

CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD SPATIAL PLANNING AND ENVIRONMENT

USER MANUAL: Development Application Management Portal (DAMS)

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A MINOR WORKS APPLICATION

DAMS Overview:

The Development Application Management System or DAMS allows for the electronic submission, processing and tracking of building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and links the City's central property repository – which also fully integrates with our Geographic Information System (GIS) – with the City's digital financial system and the main electronic document/records management system.

The Development Management Department only accept building plans and land use applications submitted online via **e-Services**. Read or download our <u>DAMS</u> <u>Registration Booklet</u> for guidelines on how to register.



PLEASE NOTE: Applicants must be registered on the e-services portal. Applicants acting on behalf of a property owner must have a <u>"Power of Attorney"</u> to submit a request.

DAMS Access:

Access the **e-Services** portal:

Development Management **e-Services** home page:

Development M	Aanagement General					
Development Man	agement					
About Us	Building Development Management	Land Use Management	Property Information	BDM/LUM Development Contributions	Complaints	Calculators
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General						
Contact us	Frequently asked questions	My user profile User details	My user roles Organisation role as	Service Registration for Supplier Self Ser	My services	Organisations
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BDM Portal Applications at a Glance:

The Building Development Management Portal have been enhanced to differentialte between, various application types, based on standard process flow applications and stand alone process flow applications.

A total of 9 application types are available and a separate selection to track all Land use application types.

The 9 application types are listed below:

Submit an application



Requests (Paid Services)



Overview:

This user manual will simulate the process "Minor Works Application" via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the "Building Development Management Tile" to navigate to the BDM portal applications

Planning &	Buildin	g Management	Rev	enue Collections	De	velopment App	olication	Manage	General	
Development A	The second secon	ion Management I	Porta	Click ff Develo Tile.	ne Bu pme	vilding ent Manag	jeme	nt		
About Us	≣	Building Development Management	≣	Land Use Management	≡	Property Information	=	My Applicati	ons	
BDM/LUM Development Contributions		BDM/LUM Reque Pre-Consultation Meeting	est	Complaints	=	Calculators				



<		Submit a building plan / permit application	on
	Applicant and payer	2 Property details 3 Application types	and - (4) Documents (5)
	*Application as: Full name: Business partner number: Address details: *Email: *Mobile number: *Who will be responsible for payment: If any of your contact detail inf partner.	Your organisational details that are used for application the person appointed by the owner of the property \checkmark JOHN KILLA 1000000309 36 UNION ROAD MILNERTON 7441 WC ZA killa@webafrica.org.za 0828236872 Select from the list below Applicant	Click the drop-down arrow to select the payer
		Owner	
<	1 Applicant and payer	2 Property details 3 Application types questions	and - 4 Documents 5
	Your organisational details that are *Application as: Full name:	used for application the person appointed by the owner of the property \sim ELLA RICH	
	Business partner number: Address Clic proc *Mobile num *Who will be resported yment: I If any of ypr contact detail inf partner	1003055441 k Step 2 to ceed. COUSTING TO TRANS ZA Applicant Commation has changed please contact the Corporate Call Ce	entre on 0860 103 089 to update your business
			Cancel

STEP 4: Search criteria process and property details

<	Submit a buil	ding plan / permit application		
1 Applicant and p	payer 2 Property details	Application types and questions	- 4 Documents	- (5)
2. Property deta	ils			
Property	search criteria			
	*Search by: Select from the list below	~		
		S	Select the drop-down arrow to display the search criteria	

<	Submit a building plan / permit applica	tion
1 Applicant and payer — 2	Property details 3 Application typ questions	es and - 4 Documents 5
2. Property details		Select the relevant search option
Property search criteria		
*Search by:	Select from the list below	
	My Property(s)	
	My Favourites	
	ERF Number	
	Private Address	
	Sectional Title SG26 Code	

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	ATLANTIC HILLS	a and
1 Applicant and payer 2	ATLANTIS INDUSTRIAL	- (4) Documents (5)
Property search criteria	BAINS KLOOF PASS	
*Search by:	BAKKERSHOOGTE	
	BANTRY BAY	
0	BELLVILLE	
Search by erf number and al	BERGVLIET	
Allotment:		
*ERF number:		Click the drop-down
	Q Search	arrow to select the
		relevant allotment
		allotment area
		I
<	Submit a building plan / permit applic	ation
1 Applicant and payer 2	Property details Application type	pes and - (4) Documents(5)
Property search criteria		
*Search by:	ERF Number	
		Select the Erf number
		field and type in the
Search by erf number and a	llotment	
Allotment:	FIRGROVE	
*ERF number:	2	
	Q Search	·

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<	Submit a building plan / permit application
1 Applicant and payer — 2	Property details 3 Application types and 4 Documents 5
Property search criteria	
*Search by:	ERF Number
Search by erf number and al	lotment
Allotment:	FIRGROVE
*ERF number:	Q Search

	TINGNOVE	~		
*ERF number:	604			
-	Q Search			
Select th	e property			
line item				
operty		_↑↓ [Search by street or suburb	Q
	House number		Street	
	4		MAIN	
	*ERF number: Select th line item operty	*ERF number: 604 Q Search Select the property line item operty House number 4	*ERF number: 604 C Search Select the property line item operty House number 4	*ERF number: 604 Select the property line item operty House number 4 MAIN

<		Submit a building plan /	permit application	
(1 Applicant and payer 2	Property details3	Application types and Documents	5
	Select the property		Search by street or suburb	Q
	ERF number	House number	Click the drop-down	
	00000604	4	arrow to select the	
	Suburb:		property owner	
5	*Select owner:	Select owner from dropdown CITY OF CAPE TOWN		

<	Submit a building plan / permit application	
1 Applicant and payer 2	Property details 3 Application types and 4 Documents	- 5
Owner details		
Full name:	CITY OF CAPE TOWN	
Business partner number:	1000815756	
Address details:	55288 MKHOMBE STREET KHAYELITSHA 7784 WC ZA	
Email address:	monika@nicro.co.za	
Click Step 3 to	000000000	
proceed		
		- II
Step 3		- 1
		- 1

STEP 5: Selecting the application type and questions

	Submit a building plan /	permit application	
- 2 Property details	- Application types and questions	Documents —	5 Review and submit application
Application types and que	stions		
 Building plan applications are for requirements. 	r all building related work, with various	subcategories, based arc	ound your specific needs and
Application type			Click the drop-down
Application type:		<u>~</u>	application type
Permit type:	Enter the application type		
Plan type:	Building Plan Application		
Application sector:	Permits		
Application category:		~ 1	
Application category - Permits:		\sim	

<	Submit a building plan / perm	it application		
1 - 2 Property details	Application types and - 4			
3. Application types and question	S	C	Ііск ок	
 Building plan applications are for all b requirements. 	uilding related work, with various subca	itegories, based aroun to	confirm	J
Application type	i Confirm			
Application type:	Create a case for Building Plan A	pplication		
Plan type:	C	K Cancel		
Application category:		~		

<	Submit a building plan	/ permit application	
1 - 2 Property details	— 3 Application types and questions		
3. Application types and que	stions		
Building plan applications are for requirements.	r all building related work, with vario	us subcategories, based around	
Application type	✓ Suc	ccess	to confirm
Application type:	Building Case : 1700468333 succ	cessfully created	
Plan type:		ОК	
Application category:		~	
<	Submit a building plan	/ permit application	
`	Castin a Saran B ban		
1 - 2 Property details	Application types and questions	- 4 Documents	5 Review application
3 Application types and que	stions		
Building nan applications are for	r all building related work with vario	us subcatadorías, basad around	your specific needs and
requirements.	at building related work, with valid		
Application type			Click the plan type
			select the plan type
Application type: Plan type:	Building Plan Application	~	category.
Application sector:	Enter the plan type		
Application category:	Building Plan < 500m2		
	Building Plan > 10 000m2		
	Building Plan > 500m2		
	Minor Works		
<u>A</u> 1			Save Draft Cancel

1 Applicant and payer 2 Property details 3 Application types and questions - 4 Documents 5 Review and application	d submit า
3. Application types and questions	
i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.	
Application type Click the applic sector drop-dov	ation vn
Application type: Building Plan Application arrow to select t	he
Plan type: Building Plan < 500m2 - application sect	for
Application sector:	
Application category: Application sector	
Private Private I local Authority	
selected where the	
specifically	
submitted for these National Government Exemptions, only	
sectors or property owners!	eas. strial)
A 1 Sa	ave Draft Cancel
K Submit a building plan / permit application	
1 - 2 Property details 3 Application types and 4 Documents 5 Review and sub application	mit
3. Application types and questions	
i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.	
Application type Click the drop-dov	vn
Application type Application type: Building Plan Application Click the drop-dow arrow to select the application	vn

 \sim

Application sector:

Application category:

Private

Application category

Residential

Non-Residential

1 - 2 Property details 3 Application types and questions - 4 Documents Click the drop-down arrow to select the Minor Works building work type Residential options Residential - select one or more of the available options Property details - 4 Documents
1 2 Property details 3 Application types and questions - 4 Documents arrow to select the Minor Works building work type Residential options Residential - select one or more of the available options Residential - select one or more of the available options Residential - select one or more of the available options
Residential options work type Residential - select one or more of the available options
Residential - select one or more of the available options
Salast from dran down
New Additions
Minor Works
Y I I I I I I I I I I I I I I I I I I I
Professional person search - SACAP registered person(optional - minor work)
Submit a building plan / permit application
Applicant and payer 2 Select and enter the details
applicable to your application.
Residentiat * mmo
Minor work Total m2 (new work)
MW RES Aviary
MW RES Awnings
MW RES Cellmast Greenfields
MW RES Cellmast Rooftop
MW RES Change room
MW RES Child's playhouse
Convert (Door / Window)
Covered Walkway
Cycle shed
Enclosed Balcony
Enclosed Braai/ Patio
Enclosed Braai/ Patio Erection/Demolition-Internal Wall
Enclosed Braai/ Patio Erection/Demolition-Internal Wall Greenhouse
Enclosed Braai/ Patio Erection/Demolition-Internal Wall Greenhouse LP Gas Installations
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Enclosed Braai/ Patio Erection/Demolition-Internal Wall Greenhouse LP Gas Installations Opening in wall Open-sided Shelter/Carport <40m² Open-sided Shelter/Carport >40m²

K Submit a	a building plan / per	mit application		
1 - 2 Property details 3 Application questions	types and –	Documents	5 Review and submit application	
MW Res Wall				
Additional information		Click arrov answ	the drop-down w and select your ver	
Is original building older that	n 60 vears?:	_		
			~	
Enter value No				
Yes				
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Submit	a building plan / pe	rmit application		
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Click the Professional hation	Registr	ation will hov	vever be requested for	
person search - SACAP der that	an 60 any ap	plication exe	ceeding minimum criter	ia
registered person	during	processing.		
(optional - minor				_
work/permits)				
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	Save	DNote	e: Click save if	
		the o	application is	
		mac	e by someone	
		that	is not a SACAP	
<u> </u>		regis	stered person	0

<	Submit a building plan	/ permit application	
1 - 2 Property details	3 Application types and questions	- (4) Documents	Click the drop-down arrow and select the preferred option
	Additional information		
	Is original building older than 60 years?:		
	No Enter the professional person		
	Name		
	ID Number		
	Professional Number		K
	Business Partner Number		
<	Submit a building plan	/ permit application	
< 1 - 2 Property details	Submit a building plan ——— 3 Application types and questions	/ permit application	5 Review and submit application
< 1 - 2 Property details	Submit a building plan ③ Application types and questions Professional person search - SACAP	/ permit application - 4 Documents registered person(optional	- minor w
< 1 - 2 Property details	Submit a building plan ③ Application types and questions Professional person search - SACAP	/ permit application - 4 Documents registered person(optional	5 Review and submit application
< 1 - 2 Property details	Submit a building plan Image: Submit a building plan Image: S	/ permit application - 4 Documents registered person(optional	5 Review and submit application
< 1 - 2 Property details	Submit a building plan Image: Submit a building plan Image: S	/ permit application - 4 Documents registered person(optional Type	5 Review and submit application
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<	Submit a building plan Image: Submit a building plan Image: S	/ permit application - 4 Documents registered person(optional Type Pee	The second submit application
<	Submit a building plan Image: Submit a building plan Image: S	/ permit application - 4 Documents registered person(optional - Type Pee	The in the Professional submit as selected

<	Submit a building plan	n / permit application	
1 - 2 Property details —	Application types and questions	- (4) Documents	— 5 Review application
	*Professional person: Business Partner Number	~]
Cli	*Business partner number: CK Q Search Q Sea	arch]
<u>A</u> 1			Save Draft Cancel
<	Submit a building plan	/ permit application	
1 - 2 Property details —	Application types and questions	- 4 Documents	- 5 Review and submit application
Click the tick-box to confirm	Appointment confirmation I hereby confirm that a formal contract owner and appointed professional and declared that he/she is duly qualified registration body to perform the work Tick to confirm appointment and generat	ct has been entered into by the d the appointed professional has and registered with the relevant proposed in this application. generate quotation te quotation - Invalid entry	

STEP 6: Quotation Quotation □ ∀ ∨ | ∀ ∨ | process steps that must be followed to ITEM UNIT DESCRI (Excl. VAT) submit the application (S) * MW RES Open-sided Shelter/Carport <40m 1 504.35 @ R 504.35 per each Information NB: Please complete Step 4 (Documents) and Step 5 (Review and submit application) to ensure the application is submitted Items marked with "*" include 15% VAT with QUOTATION VALID UNTIL 30 Click IMPORTANT NOTES: 1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed to continue ebsite. Use your 9 - digit reference number in the beneficiary account number / payment reference field. 2. Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller. 3. Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments above R7000 per transaction per account number. The City absorbs costs in respect of single payments of R7000 and Close



<	Submit a building pla	an / permit application	
1 - 2 Property details	Application types and questions	- (4) Documents	
	Appointment confirmation		
	I hereby confirm that a formal contr owner and appointed professional a declared that he/she is duly qualifie registration body to perform the wo	ract has been entered into by the and the appointed professional has ed and registered with the relevant rk proposed in this application.	
	Tick to confirm appointment and	d generate quotation	
Step 4	io proceed		_
			I

STEP 7: Documentation selection and upload process

<	Submit a building plan / permit application		
1 - 2 Property details	- 3 Application types and -	Documents5 Review and submit application	
Upload files		Click the drop-down arrow to select the documents to be uploaded	
Uploaded documents	(*) = Mandatory Upload manda	tory documents V Upload +	
	No entries. Click Uplo	bad to add	
	Drop files to upload, or use t	he "+" button.	

Submit a building plan / permit application	
1 - 2 Property details 3 Application types and Documents 5 Review and submit application	
4. Documents	
 Upload files Uploaded documents (*) = Mandatory Build Plan Uploaded documents (*) = Mandatory Build Plan Upload + Building Plan-20230328161934.pdf / BPlanPool Uploaded on : 28-03-2023 Time : 20:19:34 	
	-

<	Submit a building plan / permit application	
1 - (1	2 Property details 3 Application types and questions 4 Documents 5 Review and submit application	
	Uploaded documents (*) = Mandatory Power of Attorney \checkmark Upload +	
	Building Plan-20230328161934.pdf / BPlanPool Uploaded on : 28-03-2023 Time : 20:19:34	
	Power of Attorney-20230328161957.pdf / A19form Uploaded on : 28-03-2023 Time : 20:19:57	
	Click Step 5 to proceed	
Step 5		

STEP 8: Application review and confirmation

Please review all the application details as captured, should any changes be required select the "edit" option available after each section

<	Submit a building plan / permit application	
1 - 2 Property details 3	Application types and - 4 Documents - questions	5 Review and submit application
5. Review and submit application		
Click Review to proceed		
		-
	Review submit a building plan / permit applicat	ion
[i] Please ensure that the details below are correc	i.	
Case ID : 1700468333		Address : 4 MAIN FIRGROVE
Allotment: FIRGROVE		Case status: Applicant Generate Invoice
Litte humber, 0000004		Click OK
	▲ Information	to confirm
1. Applicant and payer	NB: Please review, confirm and submit the application	on
Full name: JOHN KILLA	. 2008 	



consistentions interine onner this bear the colo responsionity for realitying pretroacy mensiones consistentions.
4. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public for viewing on request.
6. That, the owner/applicant/developer, are aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable), and
7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.
8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and forma notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep up to a superior of the tick-box of the
9. The email add to confirm that all his application is to be used by the City to communicate when there is correspondence of the tention that will be available through e-Services. If my email address or cell number char details are correct
Please not that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.
Tick to confirm and submit
Edit

Review submit a building plan /	permit application
4. That where the proposal involves existing building work ere scheme, that I/we have consulted with the Section Head: Lan application in terms of Planning law has been made and conc demolition directive in terms of section 128 (1) (b) (ii) of the M	ected and / or used in contravention of the development management id Use Management for the applicable area to ensure the correct cluded I/we confirm that the owner have not been served with a VPBL on the property.
I/we am/are aware that by lodging an application, the inform made available to the public for viewing on request.	mation in the application and obtained during the process may be
That, the owner/applicant/developer, are aware of the state the subject area and any development contributions that migi applicable), and	e of existing bulk services provisions and infrastructure availability in ht be payable in respect of the development proposed herein (if
Undertake to complete the building work in accordance wit attachments and the National Building Regulations. We are fu obtained from the Municipality prior to the premises being oc	th the approved building plans, including all endorsements and uly aware of the fact that a Certificate of Occupancy must be cupied.
 That where an agent is appointed to submit this application notifications will only be sent to such consultant/agent and th regard to keep updated on the progress of the application and promptly provided. 	n on the owners behalf, it is accepted that correspondence and formal hat the owner will regularly consult with the agent/consultant in this d will ensure that any additional information required by the City is
The email address and cell number provided with this appl correspondence relating to the application(s) for my attention number changes, I/we will notify the Corporate Call Centre or	ication is to be used by the City to communicate when there is 1 that will be available through e-Services. If my email address or cell n 0860 103 089 to update my/our business partner details.
Please note that the City may charge additional fees as per p consider this application. Tick to confirm and submit	ublished Tariffs and may require additional information necessary to Click Submit to proceed
	Edit
	Subm

	Pro Forma		
$\equiv \forall \ \cdot \ \forall \ \cdot \ \blacksquare \ \cdots \qquad -$	+ 🖸 1 of 1 🤉 🗅	Q 🗗 🖱	
Payment: At any City of Cape Town Cas document.	Click OK to proceed homeo or osing anomal e options listed at the Success 0468333 Successfully Submitted - Awaiting Payment!	bottom of the ing, Streets,	
Page 1 / 1 Dec	2/214444020		
	PRO FORMA INVOICE		
JOHN KILLA	Payment Reference	619958130	- 1
CARE OF: MR DAVID GERMAIN (TENANT)	Proforma Date	28.03.2023	
MILNERTON	Case ID	1700468333	- 1
7441	Business Partner Number	100000309	
			Clo

STEP 9: Invoice and payment

Payment is now required for the application. Please proceed with payment through the various payment options

Review submit a building plan / pe	rmit application
5. Det \[Note: The payment reference number is specifically generated per application for payment and will never be duplicated.
Page 2/2 Department: Development Mana ITEM UNIT DESCRIPTION (S) TOTAL EXCLUDING VAT Your pro-formation is now available A rounding amount of 0.00 ready for down payment.	Payment Reference: 623328564 AMOUNT (Excl. VAT) invoice e and bload and 609.90
	Close

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			PRO FORMA INV	OICE VALID UNTIL 3	0.06.2023		
1. Elec refer 2. Direc 3. Casl abo belc	ronic Payments(E ence number 619 :t deposit at NEDB 1, Debit and credii re R7000 per trans w.	FT) : Select the 6 958130 in the b ANK, please pro t card: The City action per acc	City of Cape Town eneficiary accoun esent your Payme will recover the bo ount number. The	as a bank listed bene It number / payment r nt Reference Number ank costs on a cash, d City absorbs costs in r	ficiary on your bank's web eference field. 619958130 to the bank telle ebit and/or credit card pay espect of single payments	site. Use your 9 - digit rr. rment on payments of R7000 and	
Paym	ent: At the foll	owing:	TE Che	ckers ^{wo}	OLWORTHS W	SPAR ()	
I	JOHN KILLA	581301	Click	ose	Amount Due	19958130 580.00	
			to proce	ed			1
_							
			Review submi	t a building plan / p	ermit application		
	contrav	entions I/we/the	e owner will bear t	he sole responsibility	for rectifying previously me	ntioned contraventions.	ouon.
			osal involves exist	ting building work erec		vention of the developm	nent manadi
	4. That scheme applicat	where the prop , that I/we have tion in terms of	e consulted with th Planning law has	e Section Head: Land been made and concl	ted and / or used in contra Use Management for the a uded I/we confirm that the	applicable area to ensure owner have not been se	e the correc erved with a
	4. That scheme applicat demoliti 5. I/we a made a	where the prop e, that I/we have tion in terms of ion directive in am/are aware the vailable to the p	e consulted with the Planning law has terms of section 1 hat by lodging an a public for viewing	e Section Head: Land been made and concl 28 (1) (b) (ii) of the MI application, the inform on request.	ted and / or used in contra Use Management for the a uded I/we confirm that the 2BL on the property. lation in the application and	applicable area to ensure owner have not been se d obtained during the pre	e the correc erved with a ocess may b
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