



**SOUTH AFRICAN COUNCIL  
FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION**

P.O. BOX 868 Ferndale 2160

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**REGISTRATION REQUIREMENTS FOR ALL CATEGORIES OF REGISTRATION  
WITH THE SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL  
PROFESSION**

The registration process and requirements which have to be complied with in order to become a registered Candidate Landscape Architect, Candidate Landscape Technologist, Candidate Landscape Technician and Candidate Landscape Assistant are as follows:

1. REGISTRATION AS A CANDIDATE FOR A PERIOD OF TWO YEARS

1.1. Complete the **application form** that is found on the website and return a completed copy to the Secretariat (details are stated below).

1.2. A certified copy of your **identity document & qualification certificate(s)** as well as a detailed **Curriculum vitae** are to accompany the application form.

1.3. A once off administration fee is levied. The proof of payment is to accompany the application form. The administration fee for the various categories is as follows:

Candidate Landscape Architect	R250.00
Candidate Landscape Technologist	R225.00
Candidate Landscape Technician	R202.50
Candidate Landscape Assistant	R182.25

1.4. Annual registration fees will be due for a minimum of the two years of 'Candidate' registration and are as follows:

Candidate Landscape Architect	R500.00 per year
Candidate Landscape Technologist	R450.00 per year
Candidate Landscape Technician	R405.00 per year
Candidate Landscape Assistant	R364.50 per year

This fee is revised annually. In addition to this, a levy payable to the Council for the Built Environment will be added. This is R30.00 currently and is also reviewed annually.

1.5. An invoice will be forwarded to you in due course on receipt of the above (1.1 – 1.3).

1.6. The registered Candidate will be informed of their registration and sent a suggested reading list within 8 weeks of receipt of the application documentation.

2. PRACTICAL EXPERIENCE

2.1. As a Candidate Landscape Architect, Candidate Technologist, Candidate Technician, Candidate Landscape Assistant you are required to work for a minimum of **two years** (after graduating), under a mentor who is a Registered Professional Landscape Architect with SACLAP or registered in the same category as being applied for. A candidate may be employed by this person, alternatively the Registration Committee will recommend an

appropriate Registered Professional for the candidate to approach and request that they monitor their professional development on an annual basis.

2.2. On completion of two years of practical training, Candidates may apply to the Registrar before the end of November of each year, to write the exam in March the following year.

2.3. Candidates must include with this application:

- a) a Log Book detailing the work undertaken in the two year training period;
- b) a signed letter and evaluation form from their mentor;
- c) proof of payment of their annual fees.

### 3. SACLAP PROFESSIONAL EXAMINATION IN MARCH

3.1. All information regarding the examination will be provided on receipt of your application to write the examination. This information is to be submitted by the end of the November prior to the March exam that the candidate is to write and includes:

- The log book completed with the signed affidavit
- The portfolio
- The signed letter and evaluation form from the mentor/sponsor
- Proof of payment of registration and examination fees.

3.2. An examination fee is applicable. This fee is revised on an annual basis. Current fees are as follows:

Candidate Landscape Architect	R600.00
Candidate Landscape Technologist	R600.00
Candidate Landscape Technician	R300.00
Candidate Landscape Assistant	R300.00

### 4. REGISTRATION AS PROFESSIONAL

4.1. You will be informed in writing of your examination results within 4 months of the date of the examination.

4.2. If your results were favorable you would be entitled to register as a professional.

4.3. You will receive a registration number and a certificate.

4.4. An annual registration fee will be due. The fees are currently:

Professional Landscape Architect	R1153.00
Professional Landscape Technologist	R1038.00
Professional Landscape Technician	R935.00
Professional Landscape Assistant	R841.50

A CBE levy of R48.00 will be added to the SACLAP fee.

4.5. Your name will be placed on the official register of Landscape Architectural Professionals that is published on the website.

4.6. Your name may be removed from the register in terms of the Act due to non payment of fees or due to poor conduct or negligence.

4.7. Furthermore, as of the date of registration the registered professional is responsible for ensuring adherence to the Continued Professional Development system that is in place. Details are on the website ([www.saclap.org.za](http://www.saclap.org.za)).

**DETAILS OF THE SECRETARIAT TO WHOM ALL DOCUMENTS AND QUERIES ARE TO BE  
SUBMITTED IN HARD AND SOFT COPIES**

Please send all the above to:

The South African Council for the Landscape Architectural Profession  
The Secretariat  
P.O. Box 868  
Ferndale  
2160

Contact Person: Cynthia Badenhorst  
Email: [Cynthia@vdw.co.za](mailto:Cynthia@vdw.co.za)  
Tel: 011 789 1384

Direct Bank Payment into:

Bank: NEDBANK  
Branch Code: Parktown 19440560  
Account Name: THE SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE  
ARCHITECTURAL PROFESSION  
Account Number: 1944033351

**Please fax (011 789 1385) a copy of the deposit transaction to Secretariat, clearly indicating what you are paying for.**