



The South African  
Council *for* Planners  
S A C P L A N

# SOUTH AFRICAN COUNCIL FOR PLANNERS

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Our Reference : External Circular  
Your Reference :

## EXTERNAL CIRCULAR – 2/2014

### REQUIREMENT TO INFORM THE COUNCIL OF THE ESTABLISHMENT OF A PLANNING PRACTICE

The South African Council for Planners has published a Code of Conduct in terms of the Planning Profession Act, 2002 and the Rules. The Rules and Code of Conduct were promulgated on 23 December 2013 under Government Gazette Notice 123 of 2013, SACPLAN Notice no 1 of 2013.

Sub-Section 3(6)(a), 3(6)(b), and 3(6)(c) of the Code of Conduct states that:

- (a) *Any registered person who is a principal of a planning practice in any form shall, within 30 days of the establishment of the planning practice, inform the Council thereof in writing, giving full details of the practice name, address from which the practice is conducted, type of practice and names of partners, shareholders, directors or members.*
- (b) *In the event that a planning practice was established prior to the promulgation of these rules and code of conduct, the registered person who is a principal of the planning practice shall, within 120 days from the promulgation of these rules and code of conduct, inform the Council in writing, giving full details of the name of the practice, address of the planning practice from which work is conducted, type of practice and names of partners, shareholders, directors or members.*

- (c) *The Council shall be informed of any changes in name, type, address, composition of a practice and its termination, within 30 days of the relevant occurrence.*

All Planning Practices are required to submit the following information on a company letterhead, irrespective if such or similar information was previously submitted to the erstwhile South African Council for Town and Regional Planners:

- a) Registered Name of Practice;
- b) Trading name of Practice – if different from Registered Name;
- c) Physical address(es) from where Practice is conducted;
- d) Postal address;
- e) Telephone number;
- f) Email address;
- g) Website address;
- h) Company registration number;
- i) VAT registration number;
- j) Names of Partners / Shareholders / Directors / Members with their respective registration numbers;
- k) Date established; and
- l) Type of practice.

*Signed Electronically*

**MP LEWIS Pr. Pln, MRTPI**

A/795/1994

**CHIEF EXECUTIVE OFFICER  
REGISTRAR**