

# **Temporary Package Plants for Wastewater Treatment in constrained Catchments**

## **Standard Operating Procedure**

### **Document Control:**

Responsible Director	Technical Services
Version Number	02
Date	21/07/2022

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## 1. DEFINITIONS AND ABBREVIATIONS

### Definitions

Term	Definition
<b>Package Plant (PP)</b>	Any onsite, waterborne, domestic wastewater treatment system consisting of one or many modules. This plant can use at from residential and housing developments, schools, prisons, retail centres and resting fuel service stations, incorporating a small component of non- domestic activity.
<b>Procedure</b>	Specified way to carry out an activity or a process.
<b>WSI</b>	Water Service Intermediaries, is any person who is obliged to provide water services to another in terms of a contract where the obligation to provide water services is incidental to the main object of that contract.
<b>WULA</b>	Water Use License Authorisation, is a process is required to be undertaken when there is a high risk of impact to a water resource and the proposed activities will not comply with the conditions of the general authorisation.
<b>Applicant</b>	Individual, Organisation, Company, Consultant, Developer, etc. (External), or branch representative within City of Cape Town (Spatial Planning, Town Planning, Human Settlement, Environmental Management, etc.) (Internal).
<b>Case</b>	An Application received via the DAMS System
<b>DAMS</b>	The Development Application Management System, an electronic application circulation and control system as developed for Planning & Building Development Management. This is an internal application.
<b>Departmental Representative</b>	Individual responsible for evaluating the application.
<b>Development Application</b>	An application received from an applicant pertaining to a proposal of a future development of various land use intentions, which requires a hydraulic capacity analysis.
<b>Residential units Development Size</b>	Small defined as up to 10 units at 400l/day each or 4.0kl/day. Medium to Large is any development of larger size.
<b>Non-Residential Development Size</b>	Small defined as up to 2000 m <sup>2</sup> floor area at 4.0kl/day. Medium to Large is any development of larger size.
<b>New Connection</b>	The installation of a new water or sewer connection on a property.
<b>C3 Notifications</b>	City of Cape Town's service request application that ensures, customers to report issues or send requests to the correct line department.

## Abbreviations

Abbreviation	Explanation
'TPP'	Temporary Package Plant
'CCT'	City of Cape Town
'W&S'	Water and Sanitation Directorate
'WDM,R&P'	Water Demand Management, Regulation & Planning
'WPC'	Water Pollution Control
'DWS'	Department of Water and Sanitation
'DEA&DP'	Department of Environmental Affairs and Development Planning
'DAMS'	Development Application Management System
'WWTW'	Wastewater Treatment Works
'WUL'	Water Use License
'WSI'	Water Service Intermediaries
'DC'	Development Charges
'CRM'	Customer Relations Management
'WBS'	Work Breakdown Structure

## 2. PURPOSE

For an Applicant (Developer) to follow the process when applying for the installation of a Temporary Package Wastewater Treatment Plant.

## 3. SCOPE

This procedure applies to all developments that lie within the City of Cape Town wastewater treatment catchment areas with capacity constraints but, excluding small development sizes which can connect normally.

The need for a TPP also depends on the Land use rights as follows:

LANDUSE RIGHTS	SIZE OF DEVELOPMENT	
	SMALL	MEDIUM/LARGE
Existing zoning right not lapsed	Allow to connect normally	Allow to connect normally
Building plan		TPP considered
Application to extend validity period		
New Land Use application		

#### 4. REGULATORY CONTEXT

This procedure is written in compliance with the by-laws, regulations or authorisations of National legislation, SANS codes etc.

The SOP is in compliance with the following procedure and form documents:

- 4.1 Installation of Temporary Package Plants
- 4.2 Development application work instruction
- 4.3 Water Services Intermediary Agreement
- 4.4 [Development Application Management System](#)
- 4.5 [DWS WULA Applications](#)

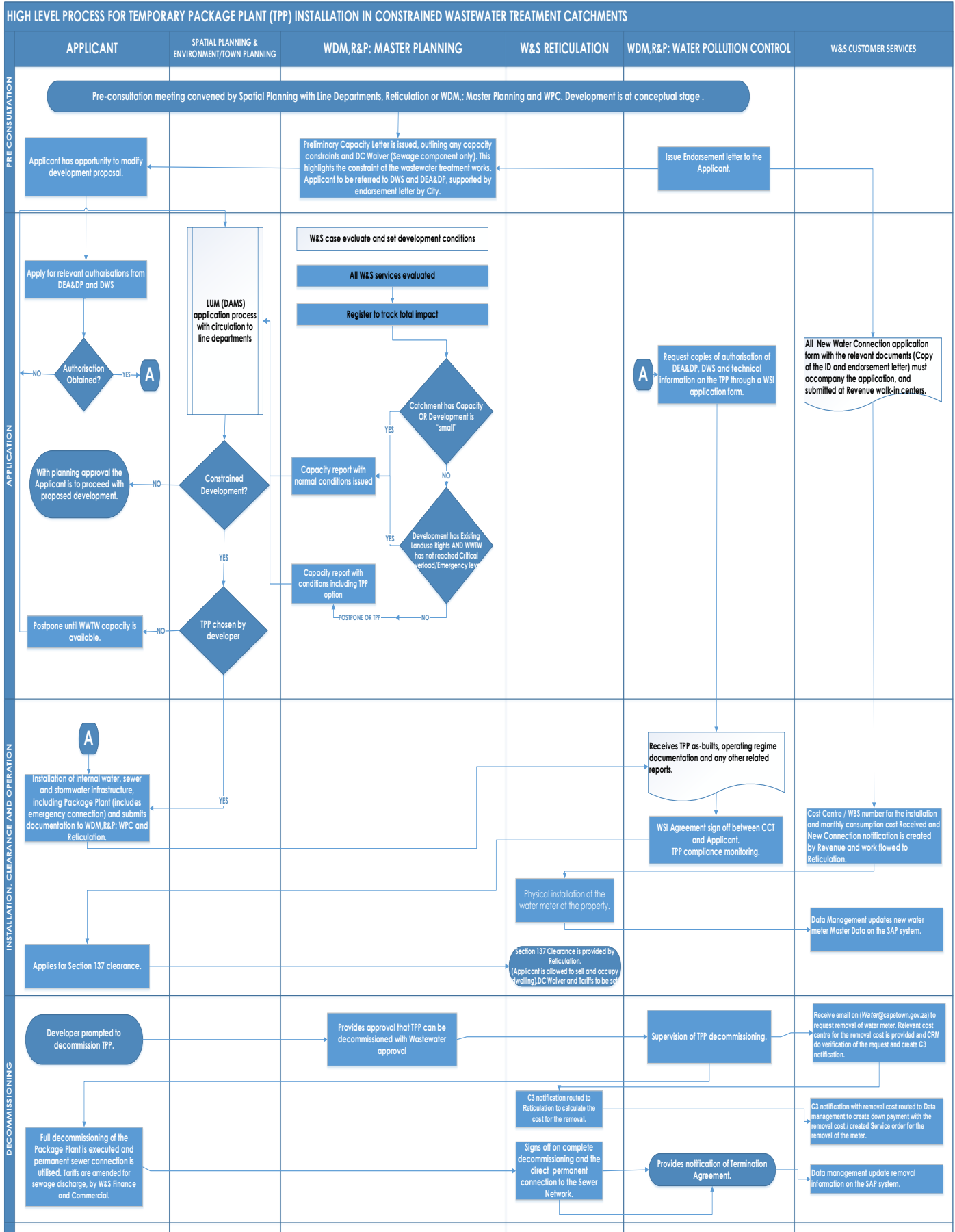
#### 5. STEP BY STEP PROCESS

Process Step Description	Responsible
<b>Pre Consultation</b>	
Pre-consultation meeting convened by Spatial Planning with Line Departments, Reticulation or WDM: Master Planning and WPC. Development is at conceptual stage.	All (Applicant Spatial Planning & Environment/Town Planning WDM, R&P: Master Planning and Water Pollution Control W&S Reticulation)
Preliminary Capacity Letter is issued, outlining any capacity constraints and DC Waiver. This highlights the constraint at the wastewater treatment works. Applicant to be referred to DWS and DEA&DP	WDM, R&P: Master Planning
Issue Endorsement letter to the Applicant.	WDM, R&P: Water Pollution Control
Applicant has opportunity to modify development proposal.	Applicant
<b>Application</b>	
Applicant applies for relevant authorisations from DEA&DP and DWS.	Applicant
LUM (DAMS) application process with circulation to line departments	Spatial Planning & Environment/Town Planning
Catchment has Capacity or Development is "small"? <ul style="list-style-type: none"><li>• Yes= Capacity report with normal conditions issued.</li><li>• No= Development has Existing Land Use Rights AND WWTW has not reached Critical overload/Emergency level.<ul style="list-style-type: none"><li>○ Yes= Capacity report with normal conditions issued</li><li>○ No and Postpone or TPP= Capacity report with conditions including TPP option</li></ul></li></ul>	WDM, R&P: Master Planning

<p>Constrained Development?</p> <ol style="list-style-type: none"> <li>1. <i>No</i>= Applicant to proceed with proposed development.</li> <li>2. <i>Yes</i>= TPP chosen by developer?</li> <li>3. <i>No</i>= Postpone until WWTW capacity is available.</li> <li>4. <i>Yes</i>= W&amp;S Endorsement letter received and DEA&amp;DP and WUL approval is obtained.</li> </ol>	<ol style="list-style-type: none"> <li>1. Applicant</li> <li>2. Spatial Planning &amp; Environment/Town Planning</li> <li>3. Applicant</li> <li>4. WDM, R&amp;P: Water Pollution Control</li> </ol>
W&S case evaluate and propose development conditions	WDM, R&P: Master Planning
Register to track total impact.	WDM, R&P: Master Planning
LUM (DAMS) approval	Spatial Planning & Environment/Town Planning
Applicant may obtain authorisation from DWS/DEA&DP	Applicant
Request copies of authorisation of DEA&DP, DWS and technical information on the TPP through a WSI application form.	WDM, R&P: Water Pollution Control
All New Water Connection application form with the relevant documents (Copy of the ID and endorsement letter) must accompany the application, and submitted at Revenue walk-in centres.	W&S Customer Services
<b>Installation, Clearance and Operation</b>	
Installation of internal water, sewer and storm water infrastructure, including Package Plant (includes emergency connection) and submits documentation to WDM, R&P: WPC and Reticulation.	Applicant
Receives TPP as-builts, operating regime documentation and any other related reports.	WDM, R&P: Water Pollution Control
WSI Agreement sign off between CCT and Applicant. TPP compliance monitoring.	WDM, R&P: Water Pollution Control
Cost Centre / WBS number for the installation and monthly consumption cost Received and New Connection notification is created by Revenue and work flowed to Reticulation.	W&S: Customer Services
Physical installation of the water meter at the property.	W&S: Reticulation
Data Management updates new water meter Master Data on the SAP system.	W&S: Customer Services
Applies for Section 137 clearance.	Applicant
Section 137 Clearance is provided by Reticulation. (Applicant is allowed to sell and occupy dwelling). DC Waiver and Tariffs to be set.	W&S: Reticulation
<b>Decommissioning</b>	

Developer is prompted to decommission TPP.	WDM, R&P: Water Pollution Control, Applicant
Provides approval that TPP can be decommissioned with Wastewater approval.	WDM, R&P: Master Planning
Supervision of TPP decommissioning.	WDM, R&P: Water Pollution Control
Receive email on (Water@capetown.gov.za) to request removal of water meter. Relevant cost centre for the removal cost is provided and CRM do verification of the request and create C3 notification.	W&S: Customer Services
C3 notification routed to Reticulation to calculate the cost for the removal	W&S: Reticulation
C3 notification with removal cost routed to Data management to create down payment with the removal cost / created Service order for the removal of the meter.	W&S: Customer Services
Full decommissioning of the Package Plant is executed and permanent sewer connection is utilised. Tariffs are amended for sewage discharge, by W&S Finance and Commercial.	Applicant
Signs off on complete decommissioning and the direct permanent connection to the Sewer Network.	W&S Reticulation
Data management update removal information on the SAP system.	W&S: Customer Services
Provides notification of Termination Agreement.	WDM, R&P: Water Pollution Control

## 5.1 HIGH LEVEL PROCESS





## 6. ROLES AND RESPONSIBILITIES



1. Directorates that is responsible for this process.
  - Water and Sanitation
  - Spatial Planning & Environment
2. External Authorities that play an active role in this process.
  - Department of Water and Sanitation (National)
  - Department of Environmental Affairs and Development Planning (Provincial)

## 7. CONCLUSION

Although the City will not object to the installation of Package plants while Wastewater treatment capacity is not available, the responsibility remains that of the developer to ensure that the plant is managed in a manner which is compliant with all applicable by-laws. The City in conjunction with DWS, will monitor to ensure compliance with said by-laws and relevant Acts and ensure that when required, the plant is decommissioned in an environmentally effective manner and leaves a minimal environmental footprint.

This option will be provided to any developer wishing to develop within one of the three constrained Wastewater Treatment catchments. The City has made this SOP available as a way to ensure development continues and strives to maintain service delivery to all consumers.

<b>Approval by:</b> <b>Branch Manager: WDM, R&amp;P</b>	<b>Jaco de Bruyn</b>	 <b>Digitally signed by Jaco de Bruyn Date: 2022.09.02 09:43:01 +02'00'</b>
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<b>Approval by:</b> <b>Director: Technical Services</b>	  <b>Digitally signed by Zolile Basholo Date: 2022.09.02 10:36:45 +02'00'</b>
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**Approval by:**

**Branch Manager: Waste Water**



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**Director: Bulk Services**

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**Approval by:**

**Executive Director: Water and Sanitation**