

# **Thesen Islands Design Guidelines**



## **Owner's Manual**

### **Single Residential Properties**

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## Single Residential Properties

### Design Concept

Thesen Islands' architecture is "Colonial Maritime" – identifying with Knysna's historic vernacular architecture and seafaring connection. The concept is based on criteria derived from Cape Colonial buildings, but without the Victorian embellishments. The Island's streets, lanes, canals, beaches and parks follow New Urbanist design principles that promote environmentally friendly habits in creating walkable neighbourhoods. Walkability, together with connectivity, a range of housing types and sizes, special placement of communal use areas and a defined architecture, all contribute to a rich sense of place."

The concept emphasizes simplicity, human scale and vertical proportions, traditional plan form, harmony, refined details and natural colours.

Buildings are smooth plastered brick or timber clad frames.

Wooden verandas, decks, railings, boardwalks, gazebos and picket fencing reflect the Thesen Islands' and Knysna's timber heritage.

The Thesen Islands Design Guidelines (TIDG) have been established in terms of the Thesen Islands Homeowners Association (TIHOA) Constitution, TIHOA Rules and Regulations, National and Municipal Building Regulations. The term 'Design Guidelines' is commonly used in the residential estate industry and has the same effect as binding Rules or Regulations. It allows for both restrictions, permissions and aesthetic values.

Thesen Islands is an 'overlay zone' within the Knysna Zoning Scheme that stipulates development parameters or use rights that may be more restrictive; and may include provisions and development parameters.

The overlay zone is adopted, reviewed or amended by the Municipality as an amendment of the By-law in accordance with sections 12 and 13 of the Municipal Systems Act and section 25 of the Land Use Planning Act.

Neighbourhood precincts on Thesen Islands, such as the boathouses in Heritage Bay, the North Gantry units or the timber houses in Tide Water, each typically display unique characteristics. This may affect approval of submissions or suggestions relating to a particular issue which is appropriate to the specific precinct.

In this regard, homeowners should remember that every neighbourhood precinct has its own set of Regulation plans, and many individual stands also have a Regulation plan specific to it.

Therefore, when looking at a feature on another house it is important to bear this in mind.

All buildings must adhere to the Design Concept as well as the details in this Manual. This Manual is primarily concerned with the external appearance and positioning of the Islands' buildings and structures. Owners are unrestricted regarding the interior layout, interior finishes and interior colours of their homes.

Existing deviations from the manual cannot be assumed to have established any precedents even if previously incorrectly approved.

In the case of additions or alterations built without approval, homeowners will be required to rectify this through the submission of plans to both the TIDRP and the Knysna Municipality, and the correction thereof.

## **Town Planning Requirements**

Only one main dwelling (for a single family) per property is permitted (see ‘Definitions’ at end of the Manual).

### **T1. Maximum Coverage**

The maximum coverage allowed (or footprint) of all roofed buildings is specified as a percentage of the area of the stand. (see Definitions of “Coverage” and “Footprint” at the end of the Manual).

The maximum coverage permitted is:

All Stands - 35% of Stand area.

The following extra allowances apply:

- (a) Stands of 250 to 299m<sup>2</sup> - An open veranda allowance of 15m<sup>2</sup>  
Stands of 300 to 699m<sup>2</sup> - An open veranda allowance of 20m<sup>2</sup>  
Single Home Islands - An open veranda allowance of 40m<sup>2</sup>

To qualify for these allowances, the verandas must be under a lean-to roof, a timber deck or a concrete slab. Must be open and may be enclosed with louvres, framed or frameless glass, but not walls or screens.

- (b) Stands smaller than 500m<sup>2</sup>- A carport allowance of 18m<sup>2</sup>

To qualify for this allowance, the carport must be fully open on at least two sides, and can be screened with open slats with a minimum 20mm gaps.

Example: If the stand is 600m<sup>2</sup> covered structures may be built to a maximum area of  $600 \times 35\% = 210\text{m}^2$ , plus a veranda allowance of  $20\text{m}^2 = 230\text{m}^2$

### **(c) Circulation space**

#### **1. Horizontal**

This is an area/walkway between buildings or a pathway from an entrance feature to the front door.

##### **Conditions:**

- the area is limited to a maximum width of 1.5m linking buildings or from a gate to the front door. The length depends on the placement of the buildings.
- to be a lightweight timber or steel structure (pergola) – a minor element that can be covered with flat glass panels or a lean-to roof.
- may not form part of a major building form
- the area for circulation will be excluded from floor area, provided that it remains open on the sides.
- It cannot be enclosed on the sides with shutters, glass, blinds or screens.
- It remains part of **coverage**.

Approval on merit.

#### **2. Vertical**

##### **Exclusively for the use of lift shafts**

##### **Conditions:**

- Limited to a maximum size of 5m<sup>2</sup>
- The area for circulation will be excluded from floor area
- It remains part of **coverage**

**T2. Maximum Floor Area**

By building a double storey, the maximum area can be increased by the following double storey factors:

Stands of 250 to 299m <sup>2</sup>	x 1.65.
Stands of 300 to 699m <sup>2</sup>	x 1.60.
Stands of 700 to 799m <sup>2</sup>	x 1.55.
Stands of 800m <sup>2</sup>	x 1.50.
Single Home Islands	x 1.60.

Example: If the stand is 600m<sup>2</sup>, the maximum area is 600 x 35% = 210m<sup>2</sup>, plus an open veranda allowance of 20m<sup>2</sup>. The maximum floor area will be 210 x 1.6 = 336m<sup>2</sup> plus an open veranda allowance of 20m<sup>2</sup> (Note: The veranda and carport allowances are not added to the coverage figure when making the maximum floor area calculation.)

**T3. Summary – Coverage and Floor Area Regulations**

Stand Area (m <sup>2</sup> )	Coverage	Open Veranda (m <sup>2</sup> )	Carport (m <sup>2</sup> )	Double Storey Factor (FAR)
250 to 299	35%	15	18	1.65
300 to 499	35%	20	18	1.60
500 to 699	35%	20	0	1.60
700 to 799	35%	0	0	1.55
800 +	35%	0	0	1.50
Single home Islands	35%	40	0	1.60

**T4. Double Volume**

Double volume will count as one floor area provided the area does not exceed 20% of the ground floor area of the house only (i.e. excluding verandas, patios, garages, carports, gazebos, laundries, etc.)

Applicant to include calculation on submission plan demarcated by a polyline/area schedule.

Any excess double volume will count as floor area.

**T5. Loft**

A loft is room area within the roof space. If the side walls extend above the floor it is regarded as a storey and will be included in the Maximum Floor Area calculation.

**T6. Building Envelope and Building Lines**

There is a specific Regulation and/or Site Layout Plan for every property which regulates the required Development parameters of that property. This plan is available from the TIHOA.

In general, for stands of more than 500m<sup>2</sup>, the building lines are;

- 6m from the waterway and outer Estate boundary,
- 1.5m from the street boundary (except a garage with door(s) facing the STREET - 5m),
- 1m to 3m from each side boundary and 3m from a parkland or rear boundary.
- Single Home Islands will in general have a building line of 3m all round.
- Stands of less than 500m<sup>2</sup> or stands on a narrow lane, the building lines may be less – refer to the Regulation Plan for that particular stand.

There are certain relaxations for example, but not limited to, carports, pergolas, single storey garages. These are covered in other sections of this document.

**T7. Beacon and Building Certificates**

- (a) Prior to the start of construction, the Building Contractor must obtain a Beacon Certificate for the Erf from a professional Land Surveyor, who should visit the site to point out the correct site boundary pegs and issue a certificate to this effect. This prevents possible costly set out errors. The position of any building must be certified by the Land Surveyors.
- (b) Prior to the casting of the ground floor slab, the owner must provide the Land Surveyor setting out certificate to the BCO/DRP.

**T8. Ground Floor Level**

The finished ground floor level must be set at a minimum of 3m above mean sea level (MSL). This may be reduced to 2.7m MSL for non-habitable rooms such as garages.

**T9. Maximum Building Height**

The maximum building height to the top of the roof is 11m MSL; i.e. if the ground floor level is 3m MSL, the building height may not exceed 8m.  
Only 2 storeys permitted.

**T10. Second Dwelling**

Only one primary dwelling per property is permitted.

A second dwelling is a separate residential building on a property that is distinct from the primary residence and must contain a kitchen.

A second dwelling may be approved if the following conditions are met:

- The floor area does not exceed 90 m<sup>2</sup> and is not more than 33% of the floor area of the main house.
- The maximum allowable coverage and maximum allowable floor area remains unchanged.
- The second dwelling must be of the same design and style as the main house.

**T11. Consolidation of Stands**

Application must be made to the Panel who will advise the TIHOA Trustees whose written approval must be obtained before consolidation can proceed.

Consolidation will not be permitted where either of the two adjacent properties have Concept Designs forming part of the original Sale Agreement and will also not be recommended where in the opinion of the Design Review Panel consolidation of erven would be aesthetically detrimental to the character of the surrounding area.

On stands where consolidation is permitted the following will apply:

- Coverage and floor areas to be recalculated.
- The maximum size house that can be built is the lesser of:
  - (a) what is permitted by these Design Guidelines based on the consolidated size of the stand.

or

(b) 516m<sup>2</sup> coverage and a total of 774m<sup>2</sup> floor area. (This is the maximum size of the theoretical biggest house on Thesen Islands.)

- Veranda and carport allowances to fall away on consolidation.
- Building setbacks to be amended and then approved by the Design Review Panel after consolidation.

The consolidated stand would on registration in the Deeds Office be treated as one stand in terms of the Thesen Islands Design Guidelines.

**T12. Minimum House size:**

- Stands of 500m<sup>2</sup> and less: 110m<sup>2</sup> floor area.
- Stands of more than 500m<sup>2</sup>: 140 m<sup>2</sup> floor area.

The above floor areas may not include garage(s) or carport(s).

## Design Requirements

### **D1. Scale and Proportion**

Harmonious and of human scale, avoiding unnecessarily large building forms.

- The size, proportion and placement of buildings must be compatible.

### **D2. Plan Form**

Plan form –

- Simple rectangular and composite rectangular.

Buildings shall as far as possible be parallel to the waterways and streets.

On non-rectangular stands,

- it is acceptable if the major portion of the house is parallel to a boundary.
- Any wing(s) must be at 90 degrees to this portion.

For any connection to a further non-parallel section refer to **D27 – Links between Buildings**.

H-plan infill between gables is permitted but a setback is required and under a lean-to or flat roof only to differentiate between major and minor elements.

The area between the two wings of an L plan form may only be filled in under a lean-to or flat roof or a veranda of the permitted maximum dimensions.

### **D3. Building Form**

The maximum building width of

- a single storey gable (or equivalent) is 7.0m and
- a double storey gable (or equivalent) is 6.5m.

To qualify as a single storey, the wall plate height may not exceed 3,8m measured from the floor level.

Any addition against a major building form can only be up to a maximum of 1:1 ratio. (The same width as the abutting major building form). This includes veranda and pergola separate or in combination.

Outbuildings

- must be of the same form as the main house if they are free standing.

The building form is the additive massing of simple rectangular shapes in line or at right angles to each other.

- Smaller additive components should be kept to a minimum.
- Notches, cuts and inserts in the simple building volumes are discouraged.
- Interpenetrated massing is not permitted.
- A void cut into the mass will only be considered if restrained and if balanced. Will not be permitted on a building corner facing the street, waterway or park.

### **D4. Roofs**

Should be;

- predominately pitched, 30 to 40 degrees,
- in traditional styles - simple symmetrical double pitched gable, square pyramid, symmetrical hipped or half hipped.

Roof pitches and styles must be consistent.

- Flat or lean-to roofs of 5 to 15 degrees are acceptable.

Where a natural slate roof is used;

- the pitch of a lean-to veranda roof may be increased to 18 degrees, provided that the height of the underside of the outer horizontal beam does not exceed 2.1m.

Roofs over bay windows may be the same pitch as the main roof.



A separate, narrow, cantilevered light weight roof structure (eyebrow/canopy/pergola) over windows or doors will be considered,

- if it does not exceed 900mm in depth.

This will not be included in coverage and floor area calculations.

Lean-to and flat roofs abutting a wall of a pitched roof

- not to exceed the width of the adjacent gable (Ratio 1:1).

Roofs must coincide with plan elements.

Overhangs are not to exceed 200mm in general.

#### **D5. Dormers**

Dormers will be subject to approval.

- Gabled or Shed styles only.
- May not occupy more than 50% of the roof element length with
- maximum 3 per roof element.
- The window width not to exceed 1200mm.
- Normal window proportions apply.

The dormer should not be over scaled and not wider than the window width including the trim.

#### **D6. Roof Windows and Roof Lights**

Roof windows/skylights are subject to approval.

- Only traditional vertical style (maximum size 1000 mm wide by 1500 mm deep) with flat glass will be considered.
- Dome type not permitted.
- May not be more than 10% of the roof element area,
- at least 1.0 m apart with
- maximum of 3 per roof element.
- Must be set in the plane of the roof, long side pointing up, at least one window width from the roof ridge or fascia line.
- Normal window proportions apply.
- Frames to be painted the roof colour.

#### **D7. Roof Sheeting Materials**

Permitted:

- Traditional pattern galvanized, aluminium or chromadek corrugated metal or fibre cement sheets.
- V-crimp / clip lock or standing seam flat metal sheets.  
Flat tiles, square cut fibre cement tiles
- Natural slate (dark colour only).
- Natural shingles (grey colour only)

Roof material used on a property must be consistent.

#### **D8. Walls**

Walls surfaces must be plain, without decoration.

- Simple plaster or timber surrounds to openings are acceptable, but quoins, rustification and decorative mouldings are not permitted.
- Timber plank or Handiplank may not be used randomly but, rather traditionally for the entire house or for specific architectural components. E.g. a lean-to addition, the first floor of a wing, an outbuilding, etc.
- Free standing and yard walls not to exceed a height of 2m.

The underneath of timber frame houses must be enclosed.

**Permitted finishes:**

Smooth plastered brick.  
 Timber plank, Handiplank - horizontal or vertical. Shiplap style acceptable.  
 Corrugated metal if combined with the same corrugated metal roof.  
 Combination of plaster and planking finish.

**Not permitted:**

Textured or decorated plaster  
 Timber logs. facebrick  
 Quoins, rustication and decorative moulding.  
 Sandstone cladding  
 Off-shutter concrete

**Subject to approval:**

Limited use of natural dry packed roughly coursed stone matching waterway gabions laid without visible mortar joints on

- plinths, chimneys and limited garden wall detail or entrance.

**D9. Windows**

Thesen Islands window openings have a **vertical** form in keeping with the Knysna vernacular.

- Excessively large glassed areas are not permitted.

**Material:**

- white painted timber, white powder coated aluminium or white uPVC.

Sandblasted, frosted or grey tinted external glass may be permitted for privacy or glare control. (Subject to approval).

**Window style:**

- Window frames and panes to be rectangular with
- a vertical proportion of at least 1:1.2, but 1:1.6 are recommended.
- Small windows (maximum 900mm x 900mm) may be square.
- Porthole windows: maximum 600mm diameter and limited to 3 in series, per façade.

**Window types:**

- Side hung casement, vertical (traditional sash) or horizontal sliding type with traditional proportions.
- Mock sash and outward opening top or bottom-hung types only permitted if smaller than 900mm x 900mm.

Proportions and style to be consistent throughout all buildings.

Exceptions will only be considered if of similar size and proportion.

Bay windows to be in the correct context; e.g. in a major room.

- Must be in sections with the correct vertical proportions.
- Maximum use - single story two; double story four if in two pairs; one directly above the other.
- No balcony permitted above a traditional bay window.
- A balcony with railings (pergola optional) or lean-to veranda will be permitted above a square bay window not exceeding 2.4m in width.

**Not permitted:**

- Curved bow windows.
- Non-rectangular or oddly shaped or proportioned windows.
- Artificial “snap-in” cottage panes.
- Reflective mirror glass or film.

**D10. Maximum Window Sizes –**

**Ground Floor** Maximum 2.7m high. (Including fanlights)  
 Maximum 1.5m wide.

- First Floor** Maximum 2.1m high. No Fanlights allowed on first floor  
Maximum 1.5m wide.
- Bay** Maximum 1.7m high.  
Maximum 2.4m wide overall.  
If traditional style: up to 3.6m wide overall will be allowed provided;
- the windows are not wider than 1.1m
  - they are separated by masonry piers and
  - the width of the wall on either side is at least 1.2m.
  - maximum 900mm deep.

**D11. Window Section Dimensions (Elevation)**

Frame:	minimum: 30mm	maximum: 75mm
Opening Section:	minimum: 30mm	maximum: 65mm

**D12. Window Schedule**

Window Schedule Plan to be provided to a scale of 1:50 or 1:25 showing elevational dimensions (including frame and rail widths), type, material and manufacturer.

**D13. Window Placement**

Windows should generally be:

- taller on the ground floor, shorter on the first floor;
- the same height at the same level throughout the same storey;
- of the same width in vertical succession, lined up above one another;
- not all equidistant from each other but arranged in twos and threes to create a rhythmic pattern;
- used in families, sharing the same proportions.
- minimum 600mm the outside corner and 100mm from the inside corner. ~~and~~
- Where there is a change in the roof height (e.g. a lean-to extension) a window must not be closer than 300 mm from the vertical line between the roofs.

**D14. Windows in Series**

Only certain window types and sizes will be approved if used in series.

- Maximum 2.4m wide if not behind a veranda.
- Maximum window panel width is 0.8m and must be separated by timber or metal posts of minimum 80mm or masonry piers of minimum 230mm that project at least 50mm beyond the face of the frame.

The width of windows in series is not restricted;

- if set back behind at least a 1.5m deep veranda, balcony, aluminium awning or pergola and extending 500mm beyond the sides of the windows.

**D15. Double volume windows**

Double volume windows may be considered on scale and form.

**D16. Shutters**

**Style:**

- Functional traditional style shutters only.
- May be internal or external, folding or sliding, louvre or solid.
- Louvres may be adjustable.
- Shutter widths must be in harmony with the windows or doors they cover.

**Material:**

- White painted timber or white epoxy or powder coated aluminium.
- Coloured shutters are permitted, but will have to be monochromatic to the primary wall colour. Colour to be specified on the TIHOA paint record form.

Aluminium shutters to have the same dimensions and appearance of timber shutters and may be adjustable. Detailed drawings as per windows are required prior to approval.

#### **D17. Burglar Bars**

Bars should be of a simple rectangular form placed internally.  
No external burglar bars allowed.

#### **D18. Doors**

All doors must have **vertical** proportions.

##### **Material:**

- white painted timber, white epoxy or powder coated aluminium or white uPVC, in traditional styles, dimensions and proportions.

##### **Door style:**

- to be consistent with the window style.

Excessively large glassed areas must be avoided.

Reflective mirror glass or film is not permitted.

Sandblasted, frosted or grey tinted external glass permitted only (not decorative).

##### **Front door:**

- any special features must be restrained and full details provided.
- Front doors may be in an approved and reasonable accent colour. Detail to be specified on a TIHOA paint record for approval.

##### **Not permitted:**

- ornate, frameless glass or carved doors.

#### **D19. Maximum Door Sizes**

Front door: Scale within context to be considered.

##### **Width:**

Single: Maximum Width 1.0m

Double: Maximum Width 1.8m (2× 0.9m)  
Maximum panel width 0.9m

Sliding/Folding: Maximum Width 2.7m (3x 0.9m)  
Maximum Panel Width 0.9m

**If set back a minimum of 1.5m behind a lean-to veranda or balcony, pergola or aluminium and extending 500mm beyond the doors, widths are unrestricted.**

##### **Height:**

- Ground floor: restricted to a maximum of 2.7m overall (with or without fanlights)
- First floor: restricted to 2.1m, with the exception of doors set back behind a 1.5m pergola or veranda, which then can be 2.1m plus a 300mm fanlight.

**Restriction:** Doors on the same wall plane to be at the same height.

Height changes will be considered on merit where shading elements reduce the visual impact.

#### D20. Maximum Window and Door Areas

Excessively large glassed areas are not permitted

#### D21. Door Section Dimensions (Elevation)

Frame:	minimum: 30mm	maximum: 75mm
Bottom Rail:	minimum: 120mm	maximum: 225mm
Side & Top Rail:	minimum: 85mm	maximum: 125mm

Narrower door side and top rails will be considered on aesthetic value, in relation to other doors on the same elevation, based on a minimum elevational dimension, fitting into the current guideline, with minimum side rail elevational dimensions of

- 120mm (2 x 60mm) where doors hinge or abut together and
- 100mm where next to the outer door frame (frame dimension 40mm plus the 60mm side rail).

This interpretation will only be feasible for stacking/ folding and double swing doors.

#### D22. Door Placement

- Not to be closer than 800mm from an external corner of the building.

If in series;

- exceeding a width of 2.7m or a group of sliding/folding doors are used, they must be set back minimum of 1.5m behind a lean-to veranda, balcony, pergola or aluminium awning (TIHOA approved shading elements).
- The distance between each series or group or from the external corner of the building must be a minimum of 800mm.

Where there is a change in roof height (e.g. a lean-to extension) a door must not be closer than 100mm from the vertical line between the roofs.

This also applies to the placement of a garage door.

#### D23. Fanlights

Type:

- Rectangular fanlights not exceeding 600mm in height allowed above doors. (Refer: D19)
- A fixed arched fanlight not exceeding 600mm in height above a single or double front door will be permitted. Maximum of two per dwelling.

**Exclusion:** Not permitted above sliding sash windows.

#### D24. Links between Buildings

##### Link between Non-parallel Buildings

- At ground floor level only by means of a flat roof behind a plain parapet or a fascia and not exceeding 7m in width or length.

##### 1.Glass Link:

- Links two major building forms.
- To be set back from the gable end or from where the major building form ends.
- The maximum overall length is 4.8m and the maximum width is 3.0m.
- Constructed in framed glass panels with each panel not exceeding 800mm in width and 2.4m in height.
- Roof to be either flat behind a plain parapet or fascia or double pitched matching the house.
- The maximum exposed glass height is 1.2m.

##### 2.Double Storey Link

- Only allowed between two parallel buildings.
- The maximum overall external length is 6m.

- Any roof over an entrance door to be included in the total length.
- To be set back from gable end or where the major building form ends.
- To have a flat roof behind a plain fascia or parapet with a maximum height up to the gutter line of adjacent roofs.
- Normal window and door requirements apply.
- The maximum exposed glass height is 1.2m.
- Any additional glazing to be behind fixed slats or louvres, giving at least 50% cover.

## **D25. Verandas, Decks, Balconies, Pergolas, Porches, Balustrades, Railings and External Staircases.**

### **1. Veranda and decks**

**Material:** veranda and deck support to be

- square section treated timber or steel with maximum 150X150mm dimensions.
- Pre-cast concrete or masonry piers maximum 300mm square overall size.

No fluted or decorative columns.

- Deck planking to be natural timber or approved composite material with the appearance and dimensions identical to timber.

**Size:** maximum width to be the same as the adjacent the gable (Ratio 1:1)

#### **Enclosure of veranda:**

Verandas must be open and may be enclosed with

- louvres, framed or frameless glass, but not walls or screens.

Frameless glass will be considered on merit.

Veranda door styles to be consistent per veranda.

- Where louvres are used on a veranda and first floor balconies, fixed shutters 1m high will be allowed as a balustrade on condition that the material and finish should match the opening shutters above it. (Subject to approval)

#### **Not permitted:**

- Aluminium stick on strips as a screening element in place of shutters.

**First Floor Veranda** may have a reinforced concrete floor provided that the total visible thickness is similar to timber proportions.

#### **Not permitted:**

- frameless glass.

### **2. Balustrades**

**Material:**

- Square section painted timber proportions
- or steel and round stainless steel.
- Composite materials subject to approval.
- Steel to have timber proportions.
- Stainless steel cable allowed between timber and steel railings.

**Not permitted:** ornate / turned columns or balusters.

- Top rail to be timber proportions or stainless steel.

Natural hardwood uprights in conjunction with stainless steel cables will be considered on ground floor decks and at jetties only.

**Style:**

- simple, elegant-and at least 50% open.
- Plain Clear safety glass (i.e. not tinted, sandblasted or reflective) may be used behind approved balustrades of verandas and balconies.
- Balustrade style to be consistent per property.

**Exclusion:** ropes, chains, stand-alone glass balustrades.  
No hanging pot plants permitted on balustrades.

### 3. Pergola

- Pergolas to be open, lightweight structures in timber
- or square/rectangular section painted steel.
- Steel to have timber proportions.
- Pergolas must be **flat** and not at an angle.

For a pergola to qualify as an unroofed structure, a minimum opening requirement reduced to 25% to provide for more sufficient shading.

Pergolas *to remain a light weight structure.*

- Covering on pergolas above doors will be permitted as protection only, if not more than 900mm deep and not exceeding 50% of the depth of the pergola with columns.
- Covering to be a flat, unprofiled sheet.

Approval is at the discretion of the panel and will not be included in coverage and floor area.

A pergola can extend over the side building line up to 450mm from the side boundary,

- subject to the provisions of the stand Regulation Plan, which will require a Departure application to the KM.
- The side of the pergola facing the side boundary may be enclosed with slats with minimum 20mm openings or openings matching the top of the pergola for privacy purposes.
- None of the other sides may be enclosed.

Any solid covering on the pergola, like flat glass panels will be **included** in coverage and floor area, as set out above, and may **only extend up to** the building line.

- The height of the pergola is restricted to the first-floor level.
- The width of the pergola along the boundary is restricted to 4.5m.

**Polycarbonate sheeting:** Effective from November 2018 - no new approvals of polycarbonate sheeting or latte will be considered.

#### Shade covering at pergola

- Shade sails under the pergola to follow the linear shape of the pergola.
- Must be flat and not more than 100mm below the pergola members.
- Must be tensioned below the pergola.
- Will only be considered for parking purposes. Not permitted at pergolas on balconies and entertainment/ outside living areas.
- Hypar shaped or free flow forms are not permitted above or below a pergola.
- A retractable awning underneath the pergola is permitted.

#### Restrictions:

- Pergola structures cannot be enclosed on the sides with shutters or solid walls.

When used in the same context as a clip-on element,

- one side abutting a wall of a major building form can be closed with a screen wall for climate control.
- The size of the enclosure must be minimal and must still read as a minor element.
- At least 2 sides must be open where possible.

#### Not permitted:

The use of glass panels on the sides of a pergola.

Garage doors on pergola structures where used for parking purposes.

#### 4. Ground floor Decks

May extend over the building line but not over the Eco belt.

- The maximum height is 900mm above NGL
- A deck linking up with the fixed jetty will be allowed on condition that the deck does not exceed the 6m width of the fixed jetty/ extend beyond the jetty structure. No structures are permitted on this deck.

#### 5. External Staircase

##### Material:

- painted timber or
- steel (I-beams and square section steel) matching the timber proportions.
- Treads to be natural timber or painted steel.
- Spiral staircases in steel with timber treads allowed.

Stairs to be painted white or the same as the primary wall colour.

Must be within the building line.

Not included in coverage and floor area or when screened with open slats and is non habitable.

A fully open staircase may be considered over the street building line up to 450mm from street boundary.

#### 6. Shade sails

Non-waterproof shade sails in an approved design and colour can be used for

- parking and entertainment areas.
- Not included in coverage and floor area unless a waterproof material is used.
- Can **only** extend over a building line when used for parking purposes.

##### Size:

- for parking is limited to a double-parking bay area. (36m<sup>2</sup>) and
- for entertainment to 20m<sup>2</sup>.

Plans to be submitted in accordance with plan submission requirements.

**Colour:** must be specified.

- Approved colours are grey, charcoal, black and dark blue.
- Columns to be painted white or natural stainless steel not exceeding 150mm.

#### 7. Adjustable Aluminium louvres

Adjustable Aluminium Louvred awnings are permitted on ground and first floor in the same context as a pergola with the same height requirements.

##### Conditions:

- It needs to remain a light weight structure with its own supporting columns.
- The column dimensions should match other columns on site and must line up with existing columns where applicable.
- Cannot be installed on top of an existing pergola structure, but can be inserted into the pergola structure.
- The column width is restricted to a maximum size of 150mm.
- At least two adjacent sides should remain fully open.
- Cannot be enclosed with shutters or solid screens. Only drop-down blinds, clear with a 200mm white border or in an approved colour will be considered.
- Rain water down pipes and gutters must be concealed.
- The maximum fascia height permitted is 228mm. Must read as a thin element.
- Must be flat.

Brick columns will not be considered as a new element, except where brick columns exist for an existing pergola.



**Size:**

- restricted to a minimum of 20msq or 3% of the stand size.

This allowance is excluded from coverage and floor area.

Will not be permitted over side building lines unless it is used for parking purposes.

No installation will be permitted without prior approval.

**D26. Bargeboards, Fascias, and Parapets****1. Bargeboards** to be treated and painted timber –

- minimum 25mm wide and 150 to 230mm high, with a maximum 200 mm overhang, measured horizontally.

Flat fibre cement bargeboards will only be permitted if they are flat, epoxy butt jointed, and painted.

**2. Fascias** to be treated and painted timber –

- minimum 25mm wide and 190 to 230mm high, with a maximum 150 mm overhang, measured horizontally.

Flat fibrecement fascias will only be permitted if they are flat, epoxy butt jointed and painted.

Bargeboards and fascias to be painted white.

**3. Parapet gables** to be simple wall extensions –

- 250 mm height above roof line recommended.

**D27. Chimneys**

Chimneys to be moderate in size, plain end caps or chimney pots will be considered.

**Material:**

- Rectangular smooth plastered masonry,
- handiplank cladding, and
- natural dry packed gabion stone.
- Square or round stainless steel.

Only certain cowls and sizes are acceptable – subject to approval. Rotating cowls only permitted on maximum 300 mm diameter chimneys. (Refer: T6)

**D28. Cupolas, Turrets, Finials, Ventilators, Weather Vanes, Flag Poles**

To be an appropriate size, and in a traditional design and position.

Cupolas, finials, ventilators and weather vanes:

- not to extend more than 1.2m above the ridge line.
- Cupola to have dominant vertical proportions. Can have either clear glass or be cladded in handiplank.

Flagpoles must be;

- round,
- painted white
- or stainless steel and
- not exceed 3 per property
- maximum height is 8m.
- Must be within the boundary lines and not obscure the view of neighbours.
- National or Maritime flags are permitted.

## D29. Garages and Carports

### Roofs:

Garage and carport roofs can either be;

- pitched (free standing),
- a lean-to or a flat roof for use as a balcony.
- A single lean-to carport or garage of 3.3m maximum width abutting a pitched roof gable of at least the same width is permitted.

**1. Carports:** Can only be a single storey structure.

- Cut-outs in the major building forms, do not qualify as a carport.

Where the carport allowance is used (see T1):

- a carport can only be enclosed on the sides with slats with minimum 20mm openings between slats to qualify as an open structure.
- Cannot be enclosed internally behind the slats.

The roof space can be used or bat boxes installed for storage space.

- Bat boxes to be mounted in such a way that a car can still be parked inside the carport i.e. up against the wall and not on the floor.

No other storage elements are permitted in open carports.

### 2. Garages

Garage doors must be of plain white timber planking (or look alike corrosion proofed material) and

- not exceed 2.5m in width.
- A 350 mm pier must separate garage doors positioned side by side and facing the street.
- The panel widths to be in accordance with standard sectional overhead door proportions.
- No more than 2 garage doors may face the street.

Where *not* facing the street,

- a double door limited to the span of 2 single doors with pier in between may be fitted.

The height of a double garage door is

- restricted to 2.1m but if a higher door is required, the top section must include square or rectangular glass panels.

A larger single garage door to accommodate a boat will be permitted, provided that:

- it does not exceed 3m in width
- it has the same proportions as a standard garage door
- it is not in the same plane as the other garage doors.
- It should preferably not face the street

Glass panels, may be installed in either the top or the bottom in the garage doors. Subject to approval.

Garages or carports facing the street

- must be set back a minimum of 5m from the street boundary.

If *not* street facing,

- may be set back 1.5m.

Garages or carports facing service lanes have reduced setbacks.

Open pergola structures used for parking cannot be enclosed and is seen as parking bays only.

**Relaxation of building line:** A single storey garage or carport may be sited on the side boundary line that does

not about a waterway, provided that the proposal is consistent with the Regulation plan or site layout plan for that property.

- It may not exceed 6.5m measured along the side boundary.
- It may not have openings facing the neighbour and extend more than 11.5m from the street boundary.
- No part of the roof, gutters or downpipes may overhang the boundary line and/or drain into adjoining property.
- Walls to have eccentric foundations.
- No windows or doors are permitted in any wall facing the next-door property.

Existing garages may not be changed into habitable rooms unless alternative garaging is provided on site in accordance with parking bay requirements. (Refer D30)

### D30. Driveways, paving and parking

Due to the environmental sensitivity of Thesen Islands, excessive hard surface areas must be avoided to limit storm water runoff.

Paving to be restricted to vehicle driveways of

- maximum 6.5m wide and
- in front of the garage or carport.
- Area to be limited.

**Permitted:** cobble paving or clay bricks.

- Colour subject to approval.

If more than one colour or material is used, the design must be submitted for approval.

**Not permitted:** Stone chip driveways.

**Parking requirement:** parking of cars to be provided on each property as follows:

Adequate parking must be provided for all vehicles and trailers within the erf boundaries

**Minimum requirements:**

- Property area less than 500m<sup>2</sup> - 2 bays, with at least one covered
- Property area more than 500m<sup>2</sup> - 3 bays, with at least one covered

### D31. Boats, Trailers, Caravans:

- Must be inside garages or in a designated parking bay.
- A pergola structure is not a requirement but, limited screening is preferred.

A boat port pergola must be **flat**,

- uncovered and
- can be outside building lines if uncovered.

A retractable awning or a linear shade sail – see requirements D25.3 may be used under a pergola for protection.

Free standing shade sails allowed for boat parking and can be outside building lines.

A boat parking area without any structural elements is also allowed outside building lines.

A *covered* boat port is *included* in coverage and floor area.

A separate entrance will be allowed for boat parking;

- limited to 3m in width.
- A gate matching the picket fence must be provided on the boundary.

Refer to the Regulation plan and site-specific requirements subject to TIHOA approval.

### D32. Cantilevered Construction

Cantilevered floor construction is at the discretion of the Design Review Panel.

If permitted,

- it may not exceed 1.2m measured from the main building structure and must be used in moderation.
- Cannot extend over building lines.

Cantilevered slabs are **included** in coverage and floor area calculations.

**D33. Canopies, Awnings and Blinds****Material:**

- Awning fabric of a single nonmetallic approved colour.

**Type:** To be of a plain design without scallops.

- Chelsea, fixed wedge awnings and retractable patio covers under pergolas and fall arm awnings are acceptable.

**Not permitted:** Aluminium or fibreglass awnings and canopies are ~~not permitted~~.

**Folding arm awnings:** accepted in neutral colours only.

**Restrictions:**

- No striped fabric, scallops or ornate designs are permitted.
- Cannot be an extension to a pergola.
- Not allowed on jetties.
- Not to exceed a width of 4.5m measured along the wall it is abutting. (Will in specific cases be considered on merit).

Awning will not be considered if negatively affecting neighbouring sight lines.

**Roll down blinds:**

- No solid roll down blinds allowed on free standing elements.
- Where clear, transparent blinds are used at a veranda and a border is required, the border cannot exceed a width of 200mm.
- Totally solid canvas blinds will only be considered at verandas.

Colours are used in relation to the primary wall colour and cannot be seen as an accent colour.

Must be submitted for approval.

**Approved Colours:** natural canvas, grey, off-white

Gazebos can only have clear, see through blinds with a solid white border of at least 200mm for structural integrity. Double blinds are not permitted

**D34. Utilities and Energy.**

**1.Aerials and satellite dishes** to be below the roof line and unobtrusive in position and colour.

No signage is permitted.

**2.Solar panels** sizes and position to be determined by technical specifications.

- Solar panels to be a minimum 400mm from the roof ridge, eaves or gutter lines and from the roof edges.
- Solar panels can be positioned vertically or horizontally, but cannot be a combination of these.
- Solar panels to be grouped together where possible.
- Solar panels to be flush with the roof.
- Where installed on flat roofs, panels must be behind a parapet wall.
- External conduiting on the roof to be limited, and where required on walls, to be concealed in trunking/channel, and to match the primary wall colour.
- For any new build, conduits/trunking to be integrated internally into structure.
- Panels cannot be placed randomly.

**3.Glass tube systems** approved if;

- not visible from the road and waterway and
- preferred as a vertical installation against the wall of a courtyard and on flat roofs if concealed by parapet walls.
- Geysers may not be visible.

**4.Helicoil type** for pool heating is permitted.

- To be installed flush with the roof with all pipes concealed.

Pool heating systems similar in style to solar panels will be considered providing the installation meets the same criteria as solar panels

Detail, fitting arrangement and position must be shown on plan and elevation and submitted for approval.

#### 5. Standby generators:

- Only ultra-silent generators with a maximum noise level of 60dba @ 7m and conforming to municipal requirements will be considered.
- To be housed in a masonry or insulated timber frame room within the building envelope of the property which will not count as coverage or floor area if not exceeding 2,4m x 1,2m and height of 1,8m.
- Openings for ventilation and exhaust gasses should not face towards adjacent properties and the waterway.
- The generator shall not run parallel to the main supply at any time and no cross-boundary supply is allowed.

Not permitted: Wind turbines.

#### 6. Air conditioning units:

- Only split systems allowed.
- Air conditioning units on ground floor must be screened and
- if on first floor, should not be visible.
- Piping to be concealed in channel and painted wall colour.
- New builds must be integrated into the structure.

#### 7. External waste or water pipes:

##### Not permitted

- above 1m from ground level or
- in an unscreened area visible from the street, waterway or park.

Stub vent stacks to be used.

#### 8. Gas bottles:

- Must be placed in the yard area or screened. (Refer: National Building Regulation.)

The following specifications will not count as coverage or floor area:

- Maximum 1.2m wide, maximum 700mm deep, maximum 1.5m high, with a door and open at bottom to prevent any gas leak build up.

#### D35. Boundary Fences

Apart from their visual appeal, the Thesen Islands picket fences define the edge and scale of the streets.

The pickets reinforce the vertical vernacular form. See definition of Picket.

No part of a fence or wall may extend over the property boundary.

**1. Street facing fence:** A fence of an approved picket design in treated timber or approved composite material with timber proportions and painted white, between 0.6m and 1.2m in height, must be erected along the entire street and parkland boundary of the property.

**Requirements:** These fences must have;

- posts placed on the private side and face towards the public areas
- or be both side friendly.

Street and public facing picket fences must have 40% openings for example if the picket is 100mm wide, an opening of 40mm must be between pickets.

- Gate width not to exceed 6.5m.
- Lanes and Courtyards have site specific designs.
- The street facing fence can include a refuse gate opening to the outside with an enclosed area behind

sufficient for the storage and concealment of two refuse bins.

Adjacent properties to have *different* picket fence designs.

**Entrance features:** an entrance feature forming part of the fence may be erected outside building lines.

- Size must be limited and
- cannot be linked to other structures.
- Must be a light weight structure and be simple in design.

### 2. Waterway fences:

- Fences within 6m of the waterway must also be white picket style matching the road fence and
- not exceed 1.2m.
- No fence may be erected along a waterway bank.
- Must be behind the Eco belt.

### 3. Side boundaries:

- May have up to 2.0m high painted picket style timber fence or smooth plastered masonry walls, in line with water edge building line
- or within 1.5m of the street/park, where after it needs to revert to a 1.2m high painted picket fence.
- Other fences may be specified for particular applications.

### D36. Yards

All homes must have a yard.

Yard walls to be;

- plain, straight, plastered masonry, timber or Handiplank and
- positioned to conceal wash lines, dustbins, storage areas, kennels, gas bottles etc.

Yard walls not to exceed a height of 2m.

### D37. Signs and Letterboxes

All properties must display an approved house number.

- House name and street number signs must be selected from the approved range of designs in the Thesen Islands Signage Manual.
- House names must be registered with the Homeowners Association to avoid duplication.
- Street numbering must be displayed as, for example, F23 or 23 Ferry Island.

**Exclusions:** No letterboxes allowed.

### D38. Exterior Lighting

Thesen Islands has a 'dark sky' policy.

In general, the outside light selection criteria should be 'to see the pool of light but not the source of light'. i.e. they should shine down or be of the hooded eyelid type.

- Lantern type fittings must be fitted with frosted glass panels.
- Number of lights to be limited.
- Freestanding garden lights to be fixed at a maximum height of 900mm above ground level. Light to shine down.
- Number to be limited.

### Not permitted:

- Floodlights and up lights.
- Excessive and large light fittings.

### D39. Entrance and Jetty Lighting

The Owner must supply and maintain the approved design electric light at the entrance gate of his property

and at the jetty, if applicable.

#### D40. Gazebos

**1. Gazebo:** A freestanding, single storey, timber gazebo may be located immediately behind the Eco belt and within the building lines (generally 3.5m from the waterway boundary).

A Gazebo *inside* the property boundary is *included* in coverage and floor area calculations.

Exceptions: Q6 to Q16, S22, S24, S26, S28, S30 S32 & R9 to R13 Pavilions (ground floor only) & Gazebos inside property boundary is not included in coverage & floor area calculations.

##### Size:

- not to exceed a footprint of 4m x 4m and a height of 4.5m above ground level.

#### 2. Jetty gazebo:

A square **open** timber gazebo may be built on the existing jetty.

- No other configuration is permitted.
- Can only be enclosed with clear, see through drop-down blinds, which has a white 200mm border.

**Size:** Maximum 3x3m. Height may not exceed 3.5m above jetty floor.

- Posts to line up with jetty posts.
- A balustrade /seating matching the house limited to 1m high can be provided.
- Roof must be pitched,
- roof material and colour matching the house.

Heavy roofs (e.g. slate) or timbers are not recommended due to the loading on the jetty posts.

The jetty structure in the waterway may not be altered in any way (including painting, varnishing or sealing) without approval.

The jetty gazebo is *outside* the property boundary and is *not* included in coverage and floor area calculations.

All other gazebos are included in coverage and floor area calculations.

**3. Waterfront Double Storey Timber Decks:** The following properties: R9-R13, Q7-Q13, S24, S26, S28, S30 and S32 are excluded from coverage and floor area and

- may only be enclosed with clear, see through drop-down blinds

#### D41. Conservatory

A glass conservatory will be considered if all the following applies:

- Traditional layout and style, without ornamentation.
- A clearly defined add-on component to a building.
- At least 3m wide and 2.2m deep.
- All walls and roof to be glass in a light timber or aluminium frame.
- In proportion to the building. i.e. not oversized.
- Roof pitch is 15 to 40 degrees – need not match main roof.
- One per property and
- at ground floor level only.

To be included in floor and coverage areas.

#### D42. Pavilion

A double storey pavilion will be considered if all the following applies:

- Must be a separate architectural entity to the main building.
- May not exceed a width of 75% of the adjacent gable to a maximum of 4.5m.
- Limited to a maximum external size of 4.5m X 4.5m.
- Must be square and in timber frame construction only.
- Must be within building lines or a designated area as per regulation plan.

Included in coverage and floor area.

- Can be enclosed with full width glass windows or doors in normal door and window panel widths or

with slats.

- Maximum exposed glass height 1.2m.
- Any other glazing to be behind fixed louvres or slats giving at least 50% cover.
- No secondary roofs, other than a flat connecting roof to the house set in at least 500mm from the outside corners.
- May protrude beyond the main pavilion roof, which pitch must match that of the house.

One per property only.

#### **D43. Cellar**

A non-habitable, below ground cellar will be considered if it;

- has no external entrance.
- has a maximum floor area of 40m<sup>2</sup>
- has a maximum window size 300mm x 300 mm and
- is suitably screened from view.

Adequate waterproofing and drainage arrangements must be provided as the water table could be a problem.

This area will not be counted in the maximum floor area calculation.

The owner will be required to sign a waiver of liability before approval is granted.

#### **D44. Swimming Pools and Spas**

##### **1. Pools:**

**Permitted:** Square, round or rectangular shapes.

**Exclusion:** organic or freestyle shapes.

Combinations of these shapes will be considered.

(a) To be surrounded by approved paving or timber deck.

Pools will only be considered in the veranda zone if the site is flat or if retained by a wall where a sloping site with bank edge exist.

Therefore, any structure below a timber deck not at ground level, must be set back at least 500mm from the deck edge to create a shadow line or maximum to the bank edge line on the regulation or site plan whichever is the most restrictive.

(b) Pools can extend outside building lines as follows:

- up to 1.5m from the boundary to allow for entertaining area between the house and the pool
- on the front boundary the pool can extend towards the water edge boundary up to the Eco belt or 500mm from gabion where applicable.

Pool filters and heat exchangers to be enclosed to maximise sound reduction and adequately screened from public realm.

##### **Conditions for pools outside building lines:**

1. Pools outside of the front building line behind the gabion edge require the appointment of a consulting engineer to design and supervise the construction of the pool and to provide a report to the effect that design and installation of the pool will not compromise the gabions in any way or form.
2. A signed undertaking needs to be submitted to the TIHOA from the homeowner to accept full and unconditional responsibility for any damage caused as a result of the pool construction to the gabion walls.
3. Proposal is to be consistent with the applicable Site Layout or Regulation Plan for the property.

##### **2.Spa/ Jacuzzi:**

- To comply with pool requirements.

#### **D45. Jetties, boat lift and docking systems**

Waterways are the property of the TIHOA and all approvals will be at the discretion of the Trustees.



**1. Floating jetties:**

- Only detailed and engineered designs allowed.
- Submission must include locality plan showing both sides of the waterway
- Must include all neighbouring fixed and floating jetties
- Will only be considered where sufficient waterway width exists.
- More than one floating jetty allowed on a permit depending on number of water edge boundaries or the length of a single boundary.
- Floating jetty length is limited to 9.6m.
- The width on return sections is limited to 2.4m and 1.8m at front of the fixed jetty.
- Stairs at the front of the fixed jetty need to be removed.

**2. Fixed jetties:**

- Only one jetty allowed per property and
- is limited to 3m X 6m.

Private Islands may apply for additional jetties.

A linking deck may be installed directly behind a fixed jetty up to 6m in width may extend to the Eco belt, where it needs to transition to a higher level, without disturbing the Eco belt.

**3. Boat lifts:**

Not encouraged and will be limited to properties with at least two boundaries onto waterways.

- Only pre-approved types will be considered.
- No roofing or enclosures are permitted.

**4. Float Lifts:** Subject to DRP location approval - Only TIHOA approved Float Lifts allowed**Candock docking system:**

- Can only be used in place of a floating section at the front of the fixed jetty.
- Only one per property will be considered where sufficient water area exists.
- Where two water edge boundaries exist, a separate Candock system can be considered.
- Size will be limited.

Approval is at the discretion of the TIHOA and TIDRP.

**D46. Colours**

All Thesen Islands exterior colours must be selected from the latest TIDRP approved colour palette available at the TIHOA.

- Prior to all external paint work a colour record form must be submitted to TIHOA for approval in order to obtain a work permit.
- All primary, secondary, trim and roof colours to be specified.
- All white paint work can be undertaken on a TIHOA Maintenance permit.

For any improvements or maintenance to properties, colour variations may occur and must be addressed.

**D47. Site Works**

- No excavation or filling of the erf may be undertaken without the submission and written approval of a detailed plan.
- No filling of saltmarsh wetland areas is permitted.
- No structural loading may be placed on waterway walls.
- All proposed foundations must be certified by a Structural Engineer.
- No part of the drainage installation should at any time allow the entry of rainwater or stormwater.
- Swimming pool backwash to discharge into sewer.
- Sewer manhole with removable gastight cast iron cover must be provided at the property boundary.

**D48. Storm / Rain Water Management**

On waterway or lagoon front stands, all roof and surface rain water runoff must either be channeled

- towards the street
- or into a pre-designed soak away on the waterway/waterfront side of the property
- or storage a tank.

This soak away, to be designed and specified by an engineer, must be positioned so that it does not interfere with the Eco belt, gabion, reno mattress or other edge treatment.

Since each property is site specific, a standard design cannot be issued.

Based on whether the house has gutters or not, the footprint design of the house, and the amount of paving, the soak away design will differ.

- The general principle is that no concentrated runoff or roof water may flow directly into the waterways or lagoon, but through a soak away of the correct capacity and design.
- The position, plan, a section and the specification should be included in the set of plans submitted to the Design Review Panel.

**D49. Rain Water Tanks**

Rainwater tanks:

- must be screened inside a yard
- or be behind a painted slatted wall.
- Can be positioned outside lateral (side) building lines.
- The tanks and screening cannot exceed a height of 2m or the height of the screening wall where *outside* building lines.
- Screening structures *within* building lines can extend to the height of the water tank.
- Corrugated natural steel tanks need no screening.
- Screens to be painted white
- or the same as the primary wall colour when attached to the main building.
- Screen design must be plain, vertical or horizontal slatted and not ornate. Can have minimum openings of 20mm or 50mm.
- All piping needs to be concealed behind a fascia forming part of the screening structure.
- All non-vertical pipes to be screened by boundary/ courtyard walls/ fences

**Not permitted:** Angled pipes against walls.

**Material:**

- corrugated steel, plastic or fibre cement tanks.

Underground tanks are encouraged but must be properly engineered.

- Underground tanks can extend outside building lines on condition that no pipes or any part is visible above ground and that it is to the satisfaction of a civil engineer.

**D50. Eco belt, waterway edges and garden retaining walls**

- The waterway edge stone gabions may not be built upon or altered in any way.
- The landscaping of the waterfrontage and the Eco belt planting are important environmental features and must not be altered.
- All waterway and stands on the outer Estate boundary must include the water or lagoon edge section on the House section elevation in the submission plans.

Garden retaining walls may be considered if;

- the visible height is not higher than 900mm above ground level and
- is situated behind the Eco belt. (Ref Policy D25.4)
- Garden retaining walls to be either natural stone matching the gabions or approved pole retaining structures.
- An engineer's report is required to ensure the integrity of the waterway edges.

**D51. Communication Connections**

Telephone and security intercom connections are provided to the property boundary.

- Owners must provide two separate 32 mm sleeves from the boundary supply points to the house.

**D52. Special Gantry Guidelines applicable to Stands B25 to B34 and S1, S2 and S16 to S21**

1. To comply with Gantry Urban Regulations, relevant Regulation Plan and relevant Concept Plan.
2. Roof Deck:
  - Floor level to be at MSL+10m
  - Deck to be surrounded by open style timber railing/balustrade between 0.9m and 1.2m in height.
  - No cladding of balustrade permitted.
  - With the exception of the stairwell, no covered and enclosed formal structures on the roof deck higher than MSL+11m will be permitted.
  - Shade sails and adjustable aluminium awnings allowed on roof decks.
  - Cannot be enclosed on sides.
  - Can extend up to 1m from the roof deck edge if sufficient balustrading exists.
3. Special Building Height Relaxations:
  - The stairwell of 2.6m x 4.0m (external) above a height of MSL+11.0m is limited to a maximum roof apex height of MSL+13.5m.
  - A chimney is permitted to the height of the existing steel gantry handrail (MSL+11.98m).
  - Open style timber painted steel or approved composite material with timber proportions balustrade around roof deck to a maximum height of MSL+11.2m permitted. This may be solid on the portion between attached units.
4. All other structures to comply with the standard Thesen Islands Design Guidelines (Residential) and the maximum roof height of MSL+11.0m.
5. Structural design of the incorporation of the gantry structure to be by the Engineer approved by the Design review Panel.
6. Gantry structure must be painted in an approved colour.
7. Shade sails on the roof deck are permitted if;
  - attached to the stairwell structure,
  - must be set back at least 1m from the balustrade and
  - be in an approved colour.
  - No enclosure on the sides will be allowed.
  - Waterproof tensile structures to be included in floor/ bulk area.
8. Pyramid skylights allowed on roof deck.
  - Glass planes to be at an angle of maximum 15 degrees and to be set in at least 1m from balustrades.
  - Maximum size allowed is 1.2m X 1.2m.

**D53. Plants, Landscaping and Artwork. (Refer: TIHOA Rules and Regulations)**

A list of trees, shrubs, plants, groundcovers and grasses is available to owners.

The following may not be planted:

- Conifer trees, Palms and illegal invader plants.

No planting in the Eco belt or wetland areas is allowed without specific approval.

If approved, only the correct saltmarsh vegetation will be permitted.

Artwork/sculptures/pottery visible to the public realm:

- must be consistent with the Thesen Islands architectural vernacular;
- be restrained in quantity, placement, theme and colour and
- the scale/size not to exceed 1m.

Existing deviations from the Design Guideline cannot be assumed to have established any precedents even if previously incorrectly approved and to be compliant with the Design Guidelines prior to transfer of the property.

**D54. National Building Regulations**

Once the Thesen Islands Design Review Panel has approved the plans, the plans must then be submitted to the Knysna Municipality for their approval in terms of the National Building Regulations.

**D55. Building Time Limits**

All work must start within **12** months of approval by DRP and be completed within **12** months of the commencement date.

- Construction beyond this timeframe will only be allowed if written approval is obtained from the TIHOA.

**D56. Infringements and penalties.** (Refer: TIHOA Rules and Regulations and the Contractor's Conduct Agreement)

Building work infringing the Design Guidelines will be dealt with in terms of the Thesen Islands Constitution, where the duly authorised representative (TIDRP or TIHOA) may impose;

- a daily financial penalty, the amount of which shall be determined by the representative,
- enter upon the erf in order to inspect the erf and improvements,
- appoint an independent contractor at the owner's expense to ensure compliance with the guidelines or
- institute legal proceedings against an owner until such time that the TIDRP is satisfied that the amendments/alterations are compliant with the Design Guidelines.

**D57 Requirements before building commencement**

Refer to the Building Plan Submission Process.

- All building plans must first be submitted to the Thesen Islands Design Review Panel and then to the Knysna Municipality for its approval before construction work commences.
- No plans for alterations/ improvements will be approved if any deviations exist from current approved plans.
- All building work must be undertaken by a contractor registered with TIHOA.
- Major alterations /amendments must be submitted to the Design Review Panel by a professional *architect* registered with TIHOA.
- An architectural technologist/draughtsman registered with the TIHOA may submit **minor** alterations/amendments.
- All amendments must be approved by the TIDRP before any construction commences.
- The Contractor's Conduct Agreement must be signed accordingly as per the TI Constitution pt. 8.23
- Contractors are required to have a set of Municipal Approved plans on Site at all times as per NBR.

**D58. Plans Submission** Refer: TIHOA Constitution

- All applicants must be registered with SACAP or work under a Registered person.
- No applicant/ Registered person shall undertake work identified in any other category of registration than their category of registration as stipulated in the Scope of Practice Matrix published in the Government Gazette, 30 April 2021.

**A. Major Works:**

Requires registered Architect or Senior Architectural Technologist minimum level NQF7

**B. Minor Works:**

Refer to National Building Regulations and Building Standards Act of 1977.

Refers to small scale relatively straightforward building works.

Requires Draughtsman / Technologist

**A. Major works:****A.1 PLAN SUBMISSION REQUIREMENTS FOR ALTERATIONS AND ADDITIONS TO THE DRP:**

The following needs to be shown on any plan to be submitted for approval and needs to be in accordance with the NATIONAL BUILDING REGULATIONS, MUNICIPALITY BYLAWS and TIHOA GUIDELINES (most recent Edition and included Addenda). \* Compliant with Building Standard Act No. 103 of 1977.

**1. A covering letter addressed to the TIHOA:**

- 1.1 authorising applicant to submit on behalf of registered owner of property;
- 1.2. details of the proposal that is being submitted for consideration
- 1.3. a declaration that all information submitted is correct and true;
- 1.4. There is no restriction in the title deed that would prevent the implementation of any part of the plans.

**2. A set of plans to scale indicating the following:**

2.1 **Locality Plan** indicating the application site in relation to the surrounding neighbourhood; (scale of 1:1250 is preferable)

2.2. **Site Plan** (landscape architectural plan showing a building footprint, travel ways, driveway and parking, drainage facilities, sanitary sewer lines in a detailed engineered drawing). (Scale of 1:200 is preferable). Site Plan must show building lines and special use zone as per **Regulation Plan**.

2.3. **Floor Plan** areas; (scale of 1:100 is preferable)

2.4. **Polyline:** Plan indicating the perimeter m<sup>2</sup> related to the area calculation table / information.

2.5. **Development Plan/ Building Plans** that show the following:

- 2.5.1. The purpose for use is as indicated;
- 2.5.2. All existing structures and their current uses have been indicated;
- 2.5.3. All affected servitudes, services and street(s) have been indicated;
- 2.5.4. siting and use of all building structures and parking areas;
- 2.5.5. position of all services;
- 2.5.6. building lines and special use zones per Regulation (or site layout plan) Plan (attach a copy of the Regulation (or site layout) Plan);
- 2.5.7. proposed storm water disposal;
- 2.5.8. refuse areas;
- 2.5.9. floor plans and elevations of all existing and proposed buildings;
- 2.5.10. details of proposed and existing treatment of the boundaries of the site, e.g. walling, fencing and landscaping;
- 2.5.11. cross sections through new work;
- 2.5.12. natural ground level and finished floor levels indicated.

**2.6. Area calculations;****2.7. Elevations and Cross Sections** through new work;

- 2.7.1. Natural Ground Level and finished floor levels indicated;
- 2.7.2. Dimensions of all new structures, including heights of structures.
- 2.8. Detail drawings for instance timber fences, screens, pergola, awnings;
- 2.9. Window and door schedule where changed.

**3. Timeframes and costs:**

3.1 The DRP has scheduled monthly meetings where applications are considered. The meeting dates are confirmed for an upcoming calendar year, please contact the BCO for confirmation of dates.

3.2 Items and digital plans for the monthly DRP agenda must be submitted by the deadline of 17:00 seven (7) calendar days prior to the scheduled meeting.

3.3 Scrutiny fees are applicable for the consideration of plans and will be charged on the DRP meeting day according to the DRP adopted Scale of Fees. Upon a decision being reached, such a decision, and any recommendations of the meeting will be communicated to members/applicants via DRP minutes whereupon the applicable scrutiny fee would be confirmed.

3.4 Upon approval of plans, and prior to obtaining a HOA work permit, the applicant will be requested to pay a refundable building deposit (RBD) to HOA which will be refunded upon compliant completion of the approved work, subject to final inspection by the BCO.

3.5 Contractors to sign a Conduct Agreement as per the TI Constitution. A deposit as per Annexure A of the Agreement is payable to TIHOA prior the commencement of any construction work.

All drawings provided have an up to date Drawing Number, Date and Revision Number.

Should any of the above be found to be incorrect, the application may be rejected, and a new application may have to be made.

The member shall be liable for all costs in respect of the scrutiny and consideration of plans.

Once approved, the building plans shall be submitted to the Local Authority for Municipal approval.

**A.2 PLAN SUBMISSION REQUIREMENTS FOR ALTERATIONS AND ADDITIONS TO THE COUNCIL:**

The following need to be submitted with the application to Council:

(directive only and might not be limited to items listed and could change over time. It is the submitting professional's duty to ensure that he submits according to the Local Authority's (KM) requirements)

- 1 Copy of the building plans coloured as provided for in the National Building Regulations;
2. Copy of Title Deed/ Deed of Transfer;
3. Proof of payment of application fee;
4. Consent/ Comment of all affected property owners provided on appropriate form or a letter and their signatures on plan;
5. A registered engineers/ competent person certificate where applicable;
6. A copy of the title deed of the property, indicating any title restrictions;
7. Proof of town planning approval for any required departure/ relaxation;
8. Proof of compliance with development conditions as stipulated by council;
9. A comprehensive electrical layout plan;
10. TIHOA /Design Review Panel's stamps and endorsement signatures in black ink where applicable;
11. A Copy of TI Design Review Panel official DRP minutes (obtainable from the HOA/submitting architect) pertaining to relevant plan submission.
- 13.The TI Regulation Plan to be attached to or indicated on the drawings.

**B. Minor works:****B1 PLAN SUBMISSION REQUIREMENTS FOR ALTERATIONS AND ADDITIONS TO THE DRP:**

A small scale (e.g. A3/A4) set of drawings is required. These drawings must include the following:

1. **Site Plan** showing a building footprint;

Site Plan must show building lines and special use zone as per Regulation Plan;

2. Any adjustment to the building structure requires a set of elevations of the affected area, e.g. doors, windows, pergolas

3. Change by more than one window and/ or one door becomes major works (Query)

4. Any change to window or door requires specification and in accordance with existing schedule;

5. Aesthetic details of screening relative to the building must be shown, e.g. water tanks;

6. Like-for-Like replacement may not need a submission of details for prior approval. Contact BCO to discuss

**Note: No approvals will be given for ‘future’ additions or future phases.**

#### **D 59. Special Condition**

The TIHOA and the Thesen Islands Design Review Panel reserves the right to interpret and change this Design Guideline manual at any time as allowed in terms of the Constitution. These Guideline changes will be communicated to members and approved at an AGM.

The TIHOA and the Thesen Islands Design Review Panel shall be the sole judge as to whether the plans and specifications conform to the Design Guideline and its decision shall be final and binding upon the Member. Members have the right to appeal DRP decisions, save for the member invoking the appeal procedure.

#### **D 60. Definitions:**

<b>Architect</b>	A person who plans, designs and oversees the construction of buildings and who is registered as such in terms of the Architectural Profession Act, 2000 (Act no 44 of 2000 as amended)
<b>Balcony</b>	Open area on the first floor.
<b>Boat port</b>	A boat port is either a pergola structure or a demarcated area for boat storage /parking on each property.
<b>Building Line</b>	The line defining the area measured from the boundary of a stand within which no structure, other than a fence or garden retaining wall, may be erected.
<b>Canopy</b>	Solid roof over outside door or staircase.
<b>Coverage</b>	The total ground area occupied on a stand by roofed or covered structures such as the house, garage, verandah or gazebo. Measured at the external limit of the supporting walls or pillars. Note: The area under a timber-floored balcony or cantilevered balcony is included in this calculation. See also “Pergola” definition below.
<b>Deck</b>	Open area on the ground floor with a timber floor.
<b>DESIGN GUIDELINES</b>	The guidelines which govern the design, construction and IMPROVEMENT requirements prepared for and applicable to THESEN ISLANDS and includes all/any amendments made thereto from time to time.
<b>Double Storey Factor</b>	The amount by which the maximum allowable coverage is multiplied to determine the maximum allowable combined floor area for all covered

structures on a stand.

<b>Dwelling</b>	A self-contained group of rooms with not more than one kitchen, used only for the living accommodation and housing of a single family, together with associated outbuildings. Commonly called a “house”.
<b>Eco belt</b>	The intertidal and supratidal areas at the edge of the waterways and wetlands at a height of between 1.5m and 2.2m above mean sea level containing specialised saltmarsh vegetation. At gabion banks this is usually 4m wide.
<b>Erf</b>	Certain immovable property and in terms of the subdivision of Thesen Islands enjoys single and/or general residential use rights and includes consolidated erven.
<b>Eyebrow</b>	A flat projection above a window or door which protrudes horizontally or sloped from a building wall.
<b>Floating jetty</b>	Floating jetty is an extension to the existing fixed jetty and consists of a timber substructure structure with flotation devices complying with TIDRP requirements
<b>Floor Area</b>	The total roofed areas of a building including mezzanine floors and basements, external passages and balconies
<b>Footprint</b>	The area covered by structures at ground level.
<b>Garden retaining wall</b>	A stone cladded wall or horizontal timber pole retaining structure not exceeding a visible height of more than 500mm above ground level.
<b>Handiplank</b>	Fibre cement planks made by Everite that are used in the place of timber wall cladding.
<b>Improvements</b>	Any structures that are erected or constructed on the ERF. Includes initial construction/erection, alterations, renovations, additions, construction of retaining walls, paving as well as excavation, landscaping or planting.
<b>Jacuzzi</b>	A heated whirlpool bathtub or spa bath large enough for several persons sitting down and be massaged by underwater jets.
<b>Lane</b>	A lane is an access court with combined pedestrian and vehicle use. It is designed for consistent slow speed. Size depends on architecture, sunlight, landscaping and parking requirements. Its scale and proportions should emphasize its character. It is a place rather than a transport route.
<b>Local Authority</b>	the Municipality and Division of Knysna, Western Cape Province, or its successor -in -title.
<b>Major Works</b>	All masonry (wet works), building additions and alterations, demolitions and rebuilds, window and door alterations, change of use and/ or any adjustment to coverage and floor areas.
<b>Minor Works</b>	Refer to National Building Regulations and Building Standards Act of 1977.



Refers to small scale relatively straightforward building work, such as fencing, boundary or free-standing wall less than 1.8m above NGL, jetties, pergola, open sided carport less than 40 sqm, paving, solar panels, swimming pools, water tanks and shade sails.

<b>MSL</b>	Mean Sea Level - the average sea level. The normal Spring High Tide at Thesen Islands is 1.06m above MSL.
<b>Mullion</b>	The slender member separating panes of glass in a window or door.
<b>Municipal Floor Factor (Bulk)</b>	Means the numeric factor which is prescribed for the calculation of maximum floor space of a building or buildings permissible on a land unit. If the floor factor is known, the maximum permissible floor space can be calculated by multiplying the net Erf area by the floor factor;
<b>Outbuilding</b>	A structure, either attached or separate from the main dwelling, for the garaging of motor vehicles or the storage of household or gardening goods.
<b>Overlay Zone</b>	A category of zoning that applies to land or land unit in addition to the base zoning and that— stipulates development parameters or use rights that may be more or less restrictive; and may include provisions and development parameters.
<b>Pergola</b>	A light weight structure with open wood framed flat members, often slatted. To qualify as an unroofed structure a minimum of 50% of the plan area must remain open to the sky and the top of the structure must be flat.
<b>Picket Fence</b>	A fence formed by a series of vertical pales, posts or stakes joined together by a pair of horizontal rails. The pickets may be capped by a simple, shaped rail. Posts forming part of the front of the fence must be square in section.
<b>Porch</b>	A covered entrance to a building, usually with a separate roof.
<b>Proportion</b>	The relationship between the height and width of buildings and their elements. Colonial architecture has vertical proportions.
<b>Scale</b>	Scale is the relationship between the size of buildings and the size of man, as well as the relationship between building mass and the open space and other buildings around it. Thesen Islands houses and their details should be closely related to the human scale.
<b>Second Dwelling</b>	A separate residential unit or structure on a property that is distinct from the primary residence, must contain a kitchen.
<b>Street</b>	A street is a residential access road that give access to buildings and land within the development and link different neighbourhood cells. Access for vehicles is not the only function. They are used for work or leisure activities such as walking, jogging, playing as well as for the provision and maintenance of services to houses and management of stormwater.
<b>Veranda</b>	A roofed open gallery-attached to the exterior of a building on the ground or first floor.

**Thesen Islands Design Review Panel**

**Thesen Islands Home Owners Association Tel (044) 382 2192**