



Land Use Management (LUM) – Subdivision and Consolidation Exemption

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.

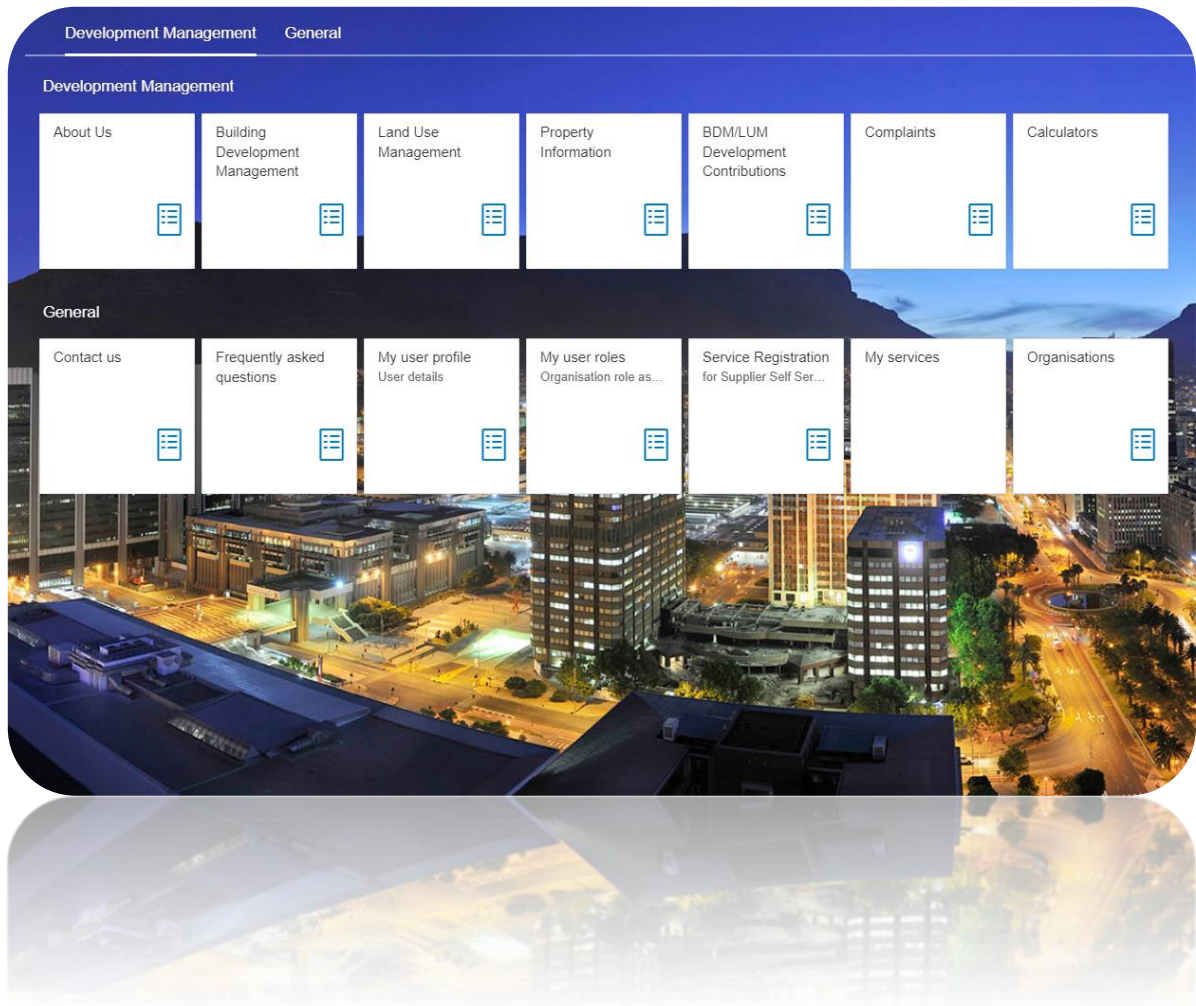
The following mandatory documents must be available for upload to process the request:

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

DAMS Access:

Access the **e-Services** portal

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



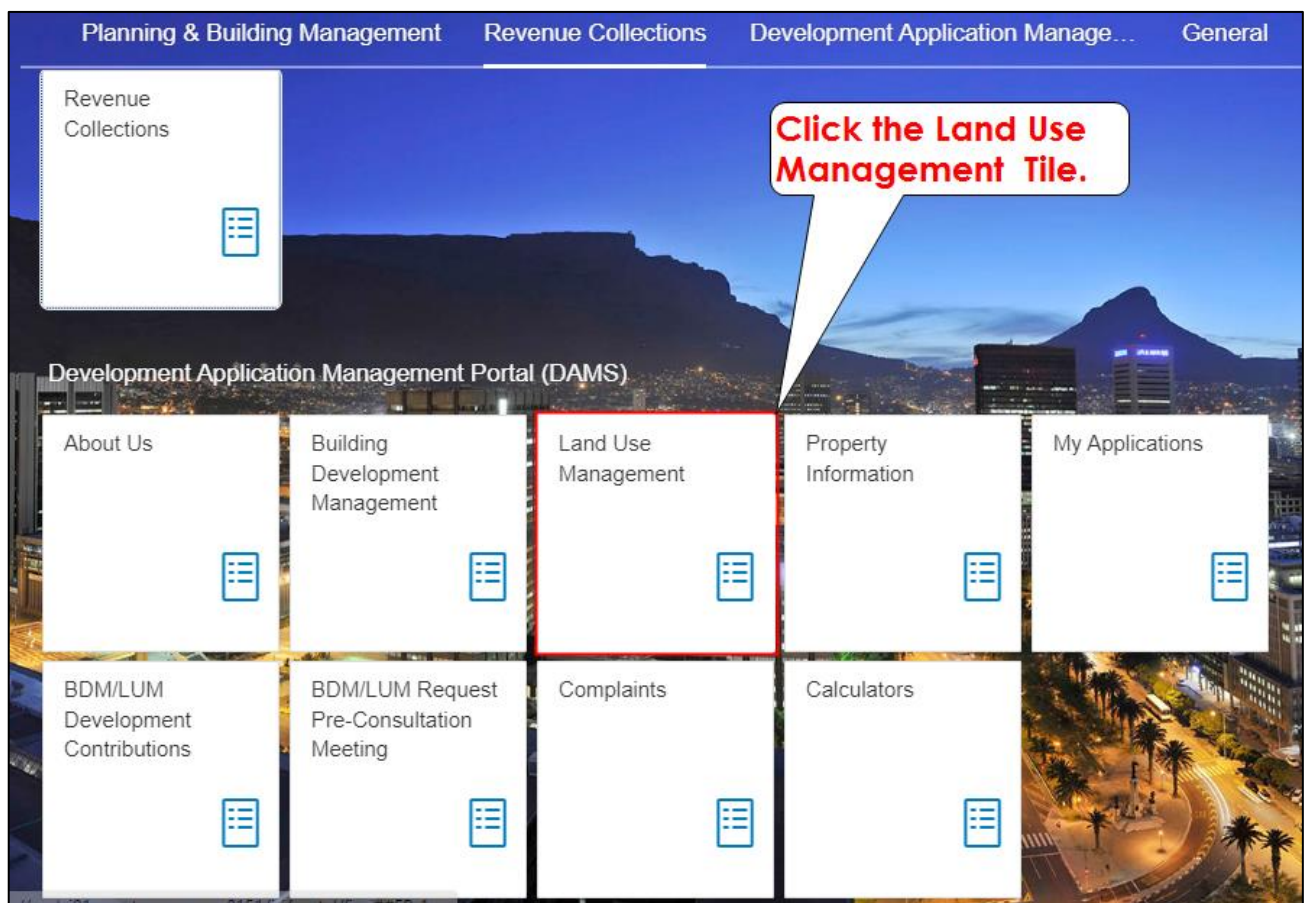
Land Use Management (LUM) – Subdivision and Consolidation Exemption

Overview:

Find out how to “Request a Subdivision and Consolidation exemption” via the Development Application Management Portal (DAMS).

STEP 1: Land Use Management Applications – Home Page

Select the “Land Use Management Tile”



STEP 2: Request Subdivision and Consolidation Exemption

City of Cape Town - Land Use Management Applications

☐ Submit Application

Submit Land Use Management Application

☐ Application

☐ Requests (Paid Services)

Request Zoning Extract

☐ Application

Request 137 Clearance Certificate

☐ Application

Request Subdivision and Consolidation Exemption

☐ Exemption

Click the "Request Subdivision and Consolidation Exemption" Title.

STEP 3: Providing your communication preferences for this application

Request Subdivision and Consolidation Exemption

1 Applicant and payer — 2 Property details — 3 Exemption types 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

*Application as:

Full Name:

Last Name:

Business partner no:

Address details:

eMail:

*Mobile No:

*Payer:

Select the drop-down arrow to select the relevant "Applicant type"

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Request Subdivision and Consolidation Exemption

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

1. Applicant and payer

1 Please provide your communication preferences for this application

Your organisational details that are used for application

*Application as: myself as a person in private

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000018561

Address details:

eMail: Email Address

*Mobile No: Cell Number

*Payer: ▼

Select from the list below

- Applicant
- Owner

0860 103 089 to update your business partner.

Cancel

Select the drop-down arrow to select the relevant "Payer type"

Request Subdivision and Consolidation Exemption

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

Your organisational details that are used for application

*Application as: myself as a person in private

Full Name: Full Name

Last Name: Last Name

Business partner no: 1000018561

Payer: Applicant

0860 103 089 to update your business partner.

Click Step 2 to proceed.

Step 2

STEP 4: Search criteria process

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

Request Subdivision and Consolidation Exemption

1 Applicant and payer — 2 Property details — 3 Exemption types 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.

Request Subdivision and Consolidation Exemption

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

2. Property details

Search criteria

*Search By:

Select from the list below

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

Select the relevant search option.

STEP 5: Property search process

Enter the allotment and Erf number of the relevant property.

Request Subdivision and Consolidation Exemption

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

2. Property details

Search criteria

*Search By: ERF Number ▼

Search by ERF Number and Allotment

Allotment: ▼

*ERF Number:

Search

Select the drop-down arrow to display the allotment areas.

Request Subdivision and Consolidation Exemption

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

2. Property details

Search criteria

*Search By:

Search by ERF Number and Allotment

Allotment: CALEDON ▼

*ERF Number:

Search

Select the relevant allotment OR type the allotment name.

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Request Subdivision and Consolidation Exemption

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

2. Property details

🔍 Search criteria

*Search By: ERF Number ▼

🔍 Search by ERF Number and Allotment

Allotment: CAPE TOWN ▼

*ERF Number:

🔍 Search

Select the erf number field and type in the erf number.

Request Subdivision and Consolidation Exemption

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

2. Property details

🔍 Search criteria

*Search By: ERF Number ▼

🔍 Search by ERF Number and Allotment

Allotment: CAPE TOWN ▼

*ERF Number: 40277

🔍 Search

Click 🔍 Search

Land Use Management (LUM) – Subdivision and Consolidation Exemption

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

Search criteria

*Search By: ERF Number

Click **OK** to confirm.

Select the Property

ERF Number	House No
00040277	127

Case : 150000000204 successfully created

OK

*Select owner: CITY OF CAPE TOWN

Request Subdivision and Consolidation Exemption

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

*ERF Number: 40277

Search

Select the Property

ERF Number	House No	Street	Suburb
00040277	127	DOWNBERG	HANOVER PARK

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

*Select owner:

Select owner from dropdown

CITY OF CAPE TOWN

STEP 6: Selection of exemption type

Select the relevant exemption type from the list.

Request Subdivision and Consolidation Exemption

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

3. Exemption types and questions

Exemption types

Select Exemption type:

- The implementation of a court order
- An expropriation
- Amendment to common boundry units with <10% change
- Constructing or alteration of public road or stree
- Survey of street or spaces for consolidation
- Need to transfer land to State/City
- The registration of a servitude or lease
- Existing State/City to make indiv. land units posb
- A consolidation land reqd. in terms cond of approv
- A consolid. where an buildg. straddle contg. units

Select the drop-down arrow to select the relevant exemption type.

1 Save Draft Cancel

STEP 7: Exemption criteria

Answer the questions by selection “Yes” or “No” to confirm the whether the application complies with the exemption criteria.

Request Subdivision and Consolidation Exemption

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

3. Exemption types and questions

Exemption types

Select Exemption type: The registration of a servitude or lease

Select the drop-down arrow next to each question to provide confirmation of exemption.

Please confirm the following:	Answer
A rezoning or any other land use approval is not required	
No engineering service must be removed or provided	
A sub-division is not required to create a individual land units for new housing	
There are no applicable rescritvie conditions	

STEP 8: Additional details

Request Subdivision and Consolidation Exemption

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

Please confirm the following:	Answer
A rezoning or any other land use approval is not required	Yes
No engineering service must be removed or provided	Yes
A sub-division is not required to create a individual land units for new housing	Yes
There are no applicable rescriptvie conditions	Yes

Additional details

*Title deed no?:

*Title deed date?:

*Title deed restriction(s):

Enter the Title deed number.

Request Subdivision and Consolidation Exemption

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


Please confirm the following:	Answer
A rezoning or any other land use approval is not required	Yes
No engineering service must be removed or provided	Yes
A sub-division is not required to create a individual land units for new housing	Yes
There are no applicable rescriptvie conditions	Yes

Additional details

*Title deed no?:

*Title deed date?:

*Title deed restriction(s):

Enter the Title Deed date or click the  to select the date.

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

Please confirm the following:

	Answer
A rezoning or any other land use approval is not required	<input type="text" value="Yes"/>
No engineering service must be removed or provided	<input type="text" value="Yes"/>
A sub-division is not required to create a individual land units for new housing	
There are no applicable rescriptvie conditions	

Additional details

*Title deed no?:

*Title deed date?:

*Title deed restriction(s)?:

Select One

No

Yes

Select the drop-down arrow to confirm if there are any restrictive Title Deed Conditions.

Request Subdivision and Consolidation Exemption

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

Please confirm the following:

	Answer
A rezoning or any other land use approval is not required	<input type="text" value="Yes"/>
No engineering service must be removed or provided	<input type="text" value="Yes"/>
A sub-division is not required to create a individual land units for new housing	<input type="text" value="Yes"/>
There are no applicable rescriptvie conditions	<input type="text" value="Yes"/>

Additional details

*Title deed no?:

*Title deed date?:

*Title deed restriction(s)?:

No

Step 4

Select Step 4 to proceed.

STEP 9: Document upload process

Request Subdivision and Consolidation Exemption

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

Upload Files

Uploaded Documents M = Mandatory, O = Optional Upload +

No entries. Click upload to add documents.

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

Click the drop-down arrow to select mandatory documents.

Request Subdivision and Consolidation Exemption

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

Upload Files

Uploaded Documents M = Mandatory, O = Optional Upload +

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

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

Upload all mandatory documents and any optional supporting documents separately.

1

Save Draft Cancel

Click the upload option, as indicated, to upload documents from your repository.

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Request Subdivision and Consolidation Exemption

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

Upload Files

Uploaded Documents M = Mandatory, O = Optional **Motivational Letter** Upload **+**

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

No entries. Click upload to add

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

Click the upload button +.





Request Subdivision and Consolidation Exemption

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

Upload Files

Uploaded Documents M = Mandatory, O = Optional **Power of Attorney** Upload **+**

Ensure that all mandatory documents are uploaded.

	Motivational Letter-20221122082317.pdf Uploaded on : 22-11-2022
	Plan-20221122082418.pdf Uploaded on : 22-11-2022
	Title Deed-20221122082448.pdf Uploaded on : 22-11-2022
	Power of Attorney-20221122082513.pdf Uploaded on : 22-11-2022

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Request Subdivision and Consolidation Exemption

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

[Motivational Letter-20221122082317.pdf](#)
Uploaded on : 22-11-2022

[Plan-20221122082418.pdf](#)
Uploaded on : 22-11-2022

[Title Deed-20221122082448.pdf](#)
Uploaded on : 22-11-2022

[Power of Attorney-20221122082513.pdf](#)
Uploaded on : 22-11-2022

Click Step 5 to proceed.

Step 5

STEP 9: Review application details

Ensure that all the details captured are correct or select “edit” to change any incorrect details.

Request Subdivision and Consolidation Exemption

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

5. Review application

Review

Select to the application details. Review

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Review Subdivision and Consolidation Exemption Application

I/We hereby 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 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 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 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.

* 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.

☐ Tick to Confirm

Edit

Select Edit to change any incorrect details.

CloseCancel

The tick box is to confirm that all details are correct.

Review Subdivision and Consolidation Exemption Application

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☒ Tick to Confirm

Select the Tick-box to confirm that the details are correct.

You will no longer be able to change your application once submitted.

SubmitCloseCancel

Land Use Management (LUM) – Subdivision and Consolidation Exemption

Review Subdivision and Consolidation Exemption Application

I/We hereby wish to confirm the following:

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☒ Tick to Confirm

Click submit to proceed.

Edit

You will no longer be able to change your application once submitted.

SubmitCloseCancel

Ensure the correct fee has been calculated for payment. **Attend to payment in order for the submission to be processed.**

Pro Forma Invoice

1 of 1


Items marked with include 15% VAT with effect 1st April 2018


PRO FORMA INVOICE VALID UNTIL 30.06.2023


IMPORTANT NOTES:


1. Electronic Payments(EFT) : Select the City of Cape Town as a bank listed beneficiary on your bank's website. Use your 9 - digit reference number 619094574 in the beneficiary account number / payment reference field.
2. Direct deposit at NEDBANK, please present your Payment Reference Number 619094574 to the bank teller.
3. 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 transactions below.


Payment: At the following:


 NEDBANK


 SHOPRITE


 Checkers


 WOOLWORTHS

 W


 SPAR

 PicknPay

 EasyPay

 PEPSI

MANDLENKOSI NENE



>>>>915556190945745

Payment Reference

619094574

Amount Due

720,00

Click the close button.

Close

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Review Subdivision and Consolidation Exemption Application

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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.
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* 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.

☒ Tick to Confirm

Success
Case 150000000204 successfully Updated!

Select OK to confirm.

Review Subdivision and Consolidation Exemption Application

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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.
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☒ Tick to Confirm

Select Close to return to the main menu.

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](#)