



Reference: 20190522-4966  
File no.: 6/1/5  
Enquiries: Tebogo Diketane

Circular: 0022/2019

Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors: District Corporate Services, Circuit Managers, Heads: Management and Governance, and Principals and Chairpersons of governing bodies of ordinary and special needs public schools

Short summary: *Change in process to obtain approval of building plans for building project(s) at Western Cape Government schools on state property.*

**Subject: Procedure to obtain official approval of building plans for building project(s) at Western Cape Government schools on state property**

1. This circular should be read in conjunction with Circular 0008/2019.
2. The purpose of this circular is to inform all Western Cape Education Department (WCED) schools situated on state land and occupying state buildings about the change in procedure to obtain official approval of building plans for building project(s) at schools.
3. In the past, building plans, which accompanied applications for Ministerial approval of building project(s) at schools in terms of Circular 0008/2019, were submitted to the Department of Transport and Public Works (DTPW) by the WCED for approval on behalf of schools.
4. However, in future, all building plans for building project(s) at schools must also be submitted to local councils for official approval, as only local councils are mandated to provide a "fire certificate".
5. Building plans must also still accompany applications for Ministerial approval of building project(s) at schools, as the DTPW needs to scrutinise the relevant building plans in terms of the norms and standards guidelines. The DTPW will inform the school/architect of any recommendations where applicable.

6. The WCED recommends that schools/architects wait to hear from the DTPW prior to submitting building plans to the relevant local council for official approval to avoid resubmission.
7. It is reiterated that no construction work may commence on site until the Minister of Education for the Western Cape Province has signed off on the relevant project and the local council has officially approved the building plans.
8. Schools must follow due process in terms of Circular 0008/2019 to prevent liability against the school, governing body and WCED for, but not limited to, injury, inferior building methods/material, etc.
9. Please bring the content of this circular to the attention of all staff and members of governing bodies.

**SIGNED:** BK SCHREUDER  
**HEAD: EDUCATION**  
**DATE:** 2019-06-14