

**KZN DEPARTMENT OF PUBIC WORKS**

Project File No. \_\_\_\_\_

To: Deputy Manager: Professional Services \_\_\_\_\_ Enquiries: .....  
Tel No.: .....  
Fax No.: .....

**SUBMISSION TO HEAD OFFICE / ..... REGION: PLANS APPROVAL COMMITTEE**

Project: .....

1. Herewith four (4) copies of the sketch drawings comprising,
- \*Site / locality plan.
  - \*Dimensioned floor plans.
  - \*Sufficient elevations and sections to clearly illustrate the extent of the work.
  - \*General specification of finishes shown either on drawings or in schedule form.
- Together with
- \*List of special requirements and site constraints.
  - \*Project programme indicating anticipated:-

- tender date .....
- site handover date .....
- "practical completion" date and .....
- final completion date .....

and the estimate of cost, as set out in Form DOW017 (Preliminary Estimate) are submitted for consideration of approval by the Plans Approval Committee.

\* Delete which is not applicable.

2. The accommodation brief comprises: .....  
.....
3. A certificate indicating that the project has been designed within the laid down norms, where applicable, is attached.
4. The following persons are required to be present at the meeting when the drawings are considered for approval.

Name	Fax No.
.....	.....
.....	.....
.....	.....

5. Submitted by

.....  
**Project Manager**                      **Name (Print)**                      **Date**