



**CENTURYCITY**

*Your space. Your place.*

**Century City Property Owners' Association**

# **Rules and Regulations**

**Revision 13 | September 2016**

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## Section 1: Definitions

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Please refer to Article 3 of the Articles of Association for a more comprehensive listing of definitions.

In these Rules and Regulations, the following words shall, unless the context otherwise indicates, have the meanings hereinafter assigned to them:

**“Board of Directors”** means all the directors of the CCPOA duly appointed in terms of the Companies Act;

**“Bulk”** means the area in square metres obtained by multiplying an erf’s extent by the bulk ratio applicable to such erf;

**“Rabie Property Group (Pty) Limited”** means the developer of Century City (abbreviated as **RPG**)

**“Century City Property Owners’ Association”** means the section 21 Company constituted in terms of the Articles of Association (abbreviated as the **CCPOA**)

**“Common property”** means land which is owned by the CCPOA such as road reserves and the canal erven.

**“Developer’s directors”** means directors appointed by the developer;

**“Development”** means the development of the land into retail, residential, hotel, leisure, commercial and mixed use components known as “Century City”

**“Erf”** means any erf created by the subdivision of the land;

**“Home Owners’ Association”** means a Home Owners’ Association constituted in terms of Section 29 (1) of the Ordinance (abbreviated as **HOA**);

**“Intellectual Property”** means, but not limited to, all Trade Marks, copyright, registered designs, know-how, goodwill, trade address, trade secrets and patents of which the CCPOA is the owner, licence holder or in which the CCPOA hold any right, interest or title.

**“Levy”** means the levy referred to in Section 5

**“Local authority”** means the City of Cape Town or its successors in title;

**“Managing agent”** means any person or body appointed by the Association as an independent contractor to undertake any of the management functions of the Association; this body is more commonly referred to as CCPOA Management.

**“Member”** means a member of the CCPOA as defined in Article 5 of the Articles of Association. Members are more commonly referred to as **“property owners”** in these Rules and Regulations.

**“Precincts”** means the various areas to be designated by the developer from time to time which in the opinion of the developer have particular common geographical interests. This is as reflected in Section 2, provided that there shall be no more than 12 precincts at any time.

**“Road Type A”** means all public roads on the land owned by The City of Cape Town, Rabie Property Group (Pty) Ltd or the CCPOA which are accessible and used by the general public (for example: Century Boulevard)

**“Road Type B”** means all public roads on the land owned by Rabie Property Group (Pty) Ltd or the CCPOA which are within a precinct with or without gated access control (for example: Heron Close)

**“Road Type C”** means all private roads on the property owned by private individuals or entities (such as Body Corporates, HOA’s) with or without gated access control (for example: The Island Club)

**“Rules and Regulations”** means the management and conduct rules and regulations as constituted by the CCPOA from time to time;

**“Services”** means such infrastructural utilities and amenities to be provided and/or installed on the land by the developer or the local authority

**Third Party Commercial Advertising** means an outdoor advertisement, which carries a message about a product or service which is not that of the owner or head lease tenant of the property on which it is erected.

**“Trademarks”** means the trademark CENTURY CITY and all other trademarks owned and/or used by the CCPOA from time to time, whether registered or unregistered.

**“Wetland”** means the 16 hectare environmentally sensitive area designated for use as a wetland as well as the canal system which runs through the development;

Unless the context otherwise indicates, any words importing the singular shall also include the plural and vice versa, words importing any one gender shall include the other and words importing persons shall include corporations.

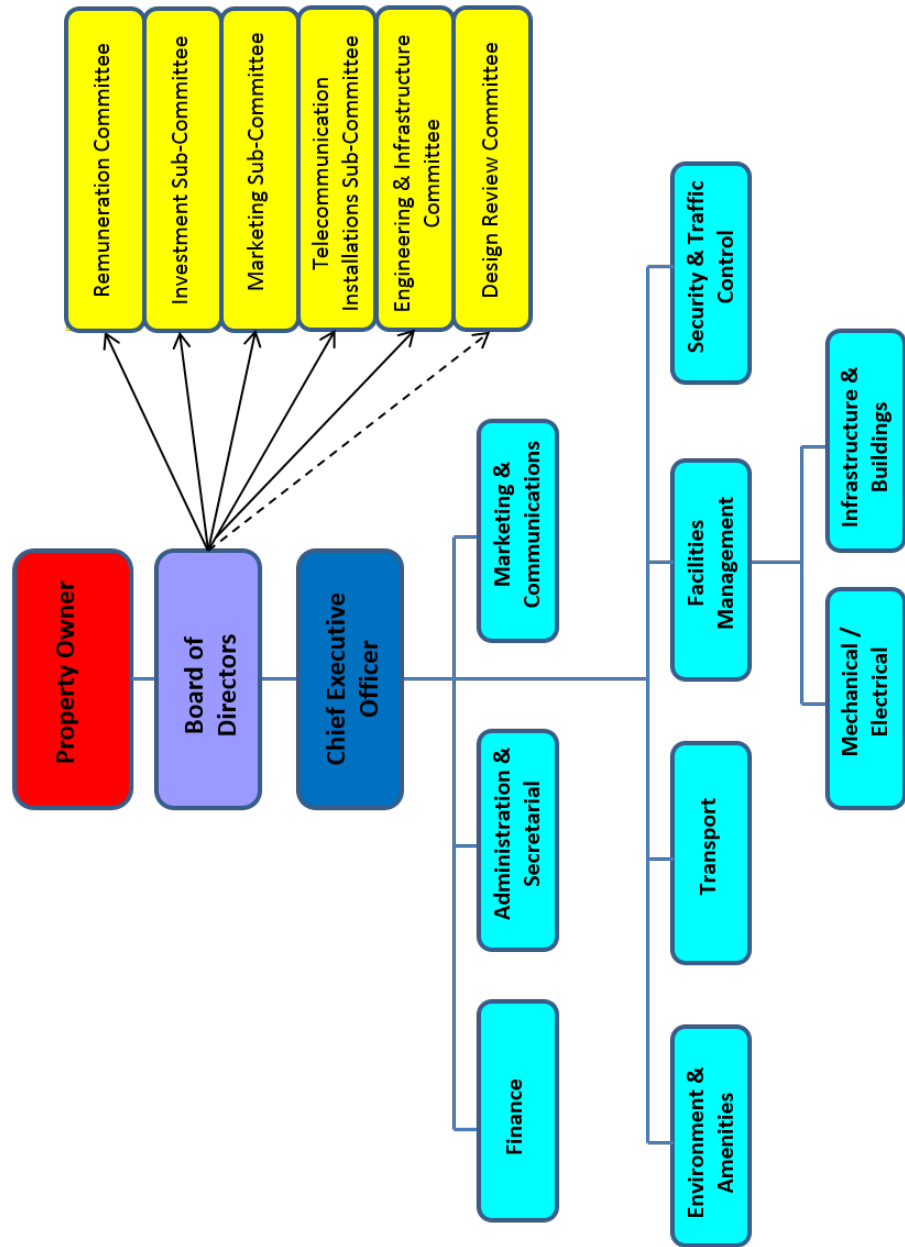
## Section 2:

# An Introduction to the Century City Property Owners' Association

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- 2.1** The Premier of the Western Cape formally approved the rezoning of Erf 1609 (Century City) to Sub divisional Area, in January 1996. That approval was conditional upon the submission of, amongst other things:
- A Traffic Impact Assessment.
  - An Environmental Impact Report, and
  - A General Site Development Plan.
- 2.2** The above reports were submitted and subsequently approved by the Premier in July 1996, subject to, amongst other things:
- The establishment of a Bloulei Environmental Committee.
  - The retention, on site, of a 16ha environmental wetland, and
  - The preparation of an Environmental Management Plan.
- 2.3** The above conditions were fulfilled and the then developers of Century City (Monex) were consequently given the rights to subdivide Erf 1609 and dispose of sites.
- 2.4** In July 2004 Nedbank sold the land holdings and development rights to Century City Property Developments (Pty) Ltd, majority shareholder being Rabie Property Projects (Pty) Ltd and with the transfer, the obligations in respect of the Century City Property Owners' Association were assumed. In 2007, the companies were restructured resulting in the Rabie Property Group (Pty) Ltd.
- 2.5** The City of Cape Town is responsible for approving subdivisions and Rabie Property Group (Pty) Ltd, together with the council planners, are eager to ensure that the site as a whole develops in a co-ordinated and integrated manner that is compatible with the planning, architectural and environmental goals advocated for Century City.
- 2.6** In pursuit of the above objectives, all subdivision approvals include the following condition:
- “A condition of title is to be inserted into the title deeds of each land unit arising from this subdivision to the effect that every registered owner and his successor-in-title shall become a member of the Century City Home Owners Association established in terms of Section 29(1) of Ordinance 15 of 1985”.
- 2.7** The original developer (Monex) consequently registered the Century City Property Owners' Association (CCPOA) as a Section 21 Company, Registration No. 97/01905/08. A copy of the Articles of Association is available on request and you are advised to familiarise yourself with the contents. You will notice that property owners are automatically members of the CCPOA, except where persons are registered owners of units in a Sectional Title Scheme or registered owners of erven in a residential development then membership of the CCPOA is limited to the respective individual Body Corporate or Home Owners Association. The interests of Property Owners, as is common with all Companies, are represented by elected directors serving on the Board of the CCPOA. The day to day activities of the CCPOA are in turn managed by a Chief Executive Officer appointed by the Board with the support of a management team as structured below. (This entity is defined as “managing agent” in the Articles of Association of the CCPOA).
- 2.8** For the purpose of electing directors, Century City has been divided up into 10 Precincts as indicated on the following plan. Property owners within each Precinct shall elect 1 (one) director to serve on the Board of the CCPOA.

# Century City Property Owners' Association





**2.9** Property owners at Century City have adopted the developer's vision of a "new urbanistic" lifestyle set in a safe, clean, and attractive environment enhancing the quality of life, human spirit and comfort. To perpetuate the high standards achieved on site, the CCPOA has introduced regulations to protect the interests of all Century City property owners. The regulations contained in this document supplement all the other national, provincial and local laws and legislation which govern our lives. Owners are encouraged to familiarise themselves with these Rules and Regulations and their implications.

**2.10 Contact People**

The CCPOA have a team of competent and willing personnel in the various divisions.

You are welcome to contact the CCPOA office regarding any matters relating to property ownership at Century City such as:

- Levies and payments
- Maintenance of common property
- Security
- Public Transport (Shuttle Bus Service)
- Approval of plans for building alterations.

**2.11 Our contact details are as follows:**

Telephone: (021) 552-6889

Fax: (021) 555-2986

Postal Address: P O Box 0004, Century City, 7446

Physical Address: Century City House, 1 Park Lane, Grand Central, Century City, 7441

E-Mail: [info@centurycity.co.za](mailto:info@centurycity.co.za)

Web Page: [www.centurycity.co.za](http://www.centurycity.co.za)



## Section 3: General Issues

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### 3.1 Disclaimer / Indemnity

3.1.1 While every care will be taken by the Century City Property Owners Association (CCPOA) to perform its function to the best of its ability and to promote the interests of all property owners at Century City, neither the developer (Century City Property Developments (Pty) Ltd), Members or Directors or their appointees/representatives nor agents of the CCPOA (CCPOA Management) shall be held liable for any loss (consequential or otherwise), damage, injury and/or death, cost, interest and expense which CCPOA Management may hereafter be liable for, pay, incur or sustain in connection with any action, proceedings, or claim being instituted against it by any party whomsoever, directly or indirectly arising from or related to the carrying out of the functions of the CCPOA or the development of Century City.

It is expressly agreed that CCPOA Management in its sole discretion may resolve any action, proceedings or claims instituted against it, without consultation with any other party which may be affected.

3.1.2 In the event of any owner, member, their guests, family or invitees (defaulter) failing to adhere to any rules and regulations applicable to Century City and such failure leading to any action being instituted against the members of the CCPOA or their employees or agents of the CCPOA (CCPOA Management) or Century City Property Developments (Pty) Ltd as developer, then and in that event such defaulter shall indemnify and keep indemnified the CCPOA Management against all loss (consequential or otherwise), damage, injury and/or death, cost, interest and expense which CCPOA Management may hereafter be liable for, pay, incur or sustain in connection with any action, proceedings, or claim being instituted against it by any party whomsoever, directly or indirectly arising from or related to the carrying out of the functions of the CCPOA or the development of Century City.

### 3.2 Further Amendments and Updates to the Rules and Regulations

3.2.1 The development of Century City is an on-going dynamic project. Consequently, it is the intention to review and amend (if necessary) the Rules and Regulations once a year. The Directors will be required to ratify any amendments and thereby property owners are deemed to have consented to such amendments. The latest version is posted on the Century City website (<http://www.centurycity.co.za>). Property owners will be informed of updates through RPG or CCPOA newsletters, however the onus is on individual property owners to ensure that they are familiar with the latest version of the Rules and Regulations.

Note: The current revision number and date will appear as a footnote at the bottom of each page of the Rules and Regulations.

### 3.3 Other Laws and Regulations

Notwithstanding the rules and regulations contained herein, property owners at Century City must still comply with all National, Provincial and Local Government planning / building regulations and legislation.

## Section 4: Intellectual Property and Trade Marks

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- 4.1 No Member, person and/or entity shall, without the prior written approval of the CCPOA, use, append, reproduce, or allow to be used, appended or reproduced, the Intellectual Property and/or Trade Marks in any way, shape or manner, save as and strictly in accordance with any approval granted by the CCPOA.
- 4.2 Any application for the use of the Intellectual Property and/or Trade Marks, shall be made to the Chief Executive Officer of the CCPOA in the prescribed manner and against payment of the prescribed fee.
- 4.3 The CCPOA shall be entitled, in its absolute discretion, to refuse any application for approval as contemplated in clause 7.3.1 above, or to withdraw, without the necessity to give any reasons, any approvals previously granted in respect of the use of the Intellectual Property and/or Trade Marks.
- 4.4 The CCPOA has compiled a Brand Identity Manual which introduces the elements of its corporate identity. The Manual contains detailed instructions relating to the use of the Century City brand, the Intellectual Property and the Trade Marks on signage, stationery, flags, banners, promotional items, livery, billboards and the like. The Brand Identity Manual demonstrates and illustrates how the Century City brand must be used, if permitted. Any authorised and/or permitted use of the Intellectual Property and/or Trade Marks of the CCPOA shall be in strict accordance with the Brand Identity Manual, together with any additional instructions which the CCPOA in its discretion may issue.”

## Section 5:

# Levies: Determination and Apportionment

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### 5.1 Introduction

In order to avoid misunderstandings regarding what is common property please refer to the definitions in Section 1.

There are 3 categories of levies which may be applicable to property owners as follows:

### 5.2 General Levy

This is payable by all property owners and covers the cost of (but is not limited to) the following:

1. Landscaping maintenance (common areas)
2. Wetlands maintenance and operations
3. Bulk supply of treated effluent for irrigation and maintaining canal water levels
4. General site security
5. Cleaning (common areas)
6. Roads and services infrastructure maintenance
7. Public transport interchange facility and management
8. Internal shuttle bus service
9. Canal water quality control
10. Environmental Conservation Management
11. CCPOA Administration and Management
12. Communication and Century City brand marketing

### 5.3 A Precinct Levy

This is payable by property owners for exclusive services and projects within their specific precinct. For example, it covers the cost of precinct entrance security.

### 5.4 Special Levies

These are levies which the Board of Directors may deem necessary to raise in order to fund an extraordinary item which cannot be covered by the general or precinct levy income.

### 5.5 Determination of General Levy

The General Levy has been determined by dividing the total operating costs incurred by the CCPOA by the total bulk for Century City. The total bulk is the sum of the original developments bulk rights granted (in January 1996) plus any additional bulk rights which may be approved by the City of Cape Town from time to time on completion of bulk release projects by RPG.

For land uses that have been approved in units other than floor area (e.g. residential, theme park) a "deemed" floor space has been assumed and traffic/parking generation has been factored into the calculation.

5.5.1 Levies will be charged on a per-square-metre of bulk (or in the case of residential and hotel per unit) purchased (excluding parking) even if the purchaser/property owner chooses not to develop his/her full rights. For purposes of, inter alia, verifying levy charges, the CCPOA shall have the right, on reasonable notice to a member, to enter the Property and any building thereon to measure "as-built" bulk area after completion of construction of the development.

5.6 Levies are payable from either the date of transfer or the date of possession, whichever is the earlier.

5.7 Levies which are not paid within 30 days of date of invoice will be handed over for collection.

- 5.8** In the event that a portion of land is purchased for the sole purpose of providing dedicated private parking bays in excess of those required by CCPOA or municipal regulations, and that portion is held by separate title, then, for the purposes of voting rights and levy calculations, the area of each parking bay (whether a standard bay or tandem bay) shall be deemed to be the equivalent of 10m<sup>2</sup> of office bulk.

## Section 6: Security

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### 6.1 Introduction

The CCPOA is responsible for creating and maintaining a safe and secure environment at Century City. The operational functions of the CCPOA security division are outsourced to a private security company on a fixed period contract. Tenders are invited from time to time to ensure that the cost of the service received is market related and competitive.

### 6.2 Services Provided

The following services are provided by the CCPOA security division, some of which are not included in the general levy (as indicated)

- 6.2.1 Gate control at all gateway entrances into Century City (5 in total) other than Century Gate Precinct. Guards are on duty 24 hours a day; 7 days a week and they have direct radio contact with the security control centre (general levy).
- 6.2.2 Policing of the Century City site by vehicle, bicycle, and foot patrols together with CCTV surveillance (general levy).
- 6.2.3 Armed response in common areas (general levy).
- 6.2.4 Gate control at road (Type B) entrances into precincts from public roads (Type A). This service is provided at the request of precinct members (Precinct levy).
- 6.2.5 Monitoring of property alarm systems and armed response (direct contract with outsourced service provider).
- 6.2.6 Integrated wireless CCTV surveillance system with a network of dome and fixed cameras covering the gateway entrances and common areas. Cameras are monitored on a 24 hour basis and are linked to digital video recorders (general levy).
- 6.2.7 Rapid Emergency Response linked to control room and CCTV Surveillance (general levy).
- 6.2.8 Traffic Enforcement by Traffic Officers dedicated to Century City (general levy).
- 6.2.9 By-Law Enforcement by Law Enforcement Officers dedicated to Century City (general levy).
- 6.2.10 Management of the License Plate Recognition System at all main entrances in and out of Century City (general levy).

#### 6.2.11 General

CCPOA Security is available 24 hours a day and assumes overall control of the Century City site. In the event of an emergency, all other private security firms will subordinate their authority to CCPOA Security.

**Emergency number: (021) 202 1000**

### 6.3 Precinct Security and Access Control

- 6.3.1 The entire perimeter of Century City is fenced and access to the site is through security control points. Within the site, it is intended that security walling be kept to a minimum. In this regard, security fencing may only be erected within Century City with the approval of the CCPOA.
- 6.3.2 Ownership of the access roads (excluding Century Boulevard and Century Avenue) and canals vest in the CCPOA. Property owners must provide the public reasonable access to these facilities and to any footpaths that may be constructed on their property.
- 6.3.3 Precinct access control cards are processed and controlled by CCPOA Security.

#### **6.4 Building Security within Private Property**

Building security is the responsibility of individual property owners. However, the co-ordination and effectiveness of security services throughout the entire site will benefit if undertaken by the same company. Consequently it is strongly recommended that property owners consider using the same security company as the CCPOA for their property security requirements.

#### **6.5 Abnormal Risk**

Should the on-site presence of any property owner (or tenant) cause a temporary or permanent security risk at Century City that, in the opinion of the CCPOA, necessitates the provision of additional security measures, then the cost of providing such additional security measures shall be borne by the relevant property owner.

#### **6.6 Policy for Private Security Companies**

The following policy for private security companies operating in Century City endeavours to:

- Protect the interests of all property owners, tenants and visitors, and
- Promote safety through the coordination of on-site security services with clearly defined responsibilities.

##### **6.6.1 Responsibilities**

CCPOA Security secures the broader Century City site, controls access to the site and patrols those public areas of the site which fall under the jurisdiction of the CCPOA (canals, roads, wetlands, public open spaces etc). CCPOA Security are not responsible for security on privately owned property unless they have been contracted to do so by the property owner / tenant. It must be emphasized however; that CCPOA Security has jurisdiction over the public areas and that within these areas all other private security services are subservient to CCPOA Security's instructions, irrespective of the prevailing circumstances. It is important to note that any safety and security related incident must immediately be reported to the Century City Control Centre.

##### **6.6.2 Registration**

Private security companies who have been contracted by individual property owners / tenants at Century City must register with CCPOA Safety and Security and provide evidence of such contract. Security companies who fail to register will be denied access to the site.

##### **6.6.3 Firearms**

Only concealed handguns may be carried in public areas of the site. Security guards managing cash-in-transit or responding to alarms may carry other weapons on privately owned property only, subject to the prior approval of the property owner.

##### **6.6.4 Vehicle Patrols**

The roads at Century City are patrolled and managed by CCPOA Security and to avoid possible misunderstandings, other security companies are not permitted to cruise the roads and park on site. Consequently, security companies may only enter the site to perform cash-in-transit duties or to respond to alarm calls. In either event, they must abide by the traffic rules and regulations.

##### **6.6.5 Special Events**

Any owner/tenant, who wishes to stage a special event on private or common areas within Century City, or on land owned by Century City Property Developments (Pty) Ltd, must first obtain the written approval of the CCPOA. Approval may be granted subject to terms and conditions.

Approval shall only be granted subject to the CCPOA Safety and Security overseeing all security arrangements that the owner/tenant concludes with any private security company. Should such security in the sole opinion of the CCPOA, be found to be insufficient in terms of crowd control and/or traffic management and/or any other related issues, then the owner/tenant shall be responsible for all extra costs of security incurred by CCPOA Safety and Security,

Any amount so invoiced shall be deemed to constitute an amount referred to in clause 8.3 of the Articles of Association.

**6.6.6 Enforcement**

Security companies whose guards do not comply with the above policy will be refused access to the site.

**6.7 Disaster Management Planning**

CCPOA Safety and Security has a Disaster Management Plan (DMP) which will be implemented immediately if a major event occurs which warrants emergency procedures. This DMP is documented in booklet form and has been issued to all property owners. Additional copies are available from the CCPOA.

**6.8 Security Co-ordination Meetings**

Co-ordination meetings are held once a month between CCPOA Safety and Security and the security divisions of the major property owners at Century City (such as Canal Walk, Ratanga Junction, Vodacom, etc.) These meetings are chaired and minuted by CCPOA Management and their main purpose is to:

- Improve communication between security officers of property owners at Century City.
- Share information which may be of common interest and use.
- Co-ordinate traffic control efforts during exceptionally busy periods.
- Co-ordinate disaster management planning.

## Section 7:

# Development Controls and Submission of Building Plans

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### 7.1 Introduction

In order to promote and sustain the urban design vision and aesthetic quality of buildings and landscaping at Century City, the CCPOA has established a Design Review Committee who are mandated and authorised to scrutinise and approve all plans.

### 7.2 Sustainable Development

Century City intends to be a leader, where possible, in the pursuit of a sustainable future in the context of the conception, design, construction, use and management of buildings and localities. Determinants for this “green” future will be incorporated into its environment management policy and in the development controls of these regulations. In the case of building development, these will be assessed by the Design Review Committee and administered by the CCPOA

### 7.3 Local Authority Approval

By agreement with the local authority all site development plans (SDP’s) and building plans must be approved by the Design Review Committee prior to submission to them. ***The Local Authority will only approve plans that have the formal CCPOA stamp of approval.*** To avoid confusion and delays, developers should not submit unauthorised plans to the local authority.

### 7.4 Site Development Plan and Building Plan Approval Process

Development control at Century City is based on the “package of plans” process whereby individual developments must be in keeping with the previously approved precinct plan (prepared by Century City) for the precinct in which the development is located. A comprehensive description of this process can be found in chapter 10 of the Urban Design Framework document which can be downloaded from the Century City website (<http://centurycity.co.za>)

### 7.5 Design Review Committee

The Design Review Committee will assess SDP’s and NBR plans with particular attention paid to:

- Adherence to the design guidelines for a particular precinct or sub-precinct (if applicable)
- How the development interfaces with public spaces and other developments
- Building elevations
- Sustainable Design
- Finishes (external)
- Signage
- External lighting
- Parking provision and access
- Landscaping & Irrigation
- Stormwater disposal
- Development statistics
- Technical Installations such as satellite dishes, antennae, solar water heaters

A more comprehensive list of requirements can be found in chapter 10 of the Urban Design Framework document.



## 7.6 Site Development Plan (SDP) and Building Plan Submission Procedures

### 7.6.1 General

All submissions for Site Development Plans and for scrutiny in terms of the National Building Regulations SANS 10400 are to contain sufficient drawn and written information to satisfy the minimum legal requirement of the local authority.

Projects may be submitted at any stage for comment by the Design Review Committee. In this case, they must contain sufficient information so that the project may be understood. The submission must be accompanied by correspondence making clear what comment is required.

The Design Review Committee shall be entitled to withhold approval of plans submitted by members if such members are in breach of any of their obligations in terms of the Memorandum and Articles of Association of the CCPOA or these Rules, or if such members have failed to comply with all of the terms and conditions imposed by the developer in the sale agreement pertaining to the acquisition of the member's property in Century City.

### 7.6.2 Electronic / Digital Submissions

**All applications for approval are to be submitted to the CCPOA electronically by e-mail to [es@centurycity.co.za](mailto:es@centurycity.co.za).**

E-mails must include the Erf Number, Project Name and the purpose (SDP, Landscape Master Plan, NBR) for the submission in the subject box

Plans and other drawings must be prepared in computerized format (CADD or similar graphics software). These, with supporting documents, must be signed by the applicant and the property owner.

Submissions must be done in accordance with the submission requirements of the City of Cape Town under the Land Use Planning Ordinance and/or the National Building Regulations (SAN 10400).

Separate projects must be submitted separately, but several drawings and documents for a single project may be submitted attached to one e-mail.

#### **ELECTRONIC SUBMISSION OF CADD DRAWINGS**

The requirements for electronic plan submissions to the CCPOA are:

- Submissions which are CADD drawings must be converted to PDF (\*.pdf) format and attached to the e-mail.
- The file sizes must be less than 5mb and each e-mail must be within the 5mb limit
- They must be printable to a recognized scale on ISO A sizes of paper.
- They are to be in colour where applicable.

#### **ELECTRONIC SUBMISSION OF OTHER DRAWINGS**

The requirements for electronic plan submissions of non-CADD drawings to the CCPOA are:

- Where it is not possible to submit CADD drawings, property owners may generate PDF (\*.pdf) format files scanned from paper copies of their plans.
- File sizes for scanned drawings are to be less than 5mb and e-mails within a 5mb limit.
- They must be printable to a recognized scale on ISO A sizes of paper.
- They are to be in colour where applicable.

## **ELECTRONIC SUBMISSION OF OTHER DOCUMENTS AND PHOTOGRAPHS OR ILLUSTRATIONS**

All other documents, photographs and/or illustrations must be submitted electronically as follows:

- Other documents, photographs and/or illustrations (including JPEG format files) must be converted to PDF (.pdf) files.
- File sizes are to be less than 5mb and e-mails also within a 5mb limit.
- Scale drawings must be printable to a recognized scale on ISO A sizes of paper.
- They are to be in colour where applicable.

Each file must be numbered bearing the same number as the drawing itself. The electronic drawings will be returned to the sender on approval, appropriately endorsed with the CCPOA digital stamp of approval also in PDF format. It is the responsibility of the applicant to ensure that electronic submissions have been received by the CCPOA

Note: In the case of Century City submissions, the City of Cape Town (Blaauberg Region) will only accept drawings bearing the CCPOA stamp for their approval processes.

### **7.6.3 Timing of Submissions and Approvals**

In order to minimise plan approval time, developers are advised to instruct their architects to consult the Design Review Committee (CCPOA Offices on 021-5526889) prior to plan preparation. Submissions can be made at any time, however if made before the second Friday of the month a quicker turnaround is likely during that month. The processing time from submission to approval will vary according to complexity but generally will not exceed 4 weeks.

7.6.4 The practical process for the submission and approval of SDP's and National Building Regulation plans is as depicted in Annexure 7A.

### **7.6.5 Calculation of Bulk**

A calculation of the actual bulk for any project submitted for Site Development Plan and National Building Regulations approval must accompany the submission of the drawings. These must be done in accordance with the rules for the calculation of the bulk as it applies at Century City, as incorporated in the conditions of the standard agreement of sale. The calculations are to be accompanied by a set of AutoCAD (or .dwg readable) drawings indicating the areas measured. The areas are to be demarcated by a closed polyline which will give automatic measurement of the areas. These drawings are to be submitted in AutoCAD and PDF format and the file sizes are not to exceed 1mb. Submission is to be by e-mail.

### **7.6.6 Indication of Sustainability**

As part of its Environmental Management Policy, all projects submitted to the CCPOA must report on measures adopted in the proposed development to support sustainability. A simple assessment of the actual sustainable costs and benefits for any project submitted for approval must accompany the submission of the drawings. This can be done by using summary drawings, text and calculations indicating the measures proposed. This is the responsibility of the architect on behalf of the property owner and not to be seen as a need to appoint a specialist consultant. The CCPOA sees this as a requirement comparable with the calculation of bulk referred to in Clause 7.6.5

#### 7.6.7 **City Composition and Community Action**

Century City has achieved cohesive and balanced development as it has grown from a fledgling project to an important hub in Cape Town. The environment, from Canal Walk Malls, the office parks and residential estates to Ratanga Junction and Intaka Island is not equalled in the Western Cape. Such an urban composition is based on many ideas, concepts, public and private spaces, gardens and art and is dependent on many design gestures on private property and in public spaces. Each development project has a responsibility to this broader context and community.

Century City's vitality comes from this collective composition. No single individual or organisation creates it alone. The buildings, streets, gardens, shared information and artworks embody substantial investments of ideas, money, resources, history, aspirations and community will. They are the responsibility of individuals and collective owners and developers. Together, under the guidance of the property and home owners' associations, they are the stewards of the broader environment and the making of a vibrant community.

Developers and designers are accountable to all who live, work and visit here. They are in control of the public benefits such as environmental stewardship, nurturing civil society, and inspiring delight by the ways in which the architects, builders, planners, gardeners, artists and engineers in individual projects can fulfil their public trust and responsibility to contribute to make great urban places.

#### 7.6.8 **Indications of Community Response**

All projects submitted for approval to the CCPOA and Design Review Committee must report on measures that are to be adopted by the project to contribute to its context and to the enhancement of the overall collective environment. The intention is for property owners and their architects and design teams to be required to take cognisance of the surrounding urban environment and to be encouraged to make a positive contribution to enhance it.

This contribution must be framed to suit the character and size of the project. For example, a gymnasium may contribute to the development of an exercise park for all. A restaurant may enliven an adjoining park with umbrellas, tables and chairs. An office complex may erect a sculpture. A school may develop a skate-board park near the school grounds. An exhibition/convention centre may offer a percentage of its space and time to community activities. A church may fund a drinking fountain. A senior citizens housing development may fund a children's park. Amongst these, art in public places is usually the most difficult to establish and fund. Many developments are encouraged to contribute to the Century City Arts Foundation and contribute the ideas and sites for it.

Of course, the scope and size of the contribution and its intended impact will vary according to the scale of the project and its investment. Projects may account for response to this on their own sites as well as in the broader field.

The submissions must be mapped on drawings of the local area or precinct and be accompanied by explanatory text on no more than two pages (submitted as A4 pages in .PDF files) together with the plans of the proposed project. This is the responsibility of the property owner but undertaken by his architect and the rest of the design team. It should not be seen as a need to appoint a specialist consultant. The CCPOA sees this as a requirement comparable with the calculation of bulk referred to in Clause 7.6.5 or the response to Clauses 7.2 and 7.6.6 on sustainability or the architect's response to the requirements under the National Building Regulations [SANS 10400].

#### 7.6.9 Schedule of finishes

When the project is submitted to the CCPOA and the Design Review Committee for Site Development Plan approval, the architect is to submit a comprehensive schedule of finishes for the outside and the inside of the building.

#### 7.7 Scrutiny Fee

The CCPOA will charge a Building Plan Scrutiny Fee which must be paid on submission. When building plans are amended by the developer/architect and resubmitted for further approval, the CCPOA incurs additional costs and thus reserves the right to charge an additional fee at their discretion. A schedule of the fees is available from the CCPOA.

#### 7.8 As- Built Permanent Record and Geographical Information System (GIS)

In order to facilitate the efficient operation, management and control of Century City, property owners are required to submit "as-built" drawings of buildings, engineering projects of every kind and related survey and geographic information. This may be included in the CCPOA's GIS database. Architects and other consultants are instructed to prepare drawings in an electronic format. They must be in .dwg or .dxf or other approved, universally readable, vectorised format. The files are to be properly purged and file sizes in zipped format may not exceed 5mb. The CCPOA may regulate CAD preferences, such as layer use or text style, from time to time.

#### 7.9 Physical Constraints

##### Canal Water Level Data

The relevant design data is as follows:

Normal canal operating level:	13,3m MSL
50-year flood level:	13,9m MSL
100-year flood level:	14,0m MSL
Recommended walkway levels:	14,2m MSL
Recommended minimum floor level:	14,5m MSL

#### 7.10 Building Lines

Building lines are dealt with in chapter 5 of the Urban Design Framework.

Note: The CCPOA may consider motivations for a relaxation of these requirements.

#### 7.11 Height Control

Due to flight paths associated with the Ysterplaat Airforce Base, no structure at Century City should exceed a height of 59,326m above mean sea level without the approval of the Civil Aviation Authority.

#### 7.12 Plant and Technical Equipment including Roof top Plant Installations

Property owners must obtain prior approval from the CCPOA to install plant equipment including air-conditioning units, solar water heaters, heat pumps, standby generators, and telecommunications equipment (as envisaged in Section 22). The choice, location and appearance of plant are subject to approval and for this Guidelines are set from time to time by the Design Review Committee. These installations must be in accordance with all Government and Local Authority Laws and Regulations.

In this context, the DRC considers and approves proposals for buildings and other structures and installations from a broad design viewpoint, including aesthetics and other factors influencing the appearance of the building in its immediate environment and general locale.

The criteria to assess the installation is the impact onto or the appearance from the public realm, which incorporates the streets, paths, parks, bridges, canals and open spaces, making up the public places within Century City. In addition to views at ground level, it considers vantage points from the first two or three storeys of buildings, as well as the view from taller structures. It also takes account of the view of the building and its installations from above from structures and positions taller than the one under review.

### 7.13 Parking Requirements

Century City is a high intensity mixed-use development, where people are encouraged to “live, work and play”. This is consistent with the policy of the City of Cape Town which promotes appropriate densification and mixed use activities. It is evident that many people who live in Century City also work in the area, and make use of the wide range of shopping and recreational opportunities available on site. Research has shown that shared parking dynamics exert a strong influence on parking demand at the level of Century City as a whole, as well as at the level of individual precincts.

A higher than average use of public transport exists at Century City compared with many private transport orientated developments. This share has the potential to grow substantially as new public transport initiatives in the City are implemented.

Centralised parking facilities (notably the E-Parking areas) provide a flexible parking supply system at Century City whereby all parking needs of a particular development are not necessarily accommodated within its physical footprint. This successful and popular parking alternative allows for a variation in demand between different types of businesses, by providing the option to establish a core supply of parking on-site, with additional parking being provided for off-site, as and when required.

The remote parking areas and public transport interchanges are linked with commuter destinations via a well-functioning shuttle service.

Within this context, unless otherwise agreed by the CCPOA, the following parking ratio shall be provided:

Land Use	Parking Provision
Residential :	
Studio/1 bedroom units	1,25 bays per unit of which 0,25 bays per unit shall be provided for visitors
2 to 3 bedroom units	1,5 bays per unit of which 0,25 bays per unit shall be provided for visitors
Offices	3 bays per 100 m <sup>2</sup> gross leasable area on site, plus 0.5 bays per 100 m <sup>2</sup> gross leasable area at a designated off-site parking facility at Century City
Retail	
Canal Walk shopping centre	5,0 bays per 100 m <sup>2</sup> gross leasable area
Individual shops	4,0 bays per 100 m <sup>2</sup> gross leasable area unless shared parking in a mixed use development indicates possible reduction
Mixed Use	To be determined in accordance with shared parking principles and a traffic statement

**7.14 Shared Parking**

Parking may be shared between different land uses subject to the approval of the CCPOA.

**7.15 Visitors Parking**

To avoid on-street parking congestion, offices must make on-site parking bays available for visitors. Visitor's bays shall be provided as shown below, and parking access cards will be restricted accordingly.

**10% of all office parking bays shall be reserved for visitors, with a minimum of 4 bays.**

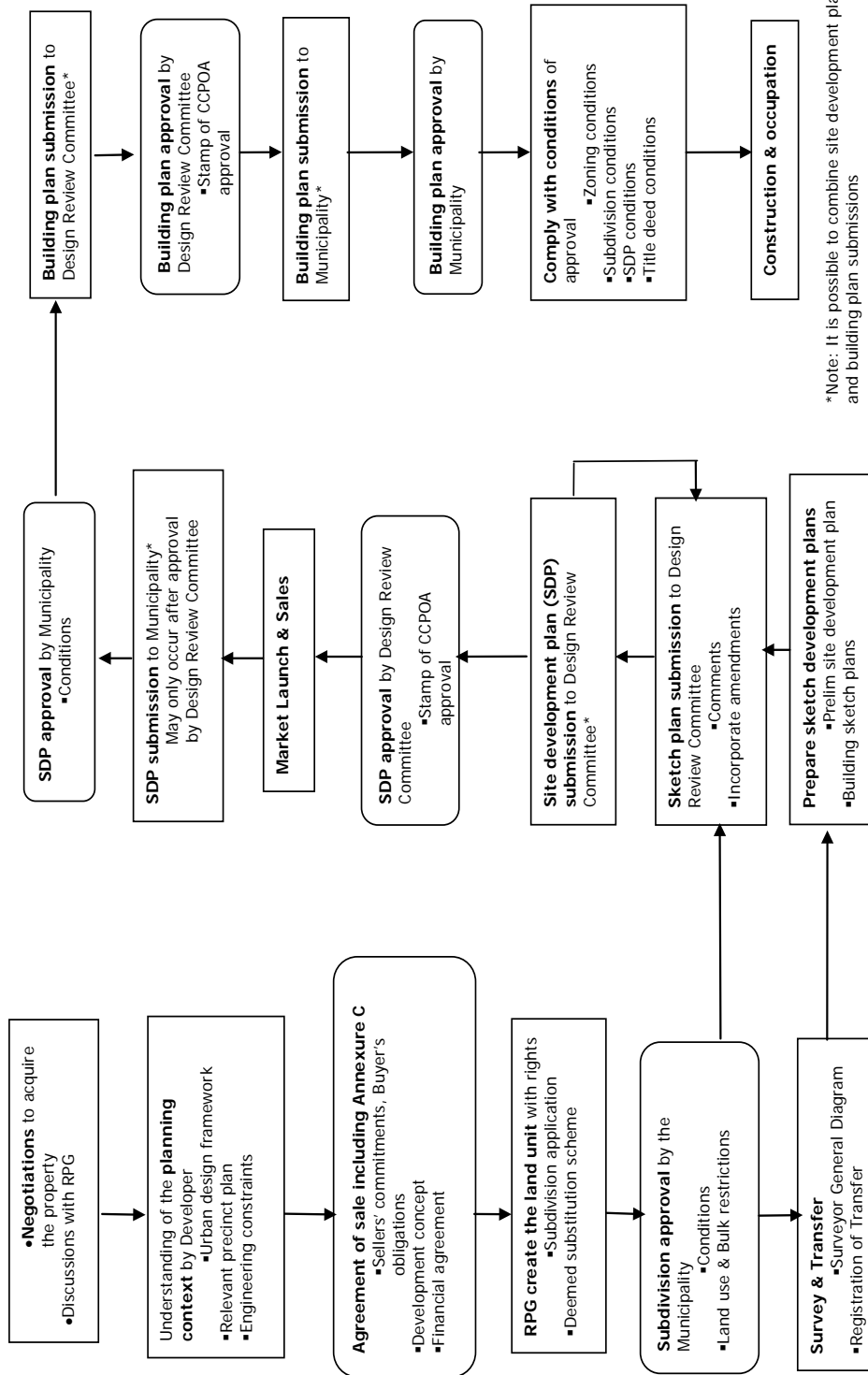
**7.16 Annexure C (to the Purchase Agreement for all Property)**

In addition to the above constraints, further determinants applicable to individual sites are contained in Annexure C. The final signed copy of this document must be used in the development of all projects. This must be submitted with all submissions of projects to the CCPOA with the drawings and other documents.

**ANNEXURE 7a**

The procedure for design review and plan approval can be streamlined if the submission requirements are met. The following is an overview of the process. The curved boxes represent key decision points.

**PROCEDURE FOR LAND ACQUISITION AND DESIGN REVIEW**



\*Note: It is possible to combine site development plan and building plan submissions

# Section 8:

## Signage: Policy and Regulation

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### 8.1 Introduction

Signage in Century City is systematic and structured in response to the Urban Design Framework. Signage includes:

Traffic, safety and legal regulatory signs  
Visual orientation and wayfinding signs  
Identification signs, and signs dealing with corporate image  
Commercial advertising signs  
Other information signs  
Electronic, Traffic and Information Signs

Both permanent and temporary signs fall within these categories.

The use of signs is balanced against the maintenance of the a high standard of environmental quality

### 8.2 Regulation and Scope

Signs within Century City are controlled. They may be bound by these CCPOA Rules and Regulations and regulations under various Statutes, Ordinances and By-Laws.

For instance, Traffic signs are controlled by the South African Road Traffic Signs Manual. Other signs at Century City fall under the jurisdiction of the City of Cape Town under the Outdoor Advertising and Signage By-law 2001, as amended.

Visual orientation and wayfinding signs have been designed specifically for Century City and are regulated and applied by the CCPOA. The system has been designed to be familiar and clear, yet having visual consistency and a unique character.

Identification signs, and signs dealing with corporate image, commercial advertising signs and other information signs are subject to the policy and regulations in this document. This includes all signs on private property and specifically within public areas or viewed from public areas at Century City. These are primarily signs which assist visual orientation and those dealing with corporate image or branding of particular buildings or complexes.

Signs within private complexes or buildings, and signs not visible from public areas should be in line with the policy but are not controlled by these regulations or administered by the CCPOA.

### 8.3 Signs not permitted within Century City

The following types of signs are not permitted within Century City:

- Signs which have not been approved by the CCPOA and the Design Review Committee and the applicable public authority.
- Signs which, by virtue of their size and scale, colour, detail design, position or lighting, are in conflict with the building design or otherwise inappropriate for the building.
- Branding or a brand (which is, a name, logo, slogan, and/or design scheme associated with a product or service) in the building signage which does not suit the purpose and design of the sign as a means to identify the building and to provide information to assist people find it.
- Commercial Advertising Signs (which means an outdoor advertisement, which carries a message about a product or service) are not permitted at Century City except with the permission of the CCPOA, who may charge rental for it. This applies to first, second and (especially) third party advertising signs.
- Signs of poor quality, or in bad condition or otherwise needing maintenance.



#### **8.4 Responsibility**

Three groups are responsible for all aspect of signage in Century City. These aspects include the design, application for approvals, erection, maintenance and removal of signs. They are:

- The principal developer (for the moment the Rabie Property Group) in conjunction with the Century City Property Owners Association. Special allowances have been granted to the principal developer for additional signs which are erected in the interest of Century City and its development as a whole
- Developers of individual projects and sites, and their agents in conjunction with the owner/occupiers of the land, buildings and complexes
- Owners who are responsible for the actions of occupiers, tenants, and owners within portions of the buildings or complexes. This includes a Body Corporate or Property or Home Owners' Associations

Only property owners and property lessees with owners' consent may erect signs. This may occur only on their particular property.

#### **8.5 Submission and Approval of Signs to the CCPOA and the City of Cape Town**

All signs require the approval of the CCPOA's Design Review Committee. It is the responsibility of the property owners to submit proposed signs prior to manufacture and installation.

Proposals must be submitted electronically in accordance with the CCPOA submission requirements, (available on the Century City Website [www.centurycity.co.za](http://www.centurycity.co.za)).

Submissions are subject to scrutiny fees, which must be paid when the proposal is submitted.

The property owner also has the responsibility to obtain approval for all signs from outside authorities, such as the City of Cape. This must be done prior to installation.

The documents submitted for approval must include:

- The complete text of the sign.
- A full technical specification.
- Sufficient illustrations of the appearance of the sign in colour in its context.
- A-scaled drawings of the each sign and its location on the building or site sufficient for assessment of the details of the sign in context.
- A structural engineers' certificate must be included, where applicable.
- All the requirements for submission to the City of Cape Town approval under their signage by-laws and submission requirements.

#### **8.6 Wayfinding and Addressing**

All properties are to use the standard method of addressing their building as follows:

Business Owner, Occupant or Tenant or Personal Name together with the Office, Suite, Floor Level or house number in conjunction with:

**The Building or Complex Name**

**The Street Number and Street Name**

**The Precinct Name**

**Century City**

**CAPE TOWN**

**7441**

A uniform sign, bearing the Street number and Street Name together with the precinct livery and colour, is to be installed at the principal entrance of the building or complex in a position which can be seen by both approaching pedestrians and motorists. The CCPOA will at its cost arrange for the phased installation of these signs.

## **8.7 Categories and Design Guidelines**

The following guidelines are to be applied to the design and installation of signs: These guidelines have been published separately, are on the Century City website, and are downloadable.

Guideline 8.7.1: Standard or Conventional Signs for Building Names

Guideline 8.7.2: Innovative Designed Signs for Building Names and Special Signs

Guideline 8.7.3: Signage Design Guidelines for Complexes and Large Building

Guideline 8.7.4: Temporary Development Boards

Guideline 8.7.5: Temporary Construction Boards

Guideline 8.7.6: Temporary Decorative Hoarding

Guideline 8.7.7: Building Management Signs

Guideline 8.7.8: Temporary For Sale and To Let Boards

Guideline 8.7.9: Business Launch and similar signs

Guideline 8.7.10: Front Door Building Name Signs

*End of Section 8*

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## Section 9: Construction Regulations

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### 9.1 Introduction

Century City is a unique development that requires special construction controls. The high value of infrastructure, the sensitivity of the environment to abuse, and the restrictions of access to and from the greater Century City development, all contribute to the need for property owners and their agents to be aware of and support these controls especially during construction of developments.

### 9.2 Hoarding

9.2.1 Unless otherwise agreed to in writing by the CCPOA, prior to the commencement of building works, all building sites (including tips, material storage areas and ablution facilities) must be enclosed on all sides by a 1,8m high hoarding screen, save that provision must be made for access to the site.

9.2.2 The hoarding must consist of a neat pole structure (placed at regular intervals) with stable horizontal members top and bottom, covered with a 50% minimum density, green shade cloth. The hoarding shall be maintained and be neat at all times.

9.2.3 This temporary screen must be removed on completion of construction, or when requested thereto by the CCPOA.

9.2.4 Should the CCPOA consider that special hoardings are required to protect third parties either within or beyond the Century City development, its decision is final and the developer must comply with all such requirements.

### 9.3 Security

9.3.1 The property owner hereby indemnifies the CCPOA against any and all loss howsoever arising from injuries/death or other loss or damage instituted by any party as a result of an unsecured building site.

9.3.2 Any damages/loss of whatsoever nature caused to the Century City infrastructure or any other component forming part of the greater Century City development by the property owner or its agent shall at its cost be restored to the status quo by the property owner/contractor held jointly and severally liable, on demand. Any dispute as to what constitutes damage/loss shall be finally determined by the CCPOA.

9.3.3 Construction site security provided by the property owner/contractor must comply with the provisions of section 5 of these regulations.

9.3.4 Employees must not wander or loiter anywhere but within the perimeters of the property owner's site.

### 9.4 Site Tidiness

9.4.1 The site must be kept tidy at all times and building works, whether permanent or temporary, must not encroach onto adjacent property.

9.4.2 Building or excavated material must not be dumped on an adjacent erf, or anywhere else within Century City.

9.4.3 No open fires are permitted unless authorized by the CCPOA.

### 9.5 Protection of Infrastructure

Infrastructure around the site (irrigation, lampposts, roads, stormwater, etc) must be protected at all times. There must be no oil, fuel or any other material spillage. No water run off or any other fluid, or indeed

anything whatsoever is permitted to be discharged, spilt or thrown into the canal system. Any damage to such infrastructure must be reported to the CCPOA immediately and must be repaired to the

satisfaction of the CCPOA. The CCPOA must approve any method to be used to remedy spillage into the canal.

Concrete batching plants are permitted at Century City but only with the prior approval of the CCPOA.

## **9.6 Parking**

All vehicles must be parked within the perimeter of the construction site unless other arrangements have been agreed to in writing by the CCPOA. Illegally parked vehicles will be dealt with as described in section 19.

## **9.7 Contractors Workforce**

### **9.7.1 Workers' Transport**

To prevent on site parking problems, property owners must be responsible for ensuring that their contractors arrange adequate public transport for their workforce. (Refer Section 18 – Public Transport)

Contractors, employees and any other visitor to the site must not park on any paved or grassed area outside of the site unless approval in writing has been granted by the CCPOA.

### **9.7.2 Workforce Rest Periods**

There is no 'public' land in Century City. All land is either in private ownership, or, in the case of Century Boulevard, is owned by Council but leased and controlled by the CCPOA. Consequently, it is the responsibility of property owners to ensure that their contractors control workers during rest periods and that their workforce do not trespass onto adjacent sites or land owned by the CCPOA.

## **9.8 Dust Control**

The property owner shall at all times ensure that adequate measures are taken to control dust nuisance on the access roads to the site and on the site itself, by damping with bales or watering the area down and to report any breaches to the CCPOA as soon as possible. Complaints received by the CCPOA from neighbours or the municipality will be referred to the property owner to resolve.

## **9.9 Effluent Water**

Under no circumstances must treated effluent or non-potable water or canal water be used for construction or human consumption.

## **9.10 Construction Traffic**

The property owner shall ensure that all construction traffic only uses such access roads to the site as are authorised by the CCPOA in writing. All applications must be made in writing prior to the Possession Date.

## **9.11 Signage**

Only the property owner and his/her principal contractor may erect signage on the Property or on the Century City Site. Three boards will be permitted per project being one development board, one contractor's board and one professional board. All signage must be approved by the CCPOA prior to erection thereof. All signage must be removed by the property owner on completion of the contract. Unapproved signage may be removed by the CCPOA. (Refer section 8)

## **9.12 Responsibility**

9.12.1 A responsible person must be appointed by the property owner in terms of the Occupational Health and Safety Act. The responsible person (or nominated substitute) is to be on the building site at all times that workers are present to ensure compliance with legislation and all regulations. The name and contact details of the Responsible Person must be provided to the CCPOA prior to the commencement of construction.

9.12.2 The Responsible Person, acting as agent for the property owner, is responsible for ensuring that the building operations adhere to the controls set out in these regulations and the National Building Regulations and any amendments thereto from time to time.

9.12.3 Contractors and their employees are specifically prohibited from:

- using water not on the Purchaser's site;
- littering, dumping or tipping rubbish anywhere at Century City;
- causing a nuisance

### 9.13 Building Deposit

To ensure compliance by the property owner with all its obligations imposed in terms of this document, a building deposit shall be paid by the property owner directly to the CCPOA before the Possession Date and commencement of construction of the Development. Payment may be secured by means of a bank guarantee acceptable to the CCPOA.

Building deposit amounts are as follows:

Building Activity	Building Deposit
New Developments	2 % of Purchase price of property (maximum R500 000)
Building Alterations (construction cost less than R500 000)	R10 000

Deposits will be placed in the CCPOA auditors' trust account which will be interest bearing and for the benefit of the property owner. The balance less any drawdowns in respect of damages caused by the property owners' contractors to Century City infrastructure and any cleaning charges incurred in respect of spillage to adjacent erven or other charges incurred by the CCPOA in fulfilling the property owners obligations, will be refunded on the completion of construction. Completion will be evidenced by a completion certificate issued by the property owners Architect/Quantity surveyor. The CCPOA shall in its sole discretion determine what constitutes completion and charges in the event of a dispute.

### 9.14 Insurance

The property owner shall provide the CCPOA with a copy of his/her main contractors "all risk" insurance policy if requested.

### 9.15 Penalties:

Century City Property Owners Association in their sole discretion reserve the right to dismiss from the Century City Site any Responsible Person, builder, contractor, sub-contractor, their staff or suppliers who disobey these regulations or any other CCPOA regulation pertaining to the site. It is the responsibility of the property owner to ensure the contractor is informed of these regulations and any other applicable site regulations, and to ensure compliance by all such parties.

Fines for the transgressions listed below, may be imposed by the CCPOA on the land owner / contractor / tenant / visitor / service provider, in addition to any repair/remedial cost.

1	Any employees, vehicles, plant, or machinery related to the Contractor's operations operating within the designated boundaries of a 'no-go' area.	R3 000
2	Any vehicle driving in excess of the designated speed limits.	R1 000
3	Persistent and un-repaired oil leaks from machinery/vehicles	R1 000
4	Persistent failure to monitor and empty drip trays timeously.	R1 000
5	The use of inappropriate methods for refuelling.	R1 000
6	Litter on site associated with staff / construction activities.	R1 000
7	Deliberate lighting of illegal fires on site.	R2 000
8	Any employee eating meals / resting outside of the site hoarding area.	R1 000
9	Employees not making use of the site ablution facilities.	R1 000

10	Failure to implement specific noise controls.	R5 000
11	Failure to empty waste bins on a regular basis.	R1 000
12	Inadequate dust control.	R5 000
13	Damage to any tree / vegetation / infrastructure due to negligence on the part of the contractor.	R1 000
14	A spillage, pollution, fire or any damage to any watercourse, canal, wetland, etc from negligence on the part of the contractor.	R20 000
15	Failure to remove sand / stones from roads deposited from contractors vehicles.	R2 000
16	Erection of unapproved signage.	R1 000
17	Wheel Clamping release from illegal parked vehicles	R200
18	Release of shopping trolleys abandoned on the Century City site	R50
19	Illegal introduction of fish into any Century City water system	R20 000
20	Illegal dumping	R2 000
21	Use of a watercraft on the Century City waterways without a Century City boating permit	R150
For each subsequent similar offence the fine shall double in the value to a maximum value of R100 000		
<p>The management of the CCPOA shall be the sole judge as to what constitutes a transgression in terms of this clause.</p> <p>Any outstanding fines may be deducted from the damage deposit or added to the property owners levy account.</p>		

#### 9.16 Site Access

Upon reasonable request, CCPOA management and/or staff may enter a construction site.

#### 9.17 Construction Working Hours

No person shall during the course of any building, demolition or excavation work or use any machine, engine, apparatus or tool which in the opinion of the CCPOA may unreasonably disturb or interfere with the amenity of the neighbourhood:

- On a public holiday or Sunday
- Before 6am or after 5pm on any Saturday; and
- Before 6am or after 6pm on any weekday

In terms of the Century City Rules and Regulations, a fine may be imposed on the land owner for failure to implement specific noise controls.

## Section 10: Environmental Management

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- 10.1** Environmental Management means the CCPOA policy and practice of managing the environment for the purpose of reducing the Century City “Carbon Footprint” and regulating a sustainable future. This Management will be developed and will include use of water and consumption of power, the use of alternative power, recycling, and environmental protection. The policy may include determinants for the design and erection of buildings such as low energy consumption limitations or the restriction in the use of some materials and construction techniques.
- 10.2** There exists an extremely sensitive wetland area in the centre of Century City. The 16ha wetland site was developed in fulfilment of conditions imposed on the site at the stage of rezoning, and in accordance with guidelines specified in the Century City Property Owners Association environmental policy for Century City.
- 10.3** The wetlands serve two functions: as a natural cleansing system for water in the extensive on-site canal network, and as a natural habitat for the flora and fauna previously found on site.
- 10.4** The CCPOA employ an Environmental Manager whose team undertakes maintenance of the Wetlands in accordance with the approved Century City Environmental Management Plan. The Blouville / Intaka Island Environmental Committee, comprising representatives from the local authority, concerned organisations, specialists and the CCPOA oversee the Environmental Management Plan.

**10.5 Environmental Management Plan**

In pursuit of the goals and objectives specified in the Environmental Management Plan, the following restrictions and controls apply:

- 10.5.1 The 16ha wetland area is known as Intaka Island and may be visited by the public during prescribed times. Anyone entering must adhere to the environmental rules and regulations. A small entrance fee will be charged to cover costs of brochures, maintenance, etc. Annual entrance cards are available at a nominal fee. For all visitation, general queries and group bookings, please contact (021) 5526889.
- 10.5.2 The wetland is an integral component of the canal / stormwater system. It is absolutely essential that property owners refrain from any activity, both during construction and thereafter, that will pollute the canal / wetland system. In particular, the discharging of any sewage, fertilizers, herbicides, algicides or any chemicals into the canals (including seepage or runoff from the adjacent property) is strictly forbidden.
- 10.5.3 The cost of rectifying any damage caused by pollution in the canals/wetlands will be for the account of the responsible offender.
- 10.5.4 It should be noted that particular flora may also be detrimental to the wetland environment and developers must ensure that all landscaping proposals are submitted to the CCPOA for approval prior to planting.
- 10.5.5 No direct lighting may illuminate the wetlands at night.
- 10.5.6 No person is permitted to walk on the gabion bank edges.
- 10.5.7 Any property owner who wishes to install any bird deterrent devices on their properties must submit their proposals to the Environmental Manager for approval.
- 10.5.8 No person is permitted to feed or create a feeding station for any type of animal, bird or rodent within the common areas of Century City.

**10.6 Food Consumption**

Food discarded into the canal or adjacent areas will encourage vermin. Should this arise, the cost of vermin eradication will be for the account of the property owner responsible and not the CCPOA.

## **10.7 Littering**

Property owners shall ensure that their sites are litter-free at all times. In the event that the property owner has not rectified a littering problem within 48 hours of being instructed to do so by the CCPOA, then the CCPOA shall undertake appropriate action to remedy the situation. Such action shall be for the account of the property owner who shall also pay a penalty fine.

## **10.8 Pets**

10.8.1 Pets are not permitted to roam the Century City site and must be restricted to private property. The exception to this is that dogs are allowed on common property on a leash. The property owner must remove all pet waste. Pets, besides guide dogs, are not permitted on Intaka Island.

10.8.2 All dogs and cats must wear collars with identification tags. Any pet found roaming without identification will be removed and taken to the SPCA.

10.8.3 No rodents may be kept as pets on site.

10.8.4 Any water fowl to be kept on site must be approved by the Environmental Control Officer.

**10.9** Notwithstanding the above, all property owners, tenants, staff, contractors and visitors shall comply at all times with any instruction, either verbal or written, issued by the CCPOA.

## **10.10 Vacant Property**

It is the landowner's responsibility to ensure that vacant property is kept free from alien vegetation, building rubble, fill material, litter, etc. The soil must be kept stabilised at all times to prevent dust pollution. Vacant property may not be utilised as a temporary parking lot without written permission from the CCPOA.



## Section 11: Landscaping Of Properties

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- 11.1** It is the responsibility of property owners to landscape their properties in keeping with the general standards set at Century City and in accordance with the landscaping plan approved by the Design Review Committee. Please refer to Section 7.
- 11.2** The CCPOA has the authority, after due notice to the owner and at the owner's cost, to provide such services as it deems reasonably necessary to comply with 11.1 above.
- 11.3** The property owner shall be responsible for maintaining the verges between his/her property boundary and the adjacent road edge (kerb) or canal edge.
- 11.4 Street Trees**
- Property owners are encouraged to plant trees on verges wherever possible.
- The CCPOA has a tree-planting plan and will advise property owners of the tree species chosen for their particular sub-precinct.
- The onus is on the property owner to plant the trees according to the specifications provided by the CCPOA.
- The property owner may contract the services of the CCPOA to plant trees if required.
- The property owner will also be responsible for the care and maintenance of these trees as part of the maintenance of the verges between the property boundary and the road edge.
- 11.5 Fertilizers**
- Preferably organic fertilizers are to be used for landscaping. The use of chemical fertilizers is to be kept to a minimum, and is not permitted along the edge of the canal or any other water body.
- 11.6 Plant Species**
- An approved plant list is available from the CCPOA who may be contacted for assistance with plant choices.

## Section 12: Pest Control

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- 12.1** Pest control must be in keeping with the general standard set by Century City and is the responsibility of every individual property owner / body corporate.
- 12.2** If, in the opinion of the CCPOA, vermin infestation on a particular property constitutes danger to the health and welfare of the Century City community, the local authority will be advised to take appropriate action.
- 12.3** If, after the owner has failed to comply with the standard referred to in 12.1 and after receipt of due notice has not responded then the CCPOA has the authority to provide such services as it deems reasonably necessary to comply with 12.1 and recover any associated costs.

## Section 13: Leisure Activities

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### **13.1 Introduction**

The water in the canals at Century City is treated effluent which has been processed by the CCPOA at the Potsdam works to remove nutrients and bacteria. This treated effluent is then piped to the Wetlands where it undergoes further natural filtering through four “cells” at Intaka Island. The end result is water which is suitable for partial recreation, such as boating.

### **13.2 Boating**

Boating on the waterways is encouraged as one of the many lifestyle activities at Century City. Property owners, tenants, residents and staff may apply for a boating permit from the CCPOA which will be issued for a nominal charge. A Century City Canoe Club has been established for the local and broader communities. The Wetlands and canal system at Century City are sensitive ecological areas and therefore fairly stringent controls are required for boating. The detailed regulations which are issued with permits are contained in Annexure 13A at the end of this section.

### **13.3 Fishing**

The illegal introduction of alien fish into the Century City waterways has in the past caused the water quality to deteriorate. Aquatic experts were consulted and rehabilitation measures included the eradication of all alien fish species. No fishing is permitted in Century City waterways. Please note that there is a R20 000 fine for the illegal introduction of fish into any Century City water system.

### **13.4 Golf Carts**

The use of motorised golf carts at Century City is recognised as promoting the “new urbanistic” lifestyle envisaged. Consulting Transportation Engineers are currently investigating circulation in general at Century City including the desired routes for golf carts. Details of designated routes together with measures to control the use of golf carts will be incorporated into these regulations when this investigation has been completed.

### **13.5 Swimming**

Swimming or wading is not permitted in the canal/wetland system under any circumstances.

### **13.6 Notices**

Information and regulatory notice boards are displayed throughout Century City at appropriate positions and should be observed.

### **13.7 Picnics and Braais**

Open fires are not permitted on any land owned or managed by the CCPOA at Century City unless approval has been granted by the CCPOA and all safety procedures are complied with.

### **13.8 Littering**

#### **13.8.1 Common Areas**

Littering in common areas will not be tolerated and fines will be imposed on offenders (refer section 20)

#### **13.8.2 Private Property**

Property owners are requested to ensure that their properties are kept litter-free. The CCPOA reserves the right to remove litter on private property which is considered to be an eyesore or health hazard and which the owner has not removed despite requests from the CCPOA to do so. The cost of this action will be for the account of the property owner.

### Boating Regulations Century City

1. A permit is required to use any water craft on the Century City canal system and must be renewed annually.
2. Only Century City community (property owners, tenants, residents and staff) qualify for a boating permit. **A limited number of boat permits will be issued.**
3. The Century City Canoe Club will be restricted to the number of vessels on the water at any time.
4. Any permit holder who ceases to qualify as per item 2 above will forfeit his/her boat permit.
5. Boating permits are not transferable.
6. Permits are valid for a twelve month period commencing on the 1<sup>st</sup> of March and expiring on the last day of February.
7. Boating permit stickers must be secured to the craft and clearly visible at all times.
8. Maximum length of boat 3.2m (excludes canoes) unless approved in writing by the CCPOA.
9. Only sealed electric motors may be used on any craft. Special application for the use of any other type of motor (e.g. petrol) must be made. This will be referred to the CCPOA Environmental Manager.
10. Life jackets must be provided for all persons on board. Children under 10years must wear life jackets at all times.
11. Craft may only be launched at demarcated sites.
12. Boating is only permitted between sunrise and sunset.
13. Mooring arrangements will be decided on application and will be at the discretion of the CCPOA Environmental Manager.
14. The CCPOA has the right to place buoys to demarcate restricted area for special events and reserves the right to cease boating activities for these purposes.
15. The destruction, removal or damage of any flora or fauna is prohibited.
16. Trespassing onto Intaka Island natural wetlands area is prohibited.
17. Access to Intaka Island is only permitted at the designated mooring point. (West of the island)
18. No pets are permitted in water craft.
19. Swimming is prohibited.
20. Commonly recognised boating etiquette must be observed at all times
21. The CCPOA reserve the right, at its sole discretion, to withdraw any permit.
22. Any instruction issued by Century City Environmental or Security staff to the permit holder or his/ her guests must be complied with.
23. The CCPOA reserve the right to amend these regulations from time to time. The onus is on the permit holders to refer to the Century City website ([www.centurycity.co.za](http://www.centurycity.co.za)) for the latest version.
24. The CCPOA Indemnity form must be signed.
25. CCPOA boating permits can be obtained from the CCPOA offices, Century City House, 1 Park Lane, Grand Central Precinct, Century City. Tel (021) 552-6889.

Please adhere to all other CCPOA rules and regulations whilst at Century City.

## Section 14: Special Events

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### 14.1 Introduction

The organising of special events at Century City by property owners is encouraged as part of the lifestyle experience envisaged. Examples of these are:

- Sporting events
- Product promotions
- Boating/Canoeing events
- Entertainment events

These special events however do require controls and event organisers will be required to sign an agreement with both the CCPOA and RPG.

### 14.2 Procedures

The event organiser must contact the CCPOA in the first instance to discuss their proposed event in order to establish whether it is acceptable in principle. This must be done at least three weeks prior to the proposed event date.

The Event Organiser shall at its own cost obtain all licences, permits, consents, event authorisation certificates and other approvals as may be necessary to conduct the event.

### 14.3 Signage

Any temporary signage which may be required to promote the special events must be approved by the CCPOA Design Review Committee (DRC). Please note that application to the DRC must be made at least 2 weeks prior to the erection of temporary signage.

### 14.4 Memorandum of agreement

Approval of the event will be deemed to be granted on signing of the Memorandum of Agreement by all parties. (Refer Annexure 14A)

Please read this document through carefully, initial each page and sign in full at the end once you have understood and accepted the contents hereof.

**Memorandum of Agreement**

Entered into by and between

.....  
(Hereinafter referred to as The “Event Organiser”)

and

**CENTURY CITY PROPERTY OWNERS’ ASSOCIATION**  
(Hereinafter referred to as CCPOA)

and

**RABIE PROPERTY GROUP**  
(Hereinafter referred to as RPG)

Whereas the CCPOA controls all events and promotions at Century City on both its own and RPG land and the Event Organiser wishes to stage such event or promotion on CCPOA and RPG land the parties hereto agree that the event or promotion shall be conducted in accordance with this agreement and the parties hereto therefore bind themselves accordingly to the terms set out in this agreement. The Event Organiser specifically acknowledges and accepts the management role of the CCPOA and its agents as set out in this agreement and agrees to abide by the directives and regulations of the CCPOA.

## **1. SECURITY**

- 1.1 The CCPOA enforces security within the Century City Precinct which includes:
  - 1.1.1 Gate Control on all entry roads into Century City.
  - 1.1.2 Site policing of common areas by foot and patrol vehicles.
  - 1.1.3 Monitoring of alarm systems.
  - 1.1.4 Investigations into irregular activities.
  - 1.1.5 Implementation of disaster recovery plans.
- 1.2 The CCPOA Security Division is on duty 24 hours per day and assumes overall security control of the site. No other security company or organisation shall be allowed to operate within the Century City Precinct, without the written approval of the CCPOA.
- 1.3 CCPOA Security personnel have the right to enforce traffic rules and regulations and to conduct roadblocks at their own discretion.
- 1.4 The Event Organiser shall not erect temporary security fencing without obtaining prior written authority of the CCPOA.
- 1.5 The Event Organiser may not cause obstructions to any access to any roads or canals managed by the CCPOA.
- 1.6 Should The Event Organiser require additional security guards, or should the CCPOA determine that additional security guards are needed for the event or promotion, additional security guards shall be sourced from CCPOA Security and any additional costs in this regard will be for the account of the Event Organiser.
- 1.7 The CCPOA serves:
  - 1.7.1 To protect the interests of all landowners, tenants and visitors, and
  - 1.7.2 Promote safety by the coordination of on-site security services through clearly defined responsibilities.

The Event Organiser shall not in any way interfere or prevent the CCPOA to perform its duties in this regard.

## **2. ENVIRONMENTAL MANAGEMENT POLICY**

- 2.1 The canals are an integral component of the canal/storm-water system. The Event Organiser shall refrain from polluting the water during any event hosted by them along or in the canal and will be held liable for any costs incurred to clear or remove any pollution caused as a result of the event or promotion.
- 2.2 The Event Organiser will ensure that any property used by it shall remain litter-free during and after the event, failing which the Event Organiser shall be liable for all costs incurred by the CCPOA for the removal of such litter.
- 2.3 No pets are permitted to roam the CCPOA property. Where the inclusion of animals is necessary for the purpose of an event or promotion the prior written approval of the CCPOA shall be obtained.
- 2.4 The Event Organiser shall at all times comply with any instruction, either verbal or written, issued by the Century City Environmental Control Officer.

**3. LEISURE ACTIVITIES**

- 3.1 Permits for the use of boats in the canal must be obtained from the CCPOA.
- 3.2 Swimming in the canals is strictly forbidden.
- 3.3 The Event Organiser will comply with all notices on CCPOA and RPG property.

**4. VISITORS/EMPLOYEES**

- 4.1 The Event Organiser shall inform all visitors to the event or promotion of the content of this agreement, the CCPOA Rules and Regulations and ensure strict compliance with them.
- 4.2 The CCPOA may, in the event of non-compliance with the terms of this agreement by any person/s mentioned herein, cause such person/s to be removed from Century City and appropriate fines may be imposed by the CCPOA in terms of its regulations.

**5. SIGNAGE POLICY**

- 5.1 The event organiser must obtain written approval from the CCPOA Design Review Committee for any outdoor permanent or temporary signage relating to the event or promotion.
- 5.2 All signage or posters shall conform to the CCPOA signage policy, which is available on request.

**6. NUISANCE**

- 6.1 The Event Organiser shall not create any nuisance and the CCPOA reserves the right to intervene if any such nuisance occurs.

**7. PENALTIES AND OFFENCES**

- 7.1 Any contravention of any rule/regulation will lead to a fine imposed on the Event Organiser as determined by the CCPOA in its sole discretion.
- 7.2 The CCPOA reserves the right to institute whatever legal action it deems appropriate to deal with any contravention.
- 7.3 The CCPOA reserves the right to determine the appropriate penalty required to rectify a breach of these regulations.

**8. LOCATION FEES / CHARGES**

- 8.1 The Event Organiser may be charged rental for the use of any RPG or CCPOA land as may be agreed between the parties. RPG will also recover any charges by the CCPOA in respect of its land from the Events Organiser.
- 8.2 Any security services supplied, whether requested by the Event Organiser or not, will be charged for at pre-determined rates. In this regard, the CCPOA will recover any charges incurred by it to supply such security services.

**9. DISCLAIMER / INDEMNITY**

- 9.1 While every care will be taken by the CCPOA and RPG to perform their function and to promote the interests of all property owners at Century City, neither RPG, members or Directors or their appointees/representatives nor the CCPOA or its agents or management shall be held liable



for any loss (consequential or otherwise), damage, injury and/or death, cost, interest and expense which they may hereafter be liable for, pay, incur or sustain in connection with any action, proceedings, or claim being instituted against them by any party whomsoever, directly or indirectly arising from or related to the carrying out of the functions of the CCPOA or the development of Century City.

9.2 The Event Organiser hereby irrevocably indemnify and keep indemnified the CCPOA and RPG which accept no responsibility for any loss (consequential or otherwise), damage, injury and or death, cost, interest and expense for which the CCPOA and RPG may hereafter be called on, pay, incur or sustain in connection with any action, proceedings, or claim being instituted against it by any party whomsoever, including the participants, directly or indirectly arising from or related to this Agreement and/or relationship arising there from.

9.3 It is expressly agreed that the CCPOA and RPG in its sole discretion may resolve any action, proceedings or claims instituted against it and the Events Organiser shall abide and perform accordingly.

**10. GENERAL**

10.1 The Event Organiser will liaise with the CCPOA before any event or promotions which will take place on their property.

10.2 The Event Organiser will comply with any requirements deemed necessary by the CCPOA for the smooth running of the proposed event or promotion.

10.3 The CCPOA can supply an electrical power point for the event or promotion. The Event Organiser will be charged for power used during such event (separately metered).

10.4 The event or promotion will take place on the site as depicted on the attached diagram marked Annexure A.

10.5 The duration of the event shall be from ..... to .....

10.6 The Event Organiser shall ensure that it complies with all national, provincial and municipal legislation pertaining to the Event and, in particular, the Safety at Sports and Recreational Events Act, No. 2 of 2010, and the Consumer Protection Act, No. 68 of 2008 and the Regulations promulgated in terms thereof.

10.7 The Event Organiser shall not be entitled to cede or assign its rights or obligations in terms of this agreement without the prior written consent of CCPOA.

**11. SPECIAL CONDITIONS**

.....  
.....  
.....  
.....  
.....

SIGNED AT ..... on this .....day of ..... 20.....

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Witness

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duly authorised for CCPOA

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Witness

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duly authorised for the Events Organiser

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Witness

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duly authorised for RPG

## Section 15: Tenants, Employees and Visitors

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- 15.1** Property owners are responsible for ensuring that their tenants are provided with a copy of the CCPOA Regulations and that they comply with them.
- 15.2** Property owners are responsible for ensuring that their employees understand those sections of the CCPOA Regulations which are pertinent to them and that they comply with them.
- 15.3** Property owners are responsible for ensuring that their visitors comply with the applicable CCPOA Regulations.
- 15.4** Failure of tenants, employees and visitors to comply with the provisions of the CCPOA Regulations will be deemed to be the responsibility of the relevant property owners.

## Section 16: Irrigation

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- 16.1** The current policies regarding the control and use of water by local, provincial and government authorities suggest that it is extremely unlikely that potable water will be available to irrigate large landscaped areas in perpetuity. Furthermore, the cost of consuming vast quantities of potable water is high and will continue to rise.
- 16.2** As a result, the developers of Century City have installed a dedicated pipeline to convey treated effluent from the City of Cape Town works at Potsdam to a reservoir at Intaka Island.
- 16.3** A treated effluent supply line from the reservoir has been installed in the various road reserves and is available for irrigation via a metered connection at the property owner's expense. The capacity of the system has been designed to accommodate the irrigation demands of the entire Century City, however the supply needs to be regulated in order to maintain acceptable water pressure levels. For this reason, the effluent supply has been programmed to serve consecutive precincts throughout the night or day, in accordance with a timetable, which will change according to demand.
- 16.4** The charge-rate for treated effluent is determined by the CCPOA based on input costs and a minimal CCPOA administration charge. This rate is considerably less than that for potable water. All charges for irrigation treated effluent will appear on monthly invoices as metered.
- 16.5** Although not compulsory, property owners are advised to make use of the treated effluent supply for irrigation purposes. However, to ensure efficient use of this limited resource, property owners need to observe the following:
- Landscaping / planting plans must be approved by the CCPOA so as to ensure the correct plant choice.
  - Plans for irrigation systems must be approved by the CCPOA, at the time of submitting building plans.
  - A metered connection must be arranged at their expense to the treated effluent supply main. Please contact the CCPOA to obtain specifications on water meters and manhole size requirements. The meter is owned and to be maintained by the property owner.
  - Applications must be made to the CCPOA for an irrigation time-slot.
  - While every effort will be made to accommodate all consumers, the CCPOA will not be held liable for any loss of any nature (whether direct or consequential) in the event of a supply failure.
- 16.6** The treated effluent must under no circumstances be used for human consumption.

## Section 17: Street Lighting

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- 17.1** Responsibility for the maintenance of streetlights differs according to the category of road as follows:
- 17.2** Road type A (e.g. Century Boulevard): These streetlights are owned and maintained by the City of Cape Town.
- 17.3** Road type B (e.g. Precinct roads): These streetlights are owned and maintained by the CCPOA.
- 17.4** Road type C (e.g. private developments such as The Island Club): These streetlights are owned and maintained by the private property owner.
- 17.5** External lights in other common areas (e.g. pathways along canal edges) are owned and maintained by the CCPOA.

## Section 18: Public Transport

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### 18.1 Public Transport Interchange

Century City is well serviced by the various modes of public transport. A primary public transport interchange operates off Ratanga Road with designated lanes for MyCiTi, Golden Arrow Buses and minibus taxis. There is a terminus building with public toilets, waiting areas, a ticket office and retail kiosk.

### 18.2 MyCiTi Bus Service

Century City has been included in Phase 1 rollout of Cape Town's MyCiTi transport system. The first service to Century City was feeder route 251 from the Century City Railway Station through Century City and then through Montague Gardens to link up with a main trunk route at the Racecourse/Omuramba roads interchange.

The Century City MyCiTi station was completed on the 25 May 2015 at the Ratanga Road Public Transport Interchange. On the 1 August 2015, MyCiTi introduced a direct link between Du Noon and Century City via Omuramba station. The T04 Du Noon – Century City route is from Usasaza station serving industrial areas along Koeberg Road before reaching Omuramba station. Buses then turn down Ratanga Road providing communities around the new Phoenix and Sanddrift stations access to the growing MyCiTi network, before ending at the Century City MyCiTi Station.

The Century City MyCiTi service was significantly expanded with the launch of two new routes on 2 April 2016.

Route 262 operates from Century Gate, along Century Avenue, Century Boulevard, Century Way (past Central Park) and Bridgeways to the Century City rail station. Route 260 operates from Summer Greens, Century Gate via Edison Way, Bosmansdam Road, Koeberg Road and Loxton Road to the Milnerton Lighthouse.

Additional MyCiTi Century City information, including fares is available at <http://centurycity.co.za/transport>

### 18.3 Golden Arrow Bus Service

The Golden Arrow Bus Service operates direct bus services to Century City from Cape Town CBD, Khayelitsha, Nyanga, Killarney, Elsies River, Hanover Park and Atlantis. Golden Arrow Bus Service Timetables for routes stopping at Century City can be downloaded from the Century City website: <http://centurycity.co.za/transport>

### 18.4 Minibus and Taxi Services

Formal minibus taxi services to Century City operate from Koeberg, Goodwood, Maitland, Bellville, Mitchells Plain, Elsies River, Khayelitsha, Nyanga, Langa, Guguletu, Delft and various other destinations on the Cape Flats.

18.5 Metered taxis are permitted on the Century City road network and a limited number of registered operators have been given staging areas at Canal Walk.

18.6 An after hour minibus taxi service is available to transport staff home at very reasonable rates. The Golden Arrow Bus Services also service their main routes after hours. Property owners or tenants whose businesses close after hours may want to encourage their staff to make use of these services. (For more information please contact the CCPOA Transport Division on 021-5526889 or [transport@centurycity.co.za](mailto:transport@centurycity.co.za).)

- 18.7** Property owners should note that in terms of the National Land Transport Act (2009), no person may operate a road-based public transport service without holding the necessary permit or operating license.
- 18.8** Minibus taxis and unauthorised staff transport vehicles are not permitted on the Century City road network and their operations are restricted to the public transport interchange facility.
- 18.9** Should property owners or tenants wish to arrange their own dedicated after hours transport for their staff, an application for a Century City vehicle access permit must be made. Permits must be secured to the windscreen and be clearly visible. They are not transferable and the CCPOA reserves the right to withdraw any permit at its sole discretion. All operators / drivers must adhere to the CCPOA transport code of conduct. Permits can be obtained from the Transport Division office.

**18.10 Rail Services**

Century City's public transport offering was boosted considerably just ahead of the Soccer World Cup when the new Century City Railway Station came on stream. This has proved hugely popular with commuters using the newly constructed pedestrian walkway and the MyCiTi Bus Service between Century City and the station.

The Century City Station forms part of the Cape Town – Bellville Route (via Monte Vista).

A train timetable via Century City can be downloaded from the Century City website:

<http://centurycity.co.za/transport>

## Section 19: Traffic and Parking Control

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### 19.1 Traffic Control

- 19.1.1 Traffic control on public roads Type A (e.g. Century Boulevard) is the responsibility of the Cape Town Traffic Services. A City Traffic Officer is contracted to provide traffic law enforcement including moving violations in and around Century City. The CCPOA has an open communication channel with the Cape Town Traffic Services and reports traffic congestion problems to them when necessary.
- 19.1.2 CCPOA Security, Cape Town Traffic Services and SAPS officers have the right to enforce traffic rules and regulations and to conduct roadblocks at Century City. This includes wheel clamping and the issuing of fines where applicable.

### 19.2 Parking Control

#### 19.2.1 Provision of Parking

Property owners are required to provide adequate parking bays (including visitors' bays as detailed in section 7 of these regulations.

- 19.2.2 Employers staff who travel to work by car and are not allocated an on-site bay are encourage to lease monthly bays from the CCPOA for unreserved parking at the Century Avenue, Socrates Way, MyCiTi and Steel Bridge E-Parking areas which have access control and security guarding.

- 19.2.3 To ensure the free flow of traffic, no vehicle may be parked within the public road (types A and B), road reserve, or on any other common property unless they are parked in a clearly demarcated parking bay.

- 19.2.4 Parking is permitted in clearly demarcated parking bays for limited time periods. Parking restrictions respond to specific situations and are clearly sign posted.

- 19.2.5 Pay and display parking control systems are in operation in certain areas.

#### 19.2.6 Unauthorised Parking

Vehicles which are parked illegally may be dealt with as follows, depending on the circumstances:

- A parking ticket may be issued
- A wheel clamp may be attached and only removed by the CCPOA on payment of a fine
- The vehicle may be towed away to the CCPOA yard and only released on payment of a fine.

CCPOA Security personnel and Cape Town Traffic Services are authorised to impose the penalties listed above.



## Section 20: Building and Infrastructure Maintenance

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- 20.1 It is the responsibility of property owners to maintain their buildings and associated infrastructure in keeping with the general standards set at Century City.
- 20.2 Whenever the CCPOA considers that the appearance of any building and/or associated infrastructure has not been properly maintained and/or is unsightly, it may request the property owner to remedy the situation within a reasonable time.
- 20.3 In the event that the property owner does not comply with a request made in terms of 20.2 above, the CCPOA may take such steps as it may deem necessary to have the situation remedied and recover the costs thereof from the property owner, including a 20% CCPOA management fee.

## Section 21: Enforcement

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- 21.1** Contravention of the CCPOA Rules and Regulations could lead to a fine being imposed on the property owner(s) by the CCPOA. Where a fine is imposed, the amount will be reflected on the monthly invoice and be payable at the end of the month in which such invoice is submitted.
- 21.2** The CCPOA reserves the right to institute whatever legal action it deems appropriate to deal with any contravention of the Rules and Regulations.
- In the event of the CCPOA instituting legal action to enforce any Rules and/or Regulations, as amended from time to time, the CCPOA shall be entitled to recover from the defaulting party all legal fees on the attorney-and-own-client scale, including where applicable collection commission calculated at 20% (TWENTY PER CENT) on each payment of monies made, interest at the statutory rate and costs.
- 20.3** Offences relating to the misuse of CCPOA services may lead to the discontinuance of such services for a period, which the CCPOA deems appropriate.
- 20.4** The Century City Site is at all times subject to the jurisdiction of the SAPS who have the authority to prosecute offenders according to applicable legislation.
- 20.5** Nothing herein shall derogate from the CCPOA's overall authority to deviate from these rules and in any instance the CCPOA reserves the right to determine the appropriate penalty/action required to rectify a breach of these regulations. (Section 9.15)

## Section 22: Telecommunication Installations

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### **22.1 Introduction**

The CCPOA has identified the need and value of efficient telecommunication facilities to enhance the attractiveness of Century City as a business and residential location. It has identified the need and value to have a readily available open access carrier neutral fibre optic telecommunications network at Century City by means of which internet and other telecommunications service providers can provide high speed capacity, secure broadband services to property owners, occupiers and tenants.

The CCPOA concluded an agreement with Century City Connect (Pty) Ltd to install a high speed access network to world class standards that would pass every single sub-division at Century City and provide connectivity to all property owners, occupiers and tenants.

The network provides a high quality, precinct wide open access carrier neutral fibre optic network by means of a single trench solution and offers last mile connectivity to property owners, occupiers and tenants at Century City.

The CCPOA also recognized the importance of maintaining an aesthetically pleasing environment and of minimizing the disruptive effect of installing a multitude of networks at Century City using traditional trenching methods.

### **22.2 Telecommunication Installations Committee**

The Telecommunication Installations Committee (TIC) will assess all applications for the provision of any electronic communication facilities, including but not limited to information, telecommunications, radio and TV services to any property in Century City which would require a person to install any infrastructure or facilities, including but not limited to antennae or cables upon, under, over, along or across any land, including any street, road, footpath, Road Type A, B and/or C within Century City.

All applications in terms of this section are to be submitted electronically in accordance with the CCPOA submission requirements which are available on the Century City Website.

Applications can be made at any time, however if made before the second Friday of the month a quicker turnaround is likely during that month. The processing time from submission to approval will vary according to complexity but generally will not exceed 4 weeks.

### **22.3 Approval**

No property owner may contract with, or request any person for, the provision of any such electronic communication facilities without the prior written consent of the CCPOA.

Any person who may wish to contract with, or request any person for, the provision of electronic communication facilities shall before doing so direct a request to the TIC in accordance with the CCPOA submission requirements and providing any additional information as the TIC may require from time to time.

The decision of the CCPOA in regard to any application for consent shall be final and binding on the property owner submitting the request.

The provision of the open access carrier neutral fibre optic network by Century City Connect (Pty) Ltd negates the need for the use of television antennae, satellite dishes, radio antennae, microwave dishes, other communications devices, other fibre optic infrastructure, cables or facilities being installed within Century City.

#### **22.4 Design Review Committee**

Where any written approval is given by the CCPOA as envisaged in this section which will involve the installation of any telecommunications equipment such as antennae, television dishes, radio antennae, microwave dishes and other communications devices such installation may only commence after approval has been obtained in writing from the Design Review Committee as envisaged in Section 7.

#### **22.5 Non Compliance and Penalties**

Notwithstanding the rights conferred on the CCPOA in terms of Sections 9 and 21 to these Rules and Regulations, should any property owner not comply with his//her/its obligations in terms of this Section 22 and fail to remedy such non compliance within 14 (fourteen) days after receiving written notice from the Telecommunications Installations Committee (TIC) to do so, then the TIC will be entitled to immediately (i) impose a penalty levy on the property owner in an amount not exceeding R3000.00 (three thousand rand) for each consecutive month or part thereof that the property owner remains non compliant and/or (ii) take such reasonable and necessary steps, at the property owner's expense and in respect of which a remedial expense levy will be raised, to rectify the non compliance.

The TIC shall determine whether there has been non compliance with the obligations in terms of this Section 22 and any penalty levy or remedial expense levy will be added to and itemized on the property owner's monthly levy account.

***End of Regulations***

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