



## Land Use Management (LUM) – Land Use Management 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 register on the e-services portal.

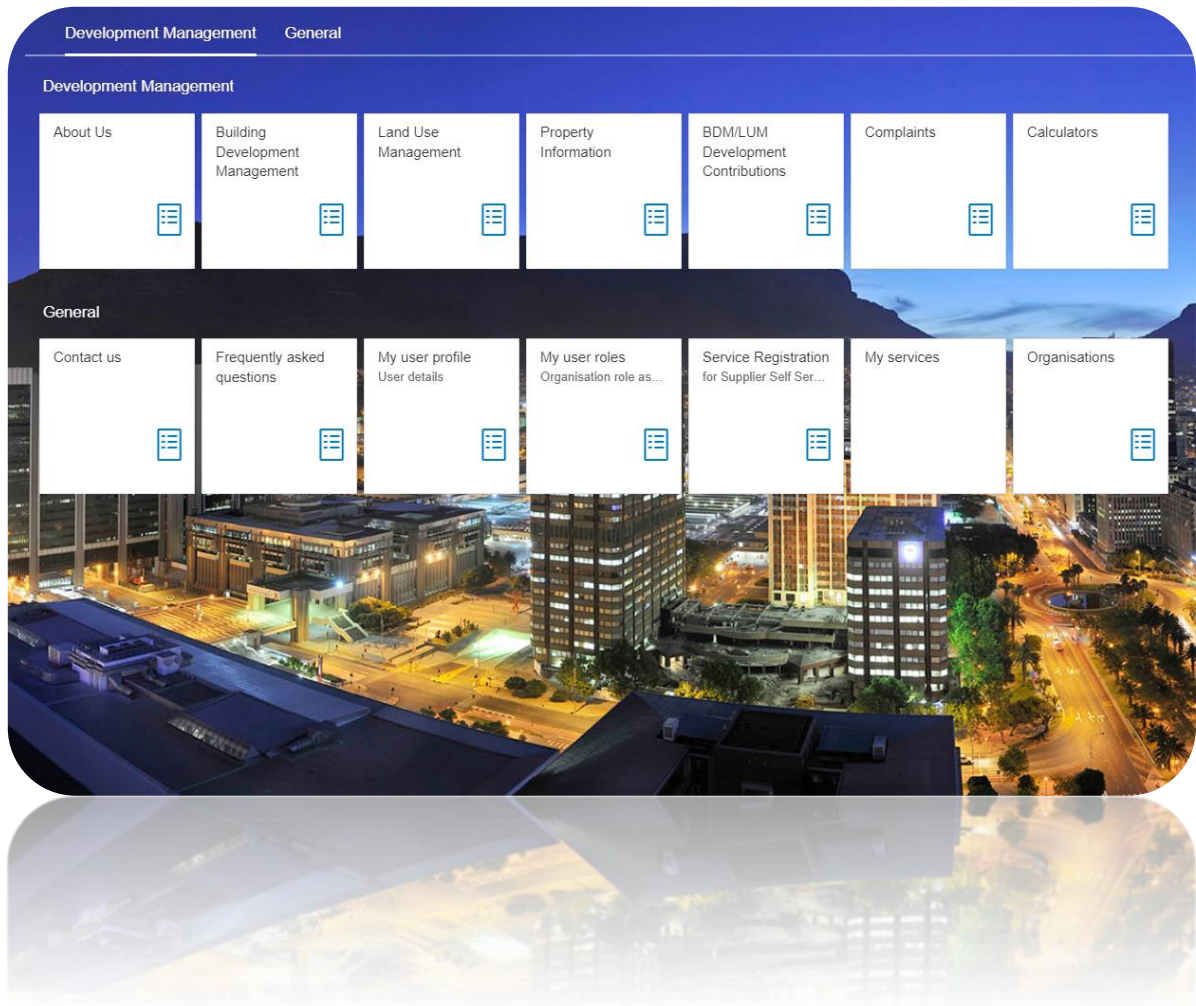
The following mandatory documents must be available for upload to process the request:

- [Power of attorney](#)

### DAMS Access:

Access the **e-Services** portal

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



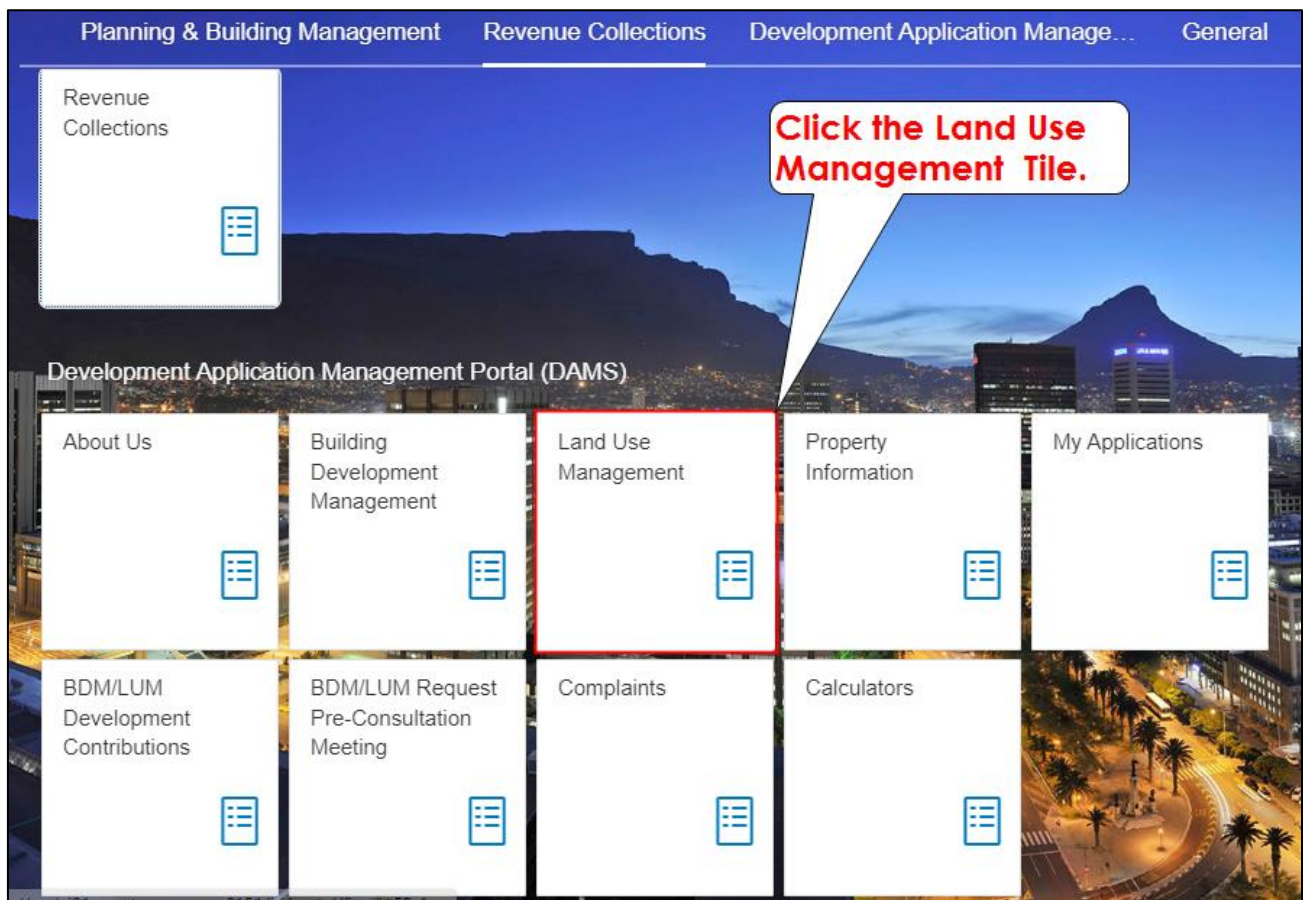
## Land Use Management (LUM) – Land Use Management Application

### Overview:

Find out how to “submit a Land Use Management Application” 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 Land Use Management application

City of Cape Town - Land Use Management Applications

Submit Application

Submit Land Use Management Application

Application

Section 42(r): Administrative Penalty

Application

Click the "Submit Land Use Management Application" Tile.

Requests (Paid Services)

Request Zoning Extract

Application

Request 137 Clearance Certificate

Application

Request Subdivision and Consolidation Exemption

Exemption

## STEP 3: Selecting the applicant and payer

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

1. Applicant and payer

Please provide your communication preferences for this application

Your organisational details that are used for application

\*Myself as owner of property (owner):

Full Name:

Last Name:

Business partner no:

Address details: 2 ANNERLEY ROAD ROSEBANK 7700 WC ZA

Email: Enter email

\*Mobile number: Cell Number

\*Payer:

Click the drop-down arrow to select the applicant.

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Please provide your communication preferences for this application

Your organisational details that are used for application

\*Myself as owner of property (owner): the person appointed by the owner of the property

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000772063

Address details: 2 ANNERLEY ROAD ROSEBANK 7700 WC ZA

Email: Enter email

\*Mobile number: Cell Number

\*Payer: Select from the list below

Applicant

Owner

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Please provide your communication preferences for this application

Your organisational details that are used for application

\*Myself as owner of property (owner): the person appointed by the owner of the property

Full Name: Full Name

Last Name: Last Name

Business partner no: 72063

Address details: ANNERLEY ROAD ROSEBANK 7700 WC ZA

Email: Email Address

\*Mobile number: Cell Number

\*Payer: Applicant

If any of your contact detail information has changed please contact the Corporate Call Centre on 0860 103 089 to update your business partner.

Step 2

Click Step 2 to proceed.

Cancel

## STEP 4: Search criteria process and property details

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

### 2. Property details

Search criteria

\*Search By:

Select from the list below

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

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

### 2. Property details

Search criteria

\*Search By:

Select from the list below

- ERF Number
- Sectional Title
- SG26 Code
- Parcel Number
- GIS Map
- Street Address

Select the relevant search option.

Cancel

## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

### 2. Property details

Search criteria

\*Search By:

Select the parcel number field and enter the parcel number.

Search by Parcel

\*Parcel of Land:

Search

Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

### 2. Property details

Search criteria

\*Search By: Parcel Number

Search by Parcel

\*Parcel of Land: 53069

Search

Click Search.

Cancel



## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 **Property details** — 3 Application type(s) and questions — 4 Documents — 5 Review application

Search by Parcel

\*Parcel of Land: 53069

Click the property line item.

Select the Property

Search by street or suburb

ERF Number	House Number	Street	Suburb
00075574	263	VICTORIA ROAD EAST	SOUTHFIELD

Cancel

Submit land use application

1 Applicant and payer — 2 **Property details** — 3 Application type(s) and questions — 4 Documents — 5 Review application

\*Parcel of Land: 53069

Select the Property

ERF Number	House Number	Street	Suburb
00075574	263	VICTORIA ROAD EAST	SOUTHFIELD

Select the drop-down arrow to select the property owner.

\*Select owner:

CITY OF CAPE TOWN

Cancel



## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

\*Parcel of Land: 53069

Select the Property

ERF Number	House Number	Suburb
00075574	263	SOUTHFIELD

\*Select owner: CITY OF CAPE TOWN

Owner details

Success

Case : 150000094953 successfully created

Click OK to proceed.

OK

Save Draft Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Owner details

Full name: CITY OF CAPE TOWN

Business partner number: 1000815756

MKHOMBE STREET KHAYELITSHA 7784 WC ZA

Email Address

Cell Number

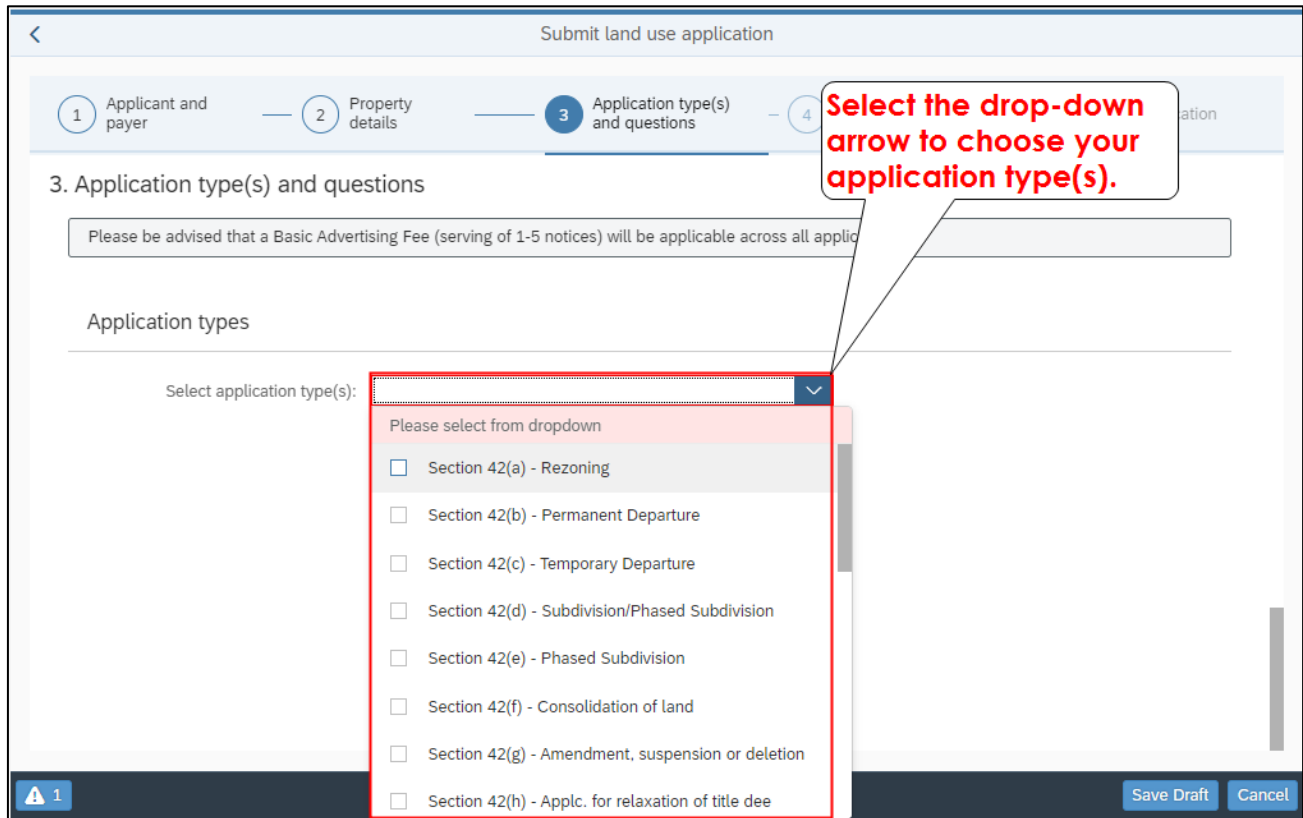
Click Step 3 to proceed.

Step 3

Save Draft Cancel

## STEP 5: Selecting the application type and questions

Complete the questions applicable to your application. Please note that these will change dependent on your application type(s).



Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents

### 3. Application type(s) and questions

Please be advised that a Basic Advertising Fee (serving of 1-5 notices) will be applicable across all applications.

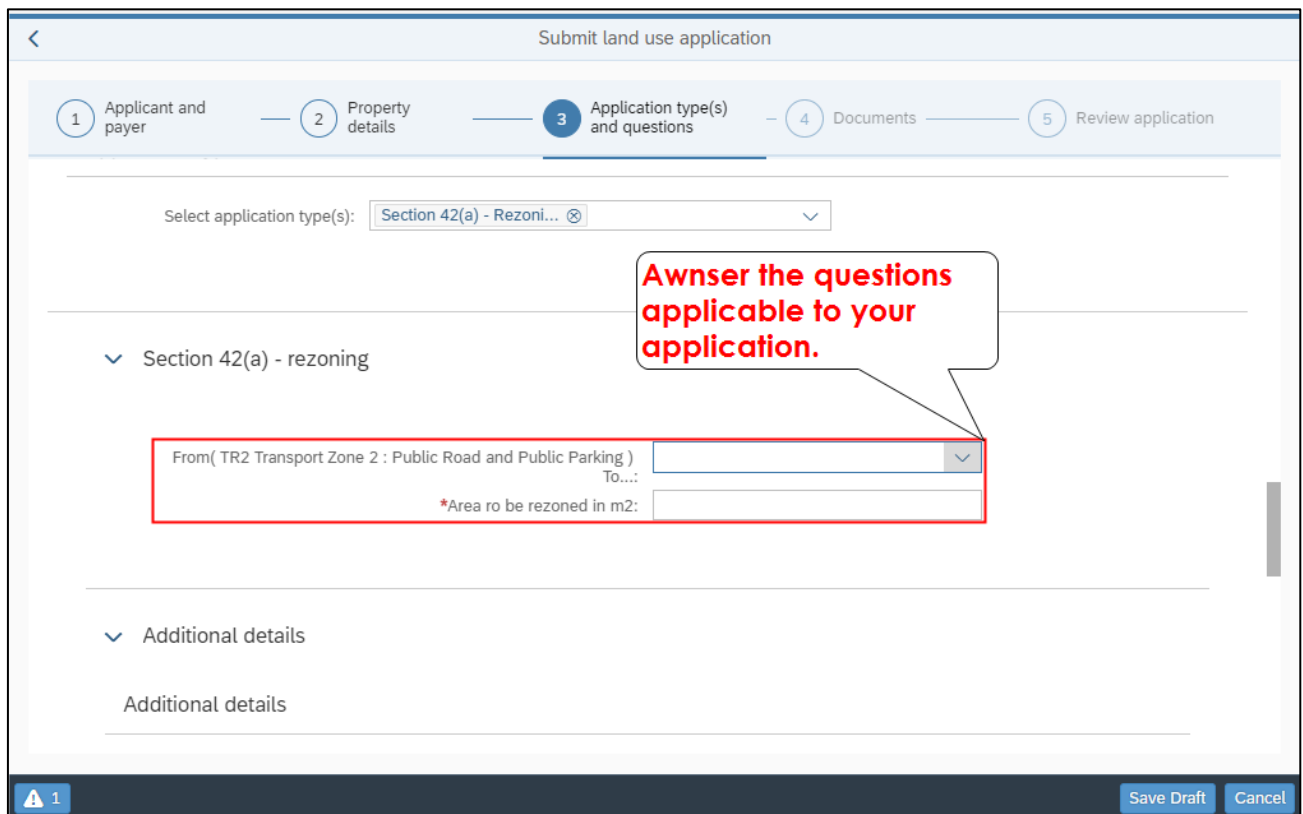
Application types

Select application type(s):

Please select from dropdown

- ☐ Section 42(a) - Rezoning
- ☐ Section 42(b) - Permanent Departure
- ☐ Section 42(c) - Temporary Departure
- ☐ Section 42(d) - Subdivision/Phased Subdivision
- ☐ Section 42(e) - Phased Subdivision
- ☐ Section 42(f) - Consolidation of land
- ☐ Section 42(g) - Amendment, suspension or deletion
- ☐ Section 42(h) - Applc. for relaxation of title dee

Save Draft Cancel



Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Select application type(s): Section 42(a) - Rezoning...

Section 42(a) - rezoning

From( TR2 Transport Zone 2 : Public Road and Public Parking ) To...:

\*Area to be rezoned in m2:

Additional details

Additional details

Save Draft Cancel

Submit land use application


1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

✓ Additional details

**Complete the additional details as indicated.**

**Additional details**

\*Title deed no?:


\*Title deed date?:  

\*Are there title deed restrictions relating to your proposal?:

\*Approximate age of existing buildings?:

\*Is property encumbered by a bond?:

\*Is this an application to rectify a MPBL Contravention?:

1  Save Draft Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

**Economic Questions**

\*Please select the predominant economic activity that is expected to take place on the property when the development is complete:


\*Estimated number of direct full-time equivalent (FTE) jobs that will be created during the construction phase of the development?:

\*Estimated number of direct full-time equivalent (FTE) jobs that will be created during the construction phase of the development(open-ended)?:

\*Estimated number of people who will work on the property when the development is complete?:

\*Estimated number of people who will work on the property when the development is complete (open-ended)?:

**Answer all the questions as required.**

1  Save Draft Cancel

## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer

2 Property details

3 Application type(s) and questions

4 Documents

5 Review application

\*Please select the predominant economic activity that is expected to take place on the property when the development is complete:

Accommodation activities

\*Estimated number of direct full-time equivalent (FTE) jobs that will be created during the construction phase of the development ?:

2340

\*Estimated number of direct full-time equivalent (FTE) jobs that will be created during the construction phase of the development(open-ended) ?:

2456

\*Estimate the number of people who will be on the property when the development is complete (open-ended) ?:

1356

Click **Step 4** to proceed.

Step 4

1

Save Draft


Cancel

## STEP 6: Quotation

Submit land use application

1 of 2

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

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

Page 1 / 2

Department: Development Management

**Owner's Name**  
**Physical Address**  
ROSEBANK  
7700

**Southern District**  
Plumstead Administrative Building,  
cnr Main and Victoria Roads,  
Plumstead, 7800  
Private Bag X5, Plumstead, 7801  
2721 4447721

**QUOTATION**

Payment Reference	
Proforma Date	09.02.2023
Case ID	150000094953
Business Partner Number	1000772063
Customer VAT Reg Number	
Erf Number	00075574
Allotment	CAPE TOWN

Close


Save Draft Cancel

Submit land use application

Quotation

1 of 2

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

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

Page 1 / 2

Department: Development Management

**Owner's Name**  
**Physical Address**  
ROSEBANK  
7700

**Southern District**  
Plumstead Administrative Building,  
cnr Main and Victoria Roads,  
Plumstead, 7800  
Private Bag X5, Plumstead, 7801  
2721 4447721

**QUOTATION**

Proforma Date	09.02.2023
Case ID	150000094953
Business Partner Number	1000772063
Customer VAT Reg Number	
Erf Number	00075574
Allotment	CAPE TOWN

Click to proceed.

Close

Close

Save Draft Cancel

## STEP 7: Documentation selection and upload process

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — **4 Documents** — 5 Review application

Upload Files

Uploaded Documents (\*) - Mandatory  Upload +

No entries. Click upload to select documents to be uploaded.

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

1 Save Draft Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — **4 Documents** — 5 Review application

Upload Files

Uploaded Documents (\*) - Mandatory  Upload +

Error message. All the files in dropdown with [ \* ] are...

Motivational Letter \*

Plan \*

Title Deed \*

Power of Attorney \*

Resolution Letter

Declaration of Interest

Correspondence

Draft Owners Association Constitution

Revised Plan

Upload all mandatory documents and any supporting documents separately.

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

1 Save Draft Cancel

## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Upload Files

Uploaded Documents (\*) - Mandatory Motivational Letter Upload +

Error message. All the files in dropdown with [ \* ] are mandatory

No entries. Click upload to add

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

1 Save Draft Cancel

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Upload Files

Uploaded Documents (\*) - Mandatory Power of Attorney Upload +

Motivational Letter-20230209125105.pdf / Motivation  
Uploaded on : 09-02-2023

Plan-20230209125117.pdf / Plan  
Uploaded on : 09-02-2023

Title Deed-20230209125132.pdf / Title Deed  
Uploaded on : 09-02-2023

Power of Attorney-20230209125145.pdf / Power of Att  
Uploaded on : 09-02-2023

1 Save Draft Cancel



## Land Use Management (LUM) – Land Use Management Application

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

Motivational Letter-20230209125105.pdf / Motivation  
Uploaded on : 09-02-2023

Plan-20230209125117.pdf / Plan  
Uploaded on : 09-02-2023

Title Deed-20230209125132.pdf / Title Deed  
Uploaded on : 09-02-2023

20230209125145.pdf / Power of Att  
-2023

**Click Step 5 to proceed.**

Step 5

1 Save Draft Cancel

### STEP 8: Application review and confirmation

Submit land use application

1 Applicant and payer — 2 Property details — 3 Application type(s) and questions — 4 Documents — 5 Review application

5. Review application

Review

**Click Review.**

1 Save Draft Cancel

## Land Use Management (LUM) – Land Use Management Application

Please review all the application details as captured, should any changes be required select the “edit” option available after each section.

Review Land Use Management Application

Please ensure that the details below are correct.

Case number : 150000094953

Address : 263 VICTORIA ROAD EAST ROAD SOUTHFIELD

Allotment: CAPE TOWN

Case Status: ☐ Awaiting Payment

ERF No: 00075574

1. Applicant and payer

Application as: the person appointed by the owner of the property

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000772063

Address details: 2 ANNERLEY ROAD ROSEBANK 7700 WC ZA

eMail: Email Address

Mobile No: Cell Number

Payer: Applicant

Edit

Close

Cancel

Review Land Use Management Application

1. That the information contained in this application and accompanying documentation is complete and correct.

2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.\*

3. That where an agent in indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.

6. That where the proposal is for a development that I/we have consulted with the relevant authorities in terms of Planning law is being made, that I/we have obtained the necessary consent from the relevant authorities, including the MPBL on the property.

7. That, as owner/applicant/agent, I/we confirm that the information provided on this form is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention and that I/we will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0800 000 009 to update my/our business partner details.

8. The email address and cell number provided on this form is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention and that I/we will be available through e-Services. If my email address or cell number changes, I/we will notify the Corporate Call Centre on 0800 000 009 to update my/our business partner details.

\* If the application is made by a person other than the registered owner(s) (e.g. an agent / consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Please note that the City may charge additional fees as per published Tariifs and may require additional information necessary to consider this application.

☐ Tick to Confirm

Close

Cancel

## Land Use Management (LUM) – Land Use Management Application

Review Land Use Management Application

1. That the information contained in this application and accompanying documentation is complete and correct.
2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.\*
3. That where an agent is indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.
4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.
5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.
6. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law is being made. I/we confirm that I/we have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
7. That, as owner/applicant/developer, I am aware of the state of existing bulk services provisions and infrastructure availability in the subject area and any development contributions that might be payable in respect of the development proposed herein (if applicable).
8. The email address and cell number provided on this form is to be used by the City to communicate when there is correspondence relating to the application(s) for my attention that will be available through Corporate Call Centre on 0860 103 089 to update my/our business or cell number changes, I/we will notify the consultant the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

\* If the application is made by a person other than the registered owner (applicant/developer/consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Please note that the City may charge additional fees as per published Tariifs and may require additional information necessary to consider this application.

☒ Tick to Confirm

**Click Submit to proceed.**

Submit Close Cancel

### STEP 9: Invoice and payment

Payment is now required for the application. Please proceed with payment through the various payment options.


Review Land Use Management Application

Pro Forma Invoice

1 of 2

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

**Your pro-forma invoice is now available and ready for payment.**

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

Plumstead Administrative Building,  
cnr Main and Victoria Roads,  
Plumstead, 7800  
Private Bag X5, Plumstead, 7801  
2721 4447721

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Department: Development Management

**PRO FORMA INVOICE**

**Owner's Name**  
**Physical Address**  
ROSEBANK  
7700

<b>Payment Reference</b>	619717731
<b>Proforma Date</b>	09.02.2023
<b>Case ID</b>	150000094953
<b>Business Partner Number</b>	1000772063
<b>Customer VAT Reg Number</b>	
<b>Erf Number</b>	00075574
<b>Allotment</b>	CAPE TOWN

Close

## Land Use Management (LUM) – Land Use Management Application

Review Land Use Management Application

Pro Forma Invoice

1 of 2

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
1	1	* No Basic/Complexity Application Fees @ R 0.00 per each	0.00
2	1	* Rezoning-Basic Fee @ R 6,260.87 per each	6,260.87

Items marked with "\*" include 15% VAT with effect from 01.07.2022

**PRO FORMA INVOICE VALID UNTIL 30.06.2023**

**IMPORTANT NOTES:**

- Electronic Payments(EFT) : Select the City of Cape Town as a bank listed beneficiary on your bank's website. Use the 9 - digit reference number 619717731 in the beneficiary account number / payment reference field.
- Direct deposit at NEDBANK, please present your Payment Reference Number 619717731 to the bank teller.
- Cash, Debit and credit card: The City will recover the bank costs on a cash, debit and/or credit card payment on payments above R7000 per transaction per account number. The City absorbs costs in respect of single payments of R7000 and below.

Click to proceed.

Close

Review Land Use Management Application

- That the information contained in this application and accompanying documentation is complete and correct.
- That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.\*
- That where an agent is indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant and I/we will regularly consult with the agent/consultant in this regard.
- That this submission includes all necessary planning applications required to enable the development proposed herein, I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate and confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applicable conditions, these are acceptable and form part of the submission.
- I/we am/are aware that by lodging an application, the information in the application and any documents submitted during the process may be made available to the public.
- That where the proposal involves a change of land use, I/we have consulted with the relevant authorities to ensure the correct application in terms of the Planning law is being made. I/we confirm that the application is in accordance with the provisions and infrastructure availability in the subject area and any development control measures applicable to the area.
- That, as owner/applicant/developer, I/we confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate and confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applicable conditions, these are acceptable and form part of the submission.
- The email address and cell number provided for my attention that will be available through e-services, for email address or cell number changes, I/we will notify the Corporate Call Centre on 0860 103 089 to update my/our business partner details.

\* If the application is made by a person other than the registered owner(s) (e.g. an agent / consultant) the requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Please note that the City may charge additional fees as per published Tariffs and may require additional information necessary to consider this application.

☒ Tick to Confirm

Success

Case successfully Updated!

Click to proceed.

OK

Close

## Land Use Management (LUM) – Land Use Management Application

Review Land Use Management Application

1. That the information contained in this application and accompanying documentation is complete and correct.

2. That I/We am/are properly authorized to make this application on behalf of the owner and (where applicable) that the copies of such full relevant powers of attorney are attached hereto.\*

3. That where an agent is indeed appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications as required in terms of Planning law - law will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard.

4. That this submission includes all necessary planning applications required to enable the development proposed herein. I/we specifically confirm that I/we have read the relevant title deed(s) or the attached conveyancer certificate. I/we confirm that there are no restrictive conditions which impact on the this application, or alternatively where there are applications for the removal / amendment / suspension of these or consent required in terms of a title deed condition, form part of the submission.

5. I/we am/are aware that by lodging an application, the information in the application and obtained during the process may be made available to the public.

6. That where the proposal involves existing building work erected and / or used in contravention of the development management scheme, that I/we have consulted with the Section Head: Land Use Management for the applicable area to ensure the correct application in terms of Planning law is being made. I/we confirm that I/we have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.

7. That, as owner/applicant/developer, I am aware of the state of existing area and any development contributions that might be payable in respect

8. The email address and cell number provided on this form is to be used to the application(s) for my attention that will be available through e-Service Corporate Call Centre on 0860 103 089 to update my/our business partner details.

\* If the application is made by a person other than the registered owner(s) (e.g. an agent / consultancy) requirements in terms of section 71 (1)(b) of the MPBL must be adhered to.

Please note that the City may charge additional fees as per published Tariifs and may require additional information necessary to consider this application.

☒ Tick to Confirm

Click to return to the main menu.

Close

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](#)