



WELCOME TO BELLE AIRE PLACE

This document can also be obtained online at www.belleairplace.co.za

Updated April 2026.

The following are a few things you should know before moving into Belle Aire Place:

YOUR CONTACT DETAILS

Attached is a form to be completed and returned to the Main Gate or sent to the trustees by mail on mail@belleaireplace.co.za. Please ensure that any subsequent changes of details are also forwarded to the Trustees.

ACCESS GATE REMOTES

Access to the complex for residents is by means of a remote. These are the property of the owner, and it is their responsibility to ensure they do not get lost or broken. However, should your remote be lost or not be working correctly, leave it at the main gate for replacement. **Note: there is a charge for replacing remotes** and you can buy your own, provided it is compatible (Nova code-hopping).

If you are a new owner or new tenant, make sure you get the remotes (2 per unit) from the previous owner/tenant, otherwise you will need to buy new ones.

Please notify the main gate immediately if your remote is lost or stolen, so it can be removed from the access system.

CONDUCT RULES

Copies of the above are available electronically on the [Belle Aire Place website](#) or directly from [this link](#). Ask the security officer at the gate for the contact details of a trustee if you have any problems or have not been given a copy by the Seller/Landlord.

A summary of some of the Sectional Titles Act Conduct Rules are attached and the full rules are available on the website.

INDEMNITY NOTICES

There are several of Notices displayed around the complex at the entrance gate and at the pool/lapa entrance. These notices are there for your guidance and protection, and to protect the Body Corporate against unfounded claims. They **should be read and taken note of**.

REFUSE REMOVAL

The refuse is cleared once a week on Tuesdays.

All your refuse must be placed in the bins in closed refuse bags. If the bin near your unit is full, you can drop your properly closed refuse bag next to the bin or you can also take the bag to the bin washing area opposite the guardhouse.

No "hard" refuse e.g. broken furniture etc will be allowed. Please also ensure that all cardboard boxes must be flattened.

GARDENS (If Applicable)

Every Tuesday the garden services mow the lawns. Please note the onus is on you to ensure your gate is unlocked and your pets (if applicable) are controlled. If you do not allow garden services in, the onus is still on you to keep your garden tidy and presentable, with the lawn regularly mowed.

Any garden refuse you want removed must be placed in a garden refuse bag and left by your gate.

A maximum of 2 bags will be removed from the individual garden.

If you have any issues with the garden services, such issues must be raised with a trustee within 24 hours of their visit.

PLAY AREA AND LAPA

There is a designated children's play area at the opposite end of the complex from the entrance. Please ensure that your children play in this enclosed space, and not in the roadways. This is dangerous and is contrary to the Conduct Rules.

The Lapa/Pool area is available for residents to relax, swim and braai and will be locked at night. The key is available from the guardhouse; you will have to sign for the key and return it again. Please leave it in a clean and tidy condition. The use of the entertainment area can be used on a first come, first served basis. You can however reserve your use for your own parties with families and friends with the guardhouse. But keep in mind that access to the pool cannot be denied to other residents.

VISITORS

The gate intercom telephone number declared on the Contact Details form will be entered into the intercom. **Note: This system can hold 2 numbers per unit.**

When visitors arrive, the security guard will contact you on that phone number and give you the visitor's name. Be sure that you know who the visitor is, before confirming to the guard that he can let them in.

All cars entering the gate and pedestrians coming through the pedestrian entrance will be entered into a visitor's book and signed out upon their departure. This same rule also applies to any worker employed by a resident.

No minors will be allowed to bring other friends into the complex, unless a parent confirms the access.

No visitor will be allowed into the complex if no answer is received from the resident.

PETS

This is a pet-friendly complex, allowing a maximum of two pets per household. Pets other than dogs or cats may also be allowed subject to the approval by the trustees. An application form, which is attached to this document must be completed **before** moving into the complex. Should your pet decease whilst living in the complex you should notify the trustees and also complete a new application for the new pet. You should attach a photograph of your pet(s) which will then be included on the pets' page of our website.

Applications can be left at the guardhouse or be sent to the trustees through mail@belleaireplace.co.za.

MOTOR VEHICLES

The speed limit in the complex is **15kph**. Please obey this and drive with extreme caution as there are often children walking to and from the play area or on their bicycles. Vehicles can only be driven in the complex by **licensed** drivers.

Each Unit has two parking bays allocated to it (or a double garage for some units). Extra vehicles will be permitted at a fee of R100 per month for every vehicle. Small luggage trailers can be parked behind a car where possible or be parked at the same fee in a visitor's bay.

Every vehicle parked within the complex must show a BAP tag, affixed to the windscreen near the license disc. They can be obtained from the guardhouse.

More than thirty parking bays for visitors are marked in several areas. No parking for residents or visitors is allowed in sections where 'no parking' signs or a red line on the pavement is displayed.

No unroadworthy or undrivable vehicles may be parked within the complex (other than in a garage) for a period longer than one month.

When leaving the complex, please allow incoming vehicles to enter first. This is purely a traffic safety requirement, to avoid a build up of vehicles in the public road outside.

REMOVAL VANS

Our complex rules state that the mass of a vehicle entering the complex may **not be heavier than 3000 kg**. This refers to the **payload** of a vehicle, not the total mass. The payload can only be determined correctly when looking at the data plate of a vehicle, which is very impractical. Shapes of the body of a truck can be very misleading. An easy and fairly accurate way to determine whether a truck can be allowed access is to look at the type and size of wheels. You can also [download the illustration](#) for a better explanation.

Most medium size trucks have wheels with **6 studs** and are commonly in the **2500 to 4000 kg payload** range and **will be allowed entrance**.

Should your removal company use a large truck then **please ensure that the removal company provides a “shuttle”** and the main van is parked outside the complex.

DATES AND TIMES FOR MOVING IN OUR OUT

Moving in or out should always be done on a **weekday** between 08.00 and 18.00, or on a **Saturday** between 08.00 and 14.00

If a move can only be done on a **Sunday or Public holiday**, authorisation from the trustees must be obtained at least one day before the scheduled move.

FIRE FIGHTING EQUIPMENT

Please do not tamper with any of the extinguishers or fire hoses. Specifically **DO NOT** use the fire hoses for washing of cars.

WEBSITE: <http://www.belleaireplace.co.za/>

The complex has a website on which the Conduct Rules, Sectional Titles Act and other useful pieces of information are available.

Online forms for your own and your pets registration are also available on the website for your convenience.

WhatsApp community page. [BAP Residents Communication](#)

The easiest way to be kept up to date is when you join our BAP Residents Communication WhatsApp page, a group for dissemination of information to the BAP residents/owners around any issues that may affect residents, or repair/maintenance work, or events that may be coming up that would be pertinent for residents.

TRUSTEES:

You can at any time be in contact with one of the trustees by mailing them on mail@belleaireplace.co.za or contact the current chairman of the Board of Trustees, Bert Mauch on 082 560 2363 in urgent matters.

**Body Corporate Belle Aire Place
April 2026**

EXTRACT FROM SECTIONAL TITLE SCHEMES MANAGEMENT ACT 2011

REGULATIONS ANNEXURE 9 CONDUCT RULES

1.
 - (1) An owner or occupier of a section shall not, without the consent in writing of the trustees, which approval may not unreasonably be withheld, keep any animal, reptile or bird in a section or on the common property.
 - (2) When granting such approval, the trustees may prescribe reasonable conditions.
 - (3) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule (2).
2.
 - (1) An owner or occupier of a section shall –
 - (a) maintain in any hygienic and dry condition, a receptacle for refuse within his section, his exclusive use area or on such part of the common property as may be authorised by the trustees in writing;
 - (b) Ensure that before refuse is placed in such receptacle it is securely wrapped, or in the case of tins or other containers, completely drained;
 - (c) For the purpose of having the refuse collected, place such receptacle within the area and at the times designated by the trustees;
 - (d) When the refuse has been collected, promptly return such receptacle to his section or other area referred to in paragraph (a).
3.
 - (1) No owner or occupier shall park or stand any vehicle upon the common property, or permit or allow any vehicle to be parked or stood upon the common property, without the consent of the trustees in writing.
 - (2) The trustees may cause to be removed or towed away, at the risk and expense of the owner of the vehicle, any vehicle parked, standing or abandoned on the common property without the trustees consent.
 - (3) Owners and occupiers of sections shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid on to the common property or in any other way deface the common property.
 - (4) No owner or occupier shall be permitted to dismantle or effect major repairs to any vehicle on any portion of the common property, an exclusive use area or in a section.
4.
 - (1) An owner or occupier of a section shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common property without first obtaining the written consent of the trustees.
 - (2) Notwithstanding sub-rule (1), an owner or person authorised by him, may install—
 - (a) any locking device, safety gate, burglar bars or other safety device for the protection of his section; or
 - (b) any screen or other device to prevent the entry of animals or insects;Provided that the trustees have first approved in writing the nature and design of the device and the manner of its installation.
5. The owner or occupier of a section used for residential purposes shall not place or do anything on any part of the common property, including balconies, patios, steeps, and gardens which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.
6. No owner or occupier of a section, used for residential purposes, shall place any sign, notice, billboard or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from outside the section, without the written consent of the trustees first having been obtained.

7. An owner or occupier of a section shall not deposit, throw or permit or allow to be deposited or thrown, on the common property any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever.
8. An owner or occupier of a section shall not, without the consent in writing of the trustees, erect his own washing lines, nor hang any washing or laundry or any other items on any part of the building or the common property so as to be visible from outside the buildings or from any other sections.
9. An owner or occupier shall not store any material, or do or permit or allow to be done, any other dangerous act in the building or on the common property which will or may increase the rate of the premium payable by the body corporate on any insurance policy.
10. All tenants of units and other persons granted rights of occupancy by any owner of the relevant unit are obliged to comply with these conduct rules, notwithstanding any provision to the contrary contained in any lease or any grant of rights of occupancy.
11. An owner shall keep his section free of white ants, borer and other wood destroying insects and to this end shall permit the trustees, the managing agent, and their duly authorised agents or employees, to enter upon his section from time to time for the purpose of inspecting the section and taking such action as may be reasonable necessary to eradicate any such pests. The costs of the inspection, eradicating any such pests as may be found within the section, replacement of any woodwork or other material forming part of such section which may be damaged by any such pests shall be borne by the owner of the section concerned.

BELLE AIRE PLACE OWNER/TENANT CONTACT DETAILS

This below form can also be completed (preferably) online on our website using this link
BelleAirePlace.co.za

Please Print Clearly

**The completed form must be handed to a trustee within 5 days of receipt,
failing which:**

**Administration Charges can start accruing to the owner's Levy Account.
(Trustee details available on Page 3)**

Required in terms of Clause 1.10 of the Conduct Rules

Occupation Date:	Unit:	Owner:	Tenant:
Name:			

REQUIRED DETAILS		
Phone numbers		
Home:	Cell:	Work:
Phone numbers for Intercom		
Primary number:	Alternative number:	
Do you have your own contract with a security company? No/Company name:		

Postal address:	
	Code:
E-mail address:	
Preferred communication method (tick):	E-mail:
Post:	

Vehicle registration number: 1:	Make:
2:	Make:
Extra charge if more than 2 cars (3:)	Make:
Extra charge may also be applied for cars not parked in their allocated carports or garages.	
Access stickers for your vehicle are available at the security gate.	
Access remotes: If you already have two remotes, please list the numbers below (engraved on the side of the remote):	

PETS: (Please complete separate application)	Number of pets:
Please give brief description of pets:	

Optional Details in Case of Emergency
Next of kin:
Contact number:
Medical Aid Name:
Medical Aid number:
Name of Main Member:

BELLE AIRE PLACE PET RULES AND CONDITIONS

You are advised that Annexure 9 of the Conduct Rules of Section 35 (2) (b) of the Sectional Titles Act, 1986 states the following:

1. Pets
 - (i) An owner/occupier of a section may not keep any animal, fish, reptile or bird in a section or on the common property without the consent in writing of the trustees.
 - (ii) The trustees may prescribe any reasonable condition when granting such approval.
 - (iii) The trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of sub-rule (2).

Section 21 of the registered Conduct Rules support the above rules, and complement them with a number of specific requirements.

21. PETS: ANIMALS, REPTILES AND BIRDS

21.1 No pets other than those correctly registered with the trustees are allowed within the confines of Belle Aire Place, with the exception that an owner or occupier suffering from a disability and who reasonably requires a guide, hearing or assistance dog or animal, are considered to have Trustee consent to keep animals within the section and to accompany it on the common property.

21.2 Permission to house a pet may only be given by the Trustees, and in so doing the Trustees can prescribe any reasonable conditions. Any permission given by the Trustees to house pets may be revoked at any stage by the Trustees at their discretion.

21.3 All cats and dogs must wear collars with identification tags clearly displaying the owner's name, unit number, and contact number. Microchipped animals must be registered with the Body Corporate, and owners must provide updated details upon request. If a pet is found unaccompanied and does **not have any form of identification**, every reasonable effort must first be made to identify whether it belongs to a resident or occupier of the scheme. Only after such efforts have failed, and if the pet continues to roam or pose a nuisance, may the trustees or their appointed representatives arrange for its removal through an authorised animal control service. Any reasonable costs incurred as a result, such as capture or kennel fees, will be recoverable from the responsible pet owner if subsequently identified. Under no circumstances may pets with visible identification or known owners be removed without prior communication and due process

21.4 The Body Corporate, Trustees, Managing Agents, or their appointed employees will take all reasonable precautions to avoid harm to any animal when acting in terms of Rule 21.3. However, neither the Body Corporate nor its representatives shall be held liable for reasonable and lawful action taken to remove unaccompanied and unidentified animals—**provided all due diligence was exercised to verify that the animal was not owned by a resident or occupier**. Pets that are microchipped but not visibly identified may still be subject to removal if reasonable efforts to identify or contact the owner have failed and the animal is causing a sustained disturbance or
Approved on 7 May 2025 at a Special General Meeting.

21.5 All garden gates are to be padlocked on units where dogs are kept.

21.6 Pets must not cause a disturbance at any time. Should an animal cause a disturbance and an owner be warned, in writing by the Body Corporate, Trustees or the managing agents, to stop the disturbance, and it continues, the permission to house the animal will be withdrawn by the Trustees and the pet is to be removed. Should the pet not be removed by the owner after written warning, arrangements will be made for the pet to be removed at the cost of the owner of the pet.

21.7 Owners of pets shall be responsible for the removal of their animal's excrement within their exclusive use areas as well as from the common property. Excrement is to be removed from the common property immediately so as not to be unsightly to fellow residents. Owners shall also ensure that excrement within their exclusive use areas shall not cause a nuisance or be unsightly. Gardens are to be cleaned daily of pet excrement. Failure to clean up may result in permission being removed. Dog's excrement not cleaned up will be removed at a charge to the owner of the pet.

21.8 Dogs must be leashed and properly controlled when on the common property.

21.9 Cats and dogs which have not been neutered or spayed may not be kept in the complex. Certificates guaranteeing spaying/neutering are to be submitted to the Trustees/managing agents when asking permission to keep the pet. Should the pet be too young to be spayed/neutered, a certificate proving the spaying/neutering should be handed to the Trustees/managing agents within a year of gaining permission to keep the pet. Should such a certificate not be provided, the

permission to keep the pet will be withdrawn.

21.10 Vicious animals of any nature may not be kept in any unit or on the common property, whether caged or not.

21.11 Dogs of breeds that are behaviourally inappropriate or incompatible with the environment will not be allowed.

21.12 Aviaries are not permitted.

21.13 The Body Corporate, Trustees, managing agents or its appointed employees shall not be liable for any injury to any pet in the complex, including the common property and driveways.

21.14 With regards to the number of pets, the policy at Belle Aire Place for cats and dogs is 2 (two) pets. In the case of birds and fish, e.g. animals that are caged this rule may be extended to include more than one at the discretion of the trustees.

21.15 No applications to keep vicious, exotic, dangerous or poisonous pets shall be entertained. Reptiles may not be kept on the premises and no snakes exceeding 1m when fully grown, or which are venomous.

21.16 Trustees reserve the right to request details of how the pets will be housed/caged as part of their decision making.

**BELLE AIRE PLACE
PET REGISTRATION / APPLICATION**

**This form can also be completed online, using the [Pet application form](#)
Conduct Rules (21.14) – Two pets per unit is allowed**

I, _____ (full name), the registered Owner/Tenant of Unit No. _____ apply for permission to keep the following pet(s).

TYPE OF PET _____

NAME OF PET _____

BREED _____

COLOUR _____

AGE _____

ID TAG Yes _____ No _____

ID CHIP Yes _____ No _____

DATE INOCULATED _____

DATE SPAYED/NEUTERED _____

You are requested to comply with the attached conditions.

I confirm that I will abide by the Body Corporate rules at all times. If the above pet(s) become a nuisance/disturbance to other residents, the Trustees can withdraw their consent and request the immediate removal of the said pet(s).

SIGNATURE _____

DATE _____

TEL Nos: _____(w)_____ (h)_____ (c)