

Date:

To: City of Cape Town, Land Use Management Department

MOTIVATION LETTER FOR ADMINISTRATIVE PENALTY APPLICATION FOR

, ERF

To Whom It May Concern

I wish to motivate my application as follows:

(a) The nature, duration, gravity and extent of the contravention:

(b) The conduct of the person involved in the contravention:

(c) Whether the unlawful conduct was stopped:

(d) Whether the person who was involved in the contravention has previously contravened this By-Law or a previous Planning law:

Conclusion