



NSFAS

National Student Financial Aid Scheme

Accommodation Application: **Required Documents Specification**

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Property Documents Required for Accreditation:

Kindly find the required documents list below and upload them to the portal:

1. Zoning Certificate
2. Proof of Ownership
3. Approved Building Plans
4. Occupancy Certificate
5. Fire Compliance certificate
6. Electrical Certificate of Compliance
7. Bank confirmation letter
8. Security Management Plan
9. Pest Control Certificate
10. Waste Management Plan
11. PSIRA certificates for the security personnel/armed response company on-site
12. Health Safety and Emergency Readiness Plan
13. Cleaning Contracts with Cleaning Registers

Please note: Points 1 to 7, will give you access to pay the accreditation fee but ideally, all documents required need to be submitted, to avoid the suspension of your accreditation.

Please see below for a breakdown of what validates a document and an explanation thereof:

1. Zoning Certificate:

Requirements:

- A Zoning Certificate specifies the permitted uses of a property, based on its location. It's essential for ensuring that the property is used in accordance with local development plans.
- The certificate is issued by the local municipality and is a key document when planning to build or make changes to a property.
- A consent use letter from the municipality can be accepted where there is no zoning certificate provided.
- **Validity:** Not typically specified, as it represents the current zoning status. Check with the local municipality for any changes.

2. Proof of Ownership:

Requirements:

- Proof of Ownership a Title Deed, is a legal document that confirms who owns the property. It includes details like the property's description and the owner's name.
- The Title Deed is crucial when selling or transferring property, as it proves legal ownership.

Validity: It remains valid until the property is sold or transferred, at this point, a new deed is issued to the new owner.

Additional Requirements if the Property is Mortgaged/Financed:

- Request a copy of the title deed from the bank, even if it is in their name.
- Include your home loan confirmation letter that has your ID number displayed.
- Obtain written permission/memorandum of agreement (MOA) under oath from the bank to allow you to operate the business on the property.
- Include your certified ID Copy as well.

Combine these documents and include your certified ID Copy into a single PDF. This will constitute as the proof of ownership.

3. Approved Building Plans:

Requirements:

- Approved Building Plans are detailed drawings that show the design and layout of a proposed construction project. They must comply with national and local building regulations. The drawings should aim to provide comprehensive information about the site layout and the building's rooms, ensuring clarity and understanding for all stakeholders involved.
- These plans need approval from the local municipality before construction can begin, ensuring the building will be safe and suitable for use.
- **Validity:** Valid until any physical changes are made to previous approval. If extensions or additions have taken place the plans need to be resubmitted. For the purposes of student accommodation, this will also include any physical changes in the internal layout of rooms. The plans must have an "approved" stamp, stating the name of the municipality, the person or department signing and the date. This should be easily visible.

4. Occupancy Certificate:

Requirements:

- An Occupancy Certificate is issued after a building has been inspected and deemed safe for use. It confirms that the building complies with all the necessary codes, and regulations, and has been built according to the building plans which include the layout of the internal structure
- This certificate is vital for the legal occupation of any new or renovated building.
- Occupancy usually comes after a zoning certificate has been issued and building plans approved.
- **Validity:** Generally valid indefinitely, as long as the building's use does not change and it continues to meet safety standards.

5. Fire COC (Certificate of Compliance):

Requirements:

- A Fire Compliance Certificate verifies that a building's fire safety measures meet the SANS standards. It's essential for ensuring the safety of students in accommodation facilities.
- The inspection and approval for the certificate are conducted by a qualified fire protection engineer or a fire safety officer. They assess the building to ensure it complies with all necessary fire protection and compliance regulations. You can also approach your local fire department for assistance with this COC
- **Validity:** The certificate must be renewed annually, and it's important to display it prominently within the premises to maintain compliance with fire safety standards. The standards against which the inspection was carried out should be visible on the certificate i.e. SANS/ SABS standard codes.

For a valid Fire Certificate of Compliance (COC) the following details are required:

- **Property Details:**

- Physical address of the property.
- Description of the property (e.g., commercial, residential, industrial).

- **Owner/Occupier Information:**

- Name of the property owner or occupier.
- Contact details of the owner or occupier.

- **Fire Safety Measures:**
 - Details of fire detection systems (e.g., smoke detectors, fire alarms).
 - Information on fire suppression systems (e.g., sprinklers, fire extinguishers).
 - Description of fire control systems (e.g., fire doors, fire-resistant materials).
- **Emergency Exits:**
 - Number and location of emergency exits.
 - Accessibility of emergency exits, including for persons with disabilities.
- **Evacuation Plan:**
 - Outline of the evacuation plan.
 - Signage and instructions for evacuation routes.
- **Fire Equipment Maintenance:**
 - Records of maintenance and servicing of fire equipment.
 - Dates of the last inspection and next scheduled inspection.
- **Compliance with Regulations:**
 - Confirmation that the property complies with SANS 10400 Part T.
 - Any additional local fire safety by-laws or regulations.
- **Certification Details:**
 - Name and credentials of the fire safety officer or engineer who conducted the inspection.
 - Date of the inspection.
 - Expiry date of the certificate (usually valid for one year).
- **Additional Notes:**
 - Any specific conditions or recommendations for maintaining fire safety.
 - Any deviations from standard regulations and the reasons for them.

6. Electrical COC (Certificate of Compliance):

Requirements:

- An Electrical COC confirms that electrical installations meet the required safety standards. It's a mandatory document when selling a property or after new electrical work is done.
- The certificate must be issued by a registered electrical contractor and includes a detailed inspection report.
- **Validity:** Certificate can last indefinitely if no changes are made to the electrical installation.

For a valid Electrical Certificate of Compliance (COC) the following elements are required:

Company /Department of Labour Logo

- **Title:** "Annexure 1" as per the format described in the Regulations.
- **Unique Number:** A unique number (Registration number) provided by the contractor for identification.
- **Attachment:** The COC must include a test report after the cover page.
- **Signature:** The last page of the test report must bear the signature of the registered person, who is the electrical contractor responsible for the inspection and testing.

The electrical contractor must be registered with the Electrical Conformance Board of South Africa and that the COC must adhere to the SANS 10142-1 Standards. Always ensure to consult the latest guidelines for the most current information. Additionally, the COC is accompanied by a test report and should have multiple pages. It's important to note that any additional electrical work requires an amendment to the existing COC.

7. Bank confirmation letter (with CIPC documents for business accounts)

This letter serves as a formal verification from the bank that confirms the account details and status for an individual or a business. It's particularly important when the account is linked to property ownership.

Requirements:

- If an individual owns a property, the bank account associated with that property should be in their name. This ensures that all financial transactions related to the property are traceable to the owner.

- In cases where the property owner uses a business bank account, they must be listed as a director of the company. This is where CIPC documents come into play, as they confirm the individual's directorship and the legitimacy of the business entity.
- The Bank Confirmation Letter and CIPC documents, Certified ID copies together establish the connection between property ownership and the financial operations of the business, ensuring transparency and legal compliance. It's a safeguard that aligns property and business interests with the responsible parties.

In Summary:

If the title deed holder is not the bank account holder. In that case,

- We require a Memorandum of Agreement (MOA) under oath or a letter (affidavit) from the title deed holder, giving the bank account holder explicit permission to operate the business on the property. The title deed holder must state their ID number, the physical address of the property, the name and ID number of the bank account holder, and the company registration number in the case of entities.
- Please provide a confirmation letter of account in the last 3 months and a certified ID copy of the title deed holder, ID Copy of the bank account holder and CIPC documents not older than 3 months (for entities).

Instructions:

- Please combine them into a single PDF and upload as your banking confirmation file.

8. Security Management Plan:

Requirements:

- A Security Management Plan sets out the strategies and measures put in place to safeguard a property and its occupants from security threats.
- It's a dynamic document that should be updated in response to new security challenges or changes in the environment.
- **Validity:** Remains valid as long as there are no significant changes to the security infrastructure or threats. It should be reviewed regularly to ensure it remains effective and relevant.

9. Pest Control Certificate:

Requirements:

- A Pest Control Certificate confirms that pest control measures have been applied to a property to manage or eliminate pests.
- The certificate must be issued by a pest control service provider registered with the South African Pest Control Association (SAPCA).
- It includes details of the pest treatment carried out, such as the type of pests, chemicals used, areas treated, and date of service.

Validity: The validity period may vary depending on the type of treatment and service provider's guidelines. Regular follow-up treatments may be required for ongoing pest management.

10. Waste Management Plan:

Requirements

- A waste management plan serves as a proactive strategy for effectively managing the waste generated by a property. The primary goal is to minimize environmental impact and ensure adherence to legal regulations.
- The plan covers waste reduction, recycling, responsible disposal methods and should be reviewed regularly to ensure it remains effective and relevant. This should include where the locations of dustbins **i.e** bedrooms, the kitchen, "Pikitup" bins in the yard and how often refuse will be collected from the house and removed from the site.
- **Validity:** It should be reviewed and adjusted as needed to reflect changes in waste production or management practices

11. PSIRA certificates for the security personnel/armed response company guarding your site

Requirements:

- PSIRA stands for the **Private Security Industry Regulatory Authority**. It's the governing body that regulates the private security industry in South Africa
- Security personnel and companies must be registered with PSIRA, and their certificates confirm that they meet the legal requirements to operate in the security sector.

Validity: A PSIRA certificate is valid for 24 months from the date of issue. It applies to all grades within the security industry, including Grade D, C, B, and A

12. Health & Safety and Emergency Readiness Plan:

Requirements:

- This plan details how to maintain a safe environment and manage emergencies. It includes procedures for evacuation, first aid, and reporting incidents.
- Regular training and drills are part of maintaining readiness, making sure everyone knows what to do in an emergency

Validity: The plan should be updated whenever there are changes in the building layout, occupancy, or relevant regulations.

13. Cleaning Contracts with Cleaning Registers:

Requirements:

- A Cleaning Contract with a Cleaning Register is an agreement that outlines the scope of cleaning services to be provided at a property, along with a record of the cleaning tasks performed.
- The contract should be detailed and include the frequency of services, specific tasks to be completed, and standards of cleanliness to be achieved.
- The Cleaning Register serves as a logbook that records each cleaning session, including the date, areas cleaned, tasks completed, and any notes or observations.

Key Components:

- **Service Provider Details:** Information about the cleaning company, including registration details and contact information.
- **Scope of Work:** A comprehensive list of all cleaning tasks to be performed, categorized by daily, weekly, monthly, and periodic activities.
- **Quality Standards:** The expected standards of cleanliness and any specific requirements, such as compliance with health and safety regulations.
- **Cleaning Register:** A documented log that tracks the completion of cleaning tasks, signed off by the cleaning supervisor or manager after each visit.

Validity and Compliance:

- **Duration of Contract:** The start and end dates of the cleaning service agreement.
- **Compliance:** Adherence to industry standards and regulations, such as those set by the National Contract Cleaners Association (NCCA) or relevant ISO certifications
- **Health and Safety:** Ensuring that cleaning services comply with occupational health and safety standards and that staff are trained and equipped to perform their duties safely.