

Erf No:  
Township:  
Owner:  
Date:

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Edition 4

Annexure C  
(normative)

**Form 3 referenced in the National Building Regulations and  
Building Standards Act, 1977 (Act No. 103 of 1977)**

**FORM 3  
DECLARATION BY A COMPETENT PERSON  
APPOINTED TO DESIGN A COMPONENT OF AN ELEMENT OF A SYSTEM  
(THIRD PARTY CERTIFICATION)**

This form is to be completed:

by those persons who are not appointed in terms of Form 2; and  
before the commencement of any construction or installation activities.

(This form shall be submitted to the approved competent person, i.e. the person who assumes  
overall responsibility for the system).

To: (competent person accepted in terms of Form 2)

Name of a competent person:

Erf/Holding/Portion No:

Township/Agricultural holding/ Farm name:

Street Address:

Nature of project:

(Insert proposed new building(s), or building alteration, building addition, re-erection of building,  
and refurbishment of building or structural repair to existing building, as relevant.)

**SECTION 1: DECLARATION BY APPOINTED COMPETENT PERSON**

I, (competent person)

Of

(company and address)

Undertake and accept full responsibility for the rational design /rational assessment in  
respect of:

- a) in accordance with the rational design /rational assessment requirements of the  
National Building Regulations, and for the inspection, where relevant;
- b) will provide the accepted Approved Competent Person (Form 2) with such drawings,  
details and particulars as are and may be required for such person to discharge his  
obligations in terms of the National Building Regulations;

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- c) will notify the approved competent person in writing should –
- i) it appear that any work is being carried out in a manner which might endanger the strength, stability of serviceability of the building or any adjoining building, structure or property; and
  - ii) my appointment will be terminated before the work for which I was appointed is complete;
- d) will inform the Approved Competent Person when the work is due to start on site and when the work is completed; and
- e) will complete and submit section 3 to the approved competent person, where the work relates to the structural fire protection or fire installation system and when requested to do so on completion of the relevant work for which I am responsible, where relevant.
- f) and declare that –
- i) I am competent to undertake the rational design /rational assessment and any associated inspection work in relation to the applicable work(s) contemplated in this form and in support of my declaration of competence submit that (tick appropriate option):
  - ii) I satisfy the relevant definition for competent person contained in SANS 10400 in all respects in relation to the works contemplated; or
  - iii) I have the necessary qualifications, experience and contextual knowledge to undertake such work as set out in the attached declaration
- g) I shall satisfy Regulation Az4 by (tick the appropriate option):
- i) complying with all the relevant requirements of SANS 10400; or
  - ii) reliably demonstrating, or predicting with certainty, to the satisfaction of the appropriate local authority, that an adopted building solution has an equivalent or superior performance to a solution that complies with the relevant requirements of SANS 10400;
- h) I am / am not an employee of the owner and have /do not have professional indemnity cover.
- i) My professional registration is current and is not suspended or terminated and is appropriate in relation to the services required.
- j) All the information given is, to the best of my knowledge and belief, true and correct.

Signature of Professional:

Registration Council:

Category of registration:

Professional Engineer, Professional Engineering Technologist, Professional Architect,  
Professional Senior Architectural Technologist, Professional Architectural Technologist, etc.)



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**SECTION 3: CERTIFICATE OF COMPLETION OF THE STRUCTURAL, FIRE PROTECTION OR FIRE INSTALLATION SYSTEM, ENERGY USAGE AND OTHERS (IF SO REQUIRED)**

1. \_\_\_\_\_ (competent person)  
Of \_\_\_\_\_

\_\_\_\_\_ (company and address)

hereby certify that for the above project, the portion of:

the structural system  
the fire protection system  
the fire installation system  
energy usage  
other (specify)

for which I have taken responsibility has, to the best of my knowledge, been designed and constructed /erected /installed in accordance with the application in respect of which approval was granted in terms of section 7 of the Act and that it comply with the requirements of the National Building Regulations.

Signature of Professional:

Date:

Registration Council:

Category of Registration:

(Insert Professional Engineer, Professional Engineering Technologist, Professional Architect/ Professional Senior Architectural Technologist/Professional Architectural Technologist, etc)

NOTE 1 Regulation A19(8) of the National Building Regulations states that where approved competent person in terms of Form 2 is required in terms of sub-regulation A19(7) to assume responsibility for the system in its entirety and where parts of the system are to be undertaken by other competent persons, the approved competent person shall assume overall responsibility for the design of such system and shall ensure that:

- (i) The component designs are generally in accordance with the approved application and in accordance with the requirements of these regulations
- (ii) The component designs will achieve the necessary co-ordination and interaction of the different elements so as to achieve the objectives of the systems.
- (iii) In the case of the structural system, the interaction of the various component elements will be such that the structural adequacy of all the parts of the building and the overall stability of the building is assured, but in all cases excluding responsibility for the detailed design of elements carried out by the other competent persons, provided that such exclusion shall not preclude the approved competent person from taking any action which he or she considers necessary in terms of sub-regulation A19(8)(b).

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NOTE 2 For the purpose of satisfying themselves of the adequacy of any design or designs contemplated in sub-regulation A19(8) (a) and of their compatibility with any system, measure or installation in its entirety, the approved competent person may at any time after their appointment, require the designer or designers of the different elements of the system referred to in sub-regulation A19(8) (a) to complete Form 3 contained in SANS 10400- A as they may deem necessary, and in return it timeously, or in any event before building construction or installation proceeds. Each such designer shall, when called upon so to do, provide the information and documents concerned in respect of the work he or she has designed.

NOTE 3 The person appointed as the approved competent person in terms of Form 2, may further require, after consultation with the designer concerned, modifications to the relevant designs, plans and specifications, if in his or her opinion they do not comply with the provisions of these regulations.

NOTE 4 Copies of designs, plans and specifications accepted by the approved competent person should be submitted if so required to the local authority counter-signed by the approved competent person.

NOTE 5 Each designer of a part of a system shall on completion of the erection or installation thereof, if called upon to do so by the approved competent person, complete and submit the section of Form 3 relating to inspection contained in SANS 10400-A.