



## Land Use Management (LUM) – Request a 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.

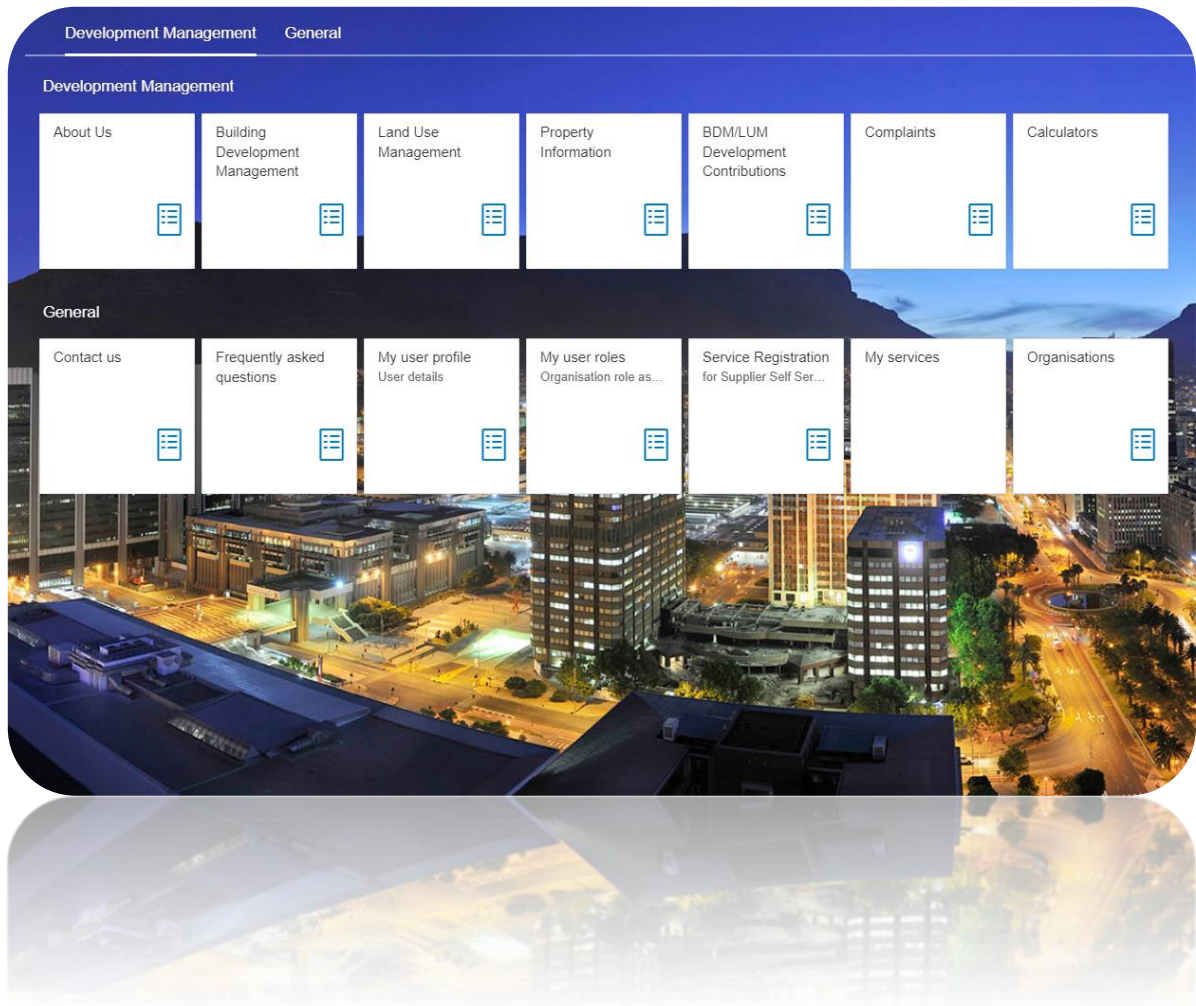
The following mandatory documents must be available for upload to process the request:

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

### DAMS Access:

Access the **e-Services** portal

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



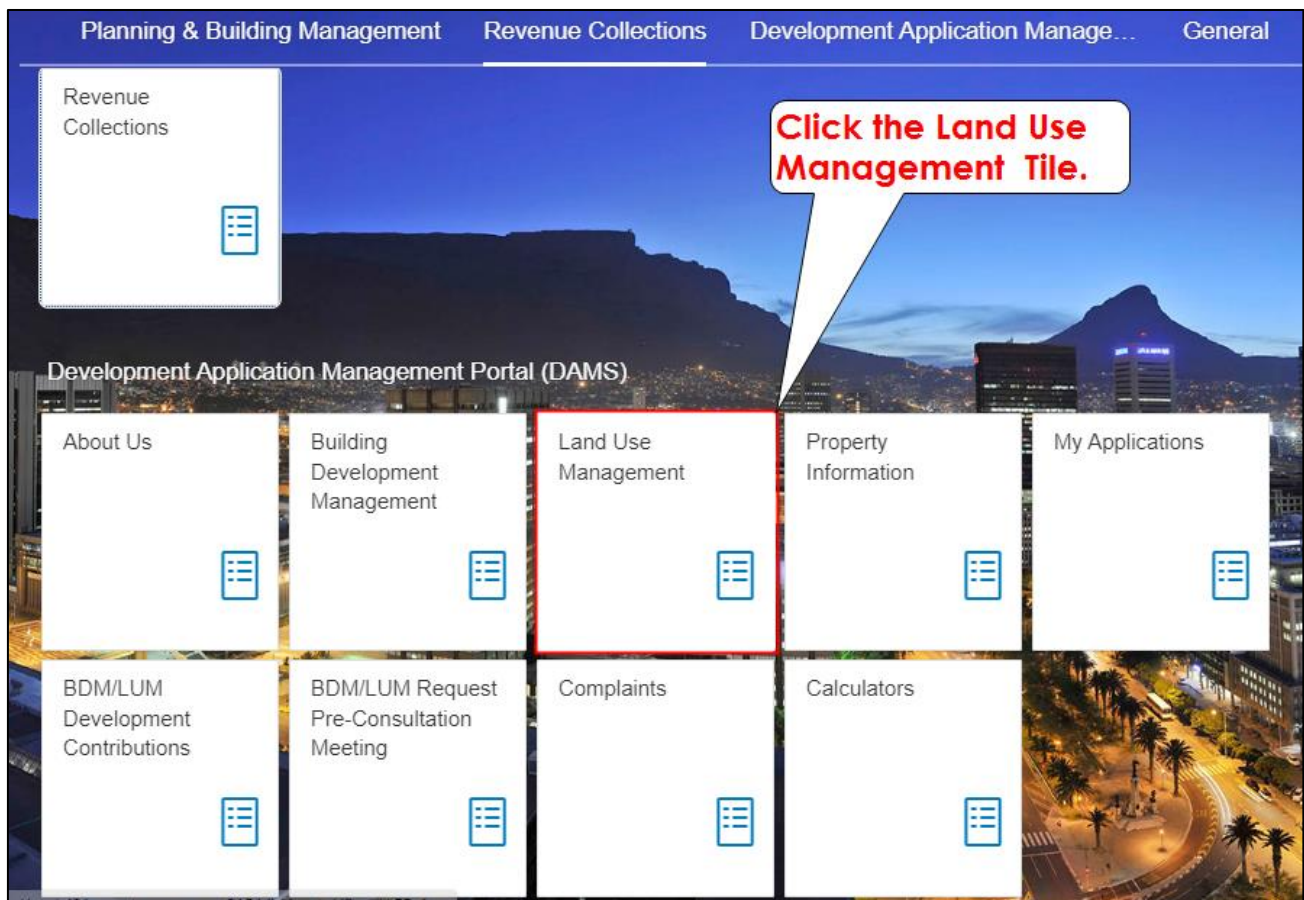
## Land Use Management (LUM) – Request a Pre-Consultation Meeting

### Overview:

Find out how to “request a pre-consultation meeting” via the Development Application Management Portal (DAMS).

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

Select the “Land Use Management Tile”



## STEP 2: Request Pre-Consultation Meeting

City of Cape Town - Land Use Management Applications

✓ Requests (Paid Services)

Request Zoning Extract  
Application

Request 137 Clearance Certificate  
Application

Request Subdivision and Consolidation Exemption  
Exemption

Click the Request Pre-Consultation Meeting Application button

✓ Other

Request LUM Feasibility Comments  
Applicaton

Request Pre-Consultation Meeting  
Application

Withdraw Application  
Application

Admin Penalty Application (section 42R)  
Application

My Applications (LUM)  
Application

## STEP 3: Search criteria process

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

Request Pre-Consultation Meeting – Search and Select Property

Search Criteria

\*Search By:

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

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

The screenshot shows the 'Request Pre-Consultation Meeting – Search and Select Property' form. At the top, there is a 'Search Criteria' section with a dropdown menu. The dropdown is open, showing a list of search options: 'ERF Number', 'GIS Map', 'Parcel Number', 'SG26 Code', 'Private Address', 'Sectional Title', and 'Street Address'. A red box highlights the dropdown menu, and a callout bubble points to it with the text 'Select the relevant search option'.

### STEP 4: Property search process

Enter the allotment and Erf number of the relevant property.

The screenshot shows the 'Request Pre-Consultation Meeting – Search and Select Property' form. In the 'ERF Number and Allotment Search' section, there is a dropdown menu for 'Allotment:'. The dropdown is open, showing a list of allotment areas: 'ABBOTSDALE', 'ATLANTIC HILLS', 'ATLANTIS INDUSTRIAL', and 'BAINS KLOOF PASS'. A red box highlights the dropdown menu, and a callout bubble points to it with the text 'Select the drop-down arrow to display allotment areas.'

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

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

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

## Land Use Management (LUM) – Request a 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: 6270

Search

Click Search

Request Pre-Consultation Meeting – Search and Select Property

ERF Number and Allotment Search

Allotment: MITCHELLS PLAIN

\*ERF Number: 6270

Search

Select the Property

Select the property line item

Suburb: WESTRIDGE

ERF Number	House Number	Street
00006270	67	JERSEY

Click to Select Property and Display Cases

## STEP 5: Document upload process

Request LUM Pre-Consultation – Schedule Meeting

Case ID: 150000000968  
 ERF Number: 00006270  
 Case Status: [Draft Case](#)

Address: 67 JERSEY STREET WESTRIDGE - MITCHELLS PLAIN  
 Allotment: MITCHELLS PLAIN

**Click the drop down to select mandatory documents**

Upload Files

Uploaded Documents M = Mandatory, O = Optional ▼ Upload +

No entries. Click Upload to add

Cancel Close

Request LUM Pre-Consultation

**Upload all mandatory documents and any optional supporting documents separately**

Upload Files

Uploaded Documents M = Mandatory, O = Optional

Motivational Letter	M
Plan	M
Title Deed	M
Power of Attorney	M
Resolution Letter	O
Meeting Minutes	O
Application Form	O
Comments documents	O
Demolition Letter : Residential	O

MITCHELLS PLAIN  
MITCHELLS PLAIN

No entries. Click Upload to add

Cancel Close



## Land Use Management (LUM) – Request a Pre-Consultation Meeting

Request LUM Pre-Consultation – Schedule Meeting

Case ID: 150000000968

ERF Number: 00006270

Case Status: [Draft Case](#)

Address: 67 JERSEY STREET WESTRIDGE - MITCHELLS PLAIN

Allotment: MITCHELLS PLAIN

Click the upload button +

Upload Files


Uploaded Documents

M = Mandatory, O = Optional

Motivational Letter

Upload +

Upload



No entries. Click Upload to add

Cancel

Close

Request LUM Pre-Consultation – Schedule Meeting

Upload Files

Uploaded Documents

M = Mandatory, O = Optional

Power of Attorney

Upload +

Motivational Letter-20220930092609.pdf

Uploaded on : 30-09-2022 Time : 13:26:09

Plan-20220930092623.pdf

Uploaded on : 30-09-2022 Time : 13:26:22

Title Deed-20220930092648.pdf

Uploaded on : 30-09-2022 Time : 13:26:48

Power of Attorney-20220930092702.pdf

Uploaded on : 30-09-2022 Time : 13:27:01

NB: Lead time for Pre-Consultation bookings is two days

Cancel

Close


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## STEP 6: Date and time selection process

Request LUM Pre-Consultation – Schedule Meeting


**1** NB: Lead time for Pre-Consultation bookings is two days

LUM Pre-Consultation times available

Date Selection for the Available Slots:   **Click to select appointment date**

Open Picker

Calendar

Title  Hours  

< Today > October 4, 2022

10AM	11	12PM	1	2	3
------	----	------	---	---	---

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DAMSTEST09

D/DA D/DA

Calendar


- ☐ Today
- ☒ Selected
- ☐ Non-Working Day

Cancel Close


Request LUM Pre-Consultation – Schedule Meeting

**1** NB: Lead time for Pre-Consultation bookings is two days

LUM Pre-Consultation times available

Date Selection for the Available Slots:   **Select the first possible date**

Calendar

Title  Hours  

< Today > October 4, 2022

2PM	5	6	7
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XRCM\_DAMS\_CI\_OFFICIAL Tes User  
DAMSTEST06

OK Cancel

Calendar

October 2022

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

Cancel Close

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

< Request LUM Pre-Consultation – Schedule Meeting

**1** NB: Lead time for Pre-Consultation bookings is two days

LUM Pre-Consultation times available

Date Selection for the Available Slots:

Calendar

Title

< Today > October

2PM

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DAMSTEST06

OK Cancel

Cancel Close

Select the end date range

< Request LUM Pre-Consultation – Schedule Meeting

**1** NB: Lead time for Pre-Consultation bookings is two days

LUM Pre-Consultation times available

Date Selection for the Available Slots:

Calendar

Title

< Today > October

10AM 11

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OK Cancel

Click OK to confirm.

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

Request LUM Pre-Consultation – Schedule Meeting

Availability

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

Select time slot below

OK Cancel

Request LUM Pre-Consultation – Schedule Meeting

Availability

09:30:00	09:45:00
10:45:00	11:00:00
11:00:00	11:15:00
11:15:00	11:30:00
11:30:00	11:45:00
11:45:00	12:00:00
12:00:00	12:15:00
12:15:00	12:30:00
12:30:00	12:45:00
12:45:00	13:00:00
13:00:00	13:15:00

Click OK to confirm

OK Cancel

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

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

The screenshot shows a 'Create LUM Pre-Consultation Meeting' dialog box overlaid on a calendar interface. The dialog box contains the following fields:

- Pre-Consultation date:** 11-10-2022
- Pre-Consultation start time:** 11:00:00
- Pre-Consultation end time:** 11:15:00
- Comments:** A text area containing the placeholder text: *Please provide proposed application description and Include the Departments you would wish to attend*. A red rectangular box highlights this text area, and a callout bubble with the text 'Enter comments' points to it.

At the bottom of the dialog box are 'Cancel' and 'OK' buttons. The background shows a calendar grid with dates from 09:30 to 12:00.

The screenshot shows the same 'Create LUM Pre-Consultation Meeting' dialog box, but with the following changes:

- Pre-Consultation date:** 11-10-2022
- Pre-Consultation start time:** 10:00:00
- Pre-Consultation end time:** 11:00:00
- Comments:** The text area now contains the text 'pre-consult'.

A callout bubble with the text 'Click Save to confirm' points to the 'Save' button at the bottom of the dialog box. The background shows a calendar grid with dates from 10:00 to 12:00.

## Land Use Management (LUM) – Request a Pre-Consultation Meeting

The screenshot shows the 'Request LUM Pre-Consultation – Schedule Meeting' form. At the top, there is a back arrow and the title. Below it, a note states: 'NB: Lead time for Pre-Consultation bookings is two days'. The section 'LUM Pre-Consultation times available' includes a date selection field set to '10/10/2022 - 12/10/2022'. A 'Calendar' section is expanded, showing a calendar for 'October 11, 2022' with slots for 10AM, 11, and 12PM. A success message dialog is displayed in the center: 'Success' with a green checkmark, 'Consultation successfully created!', and an 'OK' button. A red box highlights the 'OK' button, and a callout bubble points to it with the text 'Click OK to confirm'. At the bottom right, there are 'Cancel' and 'Close' buttons.

The screenshot shows the same 'Request LUM Pre-Consultation – Schedule Meeting' form. The date selection field now shows '10/10/2022 - 14/10/2022'. The 'Calendar' section is still expanded, showing the same date and time slots. A callout bubble points to the 'Close' button at the bottom right with the text 'Click Close to return to the main menu'. The 'Close' button is highlighted with a red box.

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

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

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