

CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD

SPATIAL PLANNING AND ENVIRONMENT

USER MANUAL: Development Application Management Portal (DAMS)

Land Use Management (LUM) – 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 <u>DAMS</u> <u>Registration Booklet</u> 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:

o <u>Power of attorney</u>

DAMS Access:

Access the **e-Services** portal

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

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Land Use Management (LUM) – Withdraw an Application

Overview:

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





STEP 3: Selecting from application list displayed.

<		Withdrawal of	f Application - Cases			
Select the Case to	Withdraw : (12)			↑J. Search by Ca	seID or ERF Number	Q
Case ID	Status Description	Case Description	Creation Date	ERF Number	Allotment	
15000000950	Feasibility Consultation Circulation	LUM Feasibility Consultation	06-10-2022	00040277	CAPE TOWN	
15000000949	Draft Case	LUM Feasibility Consultation	06-10-2022	00040277	CAPE TOWN	
15000000948	Draft Case	LUM Feasibility Consultation	10-2022	00040277	CAPE TOWN	
15000000927	Pre-consultation Requested	LUM Pre-Consultation	04	00009569	MILNERTON	
15000000912	Pre-consultation Requested	LUM Pre-Consultation	Select the ap want to withd	plication you raw.	MILNERTON	
	Pre-consultation				/	

Land Use Management (LUM) – Withdraw an Application

STEP 4: Provide a motivation

		Withdrawal of Application - Motivat	tion
Cas Allo ER	se ID: 15000000949 otment: CAPE TOWN F No: 00040277	Type in your motivation/reason for withdawal.	Address: 127 DOWNBERG ROAD HANOVER PARK Case Status: 🔲 Draft Case
Enter Mot Request	ivation not required.		
~	Upload Files		
	Uploaded Documents		Upload 🕂
	Uploaded Documents Image: Notes_20221006_ Uploaded on : 06-10-2	_115916 2022 Time : 13:59:16	Upload 🕇
	Uploaded Documents Image: Decime to the second se	115916 2022 Time : 13:59:16 20221006071246.pdf	Upload +

STEP 5: Complete Request

<	Withdrawal of Application - Motivation
Case ID: 15000000949	Address: 127 DOWNBERG ROAD HANOVER PARK
Allotment: CAPE TOWN	Case Status: 🗖 Draft Case
ERF No: 00040277	
Enter Motivation	
Request not required. ✓ Upload Files	Click Submit to
Uploaded Documents	complete your request
NOTES_20221006_115916 Uploaded on : 06-10-2022 Time : 13:	:59:16
C- Motivational Letter-2022100607	/1246.pdf
	Submit Close Cancel

Land Use Management (LUM) – Withdraw an Application

<	Withdrawal of Application - Motivation	
Case ID: 15000000040	Address: 127 DOM/NEEPC POAD HANOVED PARK	
Allotment: CAPE TOWN		
ERF No: 00040277		
	ОК	
	Click to	
Enter Motivation	confirm	
in equest not required.	Success	
	Withdrawal of application 150000000949 successfully submitted!	
✓ Upload Files		
'		
University of Deserv		
Uploaded Docur	nents Upload +	
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	Withdrawal of Application Mativation	-
	withdrawat of Application - Motivation	
Case ID: 150000000949	Address: 127 DOWNBERG ROAD HANOVER PARK	
ERF No: 00040277	Case Status. 🗖 Drait Case	
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Request not required.		
	Click Close to	
	return to the	
 Upload Files 	main menu.	
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Uploaded	20221006_115916 on : 06-10-2022 Time : 13:59:16	
C- Motivation	nal Letter-20221006071246.pdf	
	Submit Close Cance	el.

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:

<u>Blaauwberg</u>	<u>Northern</u>	<u>Cape Flats</u>	<u>Table Bay</u>
<u>Helderberg</u>	<u>Tygerberg</u>	<u>Khayelitsha</u>	<u>Southern</u>