



Building Development Management (BDM) – Withdraw an Application

DAMS overview:

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.



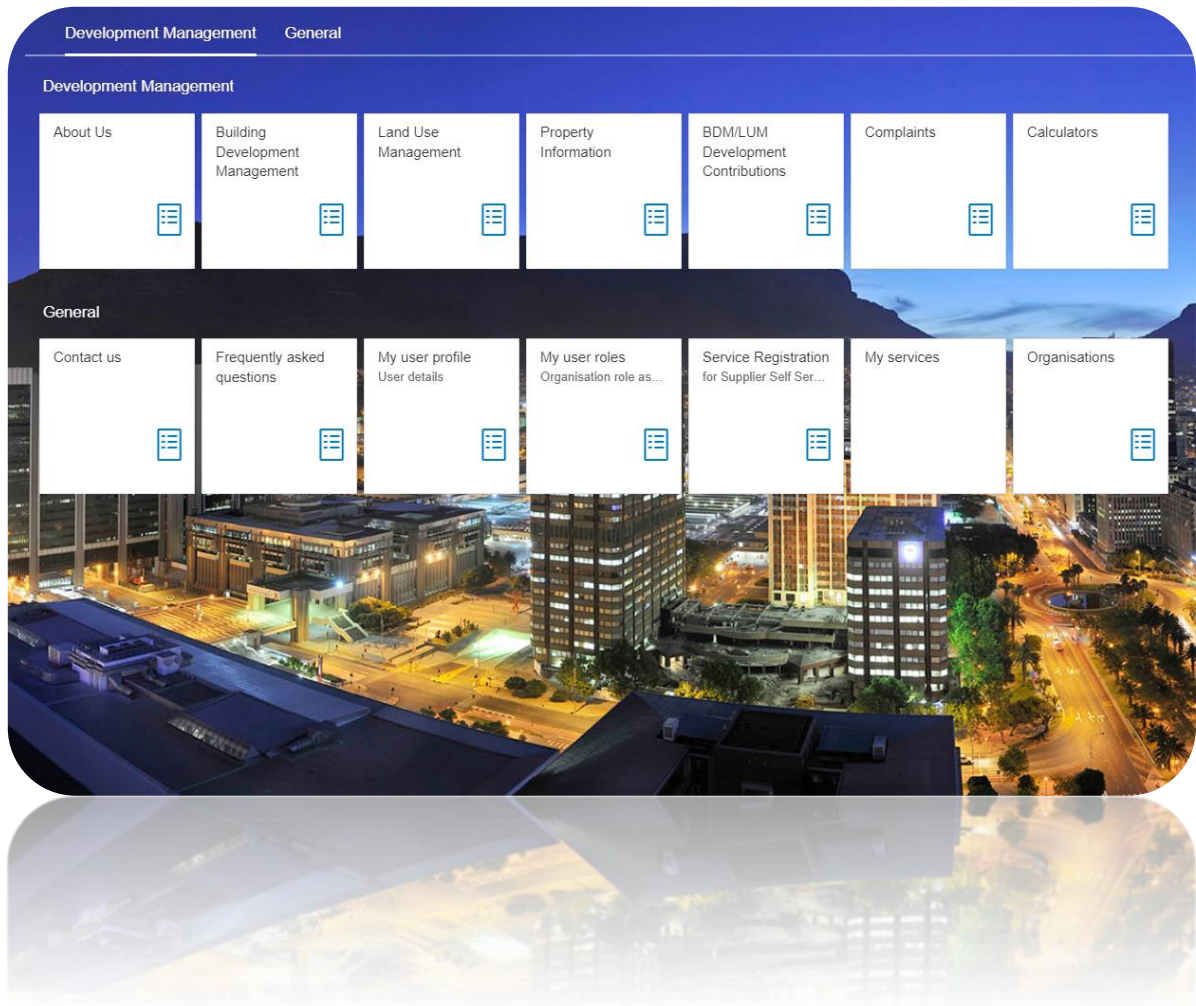
PLEASE NOTE:

Applicants must 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:

Sign in on the **e-Services** portal

Navigate to the Development Management **e-Services** home page:



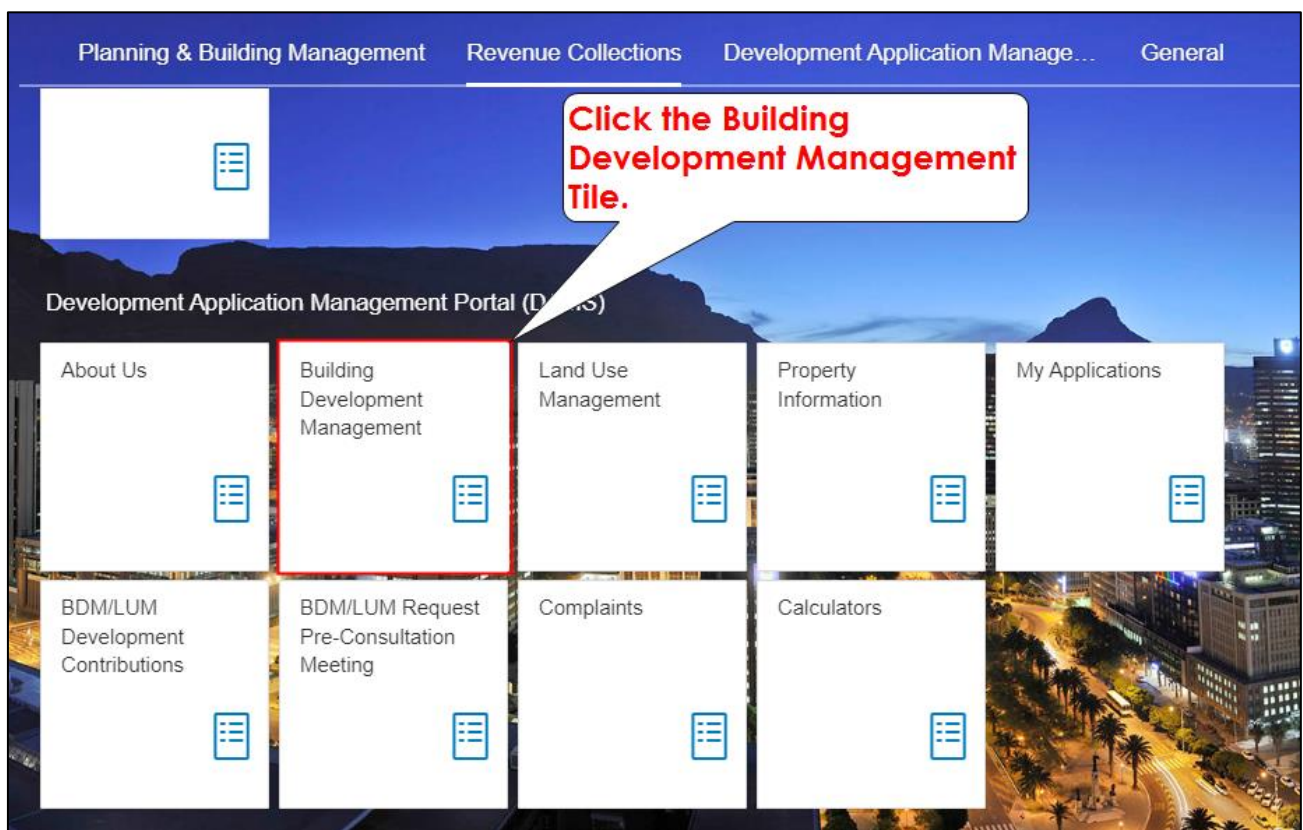
Building Development Management (BDM) – Withdraw an Application

Overview:

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

STEP 1: Building Development Management Applications – Home Page

Select the Building Development Management Tile”



STEP 2: Request to withdraw an application

City of Cape Town - Building Development Management Applications

Requests (Paid Services)

- Request Copies of Plans Application
- Request Permission to Use Application
- Request Extension of Validity Application

Other

- Request Building Inspection Application
- Withdraw Application Application**
- My BDM Applications Application
- Batch Application Application
- Useful Links and FAQ's Application

Click the "Withdraw Application" Tile.

STEP 3: Selecting from application list displayed.

Withdrawal of Application - Cases

Select the Case to Withdraw : (3)

Search by CaseID or ERF Number

Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment
170000000688	Payment Received - Sketch Plan Submitted	BDM SketchPlan/PreCon/Feasibility	07-11-2022	00020389	MILNERTON
170000000029	Documentation Verified	BDM Building Plan	31-10-2022	00145406	CAPE TOWN
170000000020	PX Scrutiny(Sketch Plan)	BDM SketchPlan/PreCon/Feasibility	28-10-2022	00004933	PARKLANDS

Select the application you want to withdraw.

STEP 4: Provide a motivation

Withdrawal of Application - Motivation

Case Number: 170000000029

Case Description: BDM Building Plan

Allotment: CAPE TOWN

ERF No: 00145406

Type in your motivation/reason for withdrawal.

Address: 1A GOLDEN AVENUE RETREAT

Status Description: ☐ Documentation Verified

Enter Motivation

Please enter a reason(s) for the withdrawal

Upload Files

Uploaded Documents

Upload +

Proforma_Invoice_0004357851.pdf

Uploaded on : 01-11-2022 Time : 21:52:10

Submit

Cancel

STEP 5: Complete request

Withdrawal of Application - Motivation

Case Number: 170000000029

Case Description: BDM Building Plan

Allotment: CAPE TOWN

ERF No: 00145406

Address: 1A GOLDEN AVENUE RETREAT

Status Description: ☐ Documentation Verified

Enter Motivation

Request not required.

Upload Files

Uploaded Documents

Upload +

Proforma_Invoice_0004357851.pdf

Uploaded on : 01-11-2022 Time : 21:52:10

Click

Submit

 to complete your request.

Submit

Cancel

Building Development Management (BDM) – Withdraw an Application

Withdrawal of Application - Motivation

Case Number: 170000000029
Case Description: BDM Building Plan
Allotment: CAPE TOWN
ERF No: 00145406

Address: 1A GOLDEN AVENUE RETREAT
Status Description: ☐ Application Withdrawn

Enter Motivation
Request not required.

Success
Withdraw of 170000000029 successfully submitted!

OK

Upload Files

Withdrawal of Application - Motivation

Case Number: 170000000029
Case Description: BDM Building Plan
Allotment: CAPE TOWN
ERF No: 00145406

Address: 1A GOLDEN AVENUE RETREAT
Status Description: ☐ Application Withdrawn

Enter Motivation
Request not required.

Upload Files

Uploaded Documents

Proforma_Invoice_0004357851.pdf
Uploaded on : 01-11-2022 Time : 21:52:10

Upload +

Submit Cancel Close

Congratulations! You have successfully made your submission/enquiry.

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](#)