



## **BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A SECTIONAL TITLE BUILDING PLAN/PERMIT**

### **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.*



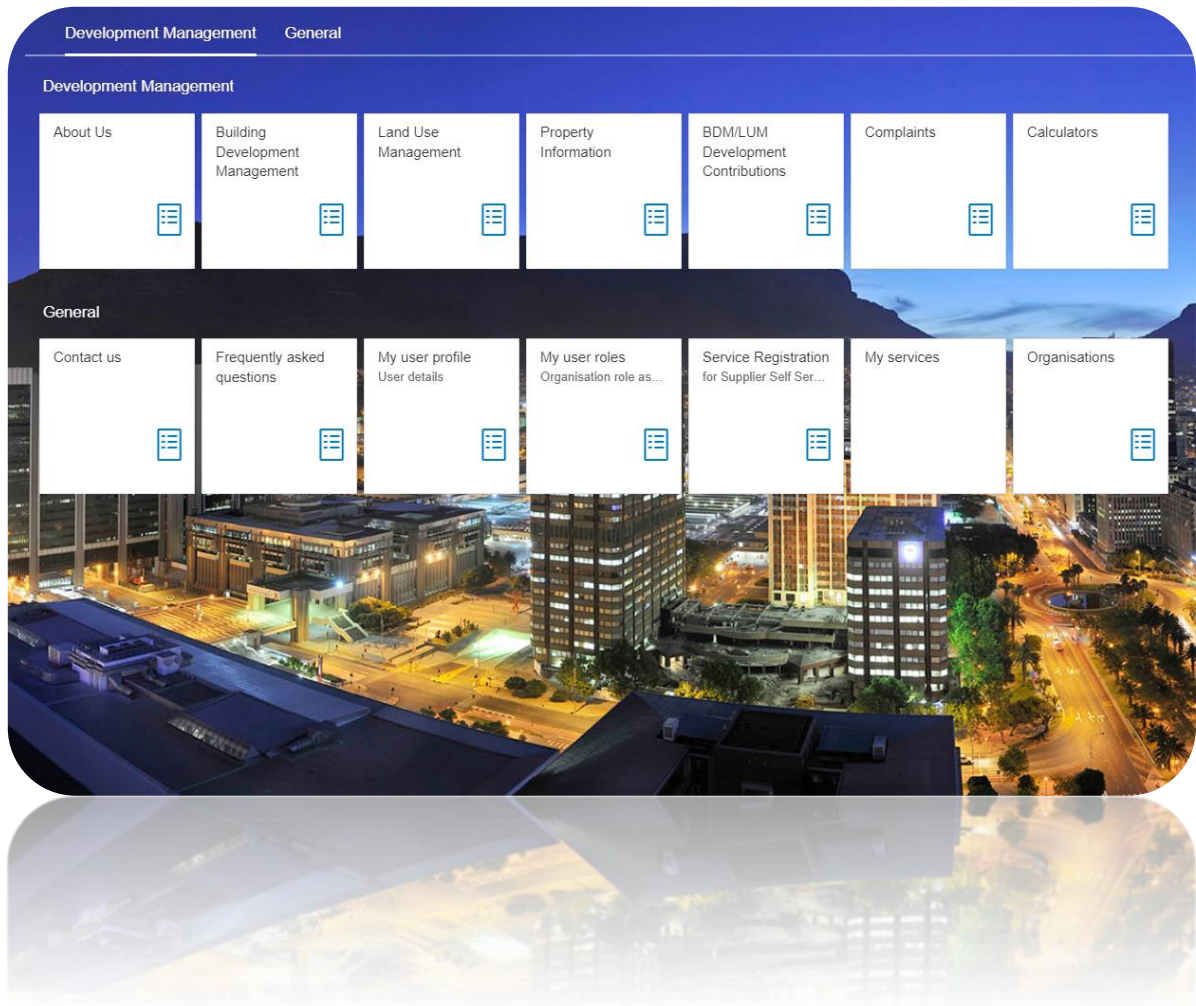
### **PLEASE NOTE:**

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



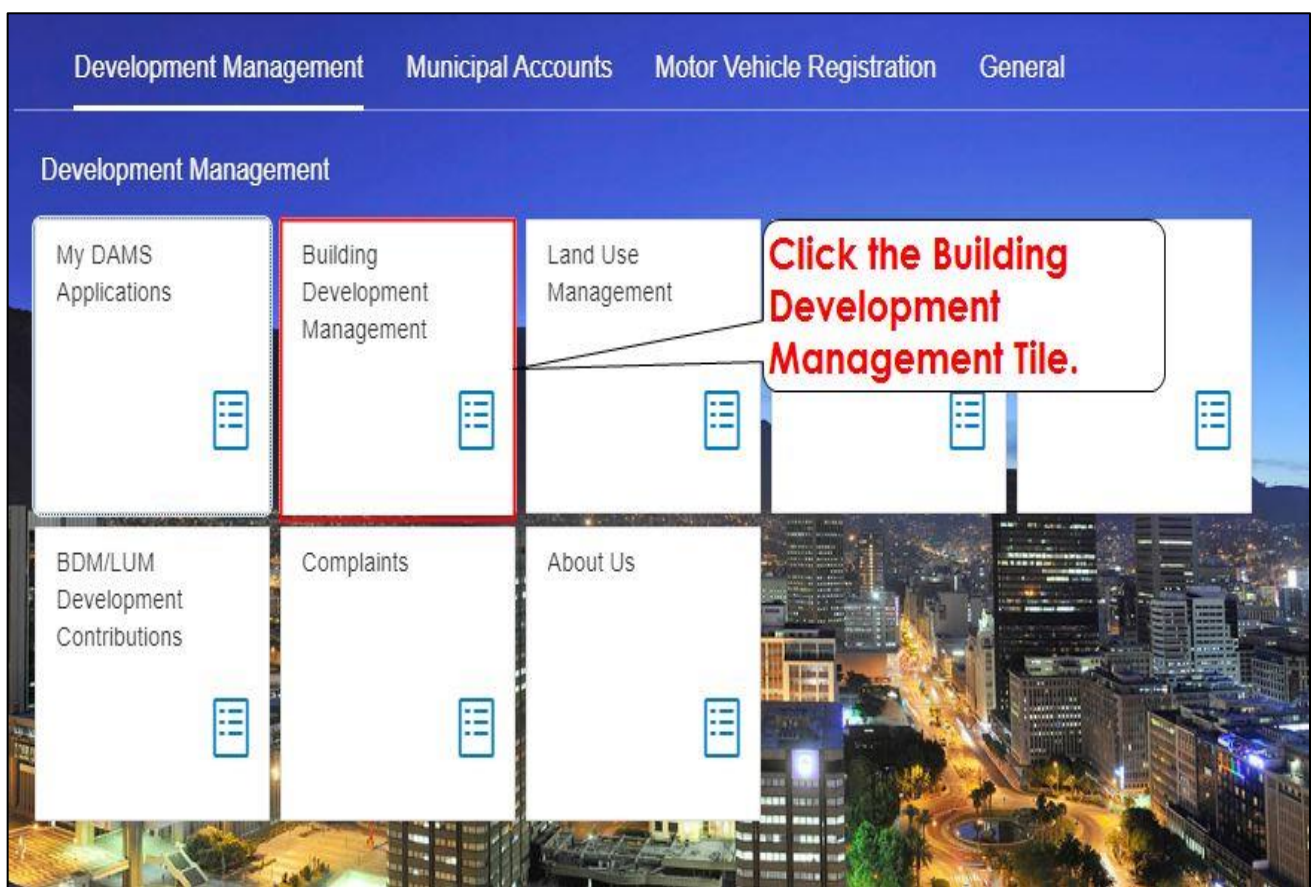
## BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A SECTIONAL TITLE BUILDING PLAN/PERMIT

### Overview:

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

### STEP 1: Building Development Management Applications – Home Page


Select the "Building Development Management Tile"





## STEP 2: Submit a Building Plan/Permit application

City of Cape Town - Building Development Management Applications

Submit Application


Feasibility or Sketch Plan Enquiry  
  
Application


Request Pre-Consultation Meeting  
  
Application


Submit Building Plan / Permits  
  
Application


Select the Submit Building Plan / Permits Application file.


Requests (Paid Services)

Request Copies of Plans  
  
Application

Request Permission to Use  
  
Application

Request Occupancy Certificate  
  
Application

Resubmission after Refusal  
  
Application


Request Extension of Validity  
  
Application

## STEP 3: Selecting the applicant and payer

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

\*Application as:  

Full name: the person owning the property


Business partner number: the person appointed by the owner of the property

Address details:

\*Email:

\*Mobile number:

\*Who will be responsible for payment:

 If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

Click the drop-down arrow to select the applicant.

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

\*Application as: the person appointed by the owner of the property ▾

Full name: ELLA RICH

Business partner number: 1003055441

Address details: 89 Wood Cape town 7878 ZA

\*Email: tyu@hfh.com

\*Mobile number: 0832348560

\*Who will be responsible for payment: ▾

Select from the list below

Applicant

Owner

Click the drop-down arrow to select the payer.

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5

Your organisational details that are used for application

\*Application as: the person appointed by the owner of the property ▾

Full name: ELLA RICH

Business partner number: 1003055441

Address: 89 Wood Cape town 7878 ZA

\*Email: tyu@hfh.com

\*Mobile number: 0832348560

\*Who will be responsible for payment: Applicant ▾

Click Step 2 to proceed.

Step 2

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel



## STEP 4: Search criteria process and property details

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5

### 2. Property details

Property search criteria

\*Search by:

Select from the list below

Select the drop-down arrow to display the search criteria.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

### 2. Property details

Property search criteria

\*Search by:

Select from the list below

- My Property(s)
- My Favourites
- ERF Number
- Private Address
- Sectional Title**
- SG26 Code
- Parcel Number
- GIS Map
- Street Address

Select the relevant search option.

Select Sectional Title when dealing with any Sectional Title Properties like Body Corporates/ Business Parks.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

2. Property details

Property search criteria

\*Search by: Sectional Title

Search by sectional title

\*Scheme name:

\*Unit number:

Search

Cancel

**Select Scheme name and enter the first word of the Scheme name in the field.**

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

2. Property details

Property search criteria

\*Search by: Sectional Title

Search by sectional title

\*Scheme name: woodbridge

\*Unit number:

Search

Cancel

**Note: Enter the unit number provided on the Sectional Title Deed for the unit owner**

**Select and enter the Sectional Title Unit number in the field.**

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

### 2. Property details

Property search criteria

\*Search by: Sectional Title

Click **Search** to continue.

Search by sectional title

\*Scheme name: woodbridge

\*Unit number: 31

**Search**

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

Property search criteria

\*Search by: Sectional Title

Search by sectional title

\*Scheme name: woodbridge

\*Unit number: 31

**Search**

Select the property

Search by street or suburb

ERF number	House number	Street	Suburb	Unit number	Scheme name
00012089	5	LOXTON	MILNERTON	31	
00031839	450C	KOEBERG	MARCONI BEAM	31	

Cancel



Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

**Note: The unit owner's details will appear here for selection instead of the Bodycorporate/ Business Park Owner**

Select the property

ERF number	House number	Street	Suburb	Unit number
00012089	5	LOX...	MILNERTON	31
00031839	450C	KOEB...	MARCONI BEAM	31

Search by street or suburb

\*Select owner:

Select owner from dropdown

ADVASCORE PROPRIETARY LIMITED

Click the drop-down arrow to select the property owner.

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Documents — 5 Review and submit application

\*Select owner: ADVASCORE PROPRIETARY LIMITED

Owner details

Full name: ADVASCORE PROPRIETARY LIMITED

Business partner number: 1002897368

Address details: ...URG 2190 WC ZA

Email address:

Mobile number:

Click Step 3 to proceed.

Step 3

Cancel

## STEP 5: Selecting the application type and questions

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

### 3. Application types and questions

*i* Building plan applications are for all building related work, with various subcategories, based around your specific needs

Application type

Application type:

Permit type:

Plan type:

Application sector:

Application category:

Application category - Permits:

**Click the application type drop-down arrow to select the application type.**

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

### 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

Application type:

Plan type:

Application sector:

Application category:

**Click OK to confirm.**

Confirm

Create a case for Building Plan Application

OK Cancel

Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review and submit application

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

Application type: Building Plan

Plan type:

Application sector:

Application category:

**Success**  
Case : 1700530462 successfully created  
**OK**

**Click OK to proceed.**

**1** Save Draft Cancel

Submit a building plan / permit application

1 - 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review application

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

Application type: Building Plan Application

Plan type:

Application sector:

Application category:

**Click the plan type drop-down arrow to select the plan type category.**

Enter the plan type

Building Plan < 500m2

Building Plan > 10 000m2

Building Plan > 500m2

Minor Works

**1** Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer
2 Property details
3 Application types and questions
4 Documents
5 Review and submit application

### 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

Application type: Building Plan Application
Plan type: Building Plan < 500m2
Application sector:
Application category:

**Note:** These sectors are only to be selected where the applications are specifically submitted for these sectors by these sectors or property owners!

- Private
- Local Authority
- Provincial Government
- National Government
- Special Tariff Exemptions

**Note:** This sector for Special Tariff Exemptions, only applies to City of Cape Town Incentive Areas. (e.g. Atlantis Industrial)

1
Save Draft
Cancel

Submit a building plan / permit application

1 Applicant and payer
2 Property details
3 Application types and questions
4 Documents
5 Review and submit application

### 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

Application type: Building Plan Application
Plan type: Building Plan < 500m2
Application sector: Private
Application category:

**Note:** This sector for Special Tariff Exemptions, only applies to City of Cape Town Incentive Areas. (e.g. Atlantis Industrial)

**Note:** This sector for Special Tariff Exemptions, only applies to City of Cape Town Incentive Areas. (e.g. Atlantis Industrial)

1
Save Draft
Cancel

Submit a building plan / permit application

1 - 2 Property details — 3 Application types and questions — 4

Click the drop-down arrow to select the building work type

Residential - select one or more of the available options

Select from drop down

- ☐ Internal Alterations
- ☐ New Additions
- ☐ Minor Works

Note: Single or Multiple Building Work Types may be selected for Submission.

\*Professional person:

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Residential - select one or more of the available options

New Additions (X)

Select and enter the application details to your application.

Residential - new / additions

New / additions	Total m2 (new work)
<input type="checkbox"/> Single Residential	
<input type="checkbox"/> Townhouses	
<input type="checkbox"/> Group Housing	
<input type="checkbox"/> Single Title	
<input type="checkbox"/> Retirement housing	
<input type="checkbox"/> Block of flat with Lifts	
<input type="checkbox"/> Block of flat without Lifts	

1

Save Draft Cancel



Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

☐ Townhouses

☒ Group Housing 24

☐ Single Title

☐ Retirement housing

☐ Block of flat with Lifts

☐ Block of flat without Lifts

**Note: The selection has been made and the total area inserted**

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

**Click the drop-down arrow and select your answer.**

\*Professional person:

Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

☐ Block of flat with Lifts

☐ Block of flat without Lifts

Additional information

Is original building older than 60 years?: No

**Click the drop-down arrow and select the preferred option.**

\*Professional person:

Enter the professional person

ID Number

Professional Number

Business Partner Number

Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Is original building older than 60 years?:

\*Professional person:

Type in the "professional person's" details as selected.

\*Business partner number:

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Is original building older than 60 years?:

\*Professional person:

\*Business partner number:

Click to continue.

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — **3 Application types and questions** — 4 Documents — 5 Review and submit application

**Click the tick box to confirm appointment and generate quotation.**

Appointment confirmation

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

☐ Tick to confirm appointment and generate quotation

1 Save Draft Cancel

Submit a building plan / permit application

Quotation

**Note: This Communication is Important Process Steps that must be completed to submit the application.**

Page 2 / 2 Department of Building Development Management

**QUOTATION**

Information

ITEM NB: Please complete Step 4 (Documents) and Step 5 (Review and submit application) to ensure the application is submitted

OK

A rounding amount of 0.09- has been applied.

**TOTAL PAYABLE** 609.90

Click OK to continue.

Close

1 Save Draft Cancel

## STEP 6: Quotation

Submit a building plan / permit application

Quotation

**Note: A quotation have been generated, please check if the correct fees have been calculated.**

Page 2 / 2

Department: Development Management

**QUOTATION**

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(S)		
		TOTAL EXCLUDING VAT	530.43
		TOTAL VAT	79.56
		A rounding amount of 0.09- has been applied.	
		TOTAL PAYABLE	609.90

Click [Close](#) to proceed.

[Close](#)

[Save Draft](#) [Cancel](#)

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Click [Step 4](#) to proceed.

Appointment confirmation

I hereby confirm that a formal contract has been entered into by the owner and appointed professional and the appointed professional has declared that he/she is duly qualified and registered with the relevant registration body to perform the work proposed in this application.

☒ Tick to confirm appointment and generate quotation

[Step 4](#)

[Save Draft](#) [Cancel](#)

## STEP 7: Documentation selection and upload process

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — **4 Documents** — 5 Review and submit application

Upload files

Uploaded documents (\*) = Mandatory Upload mandatory documents Upload +

No entries. Click Upload to add

Drop files to upload, or use the "+" button.

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

1 Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — **4 Documents** — 5 Review and submit application

Upload files

Uploaded documents (\*) = Mandatory Upload mandatory documents Upload +

**Upload all mandatory documents and any required supporting documents seperately.**

Error message. All the files in dropdown with [ \* ] are...

- Application Form
- Power of Attorney \*
- Title Deed
- SG Diagram
- Site Plan diagram
- Building Plan \*
- SANS 10400 Form 1
- SANS 10400 Form 2 (1 per Appointed CP)
- Western Cape Heritage Approval
- Solid Waste Management Form

1 Save Draft Cancel



Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Upload files

Uploaded documents (\*) = Mandatory

Power of Attorney

Error message. All the files in dropdown with [ \* ] are mandatory

Upload +

**Note: This error message will be displayed until all mandatory documents marked with an \* has been uploaded.**

1 Save Draft Cancel

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

SANS 10400 Form 1-20240522094904.pdf / SANSForm1  
Uploaded on : 22-05-2024 Time : 13:49:04

Building Plan-20240522094535.pdf / BPlan  
Uploaded on : 22-05-2024 Time : 13:45:34

SG Diagram-20240522094832.pdf / SGDiagram  
Uploaded on : 22-05-2024 Time : 13:48:32

Title Deed-20240522094512.pdf / TitleDeed  
Uploaded on : 22-05-2024 Time : 13:45:11

Power of Attorney-20240522094417.pdf / POA  
Uploaded on : 22-05-2024 Time : 13:44:16

Application Form-20240522094919.pdf / Applicationform  
Uploaded on : 22-05-2024 Time : 13:49:19

**Ensure that all mandatory documents have been uploaded in order to proceed to the next step.**

1 Save Draft Cancel

Submit a building plan / permit application

1

Applicant and payer

2

Property details

3

Application types and questions

4

Documents

5

Review and submit application

SG Diagram-20240522094832.pdf / SGDiagram

Uploaded on : 22-05-2024 Time : 13:48:32

Title Deed-20240522094512.pdf / TitleDeed

Uploaded on : 22-05-2024 Time : 13:45:11

Power of Attorney-20240522094417.pdf / POA

Uploaded on : 22-05-2024 Time : 13:44:16

Application Form-20240522094919.pdf / Applicationform

Uploaded on : 22-05-2024 Time : 13:49:19

Step 5

Click 

Step 5

 to proceed.

1

Save Draft

Cancel

## STEP 8: Application review and confirmation

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

### 5. Review and submit application

**Review**

**Click** **Review**

Save Draft Cancel

Review submit a building plan / permit application

Please ensure that the details below are correct.

Case ID : 1700530462 Address : 31 5 LOXTON ROAD MILNERTON  
 Allotment: MILNERTON Case status: ☐ Applicant Generate Invoice  
 ERF number: 00012089

1. Applicant and payer

Full name: JOHN KILLA  
 Business partner number: 1000000309  
 Address details: 36 UNION ROAD MILNERTON  
 eMail: Killa@frd.co.za  
 Mobile number: 0828236872  
 Payer: Applicant

NB: Please review, confirm and submit the application

OK

Click OK to continue.

Edit

2. Property information

Cancel

Review submit a building plan / permit application

SANS 10400 Form 1

5. Declaration

I/We the owner/s of the property hereby declare that the information provided in this application is true and correct. I/We confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, have been obtained. If the works is contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions I/we/the owner will bear the sole responsibility for rectifying previously mentioned contraventions.

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 126 (1) (b) (ii) of the MPBL on the property.

5. 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 provisions and infrastructure availability in the subject area and any development contributions that might be payable in terms of the provisions and infrastructure availability in the subject area and any development contributions that might be payable herein (if applicable), and

7. Undertake to complete the building work in accordance with the Regulations. We are fully aware of the fact that the copies of such full relevant powers of attorney are attached to this application.

8. That where an agent is appointed to submit this application, I/we confirm that the agent is a duly qualified professional and that the owner will ensure that any additional information necessary to consider this application.

9. The email address and cell number for my application(s) for my attention will be available at 0860 103 089 to which my business partner details.

Please note 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

Select the tick box to confirm that all details are correct.

Edit

Cancel

Review submit a building plan / permit application

SANS 10400 Form 1

5. Declaration

I/We the owner/s or as duly appointed representative of the owners, as person and with full knowledge of the owners, wish to confirm the following:

1. That the information contained in this application and accompanying documentation is complete and correct.
2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.
3. That this submission complies with the City of Cape Town Municipal Planning By Law and all applicable legislation to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, have been obtained. If the works is contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions I/we/the owner will bear the sole responsibility for rectifying previously mentioned contraventions.
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.
5. 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 formal 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 updated on the progress of the application and will ensure that any additional information required by the City is promptly provided.
9. The email address and cell number provided with this application is to be used by the City to send correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I will contact the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

Please note that the City may charge additional fees as per published Tariffs and may require additional information to consider this application.

☒ Tick to confirm and submit

Click to proceed.

Submit

Edit

Submit

Cancel

Review submit a building plan / permit application

Pro Forma

5. Declaration

2 of 2

609.90

TOTAL PAYABLE

609.90

Success

Case : 1700530462 Successfully Submitted - Awaiting Payment!

OK

Click OK to proceed.

OK

Close

Close



## 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 / permit application

Pro Forma

Page 2 / 2

Department: Development Management

**PRO FORMA INVOICE**

Payment Reference: 623328564

Note: The payment reference number is specifically generated per application for payment and will never be duplicated.

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(S)		
		TOTAL EXCLUDING VAT	530.43
		TOTAL VAT	79.56
		A rounding amount of 0.09	
		TOTAL PAYABLE	609.90

Your pro-forma invoice is now available and ready for download and payment.

Close

Review submit a building plan / permit application

Pro Forma

Page 2 / 2

Department: Development Management

**PRO FORMA INVOICE**

Payment Reference: 623328564

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(S)		
		TOTAL EXCLUDING VAT	530.43
		TOTAL VAT	79.56
		A rounding amount of 0.09- has been applied.	
		TOTAL PAYABLE	609.90

Click [Close](#) to exit invoice.

Close



Review submit a building plan / permit application

SANS 10400 Form 1

5. Declaration

I/We the owner/s or as duly appointed representative of the owners, as person and with full knowledge of the owners, wish to confirm the following:

1. That the information contained in this application and accompanying documentation is complete and correct.
2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.
3. That this submission complies with the City of Cape Town Municipal Planning By Law and all applicable legislation to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, have been obtained. If the works is contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions I/we/the owner will bear the sole responsibility for rectifying previously mentioned contraventions.
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 order of the MPBL on the property.
5. I/we am/are aware that by lodging an application, the information in the application 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 and development contributions that might be payable in respect of the development.
7. Undertake to complete the building work in accordance with the approved 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 formal 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 date with the progress of the application and will ensure that any additional information required by the City is promptly provided.
9. The email address and cell number provided with this application is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through e-Services. If my email address or cell number changes, I/we will inform the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to complete this application.

☒ Tick to confirm and submit

Click Close to return to the main menu.

Close

**Congratulations! You have successfully made your submission/enquiry.**

**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](#)