



BUILDING DEVELOPMENT MANAGEMENT (BDM) – RESUBMIT AMENDMENTS

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 [DAMS Registration Booklet](#) for guidelines on how to register.



PLEASE NOTE:

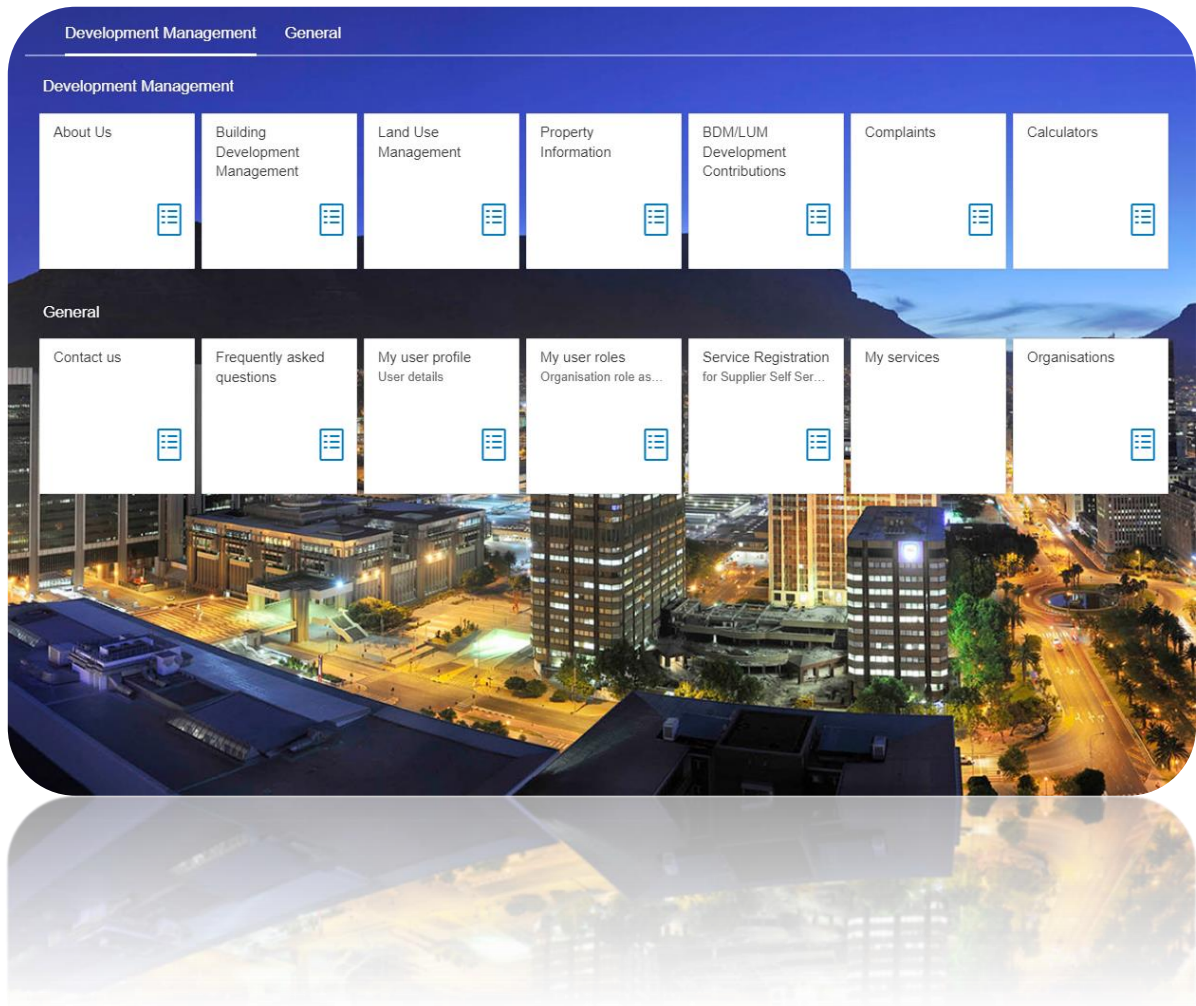
Applicants must be registered on the e-services portal.

Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

DAMS Access:

Access the **e-Services** portal:

Development Management **e-Services** home page



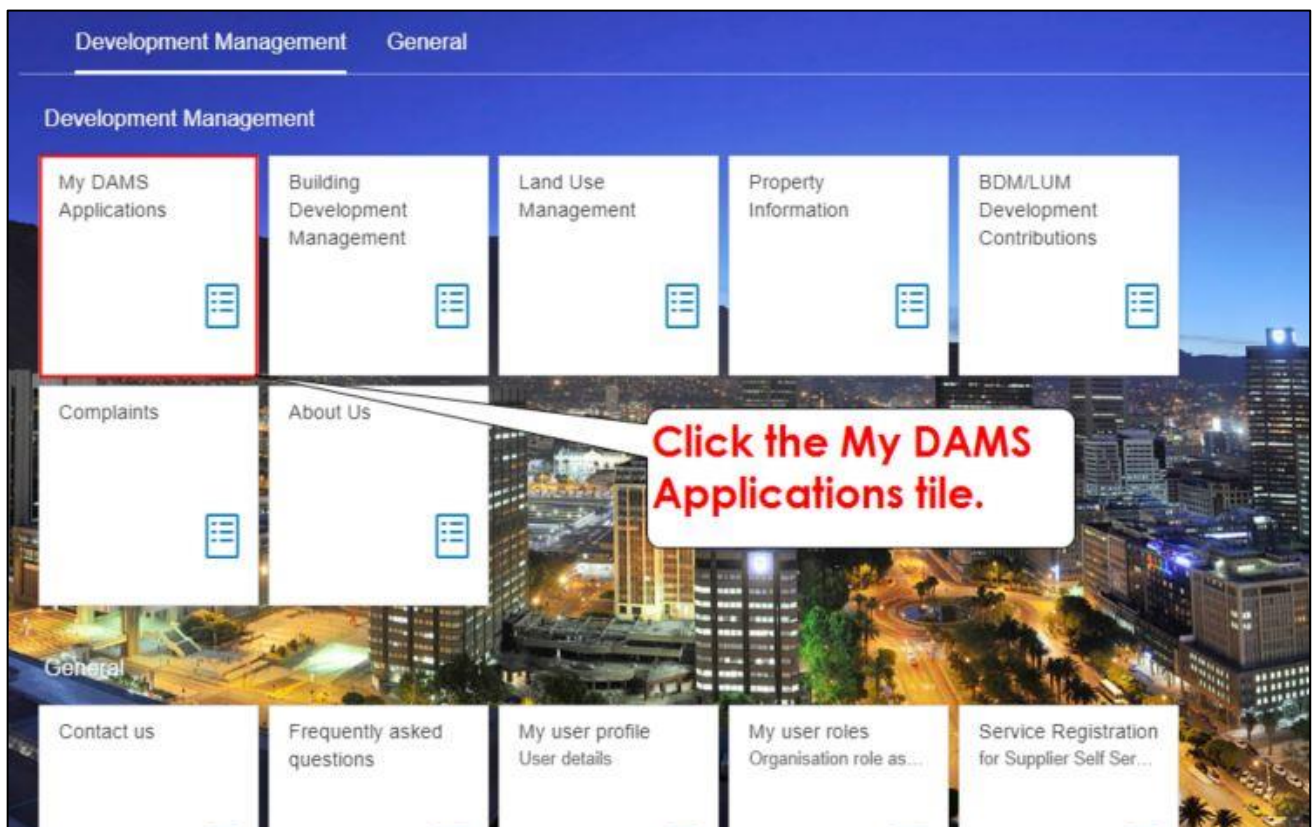
BUILDING DEVELOPMENT MANAGEMENT (BDM) – RESUBMIT AMENDMENTS

Overview:

This user manual will simulate the process “Submit a Building Plan Amendment” via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the “My DAMS Applications Tile”



STEP 2: Select the Application Requesting Amendments

Note: Cases may be accessed by Sort, Filter and Search, if not immediately visible

11 All Cases

Refresh

Sort Filter Search by: Ca... Excel Export

Case ID	Case Type	Service Type	Application Sector	Status	Date Created	Last Change Date	Erf No	Allotment	Address	District	Old Case ID
150012 3320	LUM App n					Mon, May 2024	3822	MILNERT ON	80 CRASSU LA ROAD TABLE VIEW	Blaauwberg	
170053 0445	BDM Building Plan	Minor Work(Circulated)	Private	Awaiting Payment	21 May 2024	Tue, May 21, 2024	3822	MILNERT ON	80 CRASSU LA ROAD TABLE VIEW	Blaauwberg	
170053 0434	BDM Building Plan	Minor Work(Circulated)	Private	Amendment Client	Mon May 20 2024	Wed, May 22, 2024	3385	MILNERT ON	87 PIENAAR ROAD MILNERT ON	Blaauwberg	
150012 3326	LUM Admin Penalty	Section 42(r) - APPLICATION FOR AN ADMIN. PENALTY		Assessment of acceptance	Tue May 21 2024	Tue, May 21, 2024	3385	MILNERT ON	87 PIENAAR ROAD MILNERT ON	Blaauwberg	

Select the appropriate active application requiring amendments.

STEP 3: Select the document list item to retrieve Amendment Letter

My Applications

1700530434 - BDM Building Plan

ERF 00003385 MILNERTON

BDM Amendment Client
Last Changed Dated: Wed, May 22, 2024
Created Date: Mon May 20 2024

Service Type: Minor Work(Circulated) Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private Old Case ID:

Property (1) Parties (3) Application types and questions Documents (3)

Click on the Documents list item.

Address

87 PIENAAR ROAD MILNERTON

Parties (3)

Role Name

STEP 4: Document selection and upload process

My Applications

1700530434 - BDM Building Plan
ERF 00003385 MILNERTON

BDM Amendment Client
Last Changed Date: Wed, May 22, 2024
Created Date: Mon May 20 2024

Service Type
Minor Work(Circulated)
Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private

Property (1)

Note: The Amendment Letter is available for viewing and download.

Documents (3)

NB: Only PDF files are allowed for upload. Max Size = 50mb

☐ Amendment_Refusal_Letter.pdf - Amendment letter

☐ Power of Attorney-20240520102535.pdf
Upload on: Mon May 20 2024 : 12:25:35 PM - Original Document Name: TESTDOC1

☐ Building Plan-20240520102545.pdf

Select the drop-down arrow to select the documents to be uploaded

My Applications

1700530434 - BDM Building Plan
ERF 00003385 MILNERTON

BDM Amendment Client
Last Changed Date: Wed, May 22, 2024
Created Date: Mon May 20 2024

Service Type
Minor Work(Circulated)
Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private

Property (1) Parties (3) Application types and questions Documents (3)

Select the mandatory required documents marked with an *

NB: Only PDF files are allowed for upload. Max Size = 50mb

☐ Amendment_Refusal_Letter.pdf - Amendment letter

☐ Power of Attorney-20240520102535.pdf
Upload on: Mon May 20 2024 : 12:25:35 PM - Original Document Name: TESTDOC1

Application Form Optional

Power of Attorney Optional

Title Deed * Required

SG Diagram * Required

Site Plan diagram Optional

Building Plan Optional

SANS 10400 Form 1 Optional

SANS 10400 Form 2 (1 per Appointed CP) Optional

Western Cape Heritage Approval Optional

Solid Waste Management Form Optional

Fire/EMS Optional

BUILDING DEVELOPMENT MANAGEMENT (BDM) – RESUBMIT AMENDMENTS

My Applications

1700530434 - BDM Building Plan
ERF 00003385 MILNERTON

Submit Refresh

BDM

Amendment Client
Last Changed Dated: Wed, May 22, 2024
Created Date: Mon May 20 2024

Service Type

Minor Work(Circulated)
Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private Old Case ID:

Property (1) Parties (3) Application types and questions

Documents (3)

NB: Only PDF files are allowed for upload. Max Size = 50mb

Title Deed

+

Upload

☐

Amendment_Refusal_Letter.pdf - Amendment letter

☐

Power of Attorney-20240520102535.pdf
Upload on: Mon May 20 2024 : 12:25:35 PM - Original Document Name: TESTDOC1

☐

Building Plan-20240520102545.pdf

Click the upload button to upload revised documents for each required document type selected.

STEP 5: Submit amendments for processing

My Applications

1700530434 - BDM Building Plan
ERF 00003385 MILNERTON

Submit Refresh

BDM

Amendment Client
Last Changed Dated: Wed, May 22, 2024
Created Date: Mon May 20 2024

Service Type

Minor Work(Circulated)
Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private Old Case ID:

Property (1) Parties (3) Application types and questions Documents (3)

NO data

Documents (3)

NB: Only PDF files are allowed for upload. Max Size = 50mb

☐

SG Diagram.pdf - SG Diagram

☐

Title Deed.pdf - Title Deed

☐

Amendment_Refusal_Letter.pdf - Amendment letter

Note: The Submit button will highlight to allow processing.

Click Submit to resubmit the application.

Note: Ensure that all mandatory required documents are uploaded.

BUILDING DEVELOPMENT MANAGEMENT (BDM) – RESUBMIT AMENDMENTS

< My Applications ▾

1700530434 - BDM Building Plan

ERF 00003385 MILNERTON

BDM

PX Scrutiny

Last Changed Date: Wed, May 22, 2024

Created Date: Mon May 20 2024

Service Type

Minor Work(Circulated)

✉ Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private

Old Case ID:

Property (1)

Parties (3)

Application types and questions

Documents (7)

Parties (3)

Role
Payer
Owner
Applicant

Application types and questions

Residential Options

Residential - select one or more of the available options

The application status will change to PX Scrutiny to indicate that the amendments have now been resubmitted successfully.

< My Applications ▾

1700530434 - BDM Building Plan

ERF 00003385 MILNERTON

BDM

PX Scrutiny

Last Changed Date: Wed, May 22, 2024

Created Date: Mon May 20 2024

Service Type

Minor Work(Circulated)

✉ Blaauwberg

Primary Category: Non Residential
Plan Category: Private
Secondary Category: Office/Bank Space

Application Sector: Private

Old Case ID:

Property (1)

Parties (3)

Application types and questions ▾

Documents (7)

Documents (7)

NB: Only PDF files are allowed for upload. Max Size = 50mb

☐

Title Deed-20240522092008.pdf

Upload on: Wed May 22 2024 : 11:20:07 AM · Original Document Name: Title Deed.pdf

☐

SG Diagram-20240522092003.pdf

Upload on: Wed May 22 2024 : 11:20:03 AM · Original Document Name: SG Diagram.pdf

☐

Amendment letter-20240522092012.pdf

Upload on: Wed May 22 2024 : 11:20:12 AM · Original Document Name: Amendment_Refusal_Letter.pdf

Click < to return to the My Dams Application Menu.

Congratulations! You have successfully made your amendment submission.

Click here to view other available user manuals.

For online services and enquiries, contact us through our District Information Hubs:

[Blaauwberg](#) [Northern](#) [Cape Flats](#) [Table Bay](#)

[Helderberg](#) [Tygerberg](#) [Khayelitsha](#) [Southern](#)