



KRAIBOSCH COUNTRY ESTATES

Building Contractor's Code of Conduct 3

January 2017

Contractor's Code of Conduct Agreement

(To be completed and signed by both parties in respect of all work carried out on
Kraaibosch Country Estate)

Parties:

KRAAIBOSCH COUNTRY ESTATE

with:

The Contractor:

Employer
(Where Applicable)

It is recorded that the Employer above is the owner and/or the accredited architect or any one else commissioned by the Owner for the duration of the building contract.

Erf Number: _____

Kraaibosch Country Estate, George

Preamble

The purpose of this set of rules is to ensure a harmonious integration of residential living and building activities within the **KRAAIBOSCH COUNTRY ESTATE** with minimal impact on the environment, residents and others. **KRAAIBOSCH COUNTRY ESTATE** is a secured residential estate and in order to maintain aesthetics, standards, general appearance and security arrangements it is

necessary that owners, builders, contractors and their subcontractors adhere to the rules and regulations as determined by the **KRAAIBOSCH COUNTRY ESTATE** from time to time.

Strict adherence to all aspects of the rules is required and expected at all times and in all respects, penalties as specified in this document may be imposed by the **KRAAIBOSCH COUNTRY ESTATE** in the event of non-compliance.

1. CODE OF CONDUCT AGREEMENT

The building contractor is a builder/contractor (“the contractor”) appointed by the owner (“the employer”) of an erf in **KRAAIBOSCH COUNTRY ESTATE** for the purpose of constructing a dwelling house and outbuildings (“the Works”) on the employer’s erf.

2. QUALIFICATION OF CONTRACTORS

2.1 Only contractors who are registered with the NHBC will be allowed to build within **KRAAIBOSCH COUNTRY ESTATE**. A copy of the House Enrolment certificate to accompany this Builders Code of Conduct as well as Municipal and HOA approved plans to be filed in Estate Managers’ office.

2.2 An owner builder who qualifies under 2.1 will be allowed to construct his own home, but will be seen as a contractor during working hours and rules regarding contractors will have to be adhered to by the owner builder whilst daily construction takes place.

3. PRECONDITIONS

The following preconditions shall be complied with before any building activities may commence:-

3.1 A site meeting between the contractor and representatives of the **KRAAIBOSCH COUNTRY ESTATE** must take place at least 1 week (seven days) prior to commencement of building.

3.2 **IMPORTANT NOTE:** The repairs to all road damage will be done by HOA. Appointed contractors is for owner's expense. Contractors will NOT be permitted to undertake ANY road or kerb repairs. This is to ensure that all repairs will be up to approved standards.

3.3 The contractor must display an approved builder’s board on the site at a position as directed by the **KRAAIBOSCH COUNTRY ESTATE** for the duration of the construction period. No further signs of contractors, subcontractors, suppliers, finance companies or any other party may be erected on the site.

3.4 Builder’s boards must be removed no later than one month after the construction has been completed.

- 3.5 Prior to the commencement of building work a fence must be erected. This fence shall be erected along the entire perimeter of the erf, shall be Forest Green 75% shade cloth, 1,8m high and with only one entrance, to be kept tidy at ALL times.

4. RESPONSIBILITY

- 4.1 Contractors are at all times responsible for their sub-contractors and employees, guests, invitees and agents while in **KRAAIBOSCH COUNTRY ESTATE**.
- 4.2 The contractor is responsible for any person making deliveries to **KRAAIBOSCH COUNTRY ESTATE**. Any damages caused by his own employees, subcontractors or vehicles delivering materials to his erf, will make him liable for any damages that may occur within **KRAAIBOSCH COUNTRY ESTATE**. Any damage to **KRAAIBOSCH COUNTRY ESTATE** including, but not limited to, damage to kerbs, roads, street lights, distribution boxes, plants, irrigation and/or damage to private property in **KRAAIBOSCH COUNTRY ESTATE** caused by the contractor, its sub-contractors, agents, employees, guests or invitees is the responsibility of the contractor. In addition, the contractor will be responsible for any damage caused to common areas in the immediate surroundings of his erf to an extent to be determined by the **KRAAIBOSCH COUNTRY ESTATE** in its sole and absolute discretion.

5. WATER AND ELECTRICITY METERS

- 5.1 Both electricity and a water meter, exclusively of a type and specification as directed by the **KRAAIBOSCH COUNTRY ESTATE**, shall be installed by the owner / building contractor at his own cost.
- 5.2 The meter boxes shall be built into the wall on the erf boundary at a position approved by the **KRAAIBOSCH COUNTRY ESTATE** and which shall not be less than 200mm above ground level and 1m from the vehicular entrance to the property, easily accessible to meter readers.
- 5.3 In the event of no garden walls being built, the meter boxes shall be placed in a street-facing outside wall of the house in a position closest to the street boundary of the plot and as approved by the **KRAAIBOSCH COUNTRY ESTATE**, in its sole and absolute discretion. The meter boxes shall not be less than 200 mm above ground level, not higher than 1200 mm above ground level, easily accessible to meter readers.
- 5.4 In the event that a wall is built on the street boundary of the erf at any time thereafter, the meters must be moved by the owner at his cost and installed in the boundary wall in the manner provided for in paragraph 5.2 above.
- 5.5 Meter boxes shall always be built into the wall in such a manner as to ensure that they are flush with the surface of the wall and shall be painted the same colour as the wall into which they are built.
- 5.6 On the plans submitted the **KRAAIBOSCH COUNTRY ESTATE** must clearly indicate the position of the meter boxes, placed in compliance with these directions.

6. BUILDING ACTIVITIES

6.1 Limits of building activity

All activities relating to the construction must be confined within the boundaries of the erf upon which construction is taking place. This relates to location of staff, siting material, storage bins etc. If any material needs to be stored outside the erf boundaries, written permission must first be obtained from the **KRAAIBOSCH COUNTRY ESTATE**. Approval or refusal of such requested permission shall be solely in the discretion of the **KRAAIBOSCH COUNTRY ESTATE**.

6.2 Erf presentation

The contractor will be expected to keep the appearance of his building erf neat and tidy and free of litter at all times. Excess soil and plant material that results from levelling the erf must be removed from the erf once excavation is completed. The street in front of the erf must be swept regularly. The Estate Manager, or his representative, may at any time request the contractor to clean the site if in their opinion, the site is untidy.

6.3 Cleaning of vehicles/equipment

Washing of vehicles and equipment will not be allowed in **KRAAIBOSCH COUNTRY ESTATE** and must be carried out elsewhere.

6.4 Fires

No fires will be allowed in any part of **KRAAIBOSCH COUNTRY ESTATE** including the building site without the prior written approval of the **KRAAIBOSCH COUNTRY ESTATE**.

6.5 Ablution facilities

Contractors must make adequate provision for temporary chemical toilets for the use of their employees, and positioned on the site as directed by the **KRAAIBOSCH COUNTRY ESTATE** in its sole and absolute discretion.

6.6 Spoil of excess material and building rubble

The contractor must make adequate provision for the removal of building rubble and excess material. No material or building rubble may be spoiled in **KRAAIBOSCH COUNTRY ESTATE**.

6.7 Placement of litter bins on site

All litter must be placed in litter bins within the fenced boundaries of the erf. Any litter spread outside the erf is to be picked up regularly.

7. HOURS OF WORK

7.1 Public/Private time

Contractors may only be present in **KRAAIBOSCH COUNTRY ESTATE** during the following public time hours:

Monday – Friday: 06:00 to 18:00

Saturday: 07:00 to 13:00 (required to fill in entry forms provided at security).

Private time hours are:

Weekdays: 18:00 to 06:00

Saturdays, Sundays and all public holidays Contractors are not allowed in **KRAAIBOSCH COUNTRY ESTATE** during the private times without written permission of the **KRAAIBOSCH COUNTRY ESTATE**.

8. WATCHMEN

No watchmen will be allowed in **KRAAIBOSCH COUNTRY ESTATE**.

9. VEHICLE SIZES ALLOWED

- 9.1 Due to the road surfacing and limited road widths and radii the following restrictions are placed on any vehicle entering **KRAAIBOSCH COUNTRY ESTATE**:

No vehicles with trailers will be allowed.

Only fixed axle designed vehicles will be allowed.

No "horse and trailers" will be allowed in **KRAAIBOSCH COUNTRY ESTATE**, without prior written permission by **KRAAIBOSCH COUNTRY ESTATE**.

- 9.2 Maximum length: 9.1m
Maximum width: 2.6m
Maximum gross mass: 20 000 Kg
Maximum axle weight: 8 000 Kg

Note ** Concrete deliveries MAY NOT EXCEED 6 cubic meters

Note ** Truss deliveries 9.1m Total length of vehicle

Note ** Brick deliveries may not exceed 6 pallets

- 9.3 Vehicles larger than the above will denied access into **KRAAIBOSCH COUNTRY ESTATE**.

10. DELIVERIES TO CONTRACTORS

10.1 General deliveries

- Contractors will at all times be responsible for their delivery personnel.
- All delivery times will be limited to public times as defined under 7.1 above.
- Size of delivery vehicles will be limited as defined under 9 above.
- Deliveries to the building erf will take place only from the street frontage of the erf unless prior arrangements have been made with the **KRAAIBOSCH COUNTRY ESTATE**.
- The contractor has the responsibility of advising the entrance security staff of deliveries.

10.2 Concrete and Brick deliveries

The delivery of concrete and bricks has the potential of causing the most damage to the road surfacing and landscape vegetation. It is therefore important that these deliveries are handled in a particular way. Drivers of these heavy delivery vehicles must be made aware of the road restrictions by the contractor before their first delivery to the site. These heavy vehicles are not allowed to leave the road except at DESIGNATED entrance to building site. All heavy trucks will only be allowed entry AFTER the site representative has been phoned and assumes responsibility for monitoring the delivery. Site managers may also make prior arrangements before such deliveries.

10.3 Washing of concrete delivery vehicles

The washing of concrete delivery vehicles must take place within the confines of the erf and spillage and runoff must be contained within the erf. Under no circumstances may concrete be spilled onto the road surface and the contractor will be held responsible for the repair to the road if this occurs.

11. STORAGE SHEDS/HUTS

The contractor will be permitted to erect green storage sheds / huts / containers within the boundaries of the erf to the maximum height of 2.4m.

12. SECURITY

- 12.1 The development is located in a secure and controlled environment and therefore in terms of 8 above, individual watchmen will not be allowed into the **KRAAIBOSCH COUNTRY ESTATE** during private times.
- 12.2 The contractor must at all times adhere to the instructions of security personnel employed by the **KRAAIBOSCH COUNTRY ESTATE**.
- 12.3 Personnel of the contractor and his sub-contractors must at all times be in possession of a valid access pass issued by **KRAAIBOSCH COUNTRY ESTATE**. The pass will only be valid for the period that the sub-contractor is required on the erf.
- 12.4 Personnel must be transported by vehicle to the relevant erf and will not be allowed to walk around in **KRAAIBOSCH COUNTRY ESTATE**.
- 12.5 All contractor vehicles entering the **KRAAIBOSCH COUNTRY ESTATE** must have a clearance disc issued by the **KRAAIBOSCH COUNTRY ESTATE**. Contractor vehicles is scanned in and out by security and contractors must ensure the amount of workers coming in and workers leaving, must be equal daily

13. TRAFFIC CONTROL:

(MOST IMPORTANT / READ CAREFULLY- Speed limit for Contract vehicles is 30 km ph. STOP SIGNS will be monitored and offenders penalised.)

- 13.1 For security and safety reasons the speed limit in **KRAAIBOSCH COUNTRY ESTATE** for all contractors' vehicles is limited to 30 km p/h. *The contractor is responsible for ensuring that all his employees, subcontractors and delivery vehicles adhere to this rule.
- 13.2 Parking of vehicles must be confined to within the boundaries of the building erf. No parking on other erven, pavements, and roads verges in **KRAAIBOSCH COUNTRY ESTATE** will be allowed.
- 13.3 None of the contractors' vehicles will be allowed to be overloaded with materials or personnel.
- 13.4 The contractor is responsible for all his employees, subcontractors and delivery vehicles to conversant with these rules.

14. BUILDING PLAN CONTROLS

- 14.1 The building contractor must ensure that a copy of the signed approved building plan is available on the erf at all times for inspection by the **KRAAIBOSCH COUNTRY ESTATE** representative.
- 14.2 Any variations to the approved building plan must be submitted to the **KRAAIBOSCH COUNTRY ESTATE** for signed approval and may not be implemented before the approved variation is available to the contractor.

15. ROADS AND ROAD VERGES (SPECIAL ATTENTION TO 15.2 BELOW)

- 15.1 Contractors must ensure that the road in front of their building site is at all times swept clean. This is to minimize damage and ensure longevity of the road surface.
- 15.2 Contractors must ensure that kerbs and sidewalks in front of their building site are adequately protected from damage by the building operations.
- 15.3 Building material must be stored on the erf. Special permission may be obtained from the **KRAAIBOSCH COUNTRY ESTATE**, in its sole and absolute discretion, to store material in the road reserve directly in front of the building site, or on other approved locations should the need arise.

16. ADVERTISING

- 16.1 The contractor may place an approved A1 size advertising board on the Erf indicating the erf number, the name of the contractor, the architect and the owner for the duration of the construction period.
- 16.2 The sub-contractors of the contractor may not place any advertising material in **KRAAIBOSCH COUNTRY ESTATE**.

17. ELECTRICITY SUPPLY

The KRAAIBOSCH COUNTRY ESTATE shall not be liable for damages, expenses or costs caused to residents for any interruption in supply, variation of voltage, variation of frequency, or any failure to supply electricity.

18. GENERAL CONTROLS

A representative of the contractor must be available on the erf during working hours and be authorised to receive all correspondence addressed to the contractor. Each contractor will be in telephonic contact with entrance security by radio speed dial.

19. OCCUPATION and COMPLETION of CONSTRUCTION

Occupation certificates will only be issued by the Council on confirmation by the **KRAAIBOSCH COUNTRY ESTATE** that all **KRAAIBOSCH COUNTRY ESTATE** requirements and the completed works to confirm to the final plans approved by the **KRAAIBOSCH COUNTRY ESTATE** Design Review Committee (**KRAAIBOSCH COUNTRY ESTATE** DRC).

20. MONTHLY BUILDING MANAGEMENT LEVY

Note: This levy falls away, as it is covered by the Builder's Fee that is retained by HOA. in respect of administration and security costs during the building process.

21. BREACHES

In the event of any breaches of the Building Contractors Code of Conduct the contractor or owner employer may be subject to a penalty as determined by the **KRAAIBOSCH COUNTRY ESTATE** but no less than R 500 per offence committed or such other sanction as the **KRAAIBOSCH COUNTRY ESTATE** sees fit to impose. Such other sanctions may include, but shall not be limited to, building stop orders. Any such action will be at the sole and absolute discretion of the **KRAAIBOSCH COUNTRY ESTATE**.

22. CONTRACTOR'S DETAILS AND DOMICILIUM

Contractor: _____

Contact Person: _____

Physical Address: _____

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Postal Address: _____

E-mail Address: _____

Telephone No: _____

Fax No: _____

Cell phone No: _____

Erf No: _____

23. EMPLOYER'S DETAILS AND DOMICILIUM

Employer: _____

Physical Address: _____

Postal Address: _____

E-mail Address: _____

Kraaibosch Builders Code of Conduct

Telephone No: _____

Fax No: _____

Cell phone No: _____

Erf No: _____

24. BANKING DETAILS FOR RETURN OF DEPOSIT

Bank: _____

Branch: _____

Branch Code: _____

Account Name: _____

Account number: _____

Account Type: _____

25. ARCHITECTS'S DETAILS AND DOMICILIUM

Architect: _____

Contact Person: _____

Physical Address: _____

Postal Address: _____

26. THE EMPLOYER'S RESPONSIBILITY

By its signature to this document, the employer agrees to co-operate fully with the contractor and with the **KRAAIBOSCH COUNTRY ESTATE** to ensure that he complies with **KRAAIBOSCH COUNTRY ESTATE's** rules and instructions in this Agreement. The employer accepts and acknowledges that he has nominated and employed the building contractor and that the employer is jointly responsible to ensure that the building contractor complies with the terms and conditions of this document.

The terms of this document shall supplement and operate in addition to any other rules, regulations, instructions or resolutions of the **KRAAIBOSCH COUNTRY ESTATE**.

Signed at _____ on the _____ day of _____ 20__

For and on behalf of the Contractor

Signed at _____ on the _____ day of _____ 20__

For and on behalf of the Employer

Signed at _____ on the _____ day of _____ 20__