate Parts. The deemed-to-satisfy rules contained in those Parts of SANS 10400 (SABS 0400) which have not yet been updated are still valid (see below).

4. Date of Implementation of the New Parts of SANS 10400:

Regulation A2(6) makes provision for a period of grace of 6 months, with certain provisos, for the implementation of the new Parts of SANS 10400. An owner must submit a written request to the City to deal with an application in terms of those Parts which were in force prior to the date of publication of the new Parts. When dealing with requests of this nature it must be borne in mind that the revised Regulations have been in force since October 2008, and that compliance with the 'old' deemed-to-satisfy requirements might not ensure compliance with the revised Regulations. The City may require any applicant to indicate where there is variance between the 'old' and the revised deemed-to-satisfy requirements.