



Leading the field in fine Cape living

DESIGN MANUAL

2ND Edition: December 2014

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GLOSSARY OF TERMS

For the purposes of this Design Manual, the following definitions shall apply:

"Alterations"	Alterations to a building which, in the opinion of RAMPOA, are major alterations that affect the aesthetics or amenity of a property or are visible from roads common areas.
"the Association"	Royal Ascot Master Property Owners Association.
"Body Corporate"	The body representing the interests of any one of the Sectional Title Schemes found within the confines of Royal Ascot.
"CEMP"	Construction Environmental Management Plan, is a document which outlines environmental management

practices to eliminate or control environmental impact during the construction of the Development.

“Design Manual”

This Development Control and Design Manual.

“Development”

Royal Ascot residential and commercial development situated in the suburb of Milnerton in Cape Town, South Africa.

“EMS”

Environmental Management System, is a document which aims to manage Royal Ascot’s environmental programs in a comprehensive, systematic and planned way.

“Home Owners Association” or “HOA”

The approved body representing the interests of any one of the housing schemes found within the confines of Royal Ascot.

“Local Authority”

The Cape Town Municipality.

“OEMP”

Operational Environmental Management Plan, is a document which outlines environmental management practices to eliminate or control environmental impact during the operation of the Development.

the Owner”

The registered owner of an erf or sectional unit within the Development.

“Property Owners Association”

The approved body representing the interests of an individual precinct within Royal Ascot (e.g. Area North Property Owners Association (ANPOA)).

“RAMPOA”

Royal Ascot Master Property Owners Association.

“Royal Ascot”

Royal Ascot residential and commercial development situated in the suburb of Milnerton in Cape Town, South Africa.

“Trustees Committee”

Includes management structures of individual Royal Ascot precincts, such as Trustees Committees, Board of Trustees, Board of Directors and other similar governing body (e.g. ANPOA).

“Zoning Scheme”

The operative zoning scheme of the City of Cape Town.

1. INTRODUCTION

1. PREAMBLE

The Design Manual, sets out the design framework and principles for development at Royal Ascot, including further extensions and modifications to existing development. The Design Manual aims to achieve architectural forms, landscaping and the construction processes that are in harmony with the spirit of Royal Ascot; for the benefit of the environment, enjoyment of the community and the investment value of the Development as a whole.

It is not the intention of the Design Manual to unreasonably constrain building and landscape design, but rather to establish a responsible approach to architectural and landscape style for the benefit of all owners. It is the responsibility of both the RAMPOA and the Owner to strive towards achieving this design purpose.

The Design Manual comprises:

- an overview of the design review process and town planning controls and requirements (Section 2 and Section 3);
- architectural design guidelines and requirements (Section 4);
- landscape design guidelines and requirements (Section 5);
- environmental guidelines and requirements, with specific reference to the Environmental Management System adopted by the RAMPOA, as well as the Milnerton Racecourse Operational Environmental Management Plan (OEMP), Volume 1: Residential and Commercial Precincts (Section 6); and
- annexures containing guidelines concerning energy efficiency, recommended plant species, maintenance and environmental procedures.

The guidelines contained in this manual should be read in conjunction with RAMPOA's Constitution, and the Constitution of the Home Owners Associations or Bodies Corporate for individual precincts. In the event of any discrepancy between these documents, RAMPOA's Constitution shall take precedence.

1.2. MEMBERSHIP OF RAMPOA

The main business of RAMPOA is to carry on the promotion, advancement and protection of the interests of members from time to time and the maintenance and control of the fynbos reserve and public areas within the Development.

The following applies to membership of RAMPOA:

- a) Membership of the Association shall be compulsory for every registered owner of an erf or sectional unit in Royal Ascot, and such membership shall commence simultaneously with the transfer of the erf or sectional unit into the name of the purchaser.
- b) When a member ceases to be a registered owner of an erf or sectional unit, he shall *ipso facto* cease to be a member of the Association.

- c) A member shall not transfer an erf or sectional unit unless it is a condition of the transfer that the written consent of the trustees of the Association has been obtained, to ensure that all outstanding levies have been paid and that obligations in terms of the Constitution form part of the sale agreement.

2. DESIGN REVIEW

1. DESIGN AND CONSTRUCTION STANDARDS

In the interests of good standards of design, it is required that only designs prepared by appropriately qualified persons be submitted for approval. It is a further requirement that construction work is performed by approved building and/or renovation firms.

2. THE DESIGN REVIEW PROCESS

2.1. Overview

In terms of the RAMPOA constitution, all building plans must be approved by both the Trustees Committee of the precinct and by the RAMPOA Trustees Committee before being submitted to the Local Authority for approval (where such approval is required).

All extensions and alterations must comply with the architectural style of the specific precinct, with particular attention given to:

- roofing (material and finishes);
- external colours and finishes; and
- boundary walls & fences (style, finishes, colours and height).

It must be noted that RAMPOA will apply the guidelines of the Design Manual when considering a submission for approval. It is therefore required that the Owner and his consultants are familiar with the Design Manual before undertaking design work, and before submitting plans to the RAMPOA (or the relevant precinct HOA or Body Corporate) for approval. When preparing plans for extensions and alterations, particular attention must be paid to the requirements as outlined in this Design Manual.

2.2. Design Review Procedure

The procedures for design review are as follows:

- a) Detailed architectural drawings must be prepared and neighbours' written comments must be obtained by the applicant. If there is an objection, the applicant must provide a response.
- b) The plans of the proposed extension or alteration, as well as neighbours comments and responses thereto, must be submitted to the relevant Trustees Committee. This includes any extension or alteration to the house or apartment, including garden walls, closing in of balconies or stoeps, etc. Alternatively, the application may be submitted to the Managing Agent for the precinct who will present it to the Trustees. The Local Authority requires an electronic version of the plans and 1 set of hard copies. Any additions or alterations must be clearly indicated in colour on these plans. The RAMPOA, as

well as the Property Owners Association of the precinct concerned, requires 1 set of hard copies of the plans for their records.

- c) If the precinct Trustees Committee approves the plan, it must be signed off by the chairperson and then submitted to the RAMPOA Trustees Committee (via the Portfolio Manager at Rabie Property Administrators).
- d) The RAMPOA Executive Committee has delegated authority to approve such plans and the Executive Committee meets once a month. If the plans are approved they will be stamped with the RAMPOA approval stamp, and signed off by the Chairperson of RAMPOA.
- e) The approved plan will be returned to the Managing Agent who will return them to the applicant. If RAMPOA does not approve the plans, the Managing Agent will inform the applicant of the reasons.
- f) Plans must then be submitted to the Local Authority for final approval, unless the alterations are for minor works such as internal precinct garden walls which do not need approval from the Local Authority.

3. INFORMATION REQUIRED ON ARCHITECTURAL DRAWINGS

Notwithstanding the requirements of the Local Authority, the following information shall be indicated on the detailed architectural drawings:

- total floor area of dwelling;
- total floor areas of outbuildings;
- proposed floor levels;
- stormwater management;
- proposed elevations of dwelling and outbuildings (the elevations shall give a clear indication of the exterior treatment of such and the materials to be used, as well as the colour of roofs, walls and boundary walls);
- a Landscape Plan, indicating all existing trees, the trees to be removed and those that will be retained;
- utility services indicating all pipes, connections etc.

It must be noted that RAMPOA will scrutinize the final plans for design compliance, but does not take responsibility for checking compliance with Municipal building or zoning regulations, and that final approval can only be granted by the Local Authority. No approval by RAMPOA shall be construed as permitting the contravention of any condition of title or regulation of the Local Authority.

Important Notice:

Please take into account that these procedures take time - the various trustees committees meet at intervals, and the RAMPOA executive committee meets once a month. Submission to the Local Authority also takes some time as plans have to be scrutinised to ensure that they meet all planning and zoning requirements. You can assist by ensuring that your application is as comprehensive and complete as possible - having to send applications back because of incomplete information only extends the period before approval is granted.

4. OTHER RELATED PROCEDURES AND REQUIREMENTS

The Design Manual is just one of the documents guiding development at Royal Ascot. A number of other documents have bearing, including the Deed of Sale, RAMPOA's Constitution, the Construction Environmental Management Plan (CEMP) and the Milnerton Racecourse Operational Environmental Management Plan (OEMP), Volume 1: Residential and Commercial Precincts (all obtainable from RAMPOA). The procedures represented in **Figure 1** are applicable to the various development stages from design and approval to construction and on-going management.

4.1. Legal Aspects

The Title Deed contains conditions relating to ownership, including membership of the RAMPOA.

4.2. Environmental

If development including building extensions/alterations could have an effect on the environment (physically environment or visual environment) the plans will be referred by the Environmental Management Committee of RAMPOA to the Local Authority for assessment.

4.3. Local Authority Submission / Approval

All plans submitted need to be in compliance with RAMPOA's Constitution, the Design Manual and the Local Authority's regulations (such as Municipal and/or National Building Regulations) before they can be formally approved. Plans can only be submitted to the Local Authority once they have been endorsed by the RAMPOA. This includes subsequent submissions reflecting potential alterations.

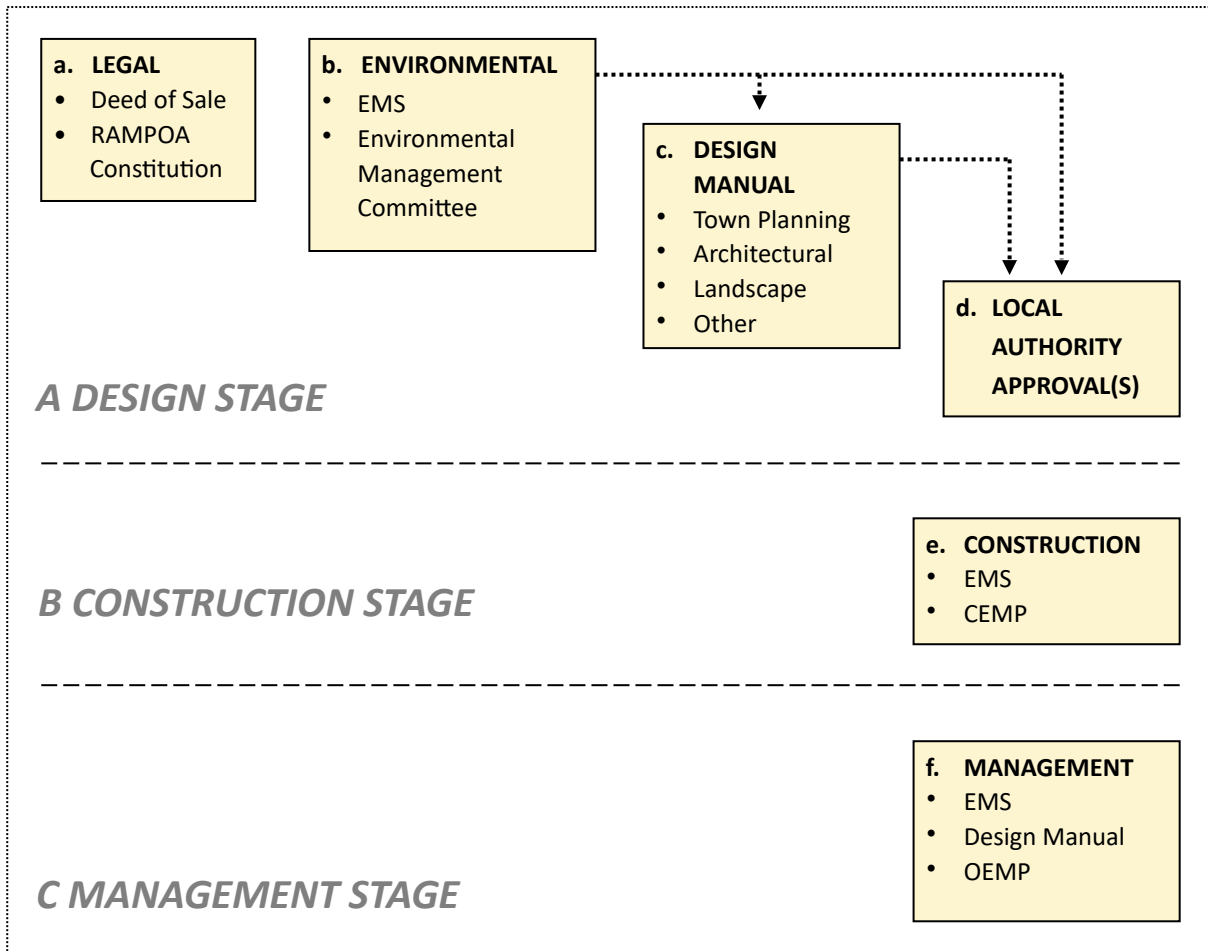
4.4. Construction

The provisions contained in the Construction Environmental Management Plan (CEMP) apply during the construction stage of any new development, as well as during additions and/or alterations.

4.5. On-going Management

The Design Manual and Milnerton Racecourse Operational Environmental Management Plan Volume 1: Residential and Commercial Precincts apply to the development on an on-going basis.

Figure 1: Design Review Procedures and Requirements



3. TOWN PLANNING

1. ROYAL ASCOT DEVELOPMENT FRAMEWORK

The Development Framework which has been approved for Royal Ascot, subject to conditions, is shown in **Figure 2**. A number of different residential precincts are identified and different Home Owners Associations and Body Corporates have been established for different precincts, all of which fall under the umbrella of the Royal Ascot Master Property Owners Association. Subsequent to approval of the Development Framework, various Site Development Plans were approved for individual precincts. All development applications shall comply with the conditions stipulated on the approved Development Framework, as well as the various individual Site Development Plans. RAMPOA or the Municipality will inform applicants if there is a potential conflict between these conditions and proposed building plans.

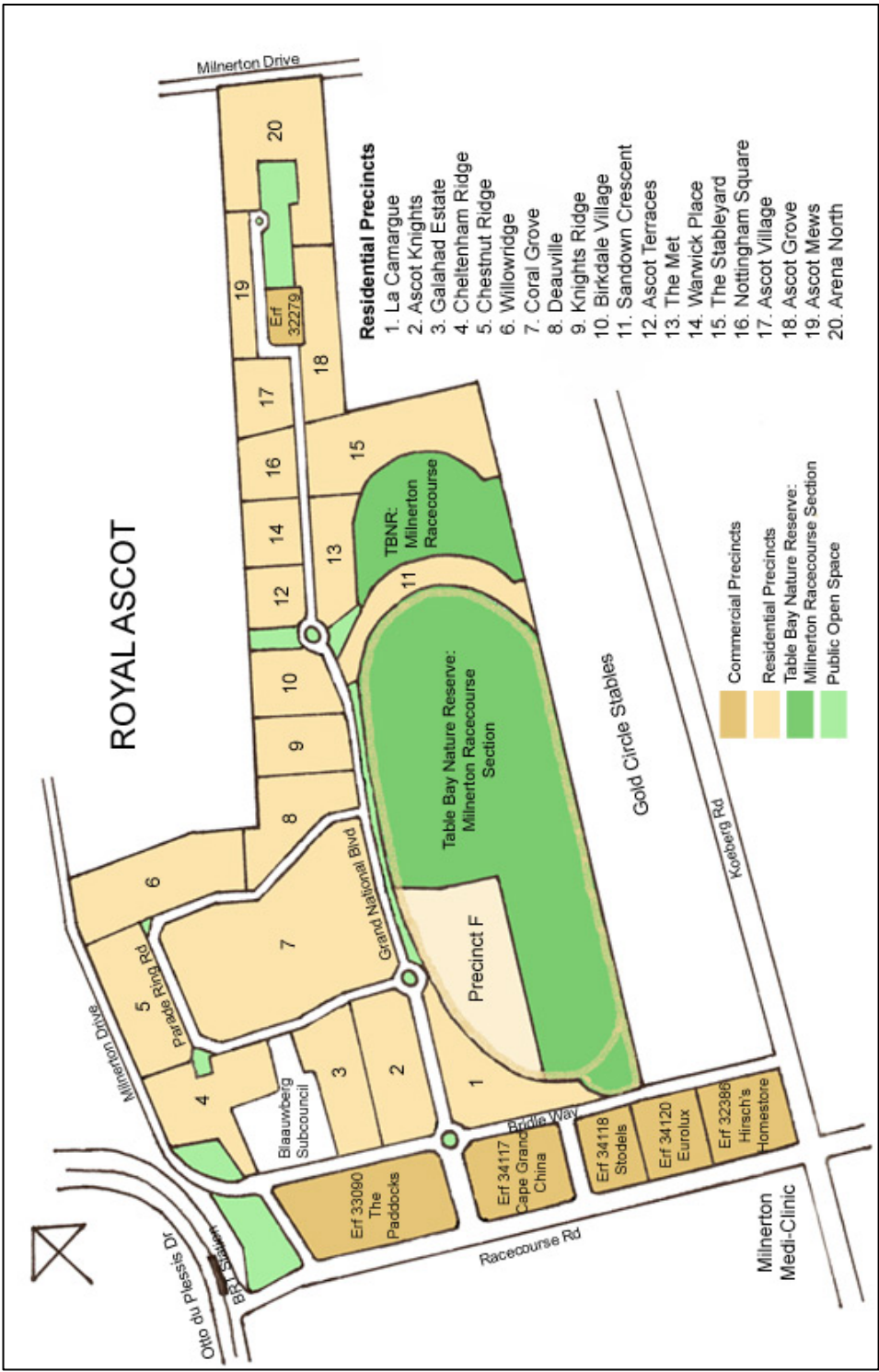
2. ZONING SCHEME CONTROLS

Land within the Royal Ascot development has a variety of land use zones in terms of the City of Cape Town Zoning Scheme, viz.:

- General Residential 3;
- General Residential 4;
- General Business 3;
- Open Space 2;
- Open Space 3;
- Utility Zone; and
- Limited Use Zone.

Zoning regulations apply to these zones and it is necessary to comply with the regulations, or any procedures for departures. Owners and prospective purchasers are advised to obtain information about the zoning scheme from the Municipality. Such zoning regulations generally do not deal with aesthetic issues, and this Design Manual applies to all precincts and zones in Royal Ascot in order to achieve an attractive and integrated design.

Figure 2: Approved Development Framework



3. SERVITUDES AND BUILDING LINES

3.1. Servitudes

There are servitudes registered over certain erven to ensure the connection of services and movement of stormwater from surrounding properties. It is the owner's responsibility to ensure that all cadastral boundaries and any servitudes are professionally certified.

3.2. Building Lines

Properties may be subject to building lines (i.e. front, side and rear of each erf). Information about building lines can be obtained from the Local Authority.

4. ARCHITECTURAL GUIDELINES AND REQUIREMENTS

1. ARCHITECTURAL LANGUAGE

- a) Royal Ascot has been developed to reflect an equestrian theme, by means of:
 - the names of roads and precincts reflecting famous racecourses or famous horses;
 - where demarcation of areas is required without the use of walling, ranch style fencing and hedges are used.
- b) The various pockets of Group Housing sites and Sectional Title developments each have their own specific style of architecture and design criteria.
- c) A variety of individual architectural designs are allowed for diversity and interest, viz.:
 - French Provencal;
 - Tuscan;
 - English Colonial; and
 - Victorian.
- d) The following architectural designs are not permitted:
 - Cape Dutch with ornate gables;
 - curvy Sardinian architecture; and
 - flat-roof houses.

Whilst there may be similar architectural elements between the precincts, these can be diversified, for example, by means of having Terracotta roofs and earthy colours for a Tuscan feel; whilst charcoal roofs and pastel colours with white bands would give a more Colonial aspect.

4.2 BUILDING FORM, MATERIALS AND FINISHES

4.2.1 Dwelling Forms

- a) The forms of the dwellings shall be rectangular and composite rectangular.
- b) Curved forms are discouraged unless designed for architectural features.

4.2.2 Height Restrictions

- a) No Group Housing building shall exceed two storeys but lofts (rooms in the roof) may be allowed subject to review. .
- b) Sectional Title flats shall not exceed three storeys.
- c) It is encouraged that buildings containing sectional title flats are mixed with two storey buildings so as to create a varied skyline.

4.2.3 Roofs

- a) No reflective roofing material can be used. Roof pitches shall not be less than 17 degrees (flat roofs and verandas excluded), provided that:
 - flat roofs to a maximum of 20% of the building coverage will be permitted if they are concealed behind the parapet walls on all sides and generally confined to outbuildings.
- b) No thatch, fibre cement (unless painted Victorian Profile), or see-through sheets are permitted.
- c) No more than one type of roofing material shall be visible from any immediate street elevation.
- d) Roof colours shall be Terracotta, Kalahari, grey, charcoal, black or green ex Farge or equal approved.
- e) Concrete roofs shall be covered with brown stone chips/pebbles.
- f) Dormers shall be limited to 50% of the roof space and external elevations shall be vertical (vertical dimensions must exceed horizontal dimensions).

4.2.4 Garages

- a) An existing garage may not be converted to habitable space that is ancillary to a dwelling.

4.2.5 External Colours and Finishes

- a) Wall colours shall be limited to whites, earth shades and light pastel (samples may be requested).
- b) The use of plaster mouldings is encouraged.
- c) Facebrick shall be permitted, in conjunction with a minimum of 20% plaster bands and detailing.
- d) Composite painted timber and masonry buildings will be permitted.

4.2.6 Building Signage

- a) An identifying building sign (e.g. name of precinct, name of dwelling or dwelling number) may be mounted on one wall (preferably road frontage) or boundary wall. Name signs/dwelling numbers are to be no larger than A3 (420mm x 297mm) in size.
- b) The name signs and dwelling numbers are to be manufactured from materials which are generally corrosion resistant (e.g. aluminum, galvanized steel, wood, etc.) and are to be monochrome (i.e. painted white, grey, black or tones thereof).
- c) All signage on a given wall should be the same style, colour, texture material, letter type and mounting.
- d) All signage proposals are to be submitted to the RAMPOA for approval prior to installation and are subject to the discretion of the RAMPOA.
- e) The following will not be permitted:
 - advertising signage;
 - private signage installed within the road reserve areas; and
 - illuminated or neon signage.

4.2.7 Outbuildings: Wooden Sheds and Wendy Houses

- a) Wooden structures like sheds and wendy houses which are larger than 5m², are defined as “buildings” in terms of the National Building Regulations and Building Standards Act (Act 103 of 1977), and may not be erected without approval by the City’s Planning & Building Development Management Department. In terms of the RAMPOA constitution all such structures, both smaller and larger than 5m², must also be approved by the relevant Home Owners Association or Body Corporate and by RAMPOA.
- b) The Royal Ascot Architectural Guidelines do not prohibit such structures, but it is required that they match the original design and style of the specific precinct, particularly in terms of material usage. However, individual precincts may have specific requirements in their constitutions or architectural guidelines which must also be complied with.
- c) Even if Council approval is not required, approval for wooden sheds and wendy houses must still be obtained from the Property Owners Association and from RAMPOA.

4.2.8 General

- a) TV aerials, satellite dishes, antennas etc. may not be attached to any chimney or mast and preferably should not be visible from the road.
- b) Solar heating panels, if used, should be incorporated into the buildings to form part of the basic structure and should not extend above the roof profile.
- c) Outbuildings and additions should match the original design and style, both in elevation and materials usage.
- d) Lean-to and temporary carports are not permitted.
- e) Bargeboards, gable tiles or gable walls must be used on gable ends.
- f) Windows and glass doors shall have vertical proportions, unless behind verandas and/or patios.

- g) No glass balustrades shall be permitted.
- h) Burglar bars shall comply with designs as approved by the relevant Precinct Home Owners Association.
- i) Staff toilets, if required, shall lead onto the yard.
- j) Washing lines shall be installed in the yard area and may not be visible from the street.
- k) All street facing and first floor plumbing installations are to be concealed.
- l) Air conditioning units must not be visible from the street.
- m) No roof mounted geysers shall be permitted.

3. ALTERNATIVE ENERGY AND BUILDING SYSTEMS

- a) The use of passive energy design for cooling, and solar and alternative energy sources is encouraged. These systems shall be expressed appropriately and incorporated into the building design.
- b) Design and position of buildings should take account of heat loading, sun orientation and aspects relating to solar radiation (i.e. passive thermal design).
- c) Maximum use should be made of natural lighting and natural ventilation through the provision of atriums, fanlights, courtyards, etc.
- d) Optimal use should be made of roofing materials that reduce solar gains, and insulate buildings to prevent heat loss in winter and heat gain in summer.
- e) Water saving fittings shall be used (e.g. low-flow showerheads, dual flush toilets, recycling of grey water, etc.).
- f) Solar heating is encouraged and use should be made of energy efficient lighting systems and other energy efficient equipment.

Energy Efficiency:

Energy efficiency has been described as a renewable energy resource that is perfectly clean, quite cheap, abundant and immediately available. It can reduce carbon emissions and reduce our dependence on imported energy resources. It doesn't pollute and it doesn't depend on the weather like solar and wind power does. Energy efficiency is not about reducing heat, light or power; it is all about wasting less energy. It is not about doing less to save energy, but about doing the same or more with less energy. Several ways of improving the energy efficiency of your home are outlined in **Annexure A.**

5. LANDSCAPING GUIDELINES

1. GENERAL

- a) The landscaping guidelines respond to the natural conditions of the site and specifically encourage the use of indigenous vegetation endemic to the area. Royal Ascot supports the conservation of the Cape Floral Kingdom's unique vegetation by propagating Strandveld and coastal fynbos vegetation.
- a) Lush and tropical vegetation requiring intensive irrigation, planted on a large scale, is not appropriate to the Development due to limited water availability. However such vegetation may be appropriate within small sheltered courtyards and entrance areas.
- b) Water is becoming an increasingly scarce resource requiring optimal management. Reducing water demand through water conservation is a key component of the national water conservation strategy and owners are encouraged to include resource conservation measures in their planning. For example:
 - Harvest rainwater from roofs and collect in storage tanks to supplement irrigation water.
 - Directing of rainwater from downpipes to planting areas rather than into stormwater systems. Provide soak-aways to prevent soil erosion.
 - Use porous paving and/or grass blocks for paved surface to allow water to soak into the ground.
 - Use drip and/or bubbler irrigation systems to minimise evaporation loss.

2. PLANTING

- a) The species on the Milnerton Racecourse Plant Species List (see **Annexure B**) are recommended for planting at Royal Ascot. Most are indigenous to the fynbos region; all grow well in local conditions, are water-wise and can survive dry summer periods with minimum amount of water.
- b) The plant list is not exclusive, and anybody wishing to use species not on the list may apply to the Environmental Management Committee for approval in terms of section 2.6(g) of the Operational Environmental Management Plan.

3. BOUNDARY WALLS

5.3.1 Internal Precinct Walling

- a) All road facing walls to complement the architectural style, which can include:
 - wooden ranch style fencing;
 - hedges;
 - boundary walling (columns and capping); and
 - palisade fencing.
- b) All road facing walls may not exceed 1.8 m in height (if the walls are required to be higher for aesthetic reasons, or if retaining walls are required, these must be approved by the relevant Home Owners Association or Body Corporate and by the RAMPOA.
- c) All yards shall be screened by a wall 1.8 m high.
- d) Yard walls shall be constructed out of the same material as the building, to be finished uniformly on both sides.

- e) No pre-cast concrete shall be permitted facing onto the road frontage.
- f) Lateral internal boundaries may include pre-cast walling, which shall not exceed 1.8 m in height.

5.3.2 External Precinct Walling

- a) Precinct boundary walls to public road to be palisade/plastered and painted masonry walling.
- b) No mesh netting shall be attached to any external boundary fences around the Development unless for the purpose of preventing pets from escaping the property, in which case additional screening must be provided with planting.
- c) Owners who wish to screen their palisade fencing can only do so through the use of planting.
- d) All masonry walling is to be plastered and painted.
- e) External boundary walls are to be constructed prior to commencement of general building operations.

4. DRIVEWAYS AND ROADS

- a) Driveways must be constructed over carriageway crossings. Driveways and parking areas visible from the road must be hardened. Tarmac is not encouraged. Brick paving with cobble edging or stone aggregate is suggested.

5. LANDSCAPE MAINTENANCE

- a) Due to the proximity of Royal Ascot to an important conservation area and core botanical site, it is important that landscaping and the maintenance thereof does not negatively impact on these habitats. The following must be implemented:
 - Control invasive alien species within the Development (e.g. kikuyu grass and wooded species).
 - Remove landscape refuse immediately (disposal into the conservation area is not permitted).Privately landscaped areas which in the opinion of the RAMPOA are poorly maintained shall be reinstated to a suitable standard as set by the RAMPOA, at the expense of the Owner.

6. MAINTENANCE OF ROAD VERGES AND UNDEVELOPED ERVEN

- a) Undeveloped erven shall be kept neat and tidy at all times by the relevant landowner.
- b) Where owners fail to adhere to the above within 7 days of written notice by the HOA, the HOA may instruct its agents or an outside contractor to carry out the necessary work at the expense of the Owner.

7. VERGE DEPOSIT (BUILDERS/DAMAGES DEPOSIT)

- a) Before any construction activities commence, the registered owner of a vacant erf shall pay a deposit to the HOA or its Managing Agent of R2 000 per residential unit, up to a maximum of R100 000 per precinct. This amount is not interest bearing and may be amended from time to time.

- b) Construction activities on already developed erven are to be governed by the Property Owners Association of the precinct concerned.
- c) On occupation of the dwelling, or completion of the landscaping contract, or final removal of building rubble, or any other activity that the HOA may see as a threat of damage to its property, (whichever of these activities occur last), the Verge Deposit will be refunded.

Controlling how construction is managed when commissioning renovations or maintenance to individual houses or entire blocks can go a long way to ensuring that environmental impacts are kept to a minimum. Guidelines and requirements pertaining to maintenance and renovations are contained in **Annexure C**.

6. ENVIRONMENTAL GUIDELINES AND REQUIREMENTS

1. GENERAL

The environmental guidelines deal with environmental issues that must be addressed to ensure any impacts on the bio-physical and socio-economic environment of Royal Ascot and the areas surrounding the Development are minimised. The guidelines do not supersede environmental laws promulgated by Local, Provincial or National Authorities. Owners should note that the RAMPOA Constitution stipulates that the environmental criteria apply to all occupiers, be they owners or tenants.

2. ROYAL ASCOT'S ENVIRONMENTAL POLICY

RAMPOA has developed an environmental policy and Environmental Management System (EMS) to guide development and management of the Development. The EMS shall be reviewed regularly, and if necessary adjusted, to ensure that it continues to reflect Royal Ascot's ethos, as well as local and national environmental standards. Royal Ascot and its occupants are subject to both internal and external environmental monitoring and audits.

3. ENVIRONMENTAL PROCEDURES

The environmental guidelines and controls include the following procedures. Where necessary the Owner is advised to consult an environmental specialist to ensure compliance with the requirements:

- a) All owners in the Development shall adhere to the Environmental Management Guidelines distributed by the Royal Ascot Environmental Management Committee (see **Annexure D**).
- b) Owners are also referred to the Milnerton Racecourse Operational Environmental Management Plan (OEMP), Volume 1: Residential and Commercial Precincts (see **Annexure E**), as well as the guidelines relating to maintenance and renovations (see **Annexure C**).