



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 – 1/2015

ENTERING INTO PROFESSIONAL PLANNING PRACTICE OR BUSINESS WITH A PERSON THAT IS NOT A REGISTERED PERSON

The South African Council for Planners has published a Code of Conduct in terms of the Planning Profession Act, 2002 (the Act) 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)(e) of the Code of Conduct states that:

- (e) *A registered person shall not, except with the permission of the Council and under such conditions as the Council may prescribe, enter into any professional planning practice or business with any person who is not a registered person of a closely allied profession or a registered person in terms of Section 13 of the Act.*

Permission will not be granted if the person concerned-

- (i) *is disqualified from registration under any provisions of the Act or from membership of any closely allied profession;*
- (ii) *is qualified to register under any category provided for under the Act but has not done so.*

An 'allied profession' means “a recognized and regulated profession, members of which may from time to time co-operate with planners and may include, but is not limited to Registered Land Surveyors, Engineers, Architects and Attorneys”.

A registered person who wishes to be permitted to enter into any professional planning practice or business with any person who is not a registered person of a closely allied profession or a registered person in terms of Section 13 of the Act must submit the following information / documentation to the SACPLAN Council for evaluation and decision:

- a) The Registered Name of Practice;
- b) Trading name of Practice – if different from Registered Name;
- c) Physical address(es) from where Practice will be conducted;
- d) Postal address;
- e) Telephone number;
- f) Email address;
- g) Website address;
- h) Company registration number;
- i) VAT registration number;
- j) Date established;
- k) Type of practice;
- l) Name(s) of Partners / Shareholders / Directors / Members that are registered with the SACPLAN with their respective registration numbers, certified copies of their registration certificates, and certified copies of their ID documents / Passports;
- m) Name(s) of Partners / Shareholders / Directors / Members that are registered with an “Allied Profession” with their respective registration numbers and the name of the Allied Professional Body responsible for the registration and Code of Conduct of that profession, certified copies of their registration certificates, and certified copies of their ID documents / Passports;
- n) Name(s) of the any person who is not a registered person of a closely allied profession or a registered person in terms of Section 13 of the Act, with certified copies of their ID documents / Passports, as well as certified copies of any qualifications;
- o) Detailed responsibilities of the person(s) who is not a registered person of a closely allied profession or a registered person in terms of Section 13 of the Act. If there is more than one person the detailed responsibility of each person must be stated separately;
- p) A sworn affidavit from the person stating that he / she is not disqualified from registration under any provisions of the Act or from membership of any closely

allied profession; and is not qualified to register under any category provided for under the Act but has not done so.

The above-mentioned documentation must accompany a formal request addressed to:

The Chief Executive Officer
P O Box 1084
Halfway House
MIDRAND
1685

Please note that only originally certified copies of documents will be accepted.

Signed Electronically

MP LEWIS Pr. Pln, MRTPI
A/795/1994
CHIEF EXECUTIVE OFFICER
REGISTRAR