



Building Development Management (BDM) – Request pre-consultation meeting

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 register on the e-services portal.

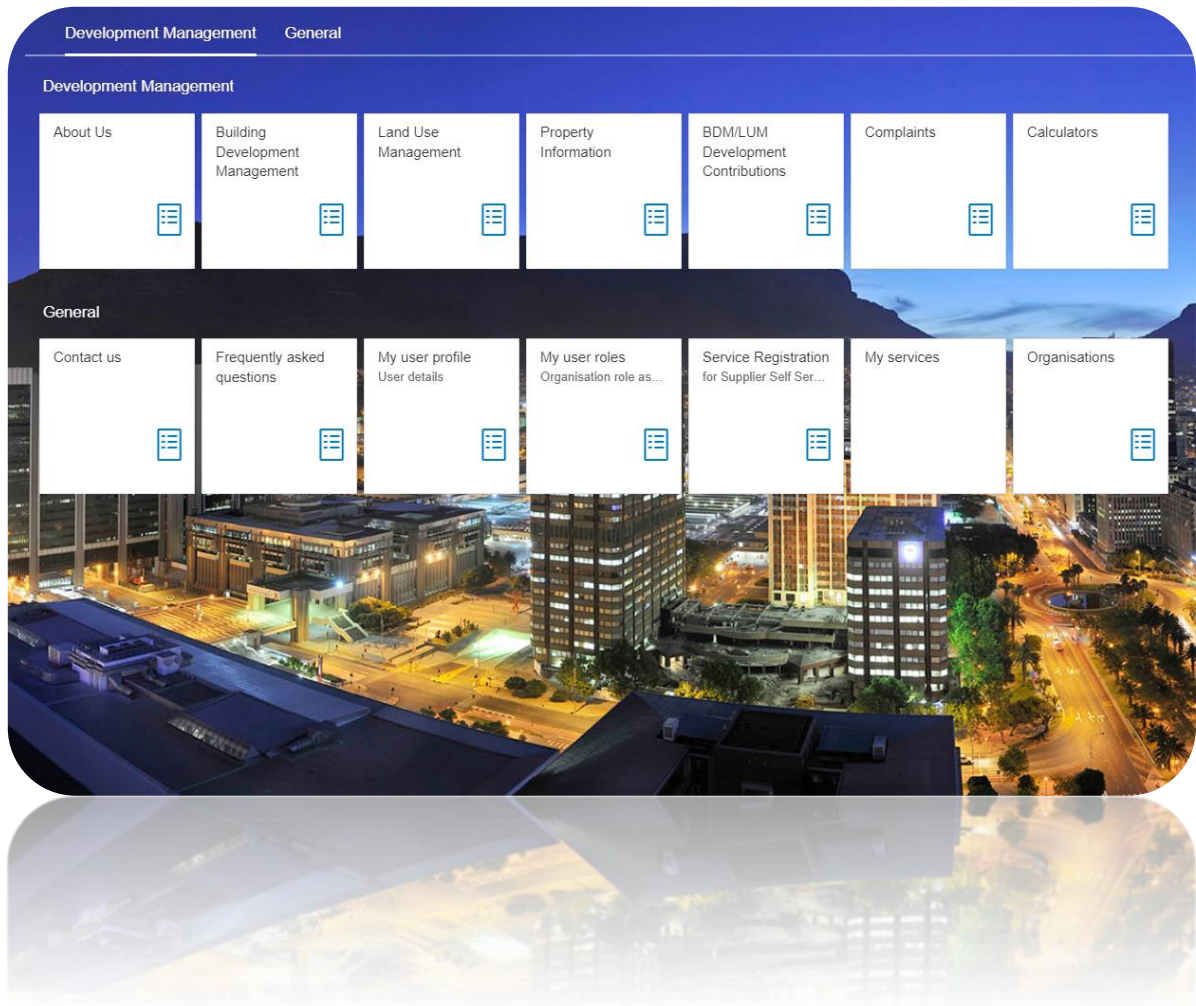
Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

Is it a pre-requisite for "Request a Pre-Consultation meeting" to have a "Feasibility/Sketch Plan enquiry" submitted and completed first.

DAMS Access:

Access the **e-Services** portal

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



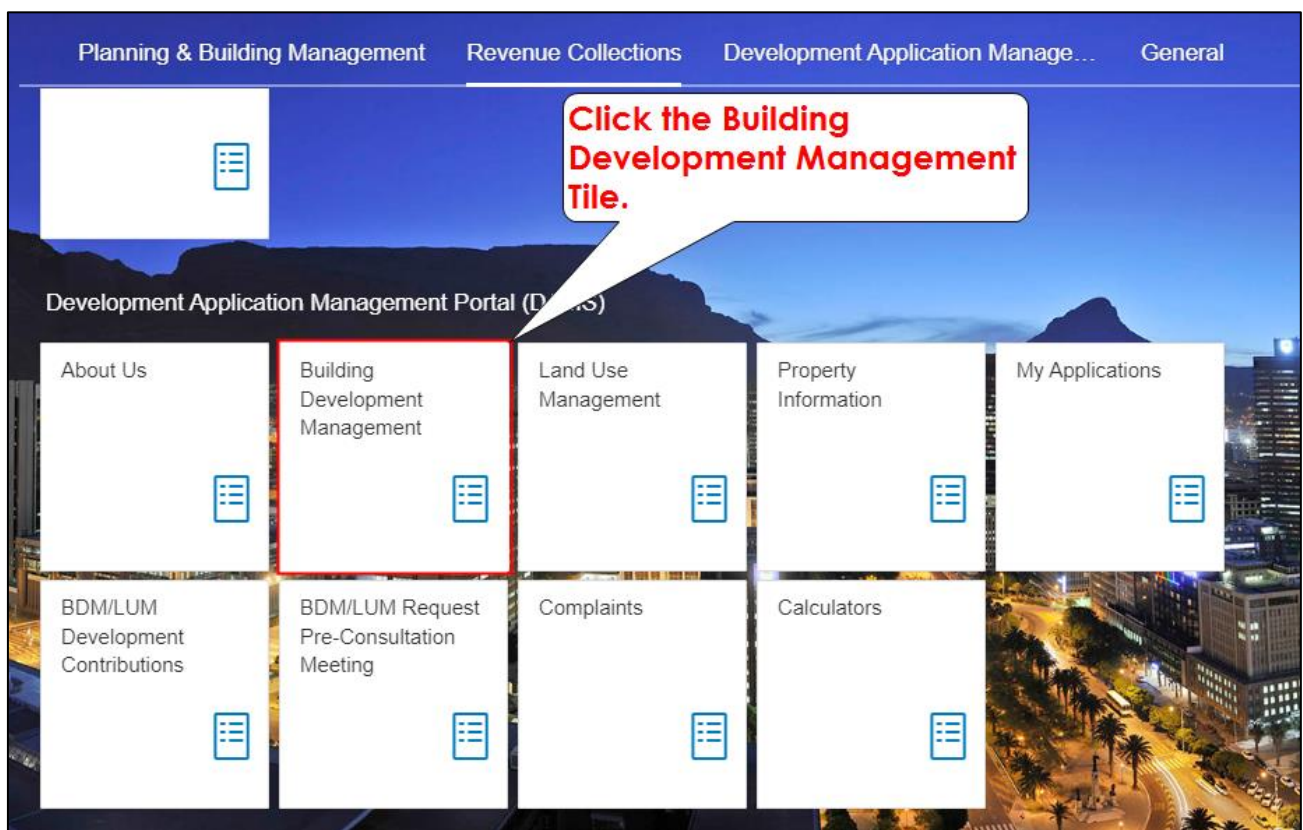
Building Development Management (BDM) – Request pre-consultation meeting

Overview:

Find out how to “Request Pre-consultation meeting” via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the “Building Development Management Tile”



STEP 2: Request Pre-consultation meeting

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

Click the "Request Pre-Consultation Meeting" Tile.

Requests (Paid Services)

Request Copies of Plans
Application

Request Permission to Use
Application

Request Occupancy Certificate
Application

Resubmission after Refusal
Application

STEP 3: Search criteria process

Pre-Consultation Meeting – Search and Select Property

Property Search Criteria

*Search By:

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

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Request Pre-Consultation Meeting – Search and Select Property

Search Criteria

*Search By:

- Select from the list below
- ERF Number
- GIS Map
- Parcel Number
- SG26 Code
- Private Address
- Sectional Title
- Street Address

Select the relevant search option

Pre-Consultation Meeting – Search and Select Property

Property Search Criteria

*Search By: ERF Number

Enter ERF Number and Allotment

Allotment:

*ERF Number:

Search

Select the drop-down arrow to display allotment areas.

Request Pre-Consultation Meeting – Search and Select Property

Search Criteria

*Search By: ERF Number

ERF Number and Allotment Search

Allotment:

*ERF Number:

- MFULENI (CAPE)
- MFULENI (STELLENBOSCH)
- MILNERTON
- MISTY CLIFFS
- MITCHELLS PLAIN
- MONTAGUE GARDENS
- MOORREESBURG

Select the relevant allotment area OR type the allotment name

Building Development Management (BDM) – Request pre-consultation meeting

Request Pre-Consultation Meeting – Search and Select Property

Search Criteria

*Search By: ERF Number

ERF Number and Allotment Search

Allotment: MITCHELLS PLAIN

*ERF Number:

Search

Select the Erf number field and type in the Erf number

Pre-Consultation Meeting – Search and Select Property

Property Search Criteria

*Search By: ERF Number

Click Search

Enter ERF Number and Allotment

Allotment: CONSTANTIA

*ERF Number: 4065

Search

Pre-Consultation Meeting – Search and Select Property

Property Search Criteria

*Search By: ERF Number

Enter ERF Number and Allotment

Allotment: CONSTANTIA

*ERF Number: 4065

Search

Select the Property

Search by street or suburb

ERF Number	House Number	Street	Suburb
00004065	16	BALMORAL	TOKAI

Select the property line item.

Building Development Management (BDM) – Request pre-consultation meeting

Pre-Consultation Meeting – Cases of Property

Cases

Search by Case ID and ERF Number

Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment
170000001216	Pre-Consultation Requested	BDM SketchPlan/PreCon/Feasibility	30-11-2022	00004065	CONSTANTIA

Select application for Pre-consultation Meeting.

STEP 4: Date and time selection process


Pre-Consultation Meeting – Schedule Meeting

Upload Files

Pre-Consultation times available

NB: Lead time for a Pre-Consultation Meeting is two days

Date Selection for the Available Slots: dd/MM/yyyy - dd/MM/yyyy

Click  to select appointment date.

Pre-Consultation Meeting – Schedule Meeting

Upload Files

Pre-Consultation times available

NB: Lead time for a Pre-Consultation Meeting is two days

Date Selection for the Available Slots: dd/MM/yyyy - dd/MM/yyyy

Calendar

4PM 5

Pieter.Koekemoer@capetown.gov.za
PKOEKEMOER

Select the first possible date.

OK Cancel

Calendar

- Today
- Selected
- Non-Working Day

Cancel

Building Development Management (BDM) – Request pre-consultation meeting

< Pre-Consultation Meeting – Schedule Meeting

> Upload Files

Pre-Consultation times available

i NB: Lead time for a Pre-Consultation Meeting is two days

Date Selection for the Available Slots: dd/MM/yyyy - dd/MM/yyyy

Calendar

< Today > Dec

7AM

Pieter.Koekemoer@capetown.gov.za

OK Cancel

Cancel

Select the end date range.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48	27	28	29	30	1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

Hours: 10 11 12PM

< Pre-Consultation Meeting – Schedule Meeting

> Upload Files

Pre-Consultation times available

i NB: Lead time for a Pre-Consultation Meeting is two days

Date Selection for the Available Slots: dd/MM/yyyy - dd/MM/yyyy

Calendar

< Today > December 12, 2022

4PM

Pieter.Koekemoer@capetown.gov.za
PKOEKEMOER

OK Cancel

Select OK to confirm.

Calendar

- Today
- Selected
- Non-Working Day

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48	27	28	29	30	1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

Hours: 8 9

Building Development Management (BDM) – Request pre-consultation meeting

Date	Time From	Time To
27-12-2022	09:00:00	09:45:00
	09:45:00	10:30:00
	10:30:00	11:15:00
	11:15:00	12:00:00
	12:00:00	12:45:00
	12:45:00	13:30:00
	13:30:00	14:15:00
	14:15:00	15:00:00

Select a time slot below.

OK Cancel

In the comments box, please provide an application description and include the departments you would want to attend.

Create Appointment

Meeting Start Date

27-12-2022

Meeting Start Time

12:00:00

Meeting End Time

12:45:00

Comments

Enter comments

Save Cancel

OK Cancel

Building Development Management (BDM) – Request pre-consultation meeting

The screenshot shows a 'Create Appointment' dialog box overlaid on a 'Pre-Consultation Meeting – Schedule Meeting' page. The dialog box contains the following fields:

- Meeting Start Date:** 27-12-2022
- Meeting Start Time:** 12:00:00
- Meeting End Time:** 12:45:00
- Comments:** Pre-Consultation Requested

At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. A red box highlights the 'Save' button, and a callout bubble points to it with the text 'Click to confirm.' and a 'Save' button. The background page shows a date selection interface with a calendar view.

The screenshot shows the 'Pre-Consultation Meeting – Schedule Meeting' page. A success message is displayed in a white box with a green checkmark:

✓ Success
Pre-Consultation Meeting Scheduled for - 20-12-2022

Below the success message, there is a red box around the 'OK' button. A callout bubble points to it with the text 'Click to confirm.' and an 'OK' button. The background page shows a calendar view for December 20, 2022, with a time slot of 10AM selected. The email address 'Pieter.Koekemoer@capetown.gov.za' is visible at the bottom.

Building Development Management (BDM) – Request pre-consultation meeting

<

Pre-Consultation Meeting – Schedule Meeting

> Upload Files

Pre-Consultation times available

i

NB: Lead time for a Pre-Consultation Meeting is two days

Date Selection for the Available Slots: 19/12/2022 - 23/12/2022

Calendar

< Today > December 20, 2022

10AM	11	12PM	1	2	3
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Pieter.Koekemoer@capetown.gov.za

Hours

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](#)