



Land Use Management (LUM) – Section 137 Clearance Certificate

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.

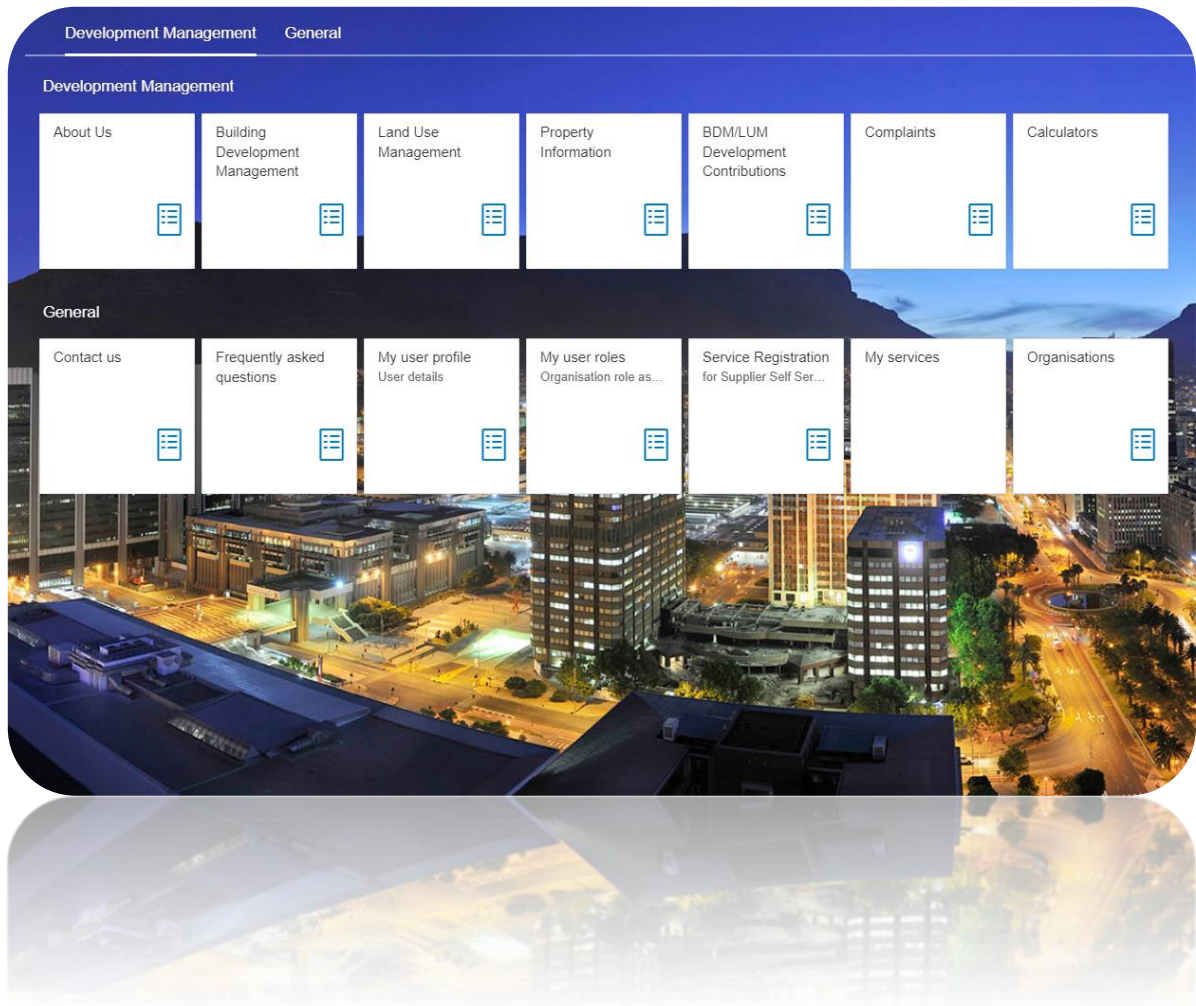
The following mandatory documents must be available for upload to process the request:

- [Power of attorney](#)

DAMS Access:

Access the **e-Services** portal

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



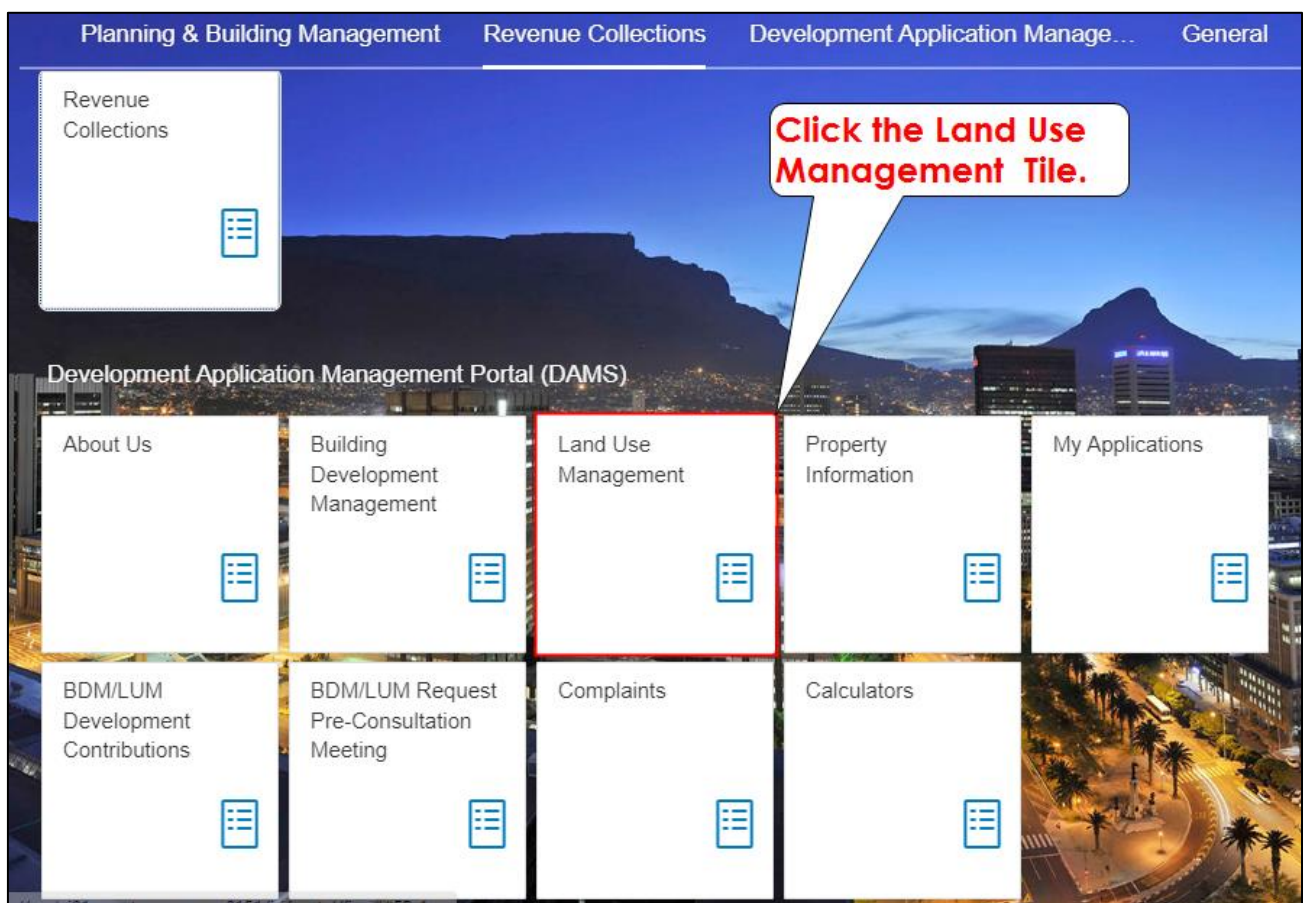
Land Use Management (LUM) – Section 137 Clearance Certificate

Overview:

Find out how to submit a “section 137 clearance request” via the Development Application Management Portal (DAMS).

STEP 1: Land Use Management Applications – Home Page

Select the “Land Use Management Tile”



STEP 2: Submit a section 137 clearance request

City of Cape Town - Land Use Management Applications

✓ Submit Application

Submit Land Use Management Application
Application

Section 42(r): Administrative Penalty
Application

Click the "Request 137 Clearance Certificate" Tile

✓ Requests (Paid Services)

Request Zoning Extract
Application

Request 137 Clearance Certificate
Application

Request Subdivision and Consolidation Exemption
Exemption

STEP 3: Search criteria process

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

137 Clearance - Search and Select Property

Property Search Criteria

*Select Property:

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

Land Use Management (LUM) – Section 137 Clearance Certificate

137 Clearance - Search and Select Property

Property Search Criteria

*Select Property:

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.

137 Clearance - Search and Select Property

Property Search Criteria

*Select Property: Parcel Number

Search by Parcel

*Parcel of land:

Search

Select the parcel number field and enter the land parcel number.

137 Clearance - Search and Select Property

Property Search Criteria

*Select Property: Parcel Number

Search by Parcel

*Parcel of land: 53069

Search

Click Search

Land Use Management (LUM) – Section 137 Clearance Certificate

137 Clearance - Search and Select Property

Property Search Criteria

*Select Property: Parcel Number

Search by Parcel

*Parcel of land: 53069

Search

Click the property line item.

Select the Property

Search by street or suburb

Parcel number	House number	Street	Suburb
53069	263	VICTORIA ROAD EAST	SOUTHFIELD

Request 137 Clearance Certificate - Cases of Property

Cases

Search by Case ID

Case ID	Case Description	Status Description	Address
150000094215	LUM Application	Final Notification Approved (Conditions)	
150000020214	LUM Application	Final Notification Approved (Conditions)	

Select the relevant approved application.

STEP 4: Property and application details

Complete all the relevant sections to submit your request.

Request 137 Clearance Certificate - Input and Uploads

Case ID : 150000094919
Allotment : CAPE TOWN
ERF Number : 00075574

Address : 263 VICTORIA ROAD EAST ROAD SOUTHFIELD
Case status: ☐ Draft Case

Complete all the sections to submit your request.

- > SECTIONS A, B and C
- > SECTION D
- > Upload supporting documents
- > DECLARATION

Request 137 Clearance Certificate - Input and Uploads

☒ SECTIONS A, B and C

Enter the property details and relevant information as required.

SECTION A: PROPERTY DETAILS

Parent erf no/Farm portion: 00075574

Grandparent erf no:

Allotment/Farm: CAPE TOWN

Parent Erf approved subdivision Case ID: Parent Erf approved subdivision Case ID

Property extent: 0

Development name: Enter Development name

GP/Diagram no: Enter GP/Diagram no

Approved phase no: Enter Approved phase no

Developer's name: Enter Developer's name

Parent erf owner: CITY OF CAPE TOWN

Cancel

Land Use Management (LUM) – Section 137 Clearance Certificate

Request 137 Clearance Certificate - Input and Uploads

Developer's name:

Parent erf owner:

Ensure that the details as captured is correct.

SECTION B: CONVEYANCER / APPLICANT DETAILS

VAT no:

Name:

Address 1:

Address 2:

Postal code:

E-mail address:

Contact numbers Tel:

Cell:

SECTION C: LAND UNITS / SUBDIVISION TO BE CLEARED

ERF Number:

Cancel

Request 137 Clearance Certificate - Input and Uploads

Developer's name:

Parent erf owner:

SECTION B: CONVEYANCER / APPLICANT DETAILS

VAT no:

Name:

Address 1:

Address 2:

Postal code:

E-mail address:

Contact numbers Tel:

Cell:

SECTION C: LAND UNITS / SUBDIVISION TO BE CLEARED

ERF Number:

Select the drop-down arrow to display the land units.

Cancel

Land Use Management (LUM) – Section 137 Clearance Certificate

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Request 137 Clearance Certificate - Input and Uploads

Developer's name:

Enter Developer's name

Parent erf owner:

CITY OF CAPE TOWN

SECTION B: CONVEYANCER / APPLICANT DETAILS

VAT no:

Enter VAT no

Name:

Name

Address 1:

Select 1

Address 2:

☐ 00076120

Postal code:

☒ 00076121

E-mail address:

☐ 00076122

Contact numbers Tel:

☐ 00076123

Cell:

☐ 00076124

☐ 00076125

☐ 00076126

SECTION C: LAND USE

ERF Number:

Select the relevant erf number to be cleared as part of this request.

Cancel

STEP 5: Documentation selection and upload process

Request 137 Clearance Certificate - Input and Uploads

SECTION D: SUBMISSION DOCUMENTATION

Departmental clearances required

<input type="checkbox"/>	Roads Infrastructure
<input type="checkbox"/>	Catchment, Stormwater and River Management
<input type="checkbox"/>	Transport Impact Assessment and Development Control
<input type="checkbox"/>	Land Use Management
<input type="checkbox"/>	Geographic Information Systems (GIS)
<input type="checkbox"/>	Solid Waste Management
<input type="checkbox"/>	Water and Sanitation
<input type="checkbox"/>	Electrical Services
<input type="checkbox"/>	Environmental Management
<input type="checkbox"/>	Heritage Management
<input type="checkbox"/>	Building Development Management
<input type="checkbox"/>	Valuation
<input type="checkbox"/>	City Parks/Community Services

Select the relevant departments that have provided clearance.

Cancel

Request 137 Clearance Certificate - Input and Uploads

> SECTIONS A, B and C

> SECTION D

✓ Upload supporting documents

Attach Documents

(*) - Mandatory Upload mandatory documents +

No entries. Click + to add documents

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

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

> DECLARATION

Cancel

Land Use Management (LUM) – Section 137 Clearance Certificate

Request 137 Clearance Certificate - Input and Uploads

> SECTIONS A, B and C

> SECTION D

✓ Upload supporting documents

Attach Documents

(*) - Mandatory

Upload mandatory documents

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

Catchment, Stormwater and River Mgmt *

Roads Infrastructure *

Additional Proof

Other, specify

Property Management

City Parks/Community Services

Valuation

Building Development Management

Heritage Management

Environmental Management

No entries. Click + to add

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

> DECLARATION

Cancel

Upload all mandatory documents and any optional supporting documents separately.

Request 137 Clearance Certificate - Input and Uploads

> SECTIONS A, B and C

> SECTION D

✓ Upload supporting documents

Attach Documents

(*) - Mandatory

Catchment, Stormwater and River Mgmt

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

Upload

No entries. Click + to add

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

> DECLARATION

Cancel

Click the upload button +.

Land Use Management (LUM) – Section 137 Clearance Certificate

Request 137 Clearance Certificate - Input and Uploads

Case ID : 150000094919
Allotment : CAPE TOWN
ERF Number : 00075574


Address : 263 VICTORIA ROAD EAST ROAD SOUTHFIELD
Case status: ☐ Draft Case


> SECTIONS A, B and C

> SECTION D

✓ Upload supporting documents

Attach Documents (*) - Mandatory Roads Infrastructure +

☐  Catchment, Stormwater and River Mgmt-20230208111406.pdf / Roads and Infrastructure clearance

☐  Roads Infrastructure-20230208111431.pdf / GIS clearance

> DECLARATION

Cancel

Ensure that all mandatory documents are uploaded.

STEP 6: Declaration and payment

Request 137 Clearance Certificate - Input and Uploads

Case ID : 150000094919
Allotment : CAPE TOWN
ERF Number : 00075574

Address : 263 VICTORIA ROAD EAST ROAD SOUTHFIELD
Case status: ☐ Draft Case

> SECTIONS A, B and C

> SECTION D

> Upload supporting documents

✓ DECLARATION

DECLARATION

* ☐ I hereby certify the information supplied in this application to be complete and correct, and that I am properly authorised

Cancel

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

Land Use Management (LUM) – Section 137 Clearance Certificate

Request 137 Clearance Certificate - Input and Uploads

Case ID : 150000094919
Allotment : CAPE TOWN
ERF Number : 00075574

Address : 263 VICTORIA ROAD EAST ROAD SOUTHFIELD
Case status: ☐ Draft Case

> SECTIONS A, B and C

> SECTION D

> Upload supporting documents

✓ DECLARATION

DECLARATION

* ☒ I hereby certify the information supplied in this application to be complete and correct, and that I am properly authorised

Click **Submit** to proceed.


Cancel **Submit**

The pro-forma invoice is generated and ready for payment.

Pro Forma Invoice

1 of 1

Payment: At any City of Cape Town Cash Office or using alternative options listed in the document.

 **CITY OF CAPE TOWN**
ISIXEKO SASI
STAD KAAPSTAD

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Department: Development Management

PRO FORMA INVOICE

Owner's Name
Physical Address
GOODWOOD
7460

Payment Reference: 619100190
Proforma Date: 07.12.2022
Case ID: 170000001218
Business Partner Number: 1000456819
Customer VAT Reg Number:

Success
Case 170000001218 saved successfully - Awaiting Payment!

Click **OK** to confirm.

Close

Land Use Management (LUM) – Section 137 Clearance Certificate

Pro Forma Invoice

1 of 1

7460

Case ID	170000001218
Business Partner Number	1000456819
Customer VAT Reg Number	
Erf Number	00000557
Allotment	PHILIPPI
Service Type	Building Application

ITEM	UNIT(S)	DESCRIPTION	AMOUNT (Excl. VAT)
1	1	* Residential Extension of Validity @ R 504.35 per each	504.35
TOTAL EXCLUDING VAT			504.35
TOTAL VAT			75.65
TOTAL PAYABLE			580.00

Click to proceed.

Items marked with "*" include 15% VAT with effect 1st April 2018
PRO FORMA INVOICE VALID UNTIL 30.06.2023

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](#)