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**Planning and Building Development Management
DEVELOPMENT APPLICATION MANAGEMENT SYSTEM
Electronic Submissions Manual and Requirements**

March 2014

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Planning and Building Development Management Electronic Submissions Manual and Requirements

Background

From 1 April 2014 the City of Cape Town's Planning and Building Development Management department will start working on a new system that will have electronic workflow and document management at its core. This new system has completely new requirements concerning the handling and processing of Building Plans, Land Use Management Applications, and Complaints and Contraventions.

Previously all applications (building plans and land use applications) were only tracked in the IPOS system and the requirement was that these applications be submitted in hard copy. This also required that hard copy files be kept where the progress and documentation generated as part of the processes be kept for reference purposes.

With the development of the DAMS system, it was decided that all applications be captured and processed electronically in PDF format. This new system has resulted in not only dealing with the process or workflow side of applications, but also has a whole set of new requirements for the submission and processing of documentation. Where submission of applications used to be in paper format, the requirements of DAMS are now that applications are in electronic format to be processed. This has further implications in that paper submissions need to be converted to electronic format or that application be submitted in electronic format so that applications can be processed.

This document deals with the requirements concerning processing and handling of electronic applications.

Document Changes	Type of Change	Date
Jasper Compion	Created	24 March 2014
Lizanne Ryneveldt	Minor	25 March 2014

Guidelines

All documents and plans / drawings submitted **electronically** must comply with the following requirements.

A. Building Plans

1. Submission Process

The submission process is as follows:

- 1.1 Applicant Submits Application on a flash drive as per requirements listed.
- 1.2 Customer Interface Front Desk looks up on CRM to see whether there was a LUM (or other) Clearance issued prior to the submission. If not, then refer Applicant for LUM Clearance
- 1.3 LUM checks and verify that plan complies with Zoning requirements. This is captured on CRM.
- 1.4 Applicant submits cleared plan (See Section 2 hereunder for document requirements)
 - Plan is checked for completeness, Case is created, invoice issued, payment made and verification of payment and applicant issued with CRM and Case Number.
 - A copy of the receipt is attached / inserted into the envelope as well as the Case Number.
- 1.5 Customer Interface Front Desk gives the envelope with flash drive to Customer Interface Back Office
- 1.6 Customer Interface Back Office insert Flash Drive into PC, opens correct case (as per Case # provided) and uploads documentation and plans to correct document nodes in the Content Subcomponent of the relevant Case.
 - Scan and upload receipt to case.
- 1.7 Place flash drive back into envelope and write "Date Captured onto System" with date, file envelope with flash drive for possible amendments (see further Amendment Process) and Decision (Decision Process).

Please note: Due to the additional methods of **payment** available in DAMS (automatic system **verification** of payment), the Submission date of an application is regarded as the date we receive the documentation to be scanned in.

FTP and Off-site payments will be reflected automatically after the overnight billing run (the next day) without manual verification. Documents will only be accepted after payment has been verified.

2. Submission Requirements

2.1 Document Format

- 2.1.1 "Portable Document Format" (**PDF/A** or **PDF/E** as indicated in **Table 1** and clarified in **Annexure D**), also known as Adobe Acrobat (version 10 or higher) on a **Flash Drive** and in an **envelope** (size DL – 110mm X 220mm with flap on narrow side – see **Annexure A**). **Any files submitted that are not in PDF format will not be accepted.**
- 2.1.2 **All Plans** must be submitted in **PDF format**, preferably **PDF/E** format.
- 2.1.3 The envelope must be clearly marked with the following words:
 - Building Plan Application: Erf XXX, Suburb/Allotment Name
 - Applicant Name and contact details, and
 - A paper copy of the *Application Form* filled out.

- 2.1.4 All submission documents, construction plans, product approvals, project manuals and energy calculations shall be submitted electronically in .pdf format.
- 2.1.5 **No e-mail or fax submissions will be considered.**

Please Note: Online submission will only become available during the second half of 2014. Guidelines and protocols dealing with these submissions will be made known closer to the time. The use of flash drives will then be phased out as applications and dealing with submissions and subsequent correspondence and approvals will be done through the City's e-portal.

2.2 Document Protocols (See Table 1 and examples in this regard)

2.2.1 Page, File Orientation, Layout etc.

- (a) All plan sheets shall be properly oriented so that the top of the page is always at the top of the monitor and the pages must be set to landscape.
- (b) The cover sheet for the *Application Submission* documentation as well as for the *Building Plans* shall be indexed to correspond with the order of all pages submitted. This index should use the same names, page numbers and order of the plans as they would have been submitted in hard copy (paper).

2.2.2 Drawing Requirements

- (a) Each Building Plan page shall contain a minimum **10cm x 15cm space in the top left** corner of all the plans for the City of Cape Town Building Development Management Services **approval stamp**. This space must be in the same location on each page.
- (b) The **Building Plan** must contain all architectural, structural, mechanical, electrical, and drainage plans in one file so that the plans examiner may scroll through the file and have the ability to view all pages without opening another file.
- (c) **Plans for different design professions** or disciplines may be in separate files as long as each discipline's sheets are contained in a single file.
- (d) Each submitted .pdf file shall include **bookmarks** that will clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index.
- (e) Design professionals will be required to set the **scale of drawings** in the *Measuring Preferences* (2D and 3D where applicable) in Adobe so that electronic measurements can be made accurately with the *Adobe Measuring Tool*. All lines and fonts must be readable when printed or photocopied.
- (f) The **security options** selected by the design professional shall allow officials to mark up digital documents, create notes, and to insert/remove sheets to create a complete set of plans.

3. Amendments

3.1 Amendment Process

- 3.1.1 The amendments required letter from the City will be loaded onto the flash drive under a folder marked "**Required Amendments**".
- 3.1.2 Applicants will be notified of required amendments and must collect the flash drive.
- 3.1.3 Applicant must sign that flash drive was collected and Case must be updated.

- 3.1.4 Amendments to plans must be indicated in a separate folder on the same flash drive marked "**Amendments Submitted**" and resubmitted to the relevant District office of the City of Cape Town Building Development Management Services.
- 3.1.5 Amendment submitted date must be captured on system

3.2 Amendment Requirements

- 3.1.6 No changes must be made to the original folders and files on the flash drive.
- 3.1.7 The full set of plans must be included in the *Amendments Submitted* folder. This is necessary for electronic stamping of the plans.
- 3.1.8 Amendments must be clearly indicated on the Amendment plans.
- 3.1.9 It is necessary for all re-submittals (after amendments) to be in the same format as the original submission (PDF/A or PDF/E).
- 3.1.10 Amendments/Revisions to the building plans must be indicated by clouding and deltas, with a narrative in the title box. A letter from the design professional addressing the plans examiners' comments, item by item, is required to accompany all re-submittals and must be placed in the Folder "*Amendments Submitted*".
- 3.1.11 File names for **subsequent amendments** (where applicable) must be the same than for original submissions, but must contain the addition *_rev01*, *_rev02*, etc. after the file names to indicate these.

4. Building Development Management Decisions

4.1 Approval Process

Approval process will be done according to the current approval process. The only difference is that it will be done electronically.

- 4.1.1 When the SH:BDM (or in where the BCO) approves the plan by selecting the Approval button, the building plans will be stamped electronically with the necessary information and signatures.
- 4.1.2 This "stamp" is an image on each sheet of the latest building plans that indicates the plans have been reviewed for compliance according to the National Building Regulations.
- 4.1.3 Approved plans will be uploaded to the flash drive in a Folder named "*Decision*" and the applicant will be notified to collect it.

4.2 Approval Requirements

- 4.1.4 Approved plans (with stamp) will be declared and saved as read-only in SAP PSRM.
- 4.1.5 A copy of this plan will be inserted on the flash drive under a folder named: *Decision*.
- 4.1.6 Once approved, the flash drive containing the copy of the approved plan is returned to the applicant.
- 4.1.7 **A copy of the approved plan must be printed and put on the Building Plan File. This copy will be used by the Building Inspector.**
- 4.1.8 The applicant must print a set of approved plans for use on the building site where the Building Inspector will verify it against his/her approved copy and the unique approval number and date of approval contained in the stamp.

4.3 Refusals

Refusals will be treated the same than for approvals. The only difference is that there would not be a stamp, only the decision document.

Table 1: Building Plan Applications

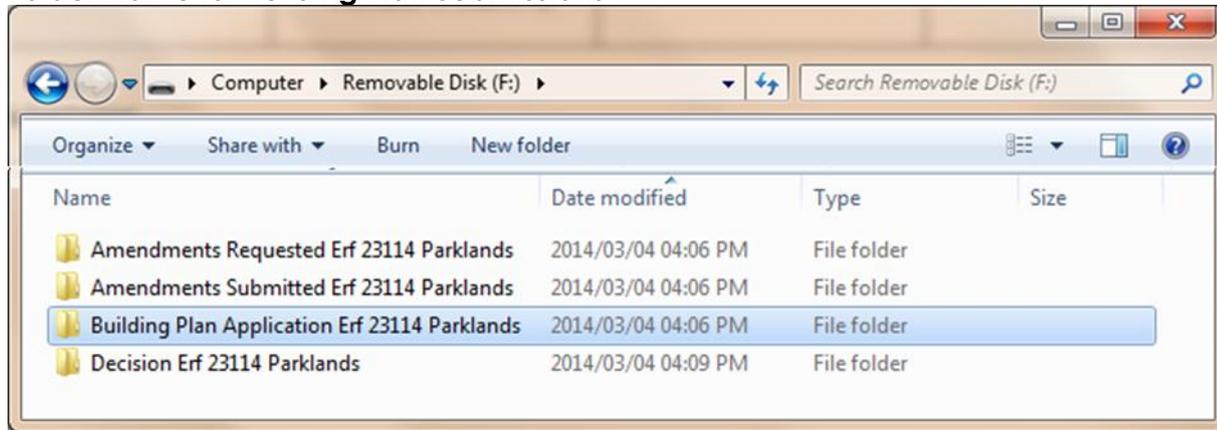
1. Submission Documents	2. Building Plans	3. Folder and File Structure on Flash Drive Submitted	4. Scaling, Access to Make Comments, etc. on Plans	5. Orientation of Plans
<p>Application Forms (this documentation must be in PDF/A format only.)</p>	<p>PDF/A Format</p> <p>Separate documents/files clearly named as follows:</p> <ul style="list-style-type: none"> • Building Plan - This includes the Site Plan, Layout Plan, Roofing Plan and Drainage Plan, each on a separate page/s, each one clearly named and indicated in the document Index. • Mechanical Ventilation Plan • Electrical Plan • Fire Protection Plan • Structural Engineering Plan 	<p>Folder Name:</p> <p>1. Building Plan Application + Erf # + Suburb/Allotment Name</p> <p>2. Amendments + Erf # + Suburb/Allotment Name (Where amendments were requested – these need to be submitted on the same flash drive without removing the original submission documentation.)</p> <p>File Names: As per Column 2 and only those applicable to the submission</p> <p>Also see Example 1 hereunder.</p>	<p>True to original scale (or with a bar scale) so that measurements can be done electronically.</p>	<p>Documents and plans should be oriented right side up without having to rotate it to read it.</p>
<p>Application Forms (this documentation must be in PDF/A format only.)</p>	<p>PDF/E format (Layered Plans)</p> <p>Provide clearly named Layers where applicable in one document/file as follows:</p> <ul style="list-style-type: none"> • Building Plan <ul style="list-style-type: none"> ○ Building Plan ○ Site Plan ○ Layout Plan ○ Roofing Plan • Drainage Plan • Mechanical Ventilation Plan • Electrical Plan • Fire Protection Plan • Structural Engineering Plan 	<p>Folder Name:</p> <p>1. Building Plan Application + Erf # + Suburb/Allotment Name</p> <p>2. Amendments + Erf # + Suburb/Allotment Name _rev01, etc.</p> <p>(Where amendments were requested – these need to be submitted on the same flash drive without removing the original submission documentation.)</p> <p>File Names</p>	<p>True to original scale so that measurements can be done electronically.</p>	<p>Plans should be oriented right side up without having to rotate it to read it.</p>

1. Submission Documents	2. Building Plans	3. Folder and File Structure on Flash Drive Submitted	4. Scaling, Access to Make Comments, etc. on Plans	5. Orientation of Plans
		<ul style="list-style-type: none"> • Submission Documents • Building Plan (one document with layers as indicated in column 2). • Other Plans <p>Also see Example 2 hereunder.</p>		

Building Plan Submissions: Folder and File Structure

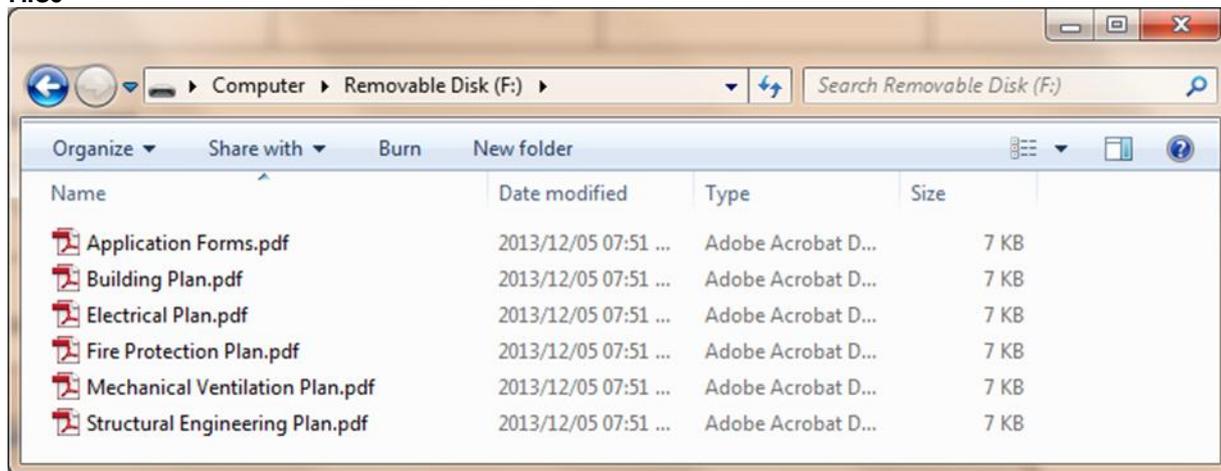
Example 1:

Folder Name for Building Plan Submissions



Please note: The folder name must indicate what the application is about (in this case a *Building Plan Application*) plus the *Erf Number* and the *Area (Erf # plus Suburb/Allotment)*.

Files



Plans:

- PDF/A Files for the *Building Plan*. All plans under Building Plan to be separate pages, clearly named Building Plan, Site Plan, Layout Plan, Roofing Plan
- PDF/E Files (preferred format due to size)
 - *Building Plan* (includes all plans as layers as indicated in Table 1)
 - Electrical, Fire Protection, Mechanical Ventilation and Structural Engineering plans to be in separate documents – PDF/E.

B. Land Use Applications

1. Submission Process

The submission process is as follows:

- 1.1 Applicant Submits Application on a flash drive as per requirements listed.
- 1.2 Customer Interface Front Desk looks up on CRM to see whether there was a pre-consultation and if so, what the requirements were.
- 1.3 Application is
 - Checked for completeness,
 - Case is created, invoice issued, payment made and verification of payment and applicant issued with CRM and Case Number.
 - A copy of the receipt and application checklist is attached/inserted into the envelope as with the Case Number.
- 1.4 Customer Interface Front Desk gives the envelope with flash drive to Customer Interface Back Office.
- 1.5 Customer Interface Back Office insert Flash Drive into PC, opens correct case in PSRM (as per Case # provided) and uploads documentation and plans to correct document nodes in the Content Subcomponent of the relevant Case. Scan and upload receipt to case.
- 1.6 Place flash drive back into envelope and write "Date Captured onto System" with date, file envelope with flash drive for possible further actions and Decision (Decision Process).

Please note: Due to the additional methods of **payment** available in DAMS (automatic system **verification** of payment), the Submission date of an application is regarded as the date we receive the documentation to be scanned in.

FTP and Off-site payments will be reflected automatically after the overnight billing run (the next day) without manual verification. Documents will only be accepted after payment has been verified.

2. Submission Requirements

2.1 Document Format

- 2.1.1 "Portable Document Format" (**PDF/A** as indicated in **Table 2** and clarified in **Annexure B**), also known as Adobe Acrobat (version 10 or higher) on a **Flash Drive** and **in an envelope** (size DL – 110mm X 220mm) with flap on narrow side. **Any files submitted that are not in PDF format will not be accepted.**
- 2.1.2 The **envelope** must be clearly marked with the following words:
 - Land Use Management Application: Erf XXX, Suburb/Allotment Name
 - Applicant Name and contact details, and
 - A paper copy of the *Application Form* filled out.
- 2.1.3 All electronic submission documentation and plans must be submitted in PDF format.
- 2.1.4 **No e-mail or fax submissions will be considered.**

Please Note: Online submission will only become available in the second half of 2014. Guidelines and protocols dealing with these submissions will be made known closer to the time. The use of flash drives will then be decrease as applications and dealing with submissions and subsequent correspondence and approvals will be done through the City's e-portal.

Table 2: Land Use Applications

1. Land Use Applications	2. Folder and File Structure	4. Scaling on Plans	6. Orientation of Plans
<p>Separate documents/files clearly named as follows:</p> <ul style="list-style-type: none"> • Submission Documents (PDF/A only) – this will include all required documentation; each clearly named and indicated in the document index. • Plans should be in separate files, clearly indicated as <i>such</i>. • The following plans must be provided in separate Files subject to application types being submitted (this is to allow for electronic stamping where applicable): <ul style="list-style-type: none"> ○ Departure Plan ○ Consent Use Plan ○ Subdivision Proposal Plan ○ Site Development Plan ○ Site Development Plan Amendment ○ General (SG) Plan of Subdivision ○ EIA, HIA, TIA, TIS/MHIA or ROD - Where and if applicable. 	<p>Folder Name: Land Use Application + Erf # + Suburb/Allotment Name</p> <p>File Names: As per Column 1 and only those applicable to the specific application submitted</p>	<p>True to original scale (or with a bar scale) so that measurements can be done electronically.</p>	<p>Documents and plans should be oriented right side up without having to rotate it to read it.</p>
<p>Plans should preferably be in PDF/E format as it much smaller in size than PDF/A files.</p>			

2.2 Document Protocols (See Table 1 and examples in this regard)

When applicants submit electronic documentation and plans, it must comply with the following requirements.

2.2.1 Page, File Orientation, Layout etc.

- (a) All documentation and plan sheets shall be properly oriented so that the top of the page is always at the top of the monitor.
- (b) The cover sheet for the *Application Submission* documentation as well as for supporting *Plans* shall be indexed to correspond with the order of all pages submitted. This index should use the same names, page numbers and order of the document/plans as they would have been submitted in hard copy (paper).

2.2.2 Drawing Requirements

- (a) Each Plan requiring a **stamp** (see Table 3 hereunder on which plans must be stamped) shall contain a minimum **10cm x 15cm space in the top left** corner of all the plans to be endorsed with a stamp. This space must be in the same location on each page.
- (b) **Plans for different design professions** or disciplines can be in separate files as long as each discipline's sheets are contained in a single file.

- (c) Each submitted PDF file shall include **bookmarks** that will clearly identify each sheet in the file. Bookmarks shall have the same name as the cover sheet index.
- (d) Applicants/Professionals who prepare plans will be required to set the **scale of drawings** in the *Measuring Preferences* (2D and 3D where applicable) in Adobe so that electronic measurements can be made accurately with the *Adobe Measuring Tool*. All lines and fonts must be readable when printed or photocopied.
- (e) The **security options** of the PDF documentation, selected by the design professional shall allow officials to mark up digital documents, and create notes.

3. Objections and Comments

3.1 Objections and Comments Process

- 3.1.1 Objections, comments received during advertising and circulation with the letter from the City will be loaded onto the flash drive under a folder marked *Objections_Comments_Received*.
- 3.1.2 Applicants will be notified of required amendments and must collect the flash drive.
- 3.1.3 Applicant must sign that flash drive was collected and Case updated.
- 3.1.4 Applicant must submit response to objections and comments in a separate folder on the same flash drive marked *Response_to_Objection_Comments* and resubmitted to the relevant District office of the City of Cape Town Land Use Management Section.
- 3.1.5 Response submitted date must be captured on system.

3.2 Amendment Requirements

Where applicant decides to make amendments as a result of objections/comments/departmental requirements, the following requirements will be applicable.

- 3.1.6 No changes must be made to the original folders and files on the flash drive.
- 3.1.7 The full set of documentation and plans must be included in a folder named *Amendments Submitted*.
- 3.1.8 File names must be the same than for original submissions, but must contain the addition *_rev01*, *_rev02*, etc. after the file names to indicate further subsequent amendments (where applicable).
- 3.1.9 Depending on the circumstances and possible impacts of amendments, the application can be advertised again.

4. Land Use Approvals

4.1 Approval Process

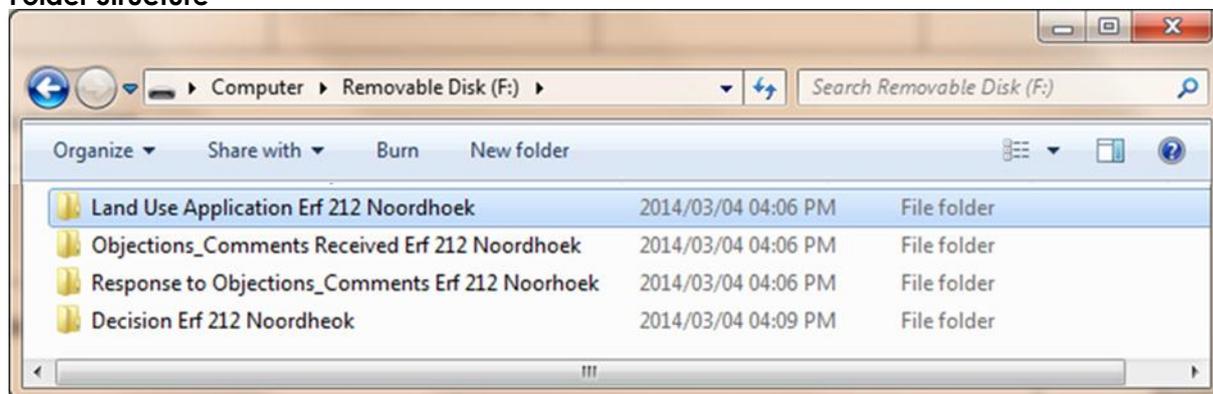
- 4.1.1 Approval process will be done according to the current approval process. The only difference is that it will be done electronically.
- 4.1.2 When the responsible delegated officials (or in non-delegated cases where political body) approves the application by selecting the Approval button, the relevant plans will be stamped electronically with the necessary information and signatures. See Table 3 hereunder for when and where stamps are applicable to LUM plans.
- 4.1.3 This “stamp” is an image on each sheet of the relevant plans that indicates the plans have been reviewed for compliance according to the LUPO and other legal requirements.
- 4.1.4 Decision letters on the application (and plans where necessary) will be uploaded to the flash drive in a Folder named “*Decision*” and the applicant will be notified to collect it. When an application is rejected, this folder will contain the rejection letter.

4.2 Approval Requirements

- 4.2.1 Approved documentation and plans requiring stamping (with stamp) will be declared and saved as read-only in SAP PSRM.
- 4.2.2 A copy of this plan must be inserted on the flash drive under a folder named: *Decision*.
- 4.2.3 Once approved, the flash drive containing a copy of the approval letter (and plan where applicable) is returned to the applicant.

Land Use Application Submissions: Folder and File Structures

Folder Structure



File Structure for Land Use Applications

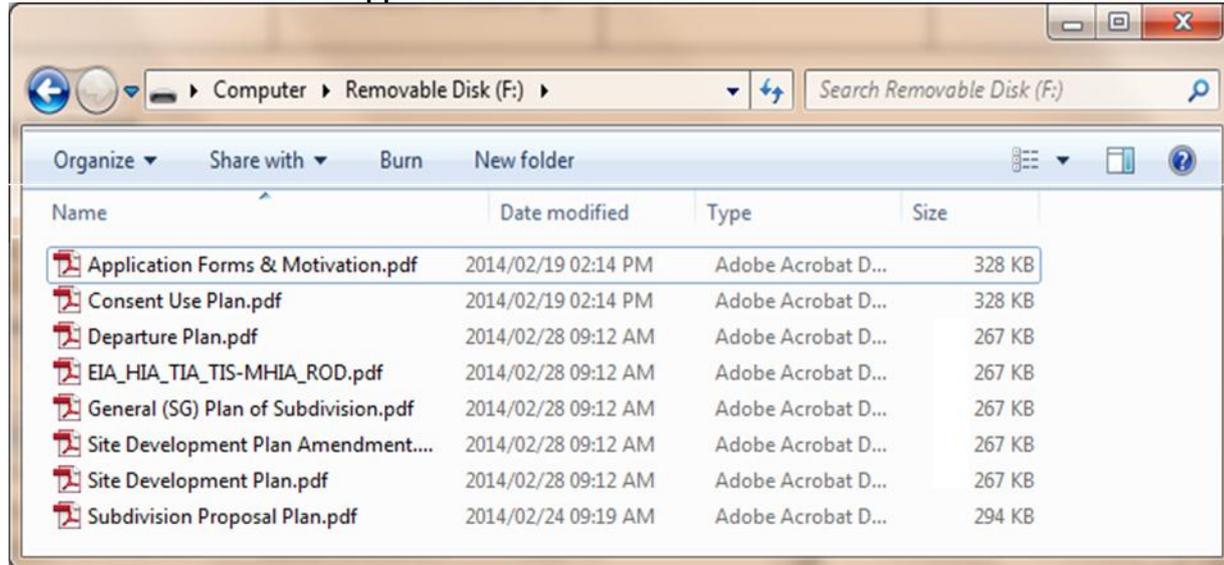


Table 3: LUM Stamps Requirements for Document and Case Types

DAMS Document Types	System Stamp	Purpose	Applicable Case Types (Must only be in Doc Structure of following Case Types as indicated or as defined in Multiple Application)
<ul style="list-style-type: none"> ■ Application <ul style="list-style-type: none"> • Submission Documents 	N/a	Supportive doc for Subdivision Application	Applicable to ALL application/case types
<ul style="list-style-type: none"> ■ Plans <ul style="list-style-type: none"> • Locality Plans, Landscape Plans, etc. 	No Stamp Required	Part of application submission	Applicable to ALL application/case types
<ul style="list-style-type: none"> • Departure Plan 	Stamp – Departure Approval	For Departure approval	Applicable only to Departures application/case types
<ul style="list-style-type: none"> • Consent Use Plan 	Stamp – Consent Use Approval	For Consent approval	Applicable only to Consent Uses application/case types
<ul style="list-style-type: none"> • Subdivision Proposal Plan 	Following Stamps (on this Plan – on all sheets) <ul style="list-style-type: none"> - Subdivision Approval - Subdivision Amendment - Subdivision Cancellation - Subdivision Validity Extension - Subdivision Exemption 	Subdivision Proposal Plan will receive these stamps from Final Notification (Approval) and may receive one or more of the other stamps depending on circumstances (determined through activities)	Applicable only to Subdivisions
<ul style="list-style-type: none"> • Site Development Plan 	Stamp – Approval of SDP	Approval of SDP	Applicable to ALL application/case types
<ul style="list-style-type: none"> • Site Development Plan Amendment 	Stamp – Amendment of SDP	Upon approval of requested changes to SDP	Applicable only to Amendment of SDP applications
<ul style="list-style-type: none"> • General (SG) Plan of Subdivision 	Stamp - Section 31 Clearance for subdivisions (Condition Compliance)	Section 31 Issued (only for subdivisions) upon subdivision condition compliance after submission of Sect 31 Clearance Application	Applicable only to Subdivisions
<ul style="list-style-type: none"> ■ EIA, HIA, TIA, TIS/MHIA or ROD <ul style="list-style-type: none"> • EIA, HIA, TIA, TIS/MHIA or ROD 	No Stamps required.	Supportive documentation submitted for location specific requirements.	Applicable to ALL application/case types

Annexure A

Envelope for Flash Drive

Required Information Template

Case Number	
Date Submitted	
Official Name	
<small>For Office Use only</small>	
Application Information	
Type of Application (Indicate what is applicable with a X or √)	
Building Plan Submission	
Land Use Application	
Application Property Details	
Erf Number	
Suburb/Allotment	
Street Number	
Street Name	
Owner	
Owner's Contact Number (Cell #)	
Owner's E-mail	
Applicant's Details (If applicant is owner, do not complete)	
Applicant's Name and Surname	
Contact Number (Cell #)	
Office Number	
E-mail Address	

Annexure B

BUILDING PLAN APPLICATION SUBMISSION CHECKLIST and PROTOCOL

		Application Type		
		Building Plan	Permit	Minor Work
General Requirements				
Minimum supporting information / documentation required	Scrutiny Fees	√	√	√
	BDM Application Forms	√		√
	SANS 10400-A FORMS	√		
	Signature Requirements met	√		√
	Cape Town Zoning Scheme requirements (to ground levels, height restrictions and overlay zones)	√		
	Land Surveyor's Certificate (where applicable)			
	Title Deed (where applicable)	√		√
	SG Diagram (where applicable)			
	Integrated Waste Management Plan (for Demolition Permits)		√	
	Clearances			
	Land Use Management Clearance	√	√	√
	Fire Clearance		√	
	Environmental Clearance	√		
	Heritage Clearance	√		
	Roads Clearance			
	Transportation Clearance			
	Plans and Specifications			
	1 x Hard Copy to be submitted (if not electronic copy)			
	Site Plan with all requirements	√		√
	Layout Drawings with all requirements (where applicable)	√		√
Drainage Installation Drawing with all requirements (where applicable)	√			
Plans must be drawn to scale	√		√	
Fire Protection Plans	√			
General structural arrangement drawings and structural details	√			
Colouring of Plans (as per NBR requirements)	√			
Full Constructional Specifications applicable to the application				

Additional Building Plan Requirements

- Signatures on plans (i.e. affected neighbours' signatures for departures) and other legal documentation that contains signatures must be the original signed document or a certified copy.
- Where Home Owners Association /Body Corporate stamp is required, a hard copy (reduced size copy will suffice) with the stamp must be submitted.
- SANS Forms must be signed by an accredited professional
- Extensions to be coloured as per NBR's requirements
- New work – only fire protection and sewer plans to be coloured
- Building lines and site dimensions must be indicated on plans
- Erf number, street name, and number must be indicated on the SITE PLAN
- Sewer layout, including existing sewers must be indicated on the plan
- The plan title must include the owner's name, erf number, street name and number and suburb/township or allotment.
- Plans must include a coverage schedule

ANNEXURE C

DEVELOPMENT/LAND USE APPLICATION SUBMISSION CHECKLIST AND PROTOCOL

The purpose of this checklist is to guide applicants in the preparation of development applications, as well as Council staff on the department's submission counters to check basic completeness of development applications prior to receipt thereof.

Development application submissions are required to be accompanied by the minimum supporting information and documentation listed herein, without all of which the application will not be accepted and the applicant will be advised of the shortcomings and invited to return once the proposed submission fulfil all requirements as stated herein, or alternatively to make an appointment for a pre-submission meeting with a planning official. Should you be unsure at all, kindly consult a Council official on duty.

Kindly note in the case of planning application submissions, compliance with the requirements stated herein and subsequent receipt thereof by Council at the counter does not necessarily guarantee Council's acceptance of the completeness of the application. All land use application submissions remain subject to a final completeness check by a planning official within 14 days of receipt, during which time further requirements may be identified and conveyed to the applicant depending on the nature of the application.

		Application type												
		Rezoning	Temporary Land Use Departure	Consent / Conditional Use	Site Development Plan Approval / Amendment	Subdivision (incl. Subdivision	Subdivision Exemption	Amendment / Deletion of Conditions	Removal of Title Deed Restrictions	Township (or Less Formal Township) Establishment	Regulation Departure	Extension of LUPO Approval Validity	LUPO Section 31 Subdivision Clearance	Building Plan Approval
Minimum supporting information / documentation required	Completed and signed	√	√	√	√	√	√	√	√ (1)	√	√	√	√	√
	Receipt (Application/ advertising	√	√	√	√	√	√	√	√	√	√	√	√	√
	Power of attorney (2)(3)	√	√	√	√	√	√	√	√	√	√	√	√	√
	Motivation report / cover letter	√	√	√	√	√	√	√	√	√	√	√	√	√
	Copy of Title Deed	√	√	√	√	√	√	√	√	√	√	√	√	√
	Conveyancer's Certificate (4)	√	√	√	√	√	√	√	√	√	√	√	√	√
	Bondholder's Consent								√					
	Copy of original				√			√					√	√
	Abutting Neighbour Consent Forms										√			
	Body co / HOA consent (7)													√
	Architectural Compliance													√
	Locality Plan	√	√	√	√	√	√		√	√	√			
	Site Dev / Sketch / Layout Plan	√	√	√	√						√			
	Noting sheet extract					√	√			√				

Electronic copy of Subdivision Plan (including Str Names and ...)					√					√			√	
GP / SG Diagram / Prelim Diagram					√	√				√			√	√
Additional notes														
1 In addition, also separate RoR application form							5 Proposed street names and no's must be annotated							
2 Unless applicant is registered owner							6 Mandatory in case of 10 or more portions							
3 To include co resolution if applicant not a natural person							7 In case of sectional title developments							
4 May be waived if title deed clear enough (at official's discretion)							8 As per Council's official current tariff list							

Additional Information Required

Depending on the nature of the application and at the planning official's discretion, additional information / documentation which may be required during the 14 day final completeness checking period may include (but is not limited to) any of the following :

- Copy of TIS (if between 50-150 peak hr trips) or TIA (if >150 peak hr trips)
- Floodline certificate (where proposal located in / close to floodplain)
- Copy of EIA / HIA report and RoD (where required in terms of legislation) Confirmation of submission of EIA / HIA / NITD
- Services infrastructure report
- Phasing plan
- Landscaping plan (where relevant)
- Tree survey plan (where relevant)
- Contour plan
- Typical unit types (plan and elevation)
- Perspective illustrations / models
- Additional copies of selected documentation
- Additional motivation etc.

LUM APPLICATION SUBMISSION PROTOCOL

The protocol for submission of LUM applications and pre-consultation thereon are as follows:

- All applications must be submitted to an official at counter (by hand or post), no submissions accepted by email.
- No application submitted / left with individual planners.
- Basic completeness checked by Council staff at counter as per this checklist, duty planner remains available for consultation where necessary.
- Where submission fails basic check, no acceptance, applicant advised accordingly and asked to return when complete.
- Where necessary, applicant to arrange pre-consultation meeting with planning official. This to happen by appointment, not walk-in, except in case of duty planner.
- Where hard copy submission accepted by Council (including those arriving by post), they must be date stamped, fees settled there and then, logged on DAMS, acknowledgement sent, scanned and thereafter workflowed to Section Head: LUM for allocation.
- Postal applications failing initial check still date stamped, but however not logged or filed. Applicant called same day and afforded time to submit outstanding items (including fee where relevant), failing which submission returned by post.
- Once allocated by SH, Case Officer to do final completeness check (at planner's discretion), request / arrange for requesting of any further outstanding items within 14 days of receipt and confirm suggested advertising / circulation instruction.

Annexure D:**Further Clarification on PDF Formats to be used.****PDF/A**

From Wikipedia, the free encyclopedia

PDF/A is an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

PDF/A differs from PDF by omitting features ill-suited to long-term archiving, such as font linking (as opposed to font embedding). (Similarly, the PDF/X file format is specially adapted to digital printing and graphic arts.)

The ISO requirements for PDF/A file viewers include color management guidelines, support for embedded fonts, and a user interface for reading embedded annotations.

Background

PDF is a standard for encoding documents in an "as printed" form that is portable between systems and is widely used for distribution and archiving of documents. However, the suitability of a PDF file for archival preservation depends on options chosen when the PDF is created: most notably, whether to embed the necessary fonts for rendering the document; whether to use encryption; and whether to preserve additional information from the original document beyond what is needed to print it.

PDF/A was originally a new joint activity between The Association for Suppliers of Printing, Publishing and Converting Technologies (NPES) and the Association for Information and Image Management, to develop an International standard to define the use of the Portable Document Format (PDF) for archiving and preserving documents. The goal was to address the growing need to electronically archive documents in a way that would ensure preservation of their contents over an extended period of time, and would further ensure that those documents would be able to be retrieved and rendered with a consistent and predictable result in the future. This need exists in a growing number of international government and industry segments, including legal systems, libraries, newspapers, and regulated industries.

PDF/E

From Wikipedia, the free encyclopedia

ISO 24517-1:2008 is an ISO Standard published in 2008.

- Document management—Engineering document format using PDF—Part 1: Use of PDF 1.6 (PDF/E-1)

This standard defines a format (PDF/E) for the creation of documents used in geospatial, construction and manufacturing workflows and is based on the PDF Reference version 1.6 from Adobe Systems. The specification also supports interactive media, including animation and 3D.

PDF/E is a subset of PDF, designed to be an open and neutral exchange format for engineering and technical documentation.

Description

The PDF/E Standard specifies how the Portable Document Format (PDF) should be used for the creation of documents in engineering workflows.

Key benefits of PDF/E include:

- Reduces requirements for expensive and proprietary software
- Lower storage and exchange costs (vs. paper)
- Trustworthy exchange across multiple applications and platforms
- Self-contained
- Cost-effective and accurate means of capturing markups
- Developed and maintained by the PDF/E ISO committee

The Standard does not define a method for the creation or conversion from paper or electronic documents to the PDF/E format. Therefore, PDF/A is used in these instances.