



BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

DAMS Overview:

The Development Application Management System or DAMS allows for the electronic submission, processing and tracking of building plans and land use applications. DAMS is fully integrated with the City's SAP enterprise environment and links the City's central property repository – which also fully integrates with our Geographic Information System (GIS) – with the City's digital financial system and the main electronic document/records management system.

*The Development Management Department only accept 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:

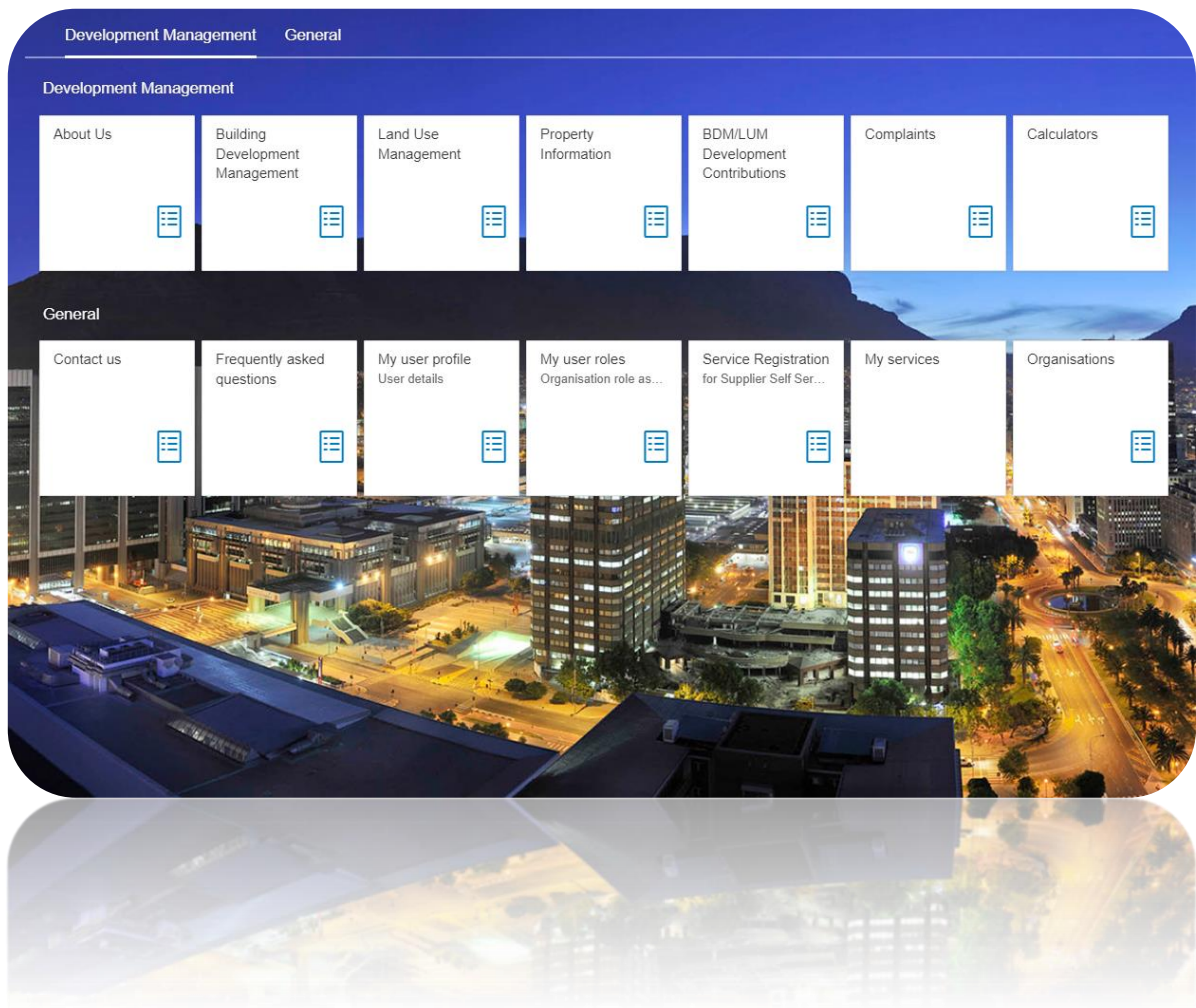
Applicants must be registered on the e-services portal.

Applicants acting on behalf of a property owner must have a ["Power of Attorney"](#) to submit a request.

DAMS Access:

Access the **e-Services** portal:

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



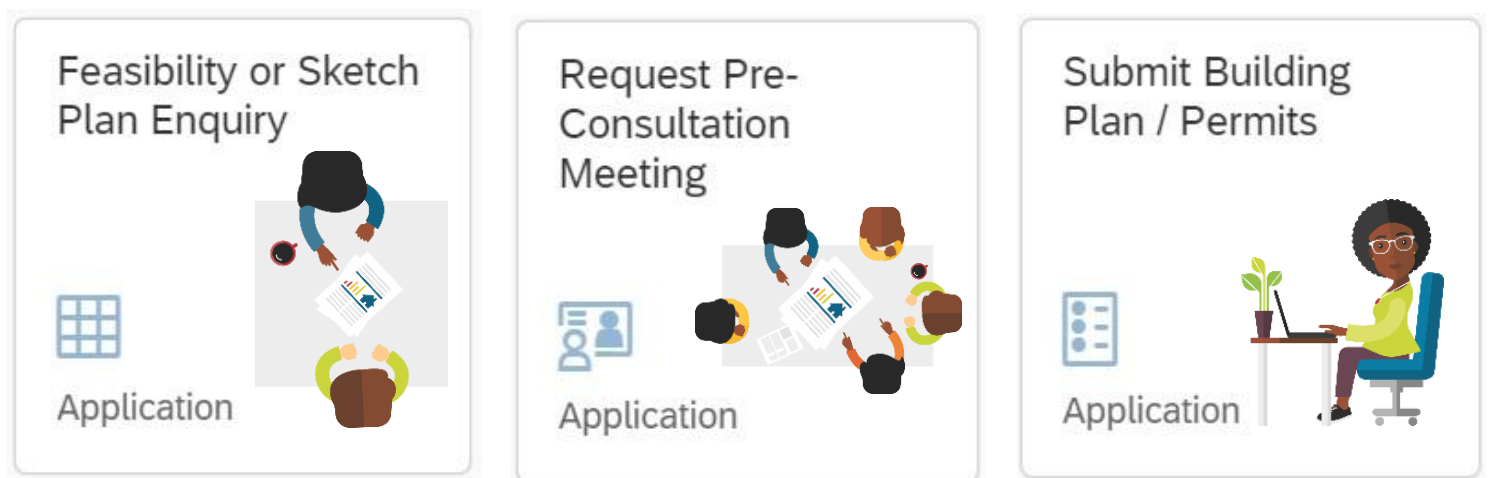
BDM Portal Applications at a Glance:

The Building Development Management Portal have been enhanced to differentialte between, various application types, based on standard process flow applications and stand alone process flow applications.

A total of 9 application types are available and a separate selection to track all Land use application types.

The 9 application types are listed below:

Submit an application



Requests (Paid Services)

Request Copies of
Plans



Request Permission
to Use



Request Occupancy
Certificate



Resubmission after
Refusal



Request Extension
of Validity



Other

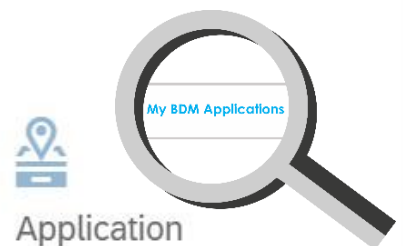
Request Building
Inspection



Withdraw
Application



My BDM
Applications



Useful Links and
FAQ's



Application

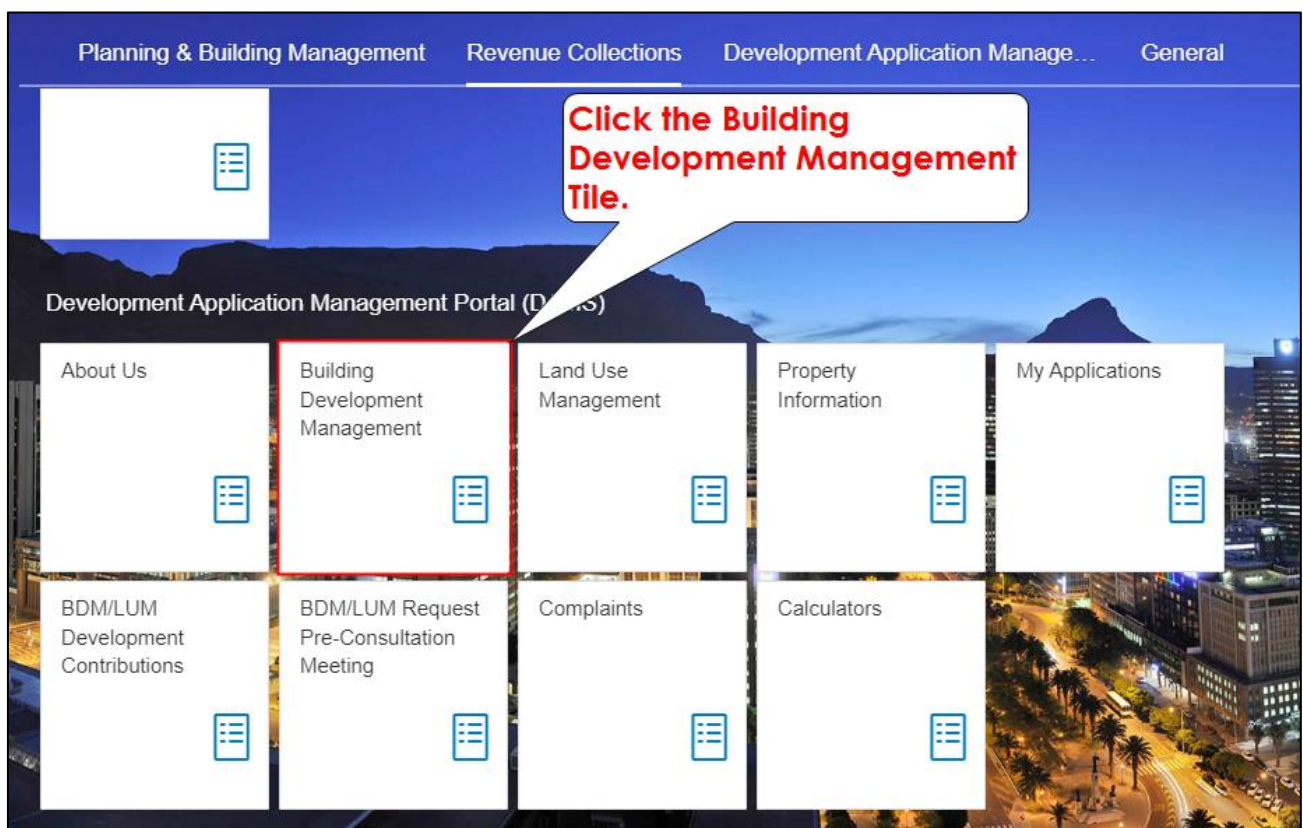
BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Overview:

This user manual will simulate the process "Demolition Permit" via the Development Application Management Portal (DAMS).

STEP 1: Building Development Management Applications – Home Page


Select the "Building Development Management Tile" to navigate to the BDM portal applications





STEP 2: Submit a Building Plan/Permit application

City of Cape Town - Building Development Management Applications

☒ Submit Application


Feasibility or Sketch Plan Enquiry

Application


Request Pre-Consultation Meeting

Application


Submit Building Plan / Permits

Application


Select the "Submit Building Plan/Permit" Tile.

Requests (Paid Services)

Request Copies of Plans

Application

Request Permission to Use

Application

Request Occupancy Certificate

Application


Resubmission after Refusal

Application

STEP 3: Selecting the applicant and payer


Submit a building plan / permit application

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

1. Applicant and payer

 Please provide your communication preferences for this application

Your organisational details that are used for application

*Application as: 


Full name: Select from the list below


Business partner number: the person owning the property

Address details: the person appointed by the owner of the property

*Email Address: knta@ird.co.za

*Mobile Number: 0828236872

*Who will be responsible for payment: 

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

Cancel

Click the drop-down arrow to select the applicant

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

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 pro...

Full name: JOHN KILLA

Business partner number: 1000000309

Address details: Select from the list below

*Email Address: Applicant

*Mobile Number: Owner

*Who will be responsible for payment: [v]

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

Cancel

Click the drop-down arrow to select the payer

Submit a building plan / permit application

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

Your organisational details that are used for application

*Application as: the person appointed by the owner of the pro... v

Full name: JOHN KILLA

Business partner number: 1000000309

Address details: 36 UNION ROAD MILNERTON 7441 WC ZA

*Email Address: Killa@frd.co.za

*Mobile Number: 0828236872

*Who will be responsible for payment: Applicant v

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 a building plan / permit application

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

2. Property details

Property search criteria

*Search by:

- Select from the list below
- My Property(s)
- My Favourites
- ERF Number
- Private Address
- Sectional Title
- SG26 Code
- Parcel Number

Cancel

Select the relevant search option

Submit a building plan / permit application

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

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment:

*ERF number:

Enter the ERF Number Search

Cancel

Select the Erf number field and type in the Erf number

Submit a building plan / permit application

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

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment:

*ERF number: 3822

Click the drop-down arrow to select the relevant allotment OR type the allotment area

Submit a building plan / permit application

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

2. Property details

Property search criteria

*Search by: ERF Number

Search by erf number and allotment

Allotment:

*ERF number: 3822

Click to proceed

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

Allotment: MILNERTON

*ERF number: 3822

Search

Select the property line item

Select the property

Search by street or suburb

ERF number	Allotment	House number	Street
00003822	MILNERTON	80	CRASSULA

Suburb:
TABLE VIEW

Cancel

Submit a building plan / permit application

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

Select the property

Search by street or suburb

ERF number	Allotment	House number
00003822	MILNERTON	80

Suburb:
TABLE VIEW

*Select owner:

Select owner from dropdown

RUDOLF ROLLIN

Click the drop-down arrow to select the property owner

Cancel

STEP 5: Selecting the application type and questions

Submit a building plan / permit application

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

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:

Plan type:

Application sector:

Application category:

Application category - Permits:

Click the drop-down arrow to select the application type

Cancel

Submit a building plan / permit application

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

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:

Click to confirm

Confirm

Create a case for Permits

OK Cancel

Permits

Additional information

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

3. Application types and questions

1 Building plan applications are for all building related work, with various subcategories, based around requirements.

Application type

Application type: Permits

Permit type:

Application sector:

Application category - Permits:

Permits

Additional information

Success

Case : 1700529125 successfully created

OK

Click OK to confirm

Cancel

Submit a building plan / permit application

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

3. Application types and questions

1 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

Click the drop-down arrow to select the Permit category

Enter the permit type

- Demolition
- Hoarding
- Major Hazards Installation Permit
- Provisional Authorization
- Temporary Buildings

Cancel

Submit a building plan / permit application

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

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

Click the drop-down arrow to select the Application Sector type

- Application sector
- Private
- Local Authority
- Provincial Government
- National Government
- Special Tariff Exemptions

1 Cancel

Submit a building plan / permit application

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

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

Click the drop-down arrow to select the Application Category type

- Application category permits
- Residential
- Non-Residential

1 Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

Application type: Permits
Permit type: Demolition
Application sector: Private
Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?:

Enter value

No

Yes

Click the control drop-down arrow and select your answer

1

Cancel

Submit a building plan / permit application

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

Application type: Permits
Permit type: Demolition
Application sector: Private
Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?:

No

Save

Click Save to proceed

1

Cancel

STEP 6: Quotation

Submit a building plan / permit application

Quotation

Note: This communication is an important process step that must be followed to submit the application

1. Electronic Payments (eTP): Select the City of Cape Town as a bank listed beneficiary reference number in the beneficiary account number / payment reference number. Use your 7 digit reference number.

2. Direct deposit at NEDBANK, please present your Payment Reference Number to the bank teller.

Information

NB: Please complete Step 4 (Documents) and Step 5 (Review and submit application) to ensure the application is submitted

OK

Click OK to proceed

Close Cancel

Submit a building plan / permit application

Quotation

Page 1 of 1 Department: Development Management

QUOTATION

JOHN KILLA
CARE OF: MR DAVID GERMAIN (TENANT)
36 UNION ROAD
MILNERTON
7441

Payment Reference

Proforma Date 15.05.2024

Case ID 1700529125

Business Partner Number 1000000309

Customer VAT Reg Number

Erf Number 00003822

Allotment MILNERTON

Service Type Building Application

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
1	1	* Demolition Permit @ R 860.87 per each	860.87
TOTAL EXCLUDING VAT			860.87
TOTAL VAT			129.13
TOTAL PAYABLE			990.00

Click Close to proceed

Close

Close Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

Application category - Permits: Non-Residential

Permits

Additional information

Is original building older than 60 years?: No

Save

Step 4 Click to proceed Step 4

1 Cancel

STEP 7: Documentation selection and upload process

Submit a building plan / permit application

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

Upload files

Uploaded documents (*) = Mandatory Upload mandatory documents Upload +

No entries. Click Upload to add

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

Click the drop-down arrow to select the documents to be uploaded

1 Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

Upload files

Uploaded documents (*) = Mandatory

Upload mandatory documents

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

Application Form

Demolition Application form

Power of Attorney *

Title Deed

Building Plan

SANS 10400 Form 1

SANS 10400 Form 2 (1 per Appointed CP)

Motivational Letter

Drop files to upload

Upload +

Cancel

Upload all mandatory documents and any supporting documents separately

Submit a building plan / permit application

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

Upload files

Uploaded documents (*) = Mandatory

Power of Attorney

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

Click the + button

Upload +

No entries. Click Upload to add

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

Cancel

Submit a building plan / permit application

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

4. Documents

Upload files

Uploaded documents (*) = Mandatory Power of Attorney Upload +

Power of Attorney-20240515130514.pdf / SANS10400Form1

Uploaded on : 15-05-2024 Time : 17:05:14

Step 5

1 Cancel

Ensure that all mandatory documents are uploaded

Submit a building plan / permit application

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

4. Documents

Upload files

Uploaded documents (*) = Mandatory Power of Attorney Upload +

Power of Attorney-20240515130514.pdf / SANS10400Form1

Uploaded on : 15-05-2024 Time : 17:05:14

Step 5

1 Cancel

Ensure that all mandatory documents are uploaded

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Submit a building plan / permit application

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

Uploaded documents (*) = Mandatory Building Plan Upload +

Building Plan-20240515130529.pdf / BPlanPool
Uploaded on : 15-05-2024 Time : 17:05:29

Power of Attorney-20240515130514.pdf / SANS10400Form1
Uploaded on : 15-05-2024 Time : 17:05:14

Click **Step 5** to proceed

Step 5

1 Cancel

STEP 8: Application review and confirmation

Submit a building plan / permit application

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

5. Review and submit application

Review

Click **Review** to proceed

1 Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Review submit a building plan / permit application

Please ensure that the details below are correct.

Case ID : 1700529125 Address : 80 CRASSULA TABLE VIEW
Allotment: MILNERTON Case status: ☐ Applicant Generate Invoice
ERF number: 00003822

1. Applicant and payer

Full name: JOHN KILLA
Business partner number: 1000000309
Address details: 36 UNION ROAD MILNERTON 7441 WC ZA
eMail: Killa@frd.co.za
Mobile number: 0828236872
Payer: Applicant

Information

NB: Please review, confirm and submit the application

Click to confirm OK

OK

Edit

Cancel

Review submit a building plan / permit application

4. I/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 the agent/consultant in this regard and the owner will regularly consult with the agent/consultant and will ensure that any additional information required by the City is provided.

9. The email address and cell number used by the City to communicate when there is a change in details or cell number change 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

Click the Tick-box to confirm that all details are correct

Edit

Cancel

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Review submit a building plan / permit application

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](#)

Click to proceed [Submit](#)

[Submit](#) [Cancel](#)

STEP 9: Invoice and payment

Review submit a building plan / permit application

Pro Forma

Page 1 / 1

Department: Development Management

PRO FORMA INVOICE

JOHN KILLA
CARE OF: MR DAVID GERMAIN (TENANT)
36 UNION ROAD
MILNERTON
7441

Payment Reference 623108741
Proforma Date 15.05.2024
Case ID 1700529125
100000309
00003822
MILNERTON
Pending Application

Success
Case : 1700529125 Successfully Submitted - Awaiting Payment!

Click to proceed [OK](#)

ITEM	UNIT	DESCRIPTION	UNIT (Excl. VAT)
1	1	* Demolition Permit @ R 860.87 per each	860.87
TOTAL EXCLUDING VAT			860.87
TOTAL VAT			129.13
TOTAL PAYABLE			990.00

[OK](#)

[Close](#) [Close](#)

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

Review submit a building plan / permit application

Pro Forma

Page 1 / 1

Department: Development Management

PRO FORMA INVOICE

JOHN KILLA
CARE OF: MR DAVID GERMAIN (TENANT)
36 UNION ROAD
MILNERTON
7441

Payment Reference	623108741
Proforma Date	15.05.2024
Case ID	1700529125
Business Partner Number	1000000309
Customer VAT Reg Number	
Erf Number	00003822
Allotment	MILNERTON
Service Type	Building Application

ITEM	UNIT	DESCRIPTION	AMOUNT (Excl. VAT)
1	1	* Demolition Permit @ R 860.87 per each	860.87
TOTAL EXCLUDING VAT			860.87
TOTAL VAT			129.13
TOTAL PAYABLE			990.00

Click to proceed

Close

Close

Review submit a building plan / permit application

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

Click to return to the main menu

Close

Close

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

BUILDING DEVELOPMENT MANAGEMENT (BDM) – SUBMIT A DEMOLITION PERMIT APPLICATION

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

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](#)