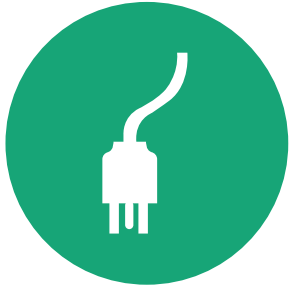




THE SELLER'S GUIDE

TO CERTIFICATES OF COMPLIANCE

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Electrical



Beetle



Plumbing



Gas

CONTENTS:

- A Brief summary of the sellers obligations for the various certificates
- Frequently asked questions and answers
- Potential pitfalls and how to avoid them
- Helpful hints to save you money
- Request an inspection
- About Inspecto / Letters from satisfied clients

ELECTRICAL COC

Why is an electrical certificate of compliance required when selling a property?

In terms of Regulation 7(5) of the Electrical Installation Regulations (OHS ACT of 1993), a change of ownership cannot take place unless there is a valid certificate of compliance.

How long is an Electrical COC valid?

For the purpose of transfer of ownership, a COC older than 2 years may not be used. If any electrical work was done after the certificate was issued, a new certificate will be required.

What does the electrical certificate cover?

- The main distribution board and any sub-distribution boards
- Socket outlets and light switches
- Wiring – is it in a safe condition and compatible with the circuit breakers in the distribution board
- Isolators – have isolators been installed for fixed appliances such as stoves, hot water cylinders (HWC's), gate and door motors, fans etc.
- Earthing – all metal parts of the installation need to be earthed.
- Bonding – HWC pipes, TV antennae and satellite dishes etc.

What does the Electrical COC not cover?

Fixed appliances such as:

- Geysers & Stoves
- Motors & Fans

- Under floor heating
- Pool motors

Please note: The wiring to fixed appliances is covered by the COC.



Helpful hints to save you costs:

- The best advice we can give is to have the inspection done early, before a potential buyer is introduced to the property. This may help you to make decisions that will reduce the costs of repairing any defects.
- Garden lights – the wiring to garden lighting is often done incorrectly and can be costly to rectify. These can be removed rather than re-instated.
- Extension leads – temporary leads are often installed for the owner's benefit and can easily be removed.
- Additional exterior lighting – these are often non-compliant and can be removed rather than re-instated.
- TV antennae – may no longer be in use – remove. If the seller leaves it as a fixture it will need to be bonded.
- Decorative water features and ponds – as fixed appliances, these items require isolators. This is seldom done correctly and can be costly. The electrical supply to these features can be removed to save costs.
- Electrical installations to wendy houses – are often done illegally. Removing the supply can reduce the costs.
- Light bulbs – are consumables and are not covered by the COC. However, it is good practice to ensure that all fused light bulbs are replaced before the inspection is done. This will reduce wastage of time during the inspection process.

WATER INSTALLATION COC

Why is a Water installation certificate required when selling a property?

The City of Cape Town Water by-law 2010 - section 14(1), stipulates that before a property can be transferred, a COC for the water installation needs to be issued. This came into effect on the 1 March 2011. It is a local by-law and only applies to properties sold where the City of Cape Town is the municipal authority. A new certificate needs to be issued each time a property is transferred.

Does the Water installation certificate cover all of the plumbing?

No, this certificate IS NOT a plumbing certificate. It is limited to the by-law and is not as comprehensive as a plumbing certificate.

The table below highlights some of the differences between the Water installation certificate and a plumbing certificate of compliance.

WATER INSTALLATION COC ✓	PLUMBING CERTIFICATE ✗
Obtainable from City of Cape Town Website	Obtainable from the Plumbing Industry Registration Board
Requires compliance with the City of Cape Town By-Law 2010. Only hot water cylinders newer than Sept 2006 need to comply with SANS regulations	The entire installation needs to comply with the regulations - SANS 10252 and SANS 10254.
Excludes waste water, waste traps, drip trays (for hot water cylinders pre 2006)	Includes waste water - Waste traps sewerage, drip trays etc.
Only includes damaged components if they result in a loss of potable water	Includes faulty plumbing components - cracked basins, toilet pans, waste traps
Does not cover leaks on waste/ sewer water	Covers leaks from waste water as well
Does not cover drainage, with the exception of storm water discharging into the sewer	Includes blocked or damaged drains

What does the Water Installation COC cover?

The parts of the installation that are covered are listed on the Certificate as follows:

- The Hot Water Cylinder installation complies with SANS 10252 and SANS 1025 (only for installations post September 2006).
- The water meter registers when water is used and stops completely when no water is drawn. If there is then movement on the meter, this indicates a leak (i.e. loss of fresh potable water).
- None of the terminal water fittings leak and they are correctly fixed in position.
- No storm water is discharged into the sewerage system.
- There is no cross connection between the potable water supply and any grey or ground water (e.g. a borehole/ well-point).
- The water pipes in the installation are properly saddled.

The buyer's expectation

Some buyers will assume that this COC addresses all plumbing defects – especially buyers from other regions who are not familiar with the City of Cape Town By-Law.

However, our mandate is to inspect to the required standards only. This is to ensure compliance with the by-law, while incurring the minimal cost to the seller.

For your reference, we enclose a specimen COC on page 5.



SCHEDULE 4

CERTIFICATE OF COMPLIANCE OF WATER INSTALLATION ON TRANSFER OF OWNERSHIP IN ACCORDANCE WITH THE WATER BY-LAW

PROPERTY ADDRESS.....
.....
.....

ERF NUMBER

NAME OF SELLER

CONTACT DETAILS OF SELLER

NAME OF BUYER

I, a suitably accredited plumber, certify that I inspected the plumbing installation at the above address, and confirm that:

- The water meter is registering,
- There are no defects which can cause water to run to waste, and
- There is no ingress of rainwater into the sewerage system.

SIGNATURE: DATE:

PRINT NAME & CONTACT DETAILS:

REGISTRATION NUMBER:

Conveyancing attorney to submit completed form to:
Email: CertificateOfCompliance@capetown.gov.za

CERTIFICATE OF COMPLIANCE OF WATER INSTALLATION ON TRANSFER OF OWNERSHIP IN ACCORDANCE WITH THE WATER BY-LAW

Transfer of ownership

14.(1) The seller must, before transfer of a property, submit a certificate from an accredited plumber certifying that –

- (a) the water installation conforms to the national Building Regulations and this By-law;
- (b) there are no defects;
- (c) the water meter registers; and
- (d) there is no discharge of stormwater into the sewer system.

Plumber's Checklist

- The Hot Water Cylinder installation complies with SANS 10252 and SANS 10254.
- The water meter registers when a tap is open and stops completely when no water is drawn. If there is then movement on the meter, this points to a defect somewhere on the property.
- None of the terminal water fittings leak and they are correctly fixed in position.
- No stormwater is discharged into the sewerage system.
- There is no cross connection between the potable supply and any grey water or groundwater system which may be installed.
- The water pipes in the plumbing installation are properly saddled.

GAS COC

Why is a gas certificate required when selling a property?

In terms of Regulation 17(3) of the Pressure Equipment Regulations (OHS ACT of 1993), a gas Certificate of Conformity must be issued when there is a change of ownership. This came into effect on the 1st October 2009.

What does the certificate cover?

The certificate certifies that:

- There are no gas leaks
- Emergency shut off valves have been installed in the correct positions
- The gas piping, regulator and valves and gas appliance are in a safe working condition and not corroded.

For gas cylinder/s installed on the exterior of a property:

- Are at least 1 metre away from an airbrick, a door or a window.
- Are at least 2 metres away from a drain
- Are at least 5 metres away from an electrical source of ignition, e.g. a motor, air-conditioner, distribution board etc.
- Do not exceed the maximum volume of gas allowed on a property, which is 38kg for the City of Cape Town.

For a gas cylinder installed in the interior of a property (usually inside a cupboard):

- Is not situated directly below the hob.
- That the cupboard is vented to prevent the accumulation of gas.
- There are no electrical switches directly below the hob, or in the compartment where the cylinder is positioned.

- There are no electrical switches within 200mm of the hob.

Potential stumbling blocks:

There are restrictions relating to the volume of gas that may be stored on a property:

In an apartment above ground floor, the maximum volume of gas allowed is 9 kg. This is of particular concern where there is a gas fireplace. A gas fireplace requires a minimum of 19 kg in order to operate. Therefore, reducing the size of the cylinder to 9 kg is not an option. The only course of action is to decommission the fireplace. It is important that all parties are aware of this when signing an offer to purchase.

In a freestanding property, the maximum volume of gas allowed is 38kg, unless there are plans approved by the Fire Department and Town Planning. If the seller has a copy of these plans, they must be handed to the gas inspector. This will prevent delays. If there are no approved plans, the volume of gas stored on the property must be reduced to a maximum of 38kg.



Helpful hints to save you costs:

We recommend having the inspection done before a potential buyer is introduced to the property. This will enable the seller to make cost saving decisions timeously. Should you require further advice, you can contact Tyron at our offices.

BEETLE COC

Is a beetle certificate of clearance required by law?

No, there is no law that obligates a seller to provide a Beetle Free Certificate.

Then why are properties being inspected for beetle when they are sold?

From the 1940's to 1960's wood destroying insects were infesting properties on an epidemic scale. In some instances, the infestations were so severe that roof structures were on the verge of collapse.

Many building societies, which were then the main sources of bond finance, would not advance money to a buyer unless the property to be mortgaged was declared free of wood-destroying insects.

And so the need was established for suitably qualified people to carry out inspections and where infestation was identified, recommend remedial measures to eradicate such infestation. This requirement was written into the Offer to Purchase and it became the seller's obligation to provide the Beetle Free Certificate.

Is beetle infestation still a problem?

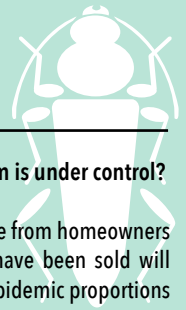
The practice of inspecting and treating beetle infestation when properties are sold, along with the extensive use of pre-treated timber in newer properties, has gone a long way to reducing the incidence of beetle infestation.

Why are beetle inspections still being done if the problem is under control?

We will never fully eradicate wood destroying insects. Vigilance from homeowners and the continual practice of inspecting properties that have been sold will ensure the problem is managed so as not to return to the epidemic proportions of the 1960's.

What is the recommended "Beetle Clause" for the Deed of Sale

The seller shall arrange at his/her expense to have the accessible timbers on the property inspected by a qualified wood borer inspector who is a member of the South African Pest Control Association (S.A.P.C.A), for infestation by wood destroying insects and for the replacement and/or treatment of any timbers found to be infested, in accordance with the recommendations specified by the inspector.



ELECTRIC FENCING COC

Why is an electric fence certificate required when selling a property?

In terms of Regulation 12(4) of the Electrical Machinery Regulations (OHS ACT of 1993), an electric fence certificate must be issued when there is a change of ownership of the premises on which such electric fence exists. This came into effect as from 1 October 2012.

Who can issue an electric fence certificate?

The regulations that govern electric fence installations are found in SANS 10222-3. These regulations are separate to those that govern the electrical wiring of premises (SANS 10142-2). Only a person accredited by the Department of Labour as an electrical fence installer may issue a C.O.C for an electric fence installation.



Helpful hints to save you costs:

We recommend that you appoint the original electric fence installer. His contact details should be prominently displayed on the fence.

Our reasons for this are:

1. The original installer will be familiar with the property.
2. In many instances the original installer will have a maintenance contract in place.

3. The original installer may be inclined to give a keener price if there are any repairs to be carried out.
4. The installer will know in what year your fence was installed and will apply the regulations accordingly.

How can Inspecto help?

If you do not know who the original installer is, we can refer you to a suitably qualified electric fence installer.



ABOUT INSPECTO

Brief Resumé

- Founded in 1995.
- Members of ECA (Electrical Contractors Association) and SAPCA (South african Pest Control Association).
- Qualified and registered electricians, plumbers wood borer inspectors.
- Experienced office staff who understand the importance of getting the required certificates to you on time.
- Longstanding relationships with all sectors of the property market (Conveyancing attorneys, Estate agents, Bodies corporate).
- Our business philosophy is based on open and honest dealings with our clients and staff, inspecting to the required standards and fair pricing.

LETTERS FROM SOME OF OUR SATISFIED CLIENTS

Just wanted to let you know how impressed my wife and I were with the team that you sent out to do the work. They quietly got on with the job, hardly ever disturbing my wife, and cleaned up afterwards. They are a credit to your company.

- Mr & Mrs Banwell

I just wanted to say that Lazarus and George and your team have been here for the last three days. They have been the most efficient, polite, and diligent team of workers I have yet experienced in Cape Town. They are a testament to your business.

Thank you.

- Mr Disler, Clifton

I wish to commend Inspecto on the quality of your staff and the level of service provided. In recent weeks I have met some of your inspectors and technicians, and all of them have been punctual, courteous and efficient!

It was a real pleasure to deal with these individuals and it would be nice if you would pass on my comments to their manager.

Thank you.

- Mr Cox, Hermanus

I would like to highly commend the 2 electricians who did the final repair work at my flat. I have had occasion to deal with electricians quite often, specifically for this kind of job, and I have never before met two who were as courteous, professional and efficient as these men. They took great care to respect my home, to be tidy and clean, and to do a really really thorough job.

Thank you.

- Mr Meyer, Sandown Crescent

The gentlemen came to fix our water and electricity defaults yesterday. Would like to commend Marco, Jean and Rowan on an excellent job done they were meticulous and cleaned up after they were done. They were very friendly and professional.

Keep up the good work!!

- Ms Morris, Sonnendal Street



For help, contact the following:

Office no: 021 551 4185

Fax no: 021 551 9925

Website: www.inspecto.co.za

Enquiring about an inspection:

Maria - 082 494 5922 / maria@inspecto.co.za

Shelley - 079 296 6878 / shelley@inspecto.co.za

Enquiring about repairs:

Richard - 076 156 5353 / richardt.inspecto@gmail.com

Technical advice:

Tyron - 082 442 5372 / tyron@inspecto.co.za
