



## Land Use Management (LUM) – Administrative Penalty Application

### DAMS Overview:

The Development Application Management System or DAMS allows for the The Development Application Management System (DAMS) allows you to electronically submit, process and track building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and also links to its central property repository. All of this fully integrates with our Geographic Information System (GIS), the digital financial system, and the main electronic document/records management system.

The Development Management Department only accepts 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 register on the e-services portal.

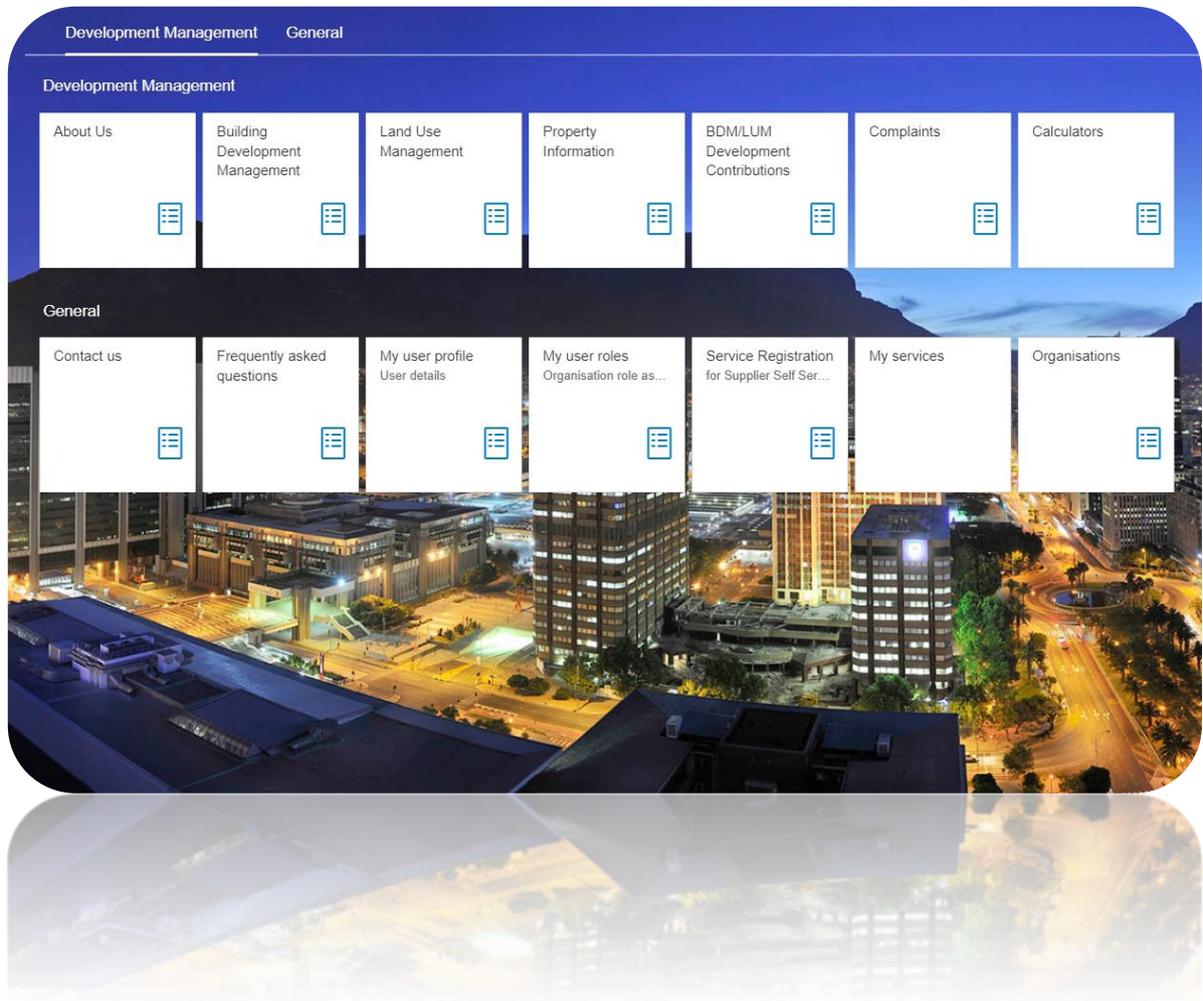
The following mandatory documents must be available for upload to process the request:

- Motivation letter
- Plan
- Title Deed
- [Power of attorney](#)

**DAMS Access:**

Access the **e-Services** portal

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



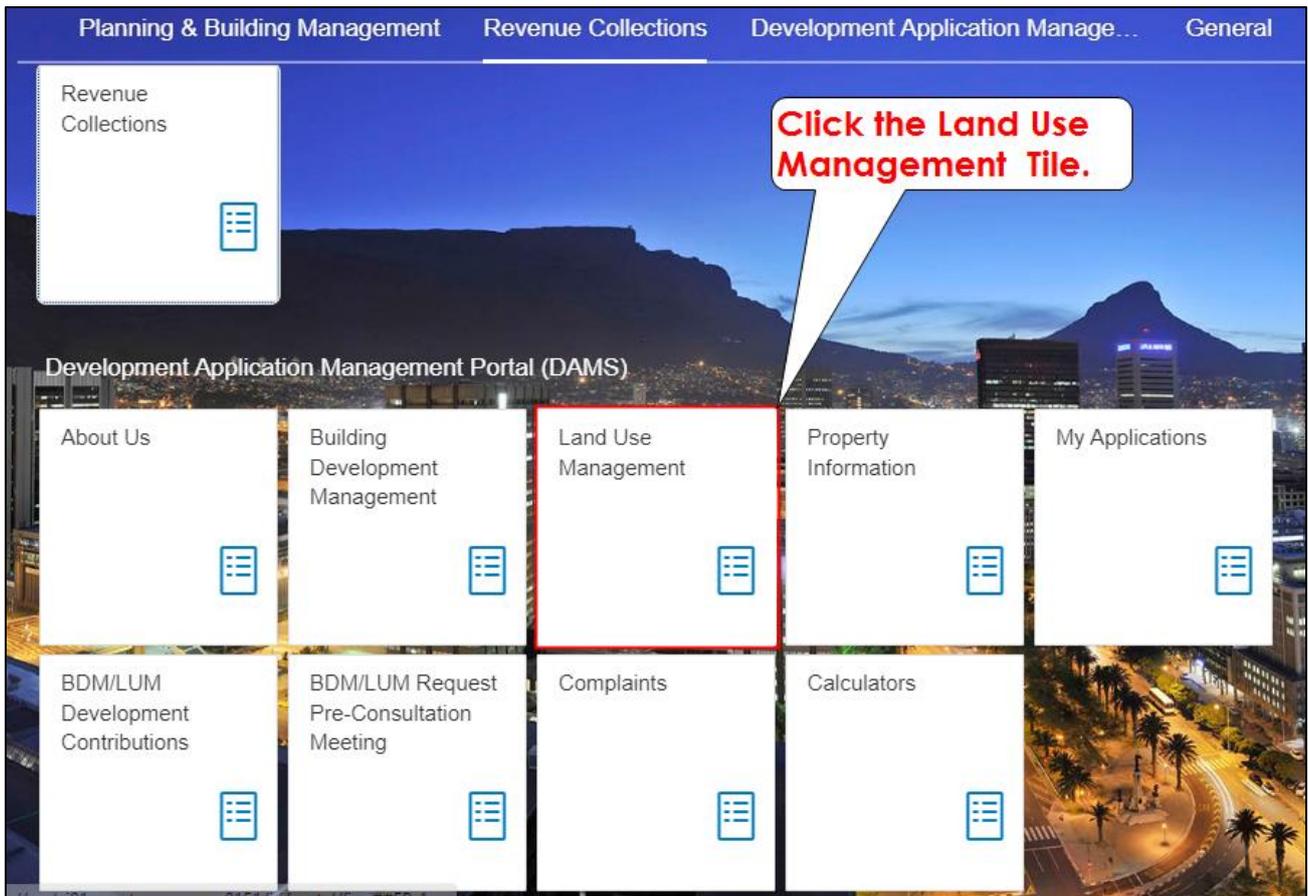
## Land Use Management (LUM) – Administrative Penalty Application

### Overview:

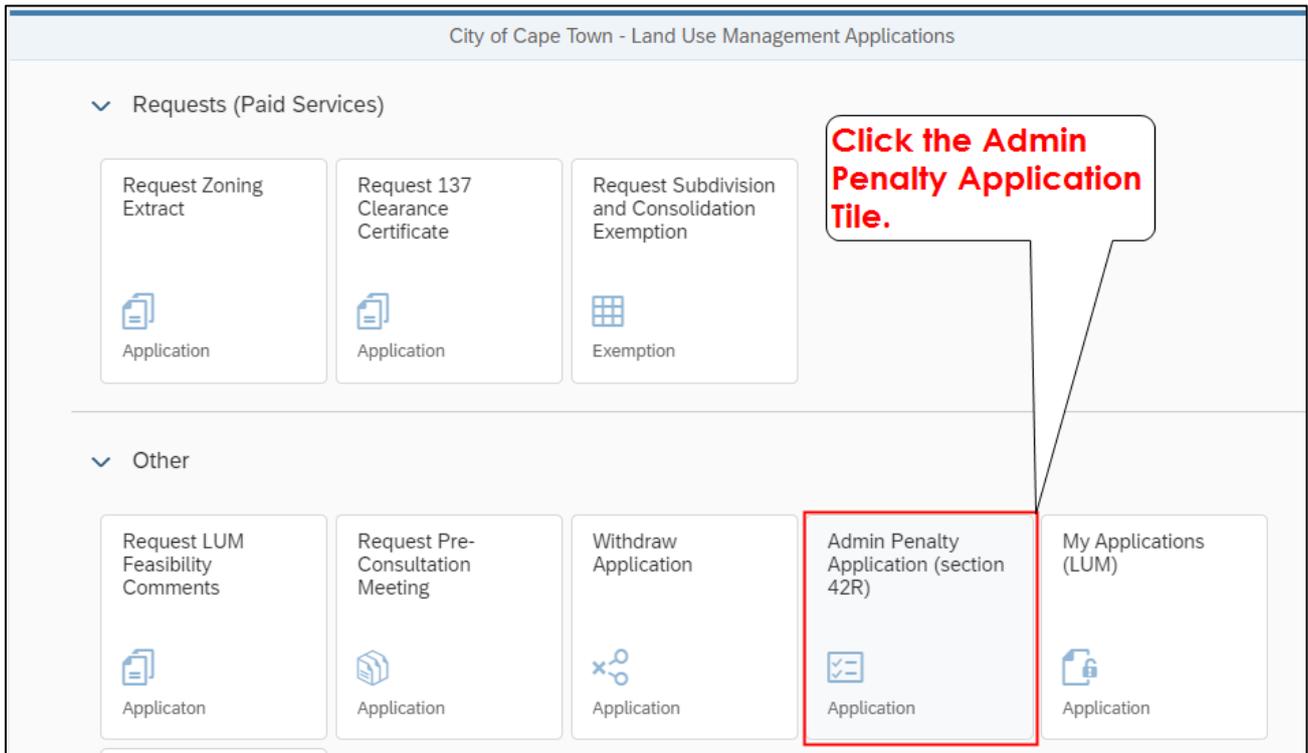
Find out how to “submit an Administrative Penalty Application” via the Development Application Management Portal (DAMS).

### STEP 1: Land Use Management Applications – Home Page

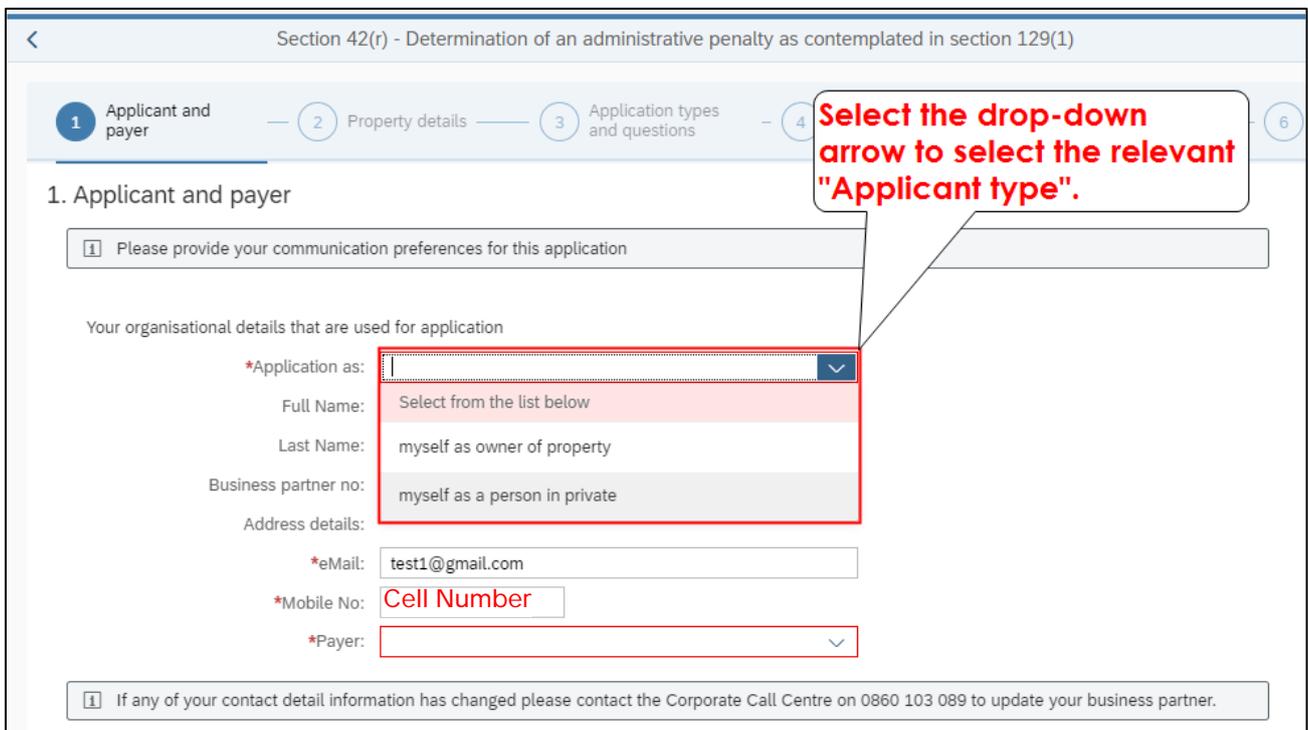
Select the “Land Use Management Tile”



**STEP 2: Submit an Admin Penalty Application**



**STEP 3: Providing your communication preferences for this application**



# Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

Please provide your communication preferences for this application

Your organisational details that are used for application

\*Application as: myself as a person in private

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000018561

Address details:

\*eMail: test1@gmail.com

\*Mobile No: Cell Number

\*Payer:  

Select from the list below

- Applicant
- Owner

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

**Select the drop-down arrow to select the relevant "Payer type".**

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

Please provide your communication preferences for this application

Your organisational details that are used for application

\*Application as: myself as a person in private

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000018561

Address details:

\*Payer: Applicant

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

**Click  to proceed.**



**STEP 4: Search criteria process**

Search for the relevant property using any of the available search criteria.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

2. Property details

Search criteria

\*Search By:  

Select from the list below

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

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

2. Property details

Search criteria

\*Search By:  

Select from the list below

- ERF Number
- GIS Map
- Parcel Number
- SG26 Code
- Sectional Title
- Street Address

Select the relevant search option.

**STEP 5: Property search process**

Enter the allotment and Erf number of the relevant property.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

2. Property details

Search criteria

\*Search By: ERF Number

Search by ERF Number and Allotment

Allotment: [ ]

\*ERF Number: [ ]

Search

Select the drop-down arrow to display the allotment areas.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

2. Property details

Search criteria

\*Search By: ERF Number

Search by ERF Number and Allotment

Allotment: [ ]

\*ERF Number: [ ]

Search

ABBOTSDALE  
ATLANTIC HILLS  
ATLANTIS INDUSTRIAL  
BAINS KLOOF PASS  
BAKKERSHOOGTE  
BANTRY BAY  
BELLVILLE  
BERGVLIT  
BETTY'S BAY  
BIG BAY  
BIRKENHEAD  
BISHOPSCOURT

Select the relevant allotment OR type the allotment name.

# Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

## 2. Property details

Search criteria

\*Search By: ERF Number

Search by ERF Number and Allotment

Allotment: CAPE TOWN

\*ERF Number:

Search

Select the erf number field and type in the erf number.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

## 2. Property details

Search criteria

\*Search By: ERF Number

Search by ERF Number and Allotment

Allotment: CAPE TOWN

\*ERF Number: 40277

Search

Click Search

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

Search by ERF Number and Allotment

Allotment: CAPE TOWN

\*ERF Number: 40277

Search

**Click the property line item.**

Select the Property Search by ERF Number

ERF Number	House No	Street	Suburb
00040277	127	DOWNBERG	HANOVER PARK

Click to Select Property and Display Details

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 **Property details** — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

\*ERF Number: 40277

Search

**Select the drop-down arrow to select the property owner.**

Select the Property Search

ERF Number	House No	Street	Suburb
00040277	127	DOWNBERG	HANOVER PARK

\*Select owner:

Select owner from dropdwon

CITY OF CAPE TOWN

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

\*ERF Number: 40277

Select the Property

ERF Number	House No	Suburb
00040277	127	HANOVER PARK

Success

Case : 150000000217 successfully created

Click  to confirm.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

Owner details

Full name: CITY OF CAPE TOWN

Business partner number: 1002198237

Address details: 20 EXETER LANE OTTERY 7800 WC ZA

Click  to proceed.

**STEP 6: Application types and questions**

Select the relevant exemption type from the list if applicable.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

3. Application types and questions

Application types

\*Select application type(s):

Application types

Section D: Application Type

Verification of the below is required for an application for the determination of an administrative penalty made in terms of section 42(r) of the MPBL

Select the drop-down arrow to select the relevant application type.

Answer the questions for verification of the relevant contravention type.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

\*Select application type(s): Section 42(r) - Application for an admin. penalty

Application types

Section D: Application Type

Verification of the below is required for an application for the determination of an administrative penalty made in terms of section 42(r) of the MPBL

\*Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful landuse(s) on the property?:

Land use

Building work

Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful building work / structures on the property?:

No

Is the current property owner responsible for the unlawful building work / structures or land use?:

Yes

Answer the questions for verification purposes.

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6

\*Select application type(s): Section 42(r) - Application for an admin. penalty

### Application types

Section D: Application Type

Verification of the below is required for an application for the determination of an administrative penalty made in terms of section 42(r) of the MPBL

Land use

\*Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful landuse(s) on the property?:

Building work

Has the owner / operator been served with a notice in terms of the MPBL to rectify any unlawful building work / structures on the property?:

Is the current property owner responsible for the unlawful building work / structures or land use?:

**Step 4** Click **Step 4** to proceed.

### STEP 7: Documentation selection and upload process

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — 4 Submission documentation — 5 Motivation — 6 Review application

### Section E: Submission documentation for administrative penalty Application

Documentation

<input checked="" type="checkbox"/> Application form
<input type="checkbox"/> Power of attorney
<input type="checkbox"/> Motivational Letter
<input type="checkbox"/> Notices served on owner
<input type="checkbox"/> Previous approval granted
<input type="checkbox"/> Plan to only highlight the unauthorised building work
<input type="checkbox"/> Motivation in terms of section 129(8) of the MPBL
<input type="checkbox"/> Motivation in addition to that contained in Section F. (optional)
<input type="checkbox"/> Quantity surveyor calculations to support motivation (optional)

Select the relevant documentation to upload.

1 Save Draft Cancel

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — **4 Submission documentation** — 5 Motivation — 6 Review application

Upload Files

Uploaded Documents

Upload mandatory documents  Upload +

No entries. Click Upload

Select the drop-down to select mandatory documents.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — **4 Submission documentation** — 5 Motivation — 6 Review application

Upload Files

Uploaded Documents

Upload mandatory documents  Upload +

Error message. All the Files in Dropdown with [ M ] are Man...

Application form	M
Power of attorney	M
Plan to only highlight the unauthorised building work	M
Motivation in terms of section 129(8) of the MPBL	M
Motivation in addition to one in Section	O
Quantity Surveyor Calculations to support	O
Previous Approval granted	O
Notice Served on Owner	O

No entries

Upload all mandatory documents and any optional supporting documents separately.

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — **4** Submission documentation — 5 Motivation — 6 Review application

Upload Files

Uploaded Documents

Application form [v] Upload +

Error message. All the Files in Dropdown with [ M ] are Mandatory

No entries. Click Upload to Add

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

Click the upload button +.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — **4** Submission documentation — 5 Motivation — 6 Review application

Uploaded Documents

Motivation in terms of section 129(8) of the MP... [v] Upload +

Application Form-20221123120911.pdf  
Uploaded on : 23-11-2022

Power of Attorney-20221123120958.pdf  
Uploaded on : 23-11-2022

Motivation ito section 129 (8) of MPBL-20221123121024.pdf  
Uploaded on : 23-11-2022

Plan highlighting unauthorized use-20221123121012.pdf  
Uploaded on : 23-11-2022

Ensure that all mandatory documents are uploaded.

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

1 - 2 Property details — 3 Application types and questions — **4 Submission documentation** — 5 Motivation — 6 Review application

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Power of Attorney-20221123120958.pdf

Uploaded on : 23-11-2022

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Motivation ito section 129 (8) of MPBL-20221123121024.pdf

Uploaded on : 23-11-2022

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Plan highlighting unauthorized use-20221123121012.pdf

Uploaded on : 23-11-2022

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Click Step 5 to proceed.

Step 5

### STEP 8: Motivation and supporting information

Provide and answer to each of the questions as part of the motivation.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

2 - 3 Application types and questions — 4 Submission documentation — **5 Motivation** — 6 Review application

#### 5. Motivation

Give a description of the land use or structure(s) / building work that are in contravention on the property.:	Carport
Provide the extent(s) in m of the property used for the unlawful use activity, and unlawful building work / structure(s) that contravene the MPBL. (Indicate extent(s) on a building plan / map / plan / diagram):	25
Provide explanatory motivation addressing the circumstances in which the land use or structure(s) / building work has occurred:	Motivation
Describe the duration of the contravention(s):	2years

Answer each of the questions.

## Land Use Management (LUM) – Administrative Penalty Application

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

2 - 3 Application types and questions - 4 Submission documentation - 5 Motivation - 6 Review application

Describe the duration of the contravention(s): 2years

Has the unlawful activity ceased?: No

If yes, provide the date when the activity ceased: 23-11-2022

Has the owner / person previously contravened the MPBL, or a previous Planning Law?: No

If yes, please provide more details below: No

Provide the municipal valuation of the erf. R: 1,500,000.00

**Click [Step 6](#) to proceed.**

[Step 6](#)

### STEP 9: Review application details

Ensure that all the details captured are correct or select “edit” to change any incorrect details.

Section 42(r) - Determination of an administrative penalty as contemplated in section 129(1)

2 - 3 Application types and questions - 4 Submission documentation - 5 Motivation - 6 Review application

6. Review application

[Review](#)

**Click to [Review](#) the application details**

## Land Use Management (LUM) – Administrative Penalty Application

Review Land Use Management Application

3. That where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

4. That this submission includes all necessary planning applications required 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, form part of the submission.

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.

6. 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 is being made. I/we confirm that I/we have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

7. That, as owner/applicant/developer, I am 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).

8. The email address and cell number provided on this form 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 notify the City on 0860 103 089 to update my/our business partner details.

\* If the application is made by a consultant/agent on behalf of the owner(s) (e.g. an agent / consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be met.

Tick to Confirm

[Edit](#)

**Select [Edit](#) to change any incorrect details.**

Review Land Use Management Application

3. That where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

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Tick to Confirm

[Edit](#)

**Select the tick-box to confirm that the details are correct.**

## Land Use Management (LUM) – Administrative Penalty Application

Review Land Use Management Application

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 where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

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\* If the application is made by a person other than the registered owner(s) (e.g. an agent / consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Tick to Confirm

Success

Case successfully Updated!

OK

Select OK to confirm.

Review Land Use Management Application

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 where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

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Tick to Confirm

Select Close to return to the main menu.

Close

**Congratulations you have successfully made your submission/enquiry.**

**[Click here to view other available user manuals.](#)**

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