



Building Development Management (BDM) – Provisional Authorisation

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 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.

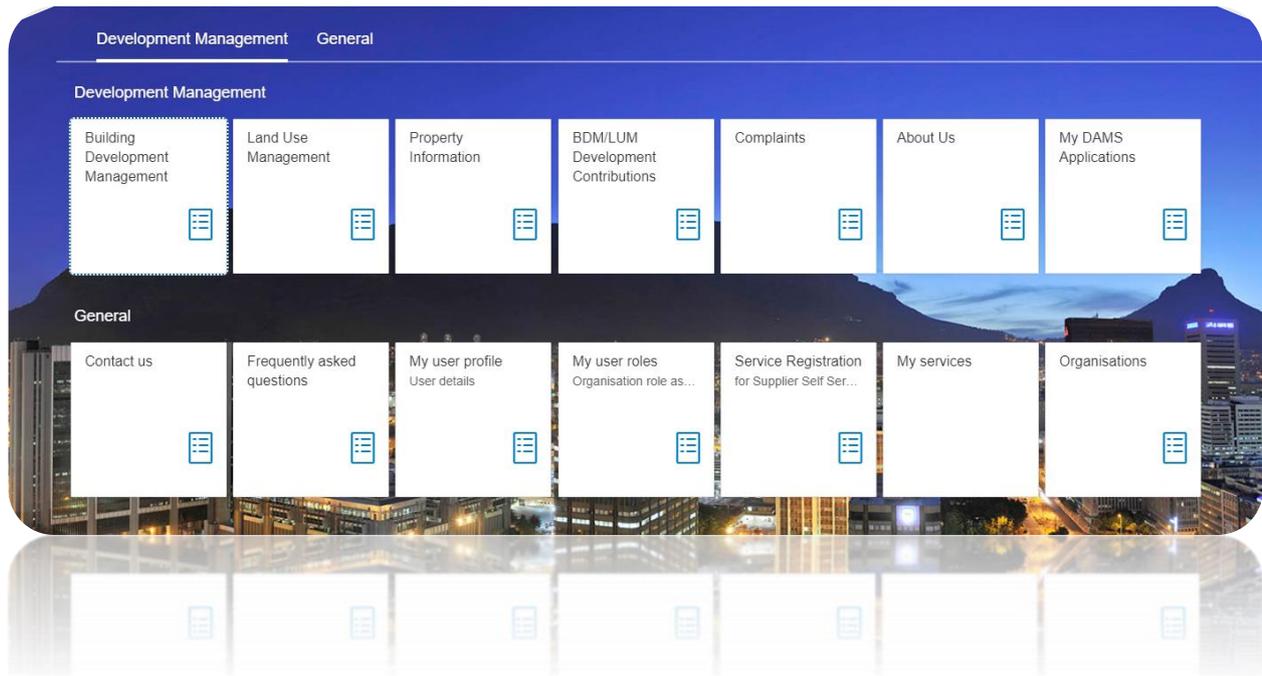
The following mandatory document must be available for upload to process the request:

- o [Power of attorney](#)

DAMS Access:

Access the **e-Services** portal

Development Management **e-Services** home page



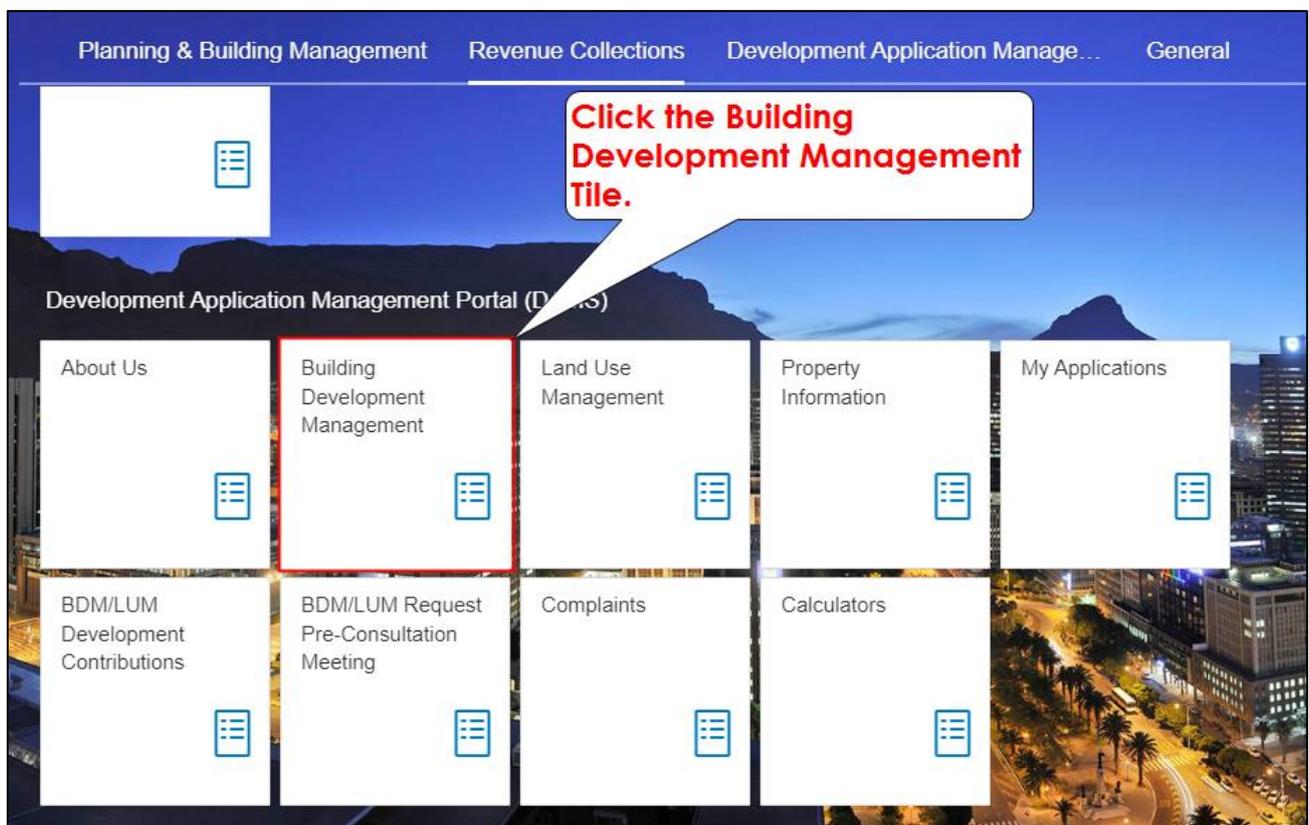
Building Development Management (BDM) – Provisional Authorisation

Overview:

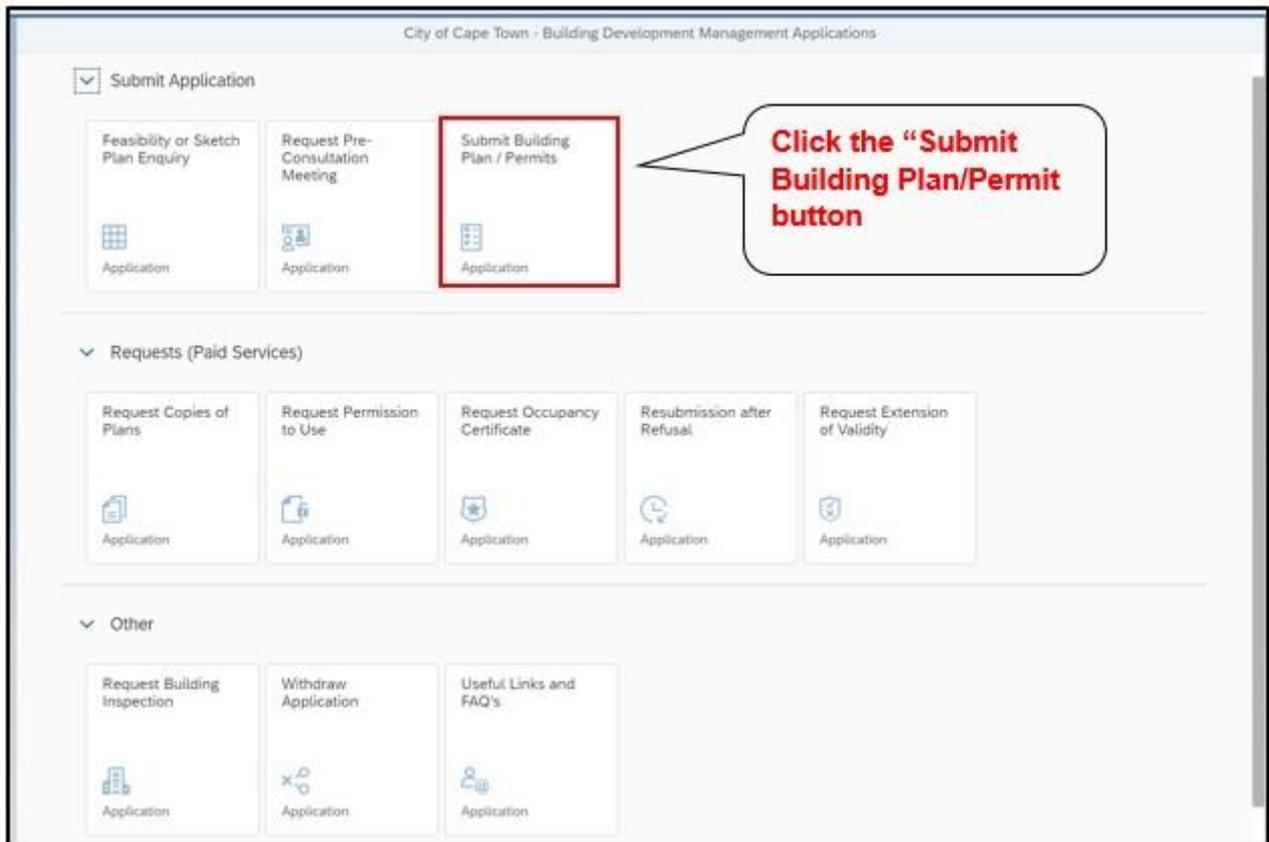
Find out how to request an extension of validity via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page

Select the "Building Development Management Tile"



STEP 2: Submit Building Plan/Permits



STEP 3: Complete the Applicant Information

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

1. Applicant and payer

Please provide your communication preferences for this application

Your organisational details that are used for application

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

Full name: **Full Name**

Business partner number: 1002564118

Address details: 21221 BAART STREET CAPE TOWN 7784 WC ZA

*Email: **Email Address**

*Mobile number: **Cell Number**

*Who will be responsible for payment: **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.

Step 2

STEP 4: Search for applicable property via the property search option

Request Extension of Validity - Search and Select Property

Property search criteria

*Search By:

Search by ERF Number and Allotment

Allotment:

*ERF Number:

Enter the ERF Number

STEP 5: Select relevant property and owner

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — 4 Documents — 5 Review and submit application

Property search criteria

*Search by:

Search by erf number and allotment

Allotment:

*ERF number:

Select the property

ERF number	House number	Street	Suburb
00121493	36	ENSOR	RETREAT

*Select owner:

STEP 6: Click on “Step 3” button

Select the property

Search by street or suburb

ERF number	House number	Street	Suburb
00121453	36	ENSOR	RETREAT

*Select owner: Owner's Name

Owner details

Full name: Owner's Name

Business partner number: 1001361436

Address details: 36 Ensor Street Calda Retreat 7945 WC ZA

Email address:

Mobile number: Cell Number

Step 3

STEP 7: Select Permit Application Type and click on OK

Submit a building plan / permit application

1 Applicant and payer 2 Property details 3 Application types and questions 4 Documents 5 Review and submit application

3. Application types and questions

Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type: Permits

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Is original building older than 60 years?:

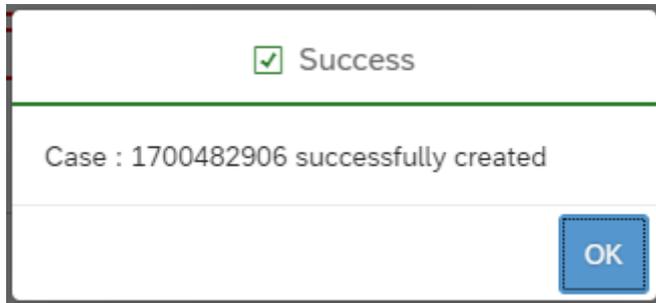
Confirm

Create a case for Permits

OK Cancel

Cancel

STEP 8: A Case ID is created



STEP 9: Select Provisional Authorisation

The screenshot shows a mobile application interface for submitting a building plan. The title bar reads "Submit a building plan / permit application". A progress bar at the top indicates five steps: 1. Applicant and payer, 2. Property details, 3. Application types and questions (current step), 4. Documents, and 5. Review and submit application. Below the progress bar, the heading "3. Application types and questions" is followed by an information icon and a text box: "Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements." The form fields include: "Application type" (set to "Permits"), "Permit type" (empty), "Application sector" (set to "Enter the permit type"), and "Application category - Permits" (set to "Permits"). A dropdown menu is open for "Permits", listing options: "Demolition", "Hoarding", "Major Hazards Installation Permit", "Provisional Authorization" (highlighted), and "Temporary Buildings". Below this, there is a field "Is original building over than 60 years?" with a dropdown arrow. At the bottom, there is a "Save Draft" button and a "Cancel" button.

STEP 10: On Permit Type, select Provisional Authorisation. This will bring up the applicable building plan.

STEP 11: Click on the Case ID

Cases			
Provisional authorization			
Case ID	Case title	Primary	Secondary
1700101467	ERF 00121493 CAPE TOWN	Dwelling Houses	BDM Building Plan

OK Cancel

STEP 12: Click on the relevant Case ID and click OK

Request Extension of Validity – Cases of Property						
History of Cases						
Cases Search by Case ID <input type="text"/>						
Case ID	Case Title	Approved Date	Lapse Date	Status Description	Case Description	
1700145627	ERF 00000518 CLIFTON	02-06-2022	02-06-2023	Application Approved	BDM Building Plan	

STEP 13: Select the Application sector and Application category

3. Application types and questions

Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type:

Permit type:

Application sector:

Application category - Permits:

STEP 14: Complete the Additional information selection box and click on Save

Permits

Additional information

Is original building older than 60 years?:

STEP 14: A quotation (relevant to Application Category) will generate

STEP 15: Close quotation and Click on the “Step 4” button

Page 1 / 2 Department: Development Management

QUOTATION

<p>Owners Name Physical Address Retreat 7945</p>	<p>Payment Reference <input type="text"/></p> <p>Proforma Date <input type="text" value="05.07.2023"/></p> <p>Case ID <input type="text" value="1700482906"/></p> <p>Business Partner Number <input type="text" value="1001361436"/></p> <p>Customer VAT Reg Number <input type="text"/></p> <p>Erf Number <input type="text" value="00121493"/></p> <p>Allotment <input type="text" value="CAPE TOWN"/></p> <p>Service Type <input type="text" value="Building Application"/></p>
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ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
1	1	* RES Prov Auth to Commence Work @ R 530.43 per each	530.43

Building Development Management (BDM) – Provisional Authorisation

3. Application types and questions

i Building plan applications are for all building related work, with various subcategories, based around your specific needs and requirements.

Application type

Application type:

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Is original building older than 60 years?:

STEP 16: Upload relevant documentation

Submit a building plan / permit application

1 Applicant and payer — 2 Property details — 3 Application types and questions — **4 Documents** — 5 Review and submit application

4. Documents

Upload files

Uploaded documents

(*) = Mandatory

Upload +

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

- Application Form
- Demolition Application form
- Power of Attorney *
- Building Plan
- SANS 10400 Form 1
- Motivational Letter

No entries. Click Upload

Drop files to upload, or use the

STEP 17: Click on the “Step 5” button

4. Documents

Upload files

Uploaded documents (*) = Mandatory Upload

	Motivational Letter-20230705091500.pdf / MotivationalLetter Uploaded on : 05-07-2023 Time : 13:15:00
	Power of Attorney-20230705091422.pdf / PowerofAttorney Uploaded on : 05-07-2023 Time : 13:14:23

STEP 18: Review application. Remember to tick the declaration and submit.

5. Declaration

I/We the owner/s or as duly appointed representative of the owners, as person and with full knowledge of the owners, wish to confirm the following:

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 this submission complies with the City of Cape Town Municipal Planning By Law and all applicable legislation 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 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, have been obtained. If the works is contrary to any restrictive conditions or servitudes applicable thereto, and in the event of such contraventions I/we/the owner will bear the sole responsibility for rectifying previously mentioned contraventions.
4. 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 has been made and concluded I/we confirm that the owner have not been served with a demolition directive in terms of section 128 (1) (b) (ii) of the MPBL on the property.
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 for viewing on request.
6. That, the owner/applicant/developer, are 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), and
7. Undertake to complete the building work in accordance with the approved building plans, including all endorsements and attachments and the National Building Regulations. We are fully aware of the fact that a Certificate of Occupancy must be obtained from the Municipality prior to the premises being occupied.
8. That where an agent is appointed to submit this application on the owners behalf, it is accepted that correspondence and formal notifications will only be sent to such consultant/agent and that the owner will regularly consult with the agent/consultant in this regard to keep updated on the progress of the application and will ensure that any additional information required by the City is promptly provided.
9. The email address and cell number provided with this application 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 e-Services. If my 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.

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 and submit

[Edit](#)

STEP 19: A Pro forma invoice will be generated for payment. The application will proceed on receipt of payment.

Page 1 / 2		Department: Development Management	
PRO FORMA INVOICE			
Owner's Name		Payment Reference	620557211
Physical Address		Proforma Date	05.07.2023
Retreat		Case ID	1700482906
7945		Business Partner Number	1001361436
		Customer VAT Reg Number	
		Erf Number	00121493
		Allotment	CAPE TOWN
		Service Type	Building Application
ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
	(\$)		
1	1	* RES Prov Auth to Commence Work @ R 530.43 per each	530.43

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](#)