



**MANUAL FOR THE SUBMISSION OF LAND
DEVELOPMENT AND OTHER RELATED
APPLICATIONS AND REQUESTS IN THE
CITY OF TSHWANE**

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ECONOMIC DEVELOPMENT AND SPATIAL PLANNING DEPARTMENT
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SIGNATURE: .....
DIVISIONAL HEAD: CITY PLANNING AND DEVELOPMENT

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1. STATUS AND USE OF THIS MANUAL

This Manual for the Submission of Land Development and Other Related Applications and Requests in the City of Tshwane, hereafter referred to as “this Manual”, aims to assist the applicant and/or owner with his/her submission of land development and other related applications and requests to the City Planning and Development Division in the Economic Development and Spatial Planning Department of the City of Tshwane.

This Manual does not bind the Municipality in any form or manner nor derogates from the Municipality’s rights to request any information in terms of any legislation found to be necessary for the purposes of submitting, processing and evaluating land development or other related applications and requests which it may require to assist it in making a decision or to issue the certificates required by law.

The applicant and/or owner involved in a land development or other related application or request is required to familiarise himself/herself with the content of the applicable legislation and/or policies of the Municipality, as well as the contents of this Manual for the submission of land development and other related applications and requests. Nothing contained in this Manual shall be interpreted, construed or in any way used in a manner or in support of land development and other related applications and requests that is contrary to any enacted or adopted legislation, which shall prevail in all instances, should a dispute arise from the content of this Manual.

Any criteria, motivations or content indicated in this Manual that may be required to assist the Municipality in deciding on the process of submitting, processing and evaluating land development or other related applications and requests do not bind the decision maker in any way.

This Manual is a living document and can be amended from time to time by the Municipality. It is and remains the responsibility of the applicant, owner or user to obtain the most recent copy of this Manual and to familiarise himself/herself with the content as well as the legislation and policies approved and adopted by the Municipality.

The status of this document is that of a manual intended to assist and summarise the procedures that are contained in *inter alia* the legislation, the land use scheme in operation, the practical steps and the policies of the Municipality.

This document does not have any legal standing, cannot be used in support of any litigation or claims, and/or cannot be used in any way in support of challenging any procedures, processes or provisions contained in the approved and enacted legislation, municipal policies and Council resolutions related to the processes and procedures for land development and other related applications.

2. ABBREVIATIONS

Abbreviation	Definition
APS	Application Processing System
EFT	Electronic funds transfer
GIS	Geographic Information System
LUM By-law	City of Tshwane Land Use Management By-law, 2016 (Amended 2024)
MGA	Municipal Gambling Authorisation
MSDF	Municipal Spatial Development Framework
NAPS	New Application Processing System
RSDF	Regionalised Spatial Development Framework
SPLUMA	Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
TLUS	Tshwane Land Use Scheme, 2024

3. SUBMISSION OF LAND DEVELOPMENT AND OTHER RELATED APPLICATIONS, RELATED ENQUIRIES AND INFORMATION, AND REFERENCING PROOF OF PAYMENT

New land development and other related applications and requests must be submitted as indicated in the following table.

The correct reference number must be used for paying the fees relevant to a specific type of land development and other related applications and requests, where applicable, failing which the application shall be regarded as incomplete with reference to Regulation 14(1) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

Any enquiries regarding the correct referencing must be directed to the section that will receive and process the application/request.

APPLICATIONS IN TERMS OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

Type of application or request	Applicable legislation	Abbreviation for reference purposes for the payment of the application fees	Email address or website for submission
Application for exemption	Section 13(5)(b), read with Schedule 28, of the LUM By-law	LU63 + LIS Key + EXE	newlanduseapplications@tshwane.gov.za
Submission of documentation for pending applications	Section 3(13), read with Schedule 27, of the LUM By-law	LU63 + LIS Key + PEND	newlanduseapplications@tshwane.gov.za

Type of application or request	Applicable legislation	Abbreviation for reference purposes for the payment of the application fees	Email address or website for submission
or applications in terms of section 3(13)			
Rezoning	Section 16(1) of the LUM By-law	LU63 + LIS Key + REZ	www.e-tshwane.co.za
Extension of time for compliance with conditions of approval: Extension of time	Sections 16(1)(x) and (y) of the LUM By-law	LU63 + Item Number + EOT or EOT1 or EOT2, etc	pcpdevcompliance@tshwane.gov.za
Copy of the application during public participation	Section 16(1), read with Schedule 23, of the LUM By-law	Not applicable	newlanduseapplications@tshwane.gov.za
Extension of time on by-law townships:	Section 16(6) of the LUM By-law	LU63 + Item Number + EOT or EOT1 or EOT2 etc	pcpdevcompliance@tshwane.gov.za
Removal, amendment or suspension of Restrictions in the Title Deed	Section 16(2) of the LUM By-law	LU63 + LIS Key + REM	www.e-tshwane.co.za
Municipal consent as the controlling authority	Section 16(2)(d) of the LUM By-law	LU63 + LIS Key + MUNC	www.e-tshwane.co.za
Consent use	Section 16(3) of the LUM By-law	LU63 + LIS KEY + CU	www.e-tshwane.co.za
Permission	Section 16(3) of the LUM By-law	LU63 + LIS Key + PERM	www.e-tshwane.co.za
Permission for One Additional Dwelling-house	Section 16(3) of the LUM By-law	LU63 + LIS Key + PAD	www.e-tshwane.co.za
Permission for a Temporary Use	Section 16(3) of the LUM By-law	LU63 + LIS Key + Temp	newlanduseapplications@tshwane.gov.za
Reservation of a township name	Section 16(4) or 16(5) of the LUM By-law	LU63 + LIS Key + RTN	charlottew@tshwane.gov.za
Township establishment or extension of boundaries of an approved township	Section 16(4) of the LUM By-law	LU63 + LIS Key + TE	www.e-tshwane.co.za
Division of a township	Section 16(5) of the LUM By-law	LU63 + LIS Key + DTE	www.e-tshwane.co.za
Amendment of an approved township	Section 16(4) of the LUM By-law	LU63 + LIS Key + AAT	newlanduseapplications@tshwane.gov.za

Type of application or request	Applicable legislation	Abbreviation for reference purposes for the payment of the application fees	Email address or website for submission
Post-approval amendment of the conditions of establishment	Sections 16(4)(i) and (j) of the LUM By-law	LU63 + Item Number + PACO	pcpdevcompliance@tshwane.gov.za
Certificate for opening a township register	Section 16(7) of the LUM By-law	LU63 + LIS Key or Item Number + S16(7)	pcpdevcompliance@tshwane.gov.za
Clearance for township registration of erven	Clearance for Township Registration of Erven	Not applicable	pcpdevcompliance@tshwane.gov.za
Certificate for registration of new properties created by land development application approval	Section 16(10) of the LUM By-law	LU63 + LIS Key or Item Number + S16(10)	pcpdevcompliance@tshwane.gov.za
Subdivision and/or consolidation	Section 16(12) of the LUM By-law	LU63 + LIS Key + SUB or CON or SUCO	www.e-tshwane.co.za
Approval of alteration, amendment, or cancellation of a general plan	Section 16(15) of the LUM By-law	LU63 + LIS Key or Item Number + GP	pcpdevcompliance@tshwane.gov.za
Other land development applications	Section 16(16) of the LUM By-law	LU63 + LIS Key or Item Number + OLDA	newlanduseapplications@tshwane.gov.za
Amendment of a land development application before or after approval	Sections 16(18) or (19) of the LUM By-law	LU63 + LIS Key or Item Number + AMEND or AMEND1 or AMEND2 etc	newlanduseapplications@tshwane.gov.za
Request for exemption of application fees	Schedule 18 of the LUM By-law	Not applicable	newlanduseapplications@tshwane.gov.za
Appeals	Section 20 of the LUM By-law	LU63 + Item Number + APP	matappeals@tshwane.gov.za
Error or omission – request for amendment of the Electronic Zoning Database	Section 23 of the LUM By-law	LU63 + LIS Key + E&O	luseo@tshwane.gov.za

Type of application or request	Applicable legislation	Abbreviation for reference purposes for the payment of the application fees	Email address or website for submission
Errors and omissions	Section 23(2) of the LUM By-law	LU63 + LIS Key + E&O	newlanduseapplications@tshwane.gov.za
Registration of a servitude	Section 28(1) of the LUM By-law	LU63 + LIS Key + SERVI	pcpdevcompliance@tshwane.gov.za
Confirmation of zoning and comments on opening or amendment of a sectional title scheme before registration	Section 28(9) of the LUM By-law	LU63 + LIS Key + STS	lus-sts@tshwane.gov.za
Change of ownership post approval	Section 29 of the LUM By-law	LU63 + Item Number + COO	pcpdevcompliance@tshwane.gov.za
Excision of agricultural holdings	Section 32 of the LUM By-law	LU63 + LIS Key + EXC	newlanduseapplications@tshwane.gov.za
Post-approval compliance with the conditions of approval for rezoning, consent use and permission	As per approval	LU63 + Item Number + PCP	pcpdevcompliance@tshwane.gov.za
Petition for intervener status	Section 45, read with Regulation 31, of SPLUMA	LU63 + LIS Key + Other	mptsupport@tshwane.gov.za or babalwam@tshwane.gov.za
Exemption in terms of the requirements of the LUM By-law	Section 49, read with Schedule 24, of the LUM By-law	LU63 + LIS Key + EXEMPT	newlanduseapplications@tshwane.gov.za

APPLICATIONS IN TERMS OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

Type of application or request	Applicable legislation	Abbreviation for reference purposes	Email address for submission
Township establishment	Town-planning and Townships Ordinance, 1986	LU63 + LIS Key + TEO	newlanduseapplications@tshwane.gov.za
Extension of time	Sections 72(1) and 101(2) of the Town-planning and Townships Ordinance, 1986	LU63 + LIS Key + EOTO	newlanduseapplications@tshwane.gov.za
Amendment scheme documents	Section 125 of the Town-planning and	LU63 + LIS Key + S125	lustam@tshwane.gov.za

Type of application or request	Applicable legislation	Abbreviation for reference purposes	Email address for submission
	Townships Ordinance, 1986		
Division of land	Town-planning and Townships Ordinance, 1986	LU63 + LIS Key + DOLO	newlanduseapplications@tshwane.gov.za
Subdivision and/or consolidation	Section 92(4) of the Town-planning and Townships Ordinance, 1986	LU63 + LIS Key + SUB or CON or SUCOO	newlanduseapplications@tshwane.gov.za
Amendment	Section 56 or 125 of the Town-planning and Townships Ordinance	LU63 + LIS Key + AMENDO	newlanduseapplications@tshwane.gov.za
Revoking a provision in an approved application	Section 62 or 63 of the Town-planning and Townships Ordinance, 1986	LU63 + LIS Key + REVO	newlanduseapplications@tshwane.gov.za
Registration of erven	Sections 101 and 82 of the Town-planning and Townships Ordinance, 1986	Not Applicable	pcpdevcompliance@tshwane.gov.za
Change of ownership, amendment of conditions, Sections 101 and 82, Regulation 38	Town-planning and Townships Ordinance, 1986	Not applicable	pcpdevcompliance@tshwane.gov.za

GAUTENG RATIONALISATION OF LOCAL GOVERNMENT AFFAIRS ACT, 1998 (ACT 10 OF 1998) (GATED COMMUNITIES)

Type of application or request	Applicable legislation	Abbreviation for reference purposes	Email address for submission
Restriction of access (gated communities)	Gauteng Rationalisation of Local Government Affairs Act, 1998	LU63 + ROA + Township	newlanduseapplications@tshwane.gov.za

OTHER RELATED APPLICATIONS, ENQUIRIES AND PROVISION OF INFORMATION

Type of application or request	Applicable legislation	Abbreviation for reference purposes	Email address for submission
Other types of application	Any other type of application that is not listed above	LU63 + OTHER	Pending the type of application or submission

Type of application or request	Applicable legislation	Abbreviation for reference purposes	Email address for submission
Geographic information enquiries	None	GEO773 + OTHER	geoinfoservice@tshwane.gov.za
Physical address enquiries (Note: Not adjacent owners' postal addresses; see Annexure C13)	None	Not applicable	address@tshwane.gov.za
Toponymy enquiries	None	Not applicable	toponymy@tshwane.gov.za
Zoning certificates	None	GEO773 + OTHER	geoinfoservice@tshwane.gov.za
Confirmation of zoning and comments on liquor licences	Section 23(4) of the Gauteng Liquor Act, 2003 (Act 2 of 2003)	LU63 + LIS Key + LAA	lustam@tshwane.gov.za
Confirmation of zoning and comments on gambling licences	Gauteng Gambling Act, 1995 (Act 4 of 1995)	LU63 + LIS Key + LPM	lustam@tshwane.gov.za
Interpretation of the land use scheme	Land use scheme	LU63 + INT	newlanduseapplications@tshwane.gov.za
Enquiries for the submission of land development applications on the e-Tshwane portal	None	Not applicable	enquiries@tshwane.gov.za
Enquiries regarding the Application Processing System (APS) and e-Tshwane portal problems	None	Not applicable	support@e-tshwane.co.za
Street name enquiries for the submission of an application on the e-Tshwane portal	None	Not applicable	enquiries@tshwane.gov.za
Refunding of promulgation fees	None	Not applicable	newlanduseapplications@tshwane.gov.za
Request for a copy of a land development application during the advertisement period	None	Not applicable	newlanduseapplications@tshwane.gov.za or the applicant's email address
Enquiries and complaints regarding illegal building works.	National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)	Not applicable	bpcontraventions@tshwane.gov.za
Land use contraventions	Tshwane Land Use Scheme, 2024	Not applicable	landusecontraventions@tshwane.gov.za

4. SUBMISSION OF CORRESPONDENCE

All correspondence pertaining to land development and other related applications and requests must be submitted to cityp_registration@tshwane.gov.za.

5. PROOF OF PAYMENT

In terms of section 26 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) (LUM By-law) the application shall not be processed before confirmation of payment has been received by means of a scanned or PDF copy of the original official receipt or proof of an electronic funds transfer (EFT) payment for the application fee, and the application shall be regarded as incomplete and may be rejected, should proof of payment not have been received or has been incorrectly referenced or if it cannot be verified as being received.

NOTE: no invoices will be issued by the Municipality to applicants for the payment of application and related fees by the City Planning and Development Division.

In respect of EFT payments, the following applies: A separate EFT payment must be made for each application.

Banking details

Absa: Pretoria Branch
Branch number: 632005
Account number: 4060738263

Reference number

LU63 OR GEO773 (plus the department-defined reference as indicated in the tables above) in accordance with Section 3 above and Section 6 of this Manual hereunder.

6. REFERENCE NUMBER

- 6.1 The reference number for the submission of an application must have the unique code LU63, followed by the LIS KEY obtained from the zoning certificate or the specific item number that has been assigned to the application.
- 6.2 This means that an applicant must initially obtain a zoning certificate before submitting his/her application on the e-Tshwane portal or to the specified mailbox or must know what the unique item number is for the relevant application.

An example of how the reference number appears is as follows if the LIS KEY is used:

- LU6304800000/92REZ: Rezoning on a farm portion

- LU63031801656CU: Consent use on an agricultural holding
- LU63071200170/27PE: Permission on a portion of an erf

The breakdown is as follows:

- LU63: The unique code supplied by Group Financial Services for the City Planning and Development Division for the submission of land development and related applications.
- 0480: The township code that indicates which township is applicable.
- 00000/92: The erf, erf and portion or farm portion on which the application was launched.

6.3 Example: REZ: This indicates what type of application was received, which is rezoning. Further, any supplementary application, such as amendment of the application pre-approval (section 16(18)), extension of time or submission of a Post Approval Compliance where an item number on the APS has already been generated, it shall be used as the reference number, as follows:

- LU63 34948ET

The breakdown is as follows:

- LU63: The unique code supplied by Group Financial Services for the City Planning and Development Division.
- 34948: The item number, where an item number on the APS (and in the future on the New Application Processing System (NAPS) has already been generated
- ET: This indicates the type of application, which in this instance is an extension of time.
- **Note:** If an application has already been captured on the APS and/or NAPS and it is a supplementary application, the LIS key will not be used, but the item number of the “original” application will be used. This should not be a problem, as applicants have the item number as the reference number of the application that they deal with.

6.4 The applicant must ensure that the correct reference number has been used. If the EFT payment does not link the payment to the application, the application shall be deemed to be an incomplete application and may be rejected in accordance with the above.

7. TARIFFS

Land development applications and related tariffs are available on the e-Tshwane portal under the “Land Development Legal and related documents” at the following link on the City of Tshwane website at the following link: www.tshwane.gov.za.

Annexure B of this Manual indicates the approved fees for the period of 1 July 2024 to 30 June 2025.

Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to ensure that the correct fees, as published in the *Provincial Gazette*, are paid for the relevant application. No refunding of application fees is allowed with reference to the LUM By-law. Any application that is submitted with insufficient fees paid shall be rejected for being incomplete.

8. EXEMPTION OF APPLICATION FEES

The applicant must submit his/her request for the exemption of application fees to newlanduseapplications@tshwane.gov.za and follow the requirements of Schedule 18 to the LUM By-law.

Note: An exemption must **first** be granted and only thereafter may an applicant submit his/her application on the e-Tshwane portal. No refunding of any application fees shall be allowed. **Exemption has been granted for the payment of application fees for consent use applications for a Place of Child Care in Designated Areas.** Proof of this exception as granted by the City Manager must be submitted as part of the documentation for the submission of the land development application (see **Annexure C19**). More information in this regard can be obtained from the Development Facilitation and Implementation Section at lucyn@tshwane.gov.za.

In terms of Schedule 18 to the LUM By-law, the following is applicable:

“Land development applications lodged in terms of section 16(16) read with sections 16(1), 16(2), 16(3) and 16(12) of this By-law in designated areas as contemplated in the Municipal Spatial Development Framework read with section 21(k) of the Act, are exempted from the payment of application fees.”

Note that the designated areas must be included in the approved Municipal Spatial Development Framework (MSDF) that is applicable in this instance. It is the responsibility of the applicant to verify whether his/her application falls within a designated area in terms of the MSDF.

9. ADVERTISEMENT PROCEDURE FOR THE SUBMISSION OF NEW LAND DEVELOPMENT APPLICATIONS

9.1 In accordance with the provisions of the LUM By-law, the land development application must first be submitted electronically as a complete application and only thereafter must it be advertised once the applicant has been notified that his/her application has successfully been submitted on the e-Tshwane portal.

9.2 Should any interested and affected party wish to view or obtain a copy of the land development application, it can be viewed at the relevant municipal office or a copy can be requested from the Municipality if the municipal offices are not accessible from newlanduseapplications@tshwane.gov.za. Alternatively, such a copy can be requested by contacting the applicant using the contact details indicated in the notice, and the applicant shall ensure that the copy provided to

the person requesting a copy shall be the same as the application that was submitted.

- 9.3 In terms of section 1 of the LUM By-law, the following definition is relevant to the notifications of a land development application during the festive season:

“date of notice or date of notification” means the date on which a notice is served or delivered on a person or body as contemplated in the provisions of this By-law or published in the media or Provincial Gazette as the case may be and which date of notice shall not be served and appearance shall not be between 10 December to 10 January of any year or the period as may be determined by the Municipality from time to time; provided further that the days between 10 December and 10 January or for the period as determined by the Municipality shall not be included for purposes of the calculation of days in terms of this By-law;

Each year, the Municipality determines the dates within which notices may appear for public participation and other purposes in terms of the LUM By-law. It is the responsibility of the applicant to ensure that he/she takes cognisance of the dates as determined and to ensure that notifications of applications do not take place during the determined festive season period.

Refer to Annexure C21, which indicates a summary of the requirements for public participation for land development applications submitted in terms of the LUM By-law. Be advised that the summary is for ease of reference and any persons or bodies that embark on public participation must familiarise themselves with the contents of the LUM By-law. In any dispute, the provisions of the LUM By-law shall prevail.

10. POST-APPROVAL COMPLIANCE

All post-approval requests and/or applications must be submitted in accordance with the table in Section 3 of this Manual and the Manual documents in Annexure C to pcpdevcompliance@tshwane.gov.za.

11. REFUND OF PROMULGATION FEES

- 11.1 Promulgation fees will only be refunded if an application has been refused, cancelled, etc as contemplated in section 26 of the LUM By-law and it has been requested by the applicant in writing accompanied by the necessary documentation within the prescribed time.

- 11.2 Submissions for requests for refunding must be sent to newlanduseapplications@tshwane.gov.za.

12. SUBMISSION OF A CONSENT USE APPLICATION FOR A PLACE OF CHILD CARE (EARLY CHILDHOOD DEVELOPMENT CENTRE) IN DESIGNATED AREAS

- 12.1 The Development Facilitation and Implementation Section will assist early childhood development centre applicants and/or owners with a step-by-step

guide (Annexure C19) on the compilation and submission of the applicable processes for consent use land development applications in designated areas (as determined in the MSDF) for Place of Child Care applications. Step-by-step guidance and detailed explanations will be shared during roadshows to early childhood development centre representatives (ECD Practitioner and ECD Forum leaders) with a view to transferring knowledge to early childhood development centre owners via their representatives.

Those representatives who wish to visit the offices of the Municipality in person may consult with Development Facilitation and Implementation Section officials on Mondays and Fridays at their offices.

Submission for consent use land development applications for a Place of Child Care in Designated Areas is centralised in the at 7th Floor, Middestad Building, 252 Thabo Sehume Street, Pretoria.

Annexure C19 contains more information.

12.2 For further clarity, contact Ms Lucy Nkadimeng (see Table 9 in Annexure A).

13. PROCESS FOR REQUESTING A STREET NAME TO BE ADDED TO THE DATABASE TO SUCCESSFULLY SUBMIT A LAND DEVELOPMENT APPLICATION

When applicants submit applications on the e-Tshwane portal, they might find that the street name(s) of new or some townships are not available for selection. If this is the case, the following steps should be followed to make the street name(s) available for selection during the submission of a land development application on the e-Tshwane portal:

13.1 The applicant should send an email (subject line: Missing street name: Township and extension) and indicate the property number and township name or portion number and agricultural holding number or farm portion number to enquiries-tshwane@tshwane.gov.za.

13.2 A return email will be sent from enquiries-tshwane@tshwane.gov.za to the applicant which informs him/her that the street name has been added to the database and the submission of the land development application can be resumed.

13.3 Should the street name still not be available for selection during the submission of the land development application, the process restarts from Step 13.1.

14. PROCESS TO OBTAIN ADJOINING OWNERS' INFORMATION FOR THE SUBMISSION OF A LAND DEVELOPMENT APPLICATION

Full details on how to obtain the adjoining owner's details for the submission of a land development application is indicated in Annexure C13 of this Manual.

15. CITY OF TSHWANE E-GIS VIEWER

15.1 Link to e-GIS Viewer

- The e-GIS Viewer can be used to access information on the Regionalised Spatial Development Frameworks (RSDFs) and aerial photographs.
- The RSDF image is part (as a layer) of the e-GIS web-based mapping solution.
- The Mobile GIS Viewer has limited functionality and layers (base maps) for mobile devices.
- The Web Map Services allows clients to link “layers” (which remain hosted at the internet service provider) to their maps, viewers, etc.
- The e-GIS Viewer is available on the City of Tshwane website at www.tshwane.gov.za/Sites/About_Tshwane/MapsAndGIS/Pages/Maps-And-GIS.aspx.

16. ZONING CERTIFICATES: HOW TO READ, UNDERSTAND AND INTERPRET ZONING CERTIFICATES

An official zoning certificate can be obtained at the geomatics information counters at the various municipal offices listed in Table 8.

Alternatively, an email request can be sent to geoinfoservice@tshwane.gov.za for issuing a soft copy of the official zoning certificate for specific properties.

For more information on how to read and understand zoning certificates, refer to Annexure C10.

17. LINKS TO LEGAL AND RELATED DOCUMENTS FOR SUBMISSION ON THE E-TSHWANE PORTAL

Document	Link
Tshwane Land Use Scheme, 2024	www.tshwane.gov.za
City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	and/or www.e-tshwane.co.za
Tariffs for land use applications and related matters: July 2024 to June 2025	

CONTACT DETAILS

TABLE 10: CONTACT DETAILS OF THE CITY PLANNING AND DEVELOPMENT DIVISION			
Section	Position	Employee name	Email address
Office of the Divisional Head	Divisional Head	Pieter Swanepoel	pietersw@tshwane.gov.za
Spatial Planning Section	Director	Dennis Madumo	dennisma@tshwane.gov.za
Spatial Planning Section	Deputy Director	Namugaya Kisuule	namugayak@tshwane.gov.za
Land Use Scheme, Toponymy and Application Management Section	Director	Malie van der Vyver	malievdv@tshwane.gov.za
Development Compliance and Legislation Section	Director	Nicolene le Roux	nicolenelr@tshwane.gov.za
Land Use Management Administration Section	Director	Ashok Sudu	ashoks@tshwane.gov.za
Development Facilitation and Implementation Section	Acting Director	Lucy Nkadimeng	lucyn@tshwane.gov.za
Land Use Scheme, Toponymy and Application Management Section	Deputy Director	Lettie van den Berg	lettievdb@tshwane.gov.za
Land Use Scheme, Toponymy and Application Management Section	Deputy Director	Anne Shanmugam	annes@tshwane.gov.za
Tribunal Secretariat Support Subsection	Deputy Director	Babalwa Mrwebi	babalwam@tshwane.gov.za
Development Compliance and Legislation Section	Acting Deputy Director	Jannie Jacobs	jannieja@tshwane.gov.za
Land Use Management Administration: Region 1	Deputy Director	Tiisetso Mdovu	tiisetsomas@tshwane.gov.za
Land Use Management Administration: Regions 2 and 7	Deputy Director	Zashe T Shoko	zashes@tshwane.gov.za
Land Use Management Administration: Region 3	Deputy Director	Ntokozo Zuma	ntokozoz@tshwane.gov.za
Land Use Management Administration: Region 4	Deputy Director	Louis van der Walt	louisvdw@tshwane.gov.za
Land Use Management Administration: Region 5 and 6 North	Deputy Director	Fulufhelo Mathobo	fulufhelom@tshwane.gov.za

TABLE 10: CONTACT DETAILS OF THE CITY PLANNING AND DEVELOPMENT DIVISION			
Section	Position	Employee name	Email address
Land Use Management Administration: Region 6 South	Deputy Director	Andre du Plessis	andredpl@tshwane.gov.za
Office of the Director: Land Use Management Administration	Deputy Director	Siphiwe Masango	siphiwemas@tshwane.gov.za
Geomatics Section	Deputy Director	Elba Swart	elbas@tshwane.gov.za

TABLE 11: CONTACT DETAILS OF THE LAND USE MANAGEMENT ADMINISTRATION SECTION		
Office	Address	Contact person
Akasia office	Room F12, 1 st Floor Akasia Municipal Offices 16 Dale Avenue Karenpark	<u>Region 1</u> Jeanne Loots 012 358 9110 jeannel@tshwane.gov.za
Centurion office	Town-planning Office Room F7 Cnr Basden Avenue and Rabie Street Die Hoewes	<u>Region 4</u> Thenji Letsika <u>012 358 1966</u> thenjile@tshwane.gov.za
	Town-planning Office Room F110 Cnr Basden Avenue and Rabie Street Die Hoewes	<u>Region 6 (South)</u> Bianca Joubert 012 358 6449 biancaj@tshwane.gov.za
Pretoria office	8 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 2</u> Richard Mashile 012 358 7961 richardmas@tshwane.gov.za
	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 3</u> Kgaogelo Masetha 012 358 8381 kgaogelom@tshwane.gov.za
	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 5 and 6 (North)</u> Moloto Hlongwane 012 358 7938 molotoh@tshwane.gov.za
	8 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 7</u> Richard Mashile 012 358 7961 richardmas@tshwane.gov.za

TABLE 12: CONTACT DETAILS OF THE SPATIAL PLANNING SECTION

Region	Position	Employee name	Email address
1	Planning Professional	Mpho Pekane	mphopek@tshwane.gov.za
2	Planning Professional	Tebello Ramorapeli	tebellor@tshwane.gov.za
3	Planning Professional	Gordon Thale	gordont@tshwane.gov.za
4	Planning Professional	Tembelani Titi	tembelanit@tshwane.gov.za
5	Planning Professional	Funeka Tshaka	funekat@tshwane.gov.za
6	Planning Professional	Solomon A Modise	solomonmad@tshwane.gov.za
7	Researcher	Caryn V Sibambo	carynv@tshwane.gov.za

TABLE 13: CONTACT DETAILS OF THE CUSTOMER RELATIONS MANAGEMENT DEPARTMENT

Office	Address	Contact person
Akasia	Customer Care Walk-in Centre Akasia Municipal Offices 16 Dale Avenue Karenpark	Director Nkagisang Ndlovu 012 358 5252
Centurion	Customer Care Walk-in Centre Centurion Municipal Offices Cnr Basden Avenue and Rabie Street Die Hoewes	Ebrahim Jeeva 012 358 5851
Pretoria	Customer Care Walk-in Centre Ground Floor, Sammy Marks Building Cnr Madiba and Sisulu Street Pretoria	Patrick Matseba 012 358 1231

TABLE 14: CONTACT DETAILS OF POST-APPROVAL AND/OR DEVELOPMENT COMPLIANCE CONSULTANTS

Office	Address	Approval and/or development compliance consultants
Akasia Region 1	Room F8, 1 st Floor Akasia Municipal Offices 16 Dale Avenue Karenpark	Gert Muller 012 358 7402 gertmu@tshwane.gov.za
Centurion Region 4 and 6 South	Room 10, Block E Centurion Municipal Offices Cnr Basden Avenue and Rabie Street Die Hoewes	Thinus Grobbelaar 012 358 7432 thinusg@tshwane.gov.za
		Niel Louw 012 358 7428 niell@tshwane.gov.za

TABLE 14: CONTACT DETAILS OF POST-APPROVAL AND/OR DEVELOPMENT COMPLIANCE CONSULTANTS

Office	Address	Approval and/or development compliance consultants
		Morongwa Phago 012 358 7370 morongwap@tshwane.gov.za
Pretoria Region 2, 3, 5 and 6 North	8 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	Malebo Baloyi 012 358 5046 maleboba@tshwane.gov.za
		Ebrahim Dawood 012 358 4939 ebrahimd@tshwane.gov.za
Escalated queries	Economic Development and Spatial Planning Management and Administration Support Centurion Centurion Municipal Offices Cnr Basden Avenue and Rabie Street Die Hoewes	Jannie Jacobs (acting Deputy Director) 012 358 4872 jannieja@tshwane.gov.za

TABLE 15: MUNICIPAL OFFICES: BUILDING CONTROL OFFICES FOR SITE DEVELOPMENT AND BUILDING PLANS

Region 1		
Akasia	Room G9, Ground Floor Akasia Municipal Offices 16 Dale Avenue Karenpark	MM Tshabalala 012 358 9098
Soshanguve	Soshanguve Community Centre Cnr Commissioner and Tlhatlhagane Street Soshanguve	LK Noah 012 358 9336
Region 2		
Sinoville	Room 42, Ground Floor Kudu House Cnr Marija Street and Pafuri Avenue Sinoville	EM Groenewald 012 358 9747
Temba	Temba Municipal Offices Cnr Jubilee and Makentha Road Temba	MM Bontsi 012 358 9504
Region 3		
Pretoria	Ground Floor Middestad Building 252 Thabo Sehume Street Pretoria	RN Boikanyo 012 358 9127

Region 4		
Centurion	Room F48 Centurion Municipal Offices Cnr Basden Avenue and Rabie Street Die Hoewes	I Swartz 012 358 4614
Region 5		
Cullinan	Room 2 Thembisile Chris Hani Building Petra Diamonds Cullinan (Remainder of Elandsfontein 480-JR)	NT Engelbrecht
Region 6		
Shere	Shere Satellite Office Holding 43 Struben Street Shere AH	SJ Anderson 012 809 2260
Region 7		
Bronkhorstspuit	Muniforum II Building 53 Church Street Bronkhorstspuit	C Venter 013 932 6333

TABLE 16: LIST OF MUNICIPAL OFFICES: CITY PLANNING REGISTRATION OFFICES

Municipal office	Address
Akasia	Room F8, 1 st Floor, Akasia Municipal Offices, 6649 Dale Avenue, Karen Park
Centurion	Room E10, cnr Basden Avenue and Rabie Street, Die Hoewes
Pretoria	1 st Floor, Middestad Building, 252 Thabo Sehume Street, Pretoria

TABLE 17: CONTACT DETAILS OF THE GEOMATICS SECTION

Office	Address
Akasia	Room G04, Ground Floor, City Planning Building, 6649 Dale Road, Karen Park
Centurion	Block F, Geomatics, Centurion Municipal Offices, 892 Clifton Avenue, Die Hoewes
Pretoria	3 rd Floor, Geomatics, Middestad Building, 252 Thabo Sehume Street, Pretoria

TABLE 18: CONTACT DETAILS OF THE DEVELOPMENT FACILITATION AND IMPLEMENTATION SECTION FOR EARLY CHILDHOOD DEVELOPMENT CENTRE APPLICATIONS IN DESIGNATED AREAS

Office	Address	Contact person
Pretoria	Compilation Office 7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	Lucy Nkadimeng 012 358 6401
		Sasi Maluleke 012 358 6339
		Imelda Motloun 012 358 7342

TABLE 10: CITY OF TSHWANE DEPARTMENTS COMMENTING ON LAND DEVELOPMENT APPLICATIONS

SECTION	Name	Email	Telephone No
Division: Energy Business			
Technical Support & Technology Management	Frank Gibbon	frankg@tshwane.gov.za	012 358 4010
	Escalation: Frans Manganye	fransma@tshwane.gov.za	012 358 4213
Division: Transportation Planning			
Integrated Transport Planning	Mehboob Babamia	mehboobb@tshwane.gov.za	012 358 7703
Intelligent Transport Systems & Traffic Engineering	Yogen Govender	yogeng@tshwane.gov.za	012 358 0977
	Escalation: Lourens Swanepoel	lourenss@tshwane.gov.za	012 358 6278
Division: Roads & Stormwater			
Region 1 & 6	Tshepo Seshai	tsheposes@tshwane.gov.za	012-358-2119
Region 2	Selaelo Ramalepe	salaelor@tshwane.gov.za	012-358-1433 071-927-3958
Region 2	Rizhwaana Ismail	rizhwaanal@tshwane.gov.za	012-358-7741 062-808-9038
Region 3	Kenneth M. Masiagwala	kennethm@tshwane.gov.za	012 3587010
Region 4	Joe van Rensburg	joevr@tshwane.gov.za	0123587810
Region 5 & 7	Johans van Rensburg	Johansvr@tshwane.gov.za	012 358 8079
	Ben Seete	bens@tshwane.gov.za	012-358 0556
	Escalation: Bavusile Ramekane	BavusileR@tshwane.gov.za	012 358 7822
Division: Water & Sanitation Infrastructure Planning & Implementation			
	Sybel Mogale [Admin]	SybelM@tshwane.gov.za	012 358 1671

TABLE 10: CITY OF TSHWANE DEPARTMENTS COMMENTING ON LAND DEVELOPMENT APPLICATIONS			
SECTION	Name	Email	Telephone No
System Development Region A	Anton Scholtz	antonsc@tshwane.gov.za	012 358 7783
	Marelise Roux	mareliser@tshwane.gov.za	012 358 7678
	John Mhlanga	johnmh@tshwane.gov.za	012358 7789
	Nkosinathi Ntombela	nkosinathin2@tshwane.gov.za	012 358 8899
System Development Region B	Jeaneth Makgabole [Admin]	JeanethM@tshwane.gov.za	012 358 3683
	Cleo Kgobe	cleok@tshwane.gov.za	012 358 1527
	Cinthia Nthuli	cinthian@tshwane.gov.za	012 358 3578
	Nondumiso Makhubela	nondumisom@tshwane.gov.za	012 358 8184
	Lenah Sojane	lenahs@tshwane.gov.za	012 358 2591
	Escalation: Dumisani M. Gubuza	dumisanig@tshwane.gov.za	012 358 6156

TABLE 11: CONTACT DETAILS OF EXTERNAL DEPARTMENTS COMMENTING ON LAND DEVELOPMENT APPLICATIONS			
Department	Name	Email	Tel. No
GDACE		gdace@gpg.gov.za	011 355 1900
	Phuti Matlamela	Phuti.Matlamela@gauteng.gov.za	
	Gladys Hadebe	Gladys.hadebe@gauteng.gov.za	
Gauteng Department of Co-operative Governance and Traditional Affairs	Neels du Toit	Neels.Dutoit@gauteng.gov.za	011 298 5615 060 980 8514
Minerals and Energy	Submit online	http://www.dmr.gov.za/SAMRAD	
	A Magobola	Agnes.Madingwane@dmr.gov.za	011 258 9787
	Ms T Ndimande	Thandi.Ndimande@dmr.gov.za	011 258 9700
		Coltrane.Letswalo@dmr.gov.za	
Gautrans		Mathe.Mazali@gautrans.gov.za	011 355 7173
		sindiswaD@gpg.gov.za	011 355 7234

TABLE 11: CONTACT DETAILS OF EXTERNAL DEPARTMENTS COMMENTING ON LAND DEVELOPMENT APPLICATIONS

Department	Name	Email	Tel. No
		goriale@gauteng.gov.za	011 355 7141
SANRAL	New applications & enquiries on progress:	NRStutory@nra.co.za	012 426 6201
		info@sanral.co.za	
	Ria Barkhuizen	barkhuizenr@nra.co.za	
Department of Agriculture	On-line submission:	www.agric.za/agriland	
	Thoko Buthelezi	Thokob@daff.agric.za	012 319 7580
		nhlakad@daff.gov.za	012 301 7634
		HettieB@daff.agric.za	
Department of Education		kiko.McBrown@gauteng.gov.za	071 474 6083 011 355 6684
		HUDSON.BALOYI@gauteng.gov.za	011 355 0366
		Steve.Sebeho@gauteng.gov.za	011 355 0203
			011 355 0000
			011 355 5855
Rand Water	Mmule Raditsela	mraditse@randwater.co.za	011 682 0911
	Lindiwe Gamede	Lgamede@randwater.co.za	011 682 0296
	Harriet Bhembe	hbhembe@randwater.co.za	
		jkubheka@randwater.co.za	
		wayleave@randwater.co.za	
Eskom	Phethe Maluleke	malulemp@eskom.co.za	011 711 2496
	Annelien Pretorius	pretoann@eskom.co.za	012 421 3046
Sasol Gas	Bruce van der Heuvel	wayleave@sasol.com	011 865 8563

TABLE 11: CONTACT DETAILS OF EXTERNAL DEPARTMENTS COMMENTING ON LAND DEVELOPMENT APPLICATIONS

Department	Name	Email	Tel. No
	Sandra Reyneke	Sandra.Reyneke@sasol.com	011 865 8502
Transnet/ Spoornet	BJ Thorne	Shirley.Makhavhu@transnet.net	012 315 2010
		enquiries@transnet.net	011 583 0247
Prasa	Gerlie Mbongwe	gmbongwe@prasa.com	012 748 7000
Telkom/Opens erve	Phemelo Hlaethwaw	nerwayleaves@telkom.co.za	012 311 4056
	Mantombi Ndlovu		012 311 7737
	Linda Meyfarth		012 311 8650
Health	Phume Khumalo	Phume.kumalo@gauteng.gov.za	011 355 3000
Council for Geoscience	Willem Meintjes	Wmeitjies@geoscience.org.za	012 841 1911
		info@geoscience.org.za	

TARIFFS FOR THE 2024/25 FINANCIAL YEAR

The application fees are determined by the Municipality and are dealt with as part of the charges and tariffs published by the Municipality in terms of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000). Refer to section 26 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) regarding application fees.

Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Particulars	With effect from 1 July 2024 to 30 June 2025
	Total (VAT included) R
1. Consent use and permission applications in terms of the land use scheme	
1.1 Consent in terms of Clause 14(6)(c) of the Tshwane Town-planning Scheme, 2008 (revised 2014)	2 130,00
1.2 Permission for the erection of one additional dwelling house in terms of Clause 14(10) of the Tshwane Town-planning Scheme, 2008 (revised 2014)	1 050,00
1.3 Permission for the erection of a telecommunication mast in terms of Clause 14(11) of the Tshwane Town-planning Scheme, 2008 (revised 2014)	1 050,00
1.4 Permission to amend the conditions of a permission in terms of Clause 15(6) of the Tshwane Town-planning Scheme, 2008 (revised 2014)	510,00
1.5 Consent use in terms of Clause 16 of the Tshwane Town-planning Scheme, 2008 (revised 2014)	2 130,00
1.6 Application for permission in terms of Clause 16(9) for partial or total non-compliance with the provisions of Clauses 16(2) and 16(3) of the Tshwane Town-planning Scheme, 2008 (revised 2014)	1 890,00
1.7 Permission to amend the conditions of a consent use in terms of Clause 16(11) of the Tshwane Town-planning Scheme, 2008 (revised 2014) or any other town-planning scheme	510,00
1.8 Permission in terms of Schedule 25 of the Tshwane Town-planning Scheme, 2008 (revised 2014)	1 050,00
1.9 Application in terms of any Annexure T of the Tshwane Town-planning Scheme, 2008 (revised 2014)	2 130,00
2. Applications in terms of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
2.1 Application in terms of Section 62 or 63 for revoking a provision in an approved scheme or revoking an approved scheme	6 960,00
2.2 Amendment in terms of Section 56 or 125	1 630,00

Particulars	With effect from 1 July 2024 to 30 June 2025
	Total (VAT included) R
3. Consolidation application in terms of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
3.1 Amendment of a consolidation plan before and after approval	600,00
3.2 Application in terms of Sections 92(4)(a) and 92(4)(b) for the amendment of conditions of an approved consolidation application and/or cancellation of approval	1 050,00
4. Subdivision applications in terms of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
4.1 Amendment of a subdivision plan: Before and after approval	600,00
4.2 Application in terms of Sections 92(4)(a) and 92(4)(b) for the amendment of conditions of an approved subdivision application and/or cancellation of approval	1 050,00
5. Simultaneous subdivision and consolidation application in terms of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
5.1 Amendment of a subdivision and consolidation plan: Before and after approval	600,00
5.2 Application in terms of Sections 92(4)(a) and 92(4)(b) for the amendment of the conditions of an approved subdivision and consolidation application and/or cancellation of approval	1 060,00
6. Township establishment in terms of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
6.1 Application in terms of Section 96(4) (a) Application fee	3 020,00
6.2 Application in terms of Section 100 (a) Application fee	6 660,00
6.3 Application in terms of Section 99(1) for the division of a township in accordance with the approved layout plan	
(a) For two townships	4 230,00
(b) For every additional township	2 130,00
6.4 Application in terms of Section 125	8 620,00
6.5 Extension of time: Application in terms of Sections 72(1) and 101(2)	1 160,00
7. Gauteng Removal of Restrictions Act, 1996 (Act 3 of 1996)	
7.1 Consent or permission of the controlling authority or any other functionary as set out in terms of Section 2(1), if not requested simultaneously with any other land use application	280,00
8 Division of Land Ordinance, 1986 (Ordinance 20 of 1986)	
8.1 Application in terms of Section 17(3) for the amendment, if it is substantial and it needs readvertising	490,00
8.2 Application in terms of Section 17(3) for the amendment or deletion of conditions on which an application was approved	1 720,00

Particulars	With effect from 1 July 2024 to 30 June 2025
	Total (VAT included) R
9. Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998) (gated communities)	
9.1 For the initial application (the fee excludes the advertisement fee)	13 870,00
9.2 Application after the initial two years (the fee excludes the advertisement fee)	10 140,00
9.3 Fee for lodging an appeal	5 380,00
9.4 Publication of the notice in the <i>Provincial Gazette</i> : Cost as determined by the government printers plus 20%	3 710,00
10. Applications in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	
10.1 Replacement and consolidation of amendment scheme in terms of section 13	5 000,00
Plus promulgation	3 010,00
10.2 Application for exemption from section 13(5)(b), read with Schedule 28	1 160,00
10.3 Rezoning in terms of section 16(1), read with Schedule 3	10 130,00
Plus promulgation	3 010,00
10.4 Removal, amendment, or suspension of title conditions in terms of section 16(2) and consent by the City of Tshwane or by the City of Tshwane as the controlling authority in terms of section 16(2)(d), read with Schedule 4 or Schedule 14	870,00
Plus promulgation	1 510,00
10.5 Consent use, permission or relaxation in terms of section 16(3), read with Schedule 29, 31 or 32	2 130,00
10.6 Reservation of a township name in terms of sections 16(4) and 16(5), read with Schedule 5	720,00
10.7 Township establishment or extension of boundaries in an approved township in terms of section 16(4), read with Schedule 6	14 470,00
Plus promulgation	6 030,00
10.8 Division of a township in terms of Section 16(5) (per division), read with Schedule 7	5 790,00
Plus promulgation per division	6 030,00
10.9 Amendment of an approved township in terms of section 16(4)	7 230,00
10.10 Approval of an alteration, amendment or cancellation of a general plan in terms of section 16(15), read with Schedule 11	7 230,00
10.11 Section 16(16) application, read with Schedule 18	1 050,00
10.12 Subdivision and/or consolidation in terms of sections 16(12)(a)(i) and (ii), read with Schedule 8	1 090,00
10.13 Subdivision in terms of section 16(12)(a)(iii), read with Schedule 9	5 380,00

Particulars	With effect from 1 July 2024 to 30 June 2025
	Total (VAT included) R
10.14 Amendment of a land development application before approval in terms of section 16(18) or after approval in terms of section 16(19), read with Schedule 12	2 170,00
10.15 Request for an amendment of conditions of establishment for townships other than for the inclusion of erf numbers or for the purpose of certification of the opening of a township register after approval in terms of section 16(4)	2 170,00
10.16 Administrative amendment of conditions of application and administrative processes in terms of section 23	1 020,00
10.17 Request for the correction of error or omission in terms of section 23 or Schedule 2, read with Schedule 15	1 100,00
10.18 Cancellation of a land development application in terms of section 23(3), read with Schedule 20	290,00
10.19 Registration of servitudes in terms of section 28(1)	1 020,00
10.20 Confirmation of land use rights for the registration or amendment of a sectional title scheme in terms of section 28(9)	1 020,00
10.21 Extension of time as may be allowed in terms of any provision of the By-law read with Schedule 10	1 150,00
10.22 Excision of an agricultural holding in terms of section 32(f), read with Schedule 22	2 170,00
10.23 Any other application that is not mentioned above	980,00
10.24 Exemption in terms of section 49, read with Schedule 24	1 150,00
10.25 Petition for intervenor status in terms of section 45, read with Schedule 26	1 150,00
10.26 Submission of documentation for pending applications or applications in terms of sections 3(13) and 3(14), read with Schedule 27	1 150,00
11. Other applications	
11.1 Provision of reasons for decisions of the City Planning and Development Committee and/or Strategic Development Tribunal and/or Municipal Planning Tribunal and/or Appeals Authority	480,00
11.2 Application in terms of Regulation 38 and Sections 82 and 101 of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), Sections 16(7) and 16(10) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), read with Section 53, of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	480,00
11.3 Any <i>ad hoc</i> approvals and consents that are not mentioned above	300,00
11.4 Confirmation of land use rights for a liquor licence or gambling licence	1 000,00
11.5 Request for the confirmation of land use rights	1 000,00

Particulars	With effect from 1 July 2024 to 30 June 2025	
	Total (VAT included) R	
11.6 Any other application that is not mentioned above		1 020,00
11.7 Lodging an appeal (each appellant and respondent must pay the fee)		4 540,00
11.8 Request for the interpretation of the land use scheme		1 100,00
12. Other documents		
12.1 Hard copy of the manuals applicable to land development applications	Per manual	80,00
12.2 Hard copy of the Guideline Document in terms of section 12(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	Per page	10,00
12.3 Zoning certificates (Printing Fees for hard copy will be additional)		30,00
12.4 Zoning plans (Printing Fees for hard copy will be additional)		40,00
12.5 Annexure L (Printing Fees for hard copy will be additional)		40,00
12.6 Approved consent use and/or permission conditions (Printing Fees for hard copy will be additional)		40,00
12.7 Clauses and schedules (Printing Fees for hard copy will be additional)	Per page	10,00
12.8 Authentication of approval letters/documents		1 000
12.9 Hard copy of the Municipal Spatial Development Framework or Regionalised Spatial Development Framework	Per region	320,00
12.10 CD that contains the Municipal Spatial Development Framework or Regionalised Spatial Development Framework per region as issued by the Spatial Planning Section		160,00
12.11 Hard copy of other documents, such as policies, for example, the Guesthouse Policy, Tshwane Geographical Names Policy, etc		90,00
12.12 Hard copy of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)		290,00
12.13 Hard copy of the schedules and application forms in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	Per page	10,00

MANUAL FOR THE REQUEST FOR CONFIRMATION OF LAND USE RIGHTS IN TERMS OF SECTION 28(9)(a) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) FOR REGISTRATION, OPENING AND/OR AMENDMENT OF A SECTIONAL TITLE SCHEME

Note: The confirmation of the land use rights in terms of section 28(9) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) is not a Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) letter, consent or compliance letter of confirmation of the land use rights.

1. DOCUMENTS REQUIRED FOR SUBMISSION OF REQUEST

The following documentation shall be submitted electronically to lus-sts@tshwane.gov.za:

Name for submission	Type of document
Sectional title scheme: Proof of payment	EFT payment and/or receipt of the fees
Sectional title scheme: Cover letter	Cover letter
Sectional title scheme: Surveyor-General sectional plan	Surveyor-General sectional plan
Sectional title scheme: Zoning certificate	Zoning certificate, not older than three months
Sectional title scheme: Memorandum	Memorandum that explains the proposed registration and/or amendment(s) about the existing land use rights
Sectional title scheme: Site Development Plan	Copy of the approved Site Development Plan (if it is a requirement of the adopted land use rights)
Sectional title scheme: Building plan	Copy of the approved building plan(s)
Sectional title scheme: Declaration	Declaration by the owner, conveyancer and/or authorised representative

2. INCOMPLETE REQUESTS

- 2.1 Any request submitted that is not in accordance with the approved land use rights or failure to submit any of the said required documents as indicated in this Manual shall be deemed to be incomplete and shall be issued with a letter of rejection.
- 2.2 This implies that once a request has been rejected, a new request must be lodged. Refer to section 26(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) in this regard.

3. PROOF OF PAYMENT

- 3.1 A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the

Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

- 3.2 An electronic funds transfer (EFT) payment must be made for each Surveyor-General sectional plan to be confirmed. In accordance with the fee structure, each Surveyor-General sectional plan is evaluated separately and should be submitted, paid for, and motivated as such.
- 3.3 Proof of EFT payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received for each Surveyor-General sectional plan.
- 3.4 A separate EFT payment must be made for each application.
- 3.5 Refer to Sections 5 and 6 of this Manual for information about EFT payments.

4. COVER LETTER

- 4.1 The cover letter must be addressed to the Economic Development and Spatial Planning Department: Land Use Scheme, Toponymy and Application Management Section.
- 4.2 The contact details of the applicant, such as the telephone number, postal address, and email address, must be clearly indicated.
- 4.3 The cover letter shall distinctly specify if the request is done for the registration and/or opening of a sectional title scheme **or** for the amendment of an existing sectional title scheme.

5. APPROVED SURVEYOR-GENERAL SECTIONAL PLAN(S)

- 5.1 One clear copy of the approved Surveyor-General sectional plan(s) is required.
- 5.2 The approved Surveyor-General Sectional Plan(s) shall form part of the confirmation letter issued by the Municipality. It is therefore imperative that the document(s) is not –
 - an A3 plan scanned on two separate A4 pages;
 - cut into parts;
 - highlighted with markers;
 - minimised to such an extent that it is unreadable; or
 - punched with holes.

- 5.3 Ensure that the approval date, frame, and all other information are readable.

6. ZONING CERTIFICATE

- 6.1 This is a recent (not older than three months) paginated zoning certificate that contains the cover page and referenced Annexure L, consent use, or permission approvals.

6.2 Refer to Section 16 of this Manual for how to obtain a zoning certificate.

6.3 **Note the following:**

- The compliance, confirmation or approval letter does not serve as the zoning certificate.
- In terms of section 43 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), the database of the City of Tshwane is correct with reference to the zoning and any other lawfully approved and adopted consent uses and/or permissions. The liability rests with the person who disagrees with the information to provide such lawful scheme documents.

7. **MEMORANDUM**

This is a memorandum that provides an indication of the proposed sectional title scheme or the amendment of an existing sectional title scheme, with an explanation of how the rights will be exercised with specific reference to the use Zone, land uses and control measures (Height, Coverage, Floor Area Ratio, Density) of the property in terms of the zoning certificate.

Note: The aim of the memorandum is to prove that the land use rights, the building plans and the sectional plans correlate regarding the areas, layout, and lawful land use rights.

8. **SITE DEVELOPMENT PLAN**

8.1 The approved site development plan must be submitted if it is a requirement in terms of the approved, promulgated and adopted land use rights that the development is subject to a site development plan. A site development plan is “coded” with an “SDP number” which shows the siting, elevations and exterior finish of the proposed buildings, parking areas and open spaces of the proposed development of a property and any salient natural features thereof as prescribed, read with Clause 31 of the Tshwane Land Use Scheme, 2024.

8.2 The site development plan is attainable at the Building Control Office Section (see Table 6 in Annexure A).

Note: A site plan does not serve as the site development plan. The site development plan should contain the schedule of land development controls, that is, coverage, height and floor area ratio. The letter of approval of a site development plan does not replace the site development plan.

9. **BUILDING PLAN**

9.1 This is the approved building plan in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

9.2 Building plans can be obtained at the Building Control Office Section (see Table 6 in Annexure A).

Note: Building plans are usually “coded” with an “R” number. Building plans that have been scanned in pieces or minimised to such an extent that they are unreadable will not be accepted. An approval letter shall not be acceptable as the approved plans that indicate layout and approved areas are needed. Fire hydrant, water reticulation plans and occupational certificates cannot serve as building plans. The schedule with the areas of buildings should be readable and available on the approved plan.

10. DECLARATION

This is a declaration to be signed by the owner, conveyancer, or authorised representative which declares that the sectional plan and sectional title scheme shall be submitted in accordance with the land use rights applicable on the property, which declaration shall be read with section 28(9) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) and the Sectional Titles Act, 1986 (Act 95 of 1986).

11. IMPORTANT ASPECTS RELATED TO THE REQUEST

- 11.1 The request for confirmation shall be rejected if all the required documents and proof of payment, in the opinion of the Municipality, have not been submitted in the form and manner as indicated above.
- 11.2 All enquiries related to this request can be directed to lus-sts@tshwane.gov.za or dannymu3@tshwane.gov.za.
- 11.3 A period of **at least 30 days or longer** shall be required to finalise the request, on condition that all the required documents have been submitted in the form and manner as indicated in Section 1 of the annexure. Refrain from emailing any enquires on the progress of the processing of the request. Those emails or enquiries shall not be attended to.
- 11.4 Additional information, if required, must be submitted by the applicant within ten days after such a request, failing which it shall be deemed that the applicant does not want to continue with the request and must submit a new request if he/she wants a confirmation letter.
- 11.5 You will be notified of the outcome of your request. Two hard copies of the sectional plans shall be submitted on the day of the collection of the confirmation letter to either Mr Danny Müller or Ms M Geldenhuys, 7th Floor, Middestad Building, 252 Thabo Sehume Street, Pretoria, or as per prior arrangement.

12. GENERAL NOTES

Do not submit copies of unnecessary documentation which does not form part of this manual, for example the following:

- Title deed
- General plan

- Occupation certificate
- Fire or electric plans and certificates
- Post-compliance letter
- Approval letter of a land development application

13. CONTACT DETAILS

See Table 6 in Annexure A for the contact details of the Building Control Office Section for site development and building plans.

MANUAL FOR THE SUBMISSION OF A PROOF OF COMPLIANCE PACKAGE IN TERMS OF SECTION 16(1)(y) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

1. POST-APPROVAL APPLICATIONS

All applications that have been captured on the Application Processing System with item numbers can now be submitted. This includes applications in terms of:

- Regulation 38 of the Town-planning and Townships Ordinance, 1986;
- section 16(10) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) for subdivisions and applications (after approval)
- townships that were submitted in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), **not** the Town-planning and Townships Ordinance, 1986

provided that the following applies:

- The Development Compliance and Legislation Section may still require hard copies to be submitted (notarial deeds, guarantees, and agreements).
- The Development Compliance and Legislation Section may have to obtain the files that consist of various volumes.
- The Development Compliance and Legislation Section cannot guarantee response times for files from the City Planning Registration office where files are needed.
- The ordinance extensions of time must be submitted to the Land Use Management Administration Section at newlanduseapplications@tshwane.gov.za.

2. EMAIL AND FILE-NAMING PROTOCOL

2.1 Follow the naming protocols in the subject line, as follows: Type of application, item number, erf number, township name, and extension.

2.2 Applications for post-approval compliance must be scanned as a PDF as **one document**, including the e-application form, which must be the first document of the PDF.

2.3 Non-compliant applications shall be deleted and rejected.

2.4 Ensure that a clear indication is given of the application type. The Land Use Management Administration Section shall be required to be able to allocate the application with the information provided in the subject line.

2.5 Use the following “type of application” abbreviations and references:

Abbreviation	Type of application
EOT	Extension of time
PCP	Application for proof of compliance with conditions
Section 16(7)	Certificate for opening of a township register
Section 28(1)	Servitude registration
PA amendment of conditions of establishment (erf numbers/GP Section 16(7))	Post-approval amendment of conditions of establishment and the reason for the amendment (only the City of Tshwane Land Use Management By-law, 2016 (Amended 2024))
Section 16(10)	Subdivision
Section 23(2)	Correction of an error or omission
COO	Change of ownership
Section 6(1)	Excisions

3. DOCUMENTS REQUIRED FOR SUBMITTING THE APPLICATION

The applicant shall submit a complete set of the following documentation:

- A cover letter addressed to the department responsible for development planning.
- Proof of payment of the application fee in accordance with the process of payment in accordance with this Manual, where applicable.
- An approval letter for the application that was approved, with all the pages and conditions to be complied with.
- A registered title deed of the property(ies) on which the land development application was approved.
- A power of attorney, if the applicant is not the owner of the property(ies).
- Receipt of payment contributions and/or development charges, certified by Group Financial Services or the Energy and Electricity Department that payments have been received, including electronic funds transfers (EFTs).
- The documents required in terms of the approval letter, that is, any document required as proof of compliance with the conditions of the approval letter before the rights are linked, adopted or exercised.

Note that all applications and implementation must comply with the legislation in terms of which an application was approved.

4. SUBMISSION OF COMPLETE PROOF OF COMPLIANCE

Complete proof of compliance is to be electronically submitted to pcpdevcompliance@tshwane.gov.za and must be addressed for the attention of the correct individual in accordance with Table 5 in Annexure A.

5. IMPORTANT ASPECTS RELATED TO THE APPLICATION

- 5.1 The request shall not be accepted for consideration if all the required documents have not been submitted.

- 5.2 A period of 14 days may be provided to applicants to provide any outstanding information requested or the application may, upon receipt, be rejected for incompleteness.
- 5.3 Any questions may be directed electronically to the individuals listed in Table 5 in Annexure A.

MANUAL FOR THE SUBMISSION OF THE FOLLOWING:

- **REGULATION 38 ENDORSEMENT: TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**
- **SECTION 25: DIVISION OF LAND ORDINANCE, 1986 (ORDINANCE 20 OF 1986)**
- **REGULATION 33H ENDORSEMENT: TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1965 (ORDINANCE 25 OF 1965), INCLUDING SECTION 43 APPLICATIONS FOR CERTIFICATES OF REGISTERED TITLE AND CERTIFICATES OF CONSOLIDATED TITLE AS MAY BE REQUIRED**
- **SECTION 16(10) FOR THE PURPOSES OF SUBDIVISIONS AND CONSOLIDATIONS: CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)**

1. SUBMISSION OF THE APPLICATION

An electronic submission for clearance for the registration and/or transfer of consolidated erven, subdivided erven, divided farm portions and certificates of registered title resulting from a land development application shall be submitted to pcpdevcompliance@tshwane.gov.za. **Include the item number and/or the file number.**

2. DOCUMENTS REQUIRED FOR SUBMISSION OF THE APPLICATION

- 2.1 A cover letter and proof of payment of the application fee, as may be determined in terms of the charges and tariffs as advertised, which indicates what the application is for, including reference to the relevant legislation.
- 2.2 A power of attorney and company resolution, where the property is owned by a company, from the registered owner of the property.
- 2.3 A copy of the zoning certificate (not older than three months).
- 2.4 The original power of attorney in respect of the transfer and/or the original application for a certificate of registered or consolidated title and the draft deed.
- 2.5 A copy of Council's letter of approval of the subdivision, division of land, and/or consolidation and the annexures thereto.
- 2.6 A copy of each applicable subdivision or consolidation diagram, duly signed by the Surveyor-General and, where a "Remainder" is created, a copy of the mother diagram of the original Erf before subdivision.
- 2.7 The title deed, including the endorsement pages, of the property to be subdivided and/or consolidated or of the farm portion divided.
- 2.8 Proof of compliance with all the conditions specified in the letter of approval, to the satisfaction of the Municipality.

- 2.9 Ensure that the departments that sign off the clearance letters indicate that engineering services and/or development charges and park contributions have been paid, together with proof of payment and/or receipt number and the amount.
- 2.10 Where any upgrading of engineering services had to be done, either as a condition of approval or as a result of an engineering services agreement, proof that the owners have complied with all their obligations from the engineering services departments is required. Where the amount indicated in the letter of approval differs from the amount paid, the clearance letter(s) from the departments must clearly indicate the reason for the difference in the amounts and, where required, the approval letter may have to be amended.
- 2.11 Where the application pertains to a newly established township, ensure that the proclamation notice and a copy of the clearance for transfer, that is, a certificate in terms of Section 82 of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986), section 16(7) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), etc, is provided.
- 2.12 Proof of payment of engineering services contributions and/or development charges, if required, or if the subdivision is preceded by a rezoning (that is, a copy of the receipt if bulk services contributions were paid on rezoning), if applicable.
- 2.13 If servitudes are to be registered or a non-profit company is to be created, a conveyancer's certificate and undertaking that these shall be registered and incorporated into the title deeds of the newly created erven.
- 2.14 Where parks and/or roads are transferred into the name of a non-profit company, a draft title deed of the properties must be submitted for these properties wherein it is clearly indicated that a right-of-way and engineering services servitude shall be registered in favour of all the erven in the subdivision and the Municipality.
- 2.15 An undertaking from the conveyancer who will do the registration that he/she will transfer any and all properties that are to be transferred to the Municipality or any other entity in accordance with the conditions of approval as the first transfer in the subdivision before any other erven are either registered by means of transfer or on which a certificate of registered title will be taken out, or the registration of a sectional title scheme.
- 2.16 Where a simultaneous consolidation and subdivision will take place, confirmation that the consolidated title shall be registered first and that the properties outlined as in Section 2.15 of this annexure will be transferred first before any other portions and/or erven are transferred.
- 2.17 Where servitudes are to be registered before or simultaneously with the registration of the newly created erven, draft notarial deeds of servitude and powers of attorney for signature if in favour of the Municipality.

- 2.18 If in favour of any other property and/or person, signed powers of attorney and draft notarial deeds of servitudes as these will be registered.
- 2.19 Where applicable, approved small-scale diagrams if the servitudes do not form part of the general plan for subdivision.
- 2.20 If a caveat is required for whatever reason, which may for example include the fact that the property is owned by the developer and registration of the said servitudes cannot be done until transfer, it must be prepared by a conveyancer.
- 2.21 Where clearances are required from other departments, ensure that these specifically state that the newly created properties may be registered.
- 2.22 Where parks and/or roads are transferred into the name of a non-profit company, note that a draft title deed must be submitted for these properties wherein it is clearly indicated that a right-of-way and engineering services servitude shall be registered in favour of all the erven in the township and the Municipality.

3. REMARKS

- 3.1 The town planner or land surveyor who submitted the application for the subdivision, division or consolidation may be able to assist in obtaining the necessary documents.
- 3.2 Look at the provisions of the Tshwane Land Use Scheme, 2024 in so far as the “General provisions applicable to all erven” (Clause 18) are concerned or any other relevant provisions and legislation which, over and above the approval, will apply to the subdivision and the creation of new erven.
- 3.3 If the development is part of a “group housing” scheme, be advised that it may be necessary to create a non-profit company, in which case the following documentation shall be required in addition to the above:
 - Memorandum of incorporation
 - List of members of the company as registered
 - Refer to the standard conditions to be included in the establishment documents in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).
- 3.4 Note that the clearance to register property must be read with Section 53 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), where applicable.
- 3.5 In order to ensure that the registration transactions are properly sequenced at the Registrar of Deeds, the clearance may specify that certain registration transactions must take place before the registration of any newly created erven.
- 3.6 Where any servitudes are registered in favour of the Municipality or if any property is transferred to the Municipality, the conveyancer dealing with the

registration thereof must immediately upon release of the registered deeds serve the original on the Group Head: Group Property of the City of Tshwane.

- 3.7 Note that nothing contained herein shall be construed as having limited the Municipality from requesting any other information necessary for purposes of issuing the clearance for opening a township register or any other clearances contained in this document.

4. COMPLETE PROOF OF COMPLIANCE

- 4.1 Complete proof of compliance is to be electronically submitted to pcpdevcompliance@tshwane.gov.za and must be addressed for the attention of the correct individual.
- 4.2 See Table 5 in Annexure A for the contact details of the relevant post-approval or development consultants.

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR THE FOLLOWING:

- **SECTION 101 IN TERMS OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**
- **SECTION 16(7) IN TERMS OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), ETC**

1. SUBMISSION OF THE APPLICATION

An application for clearance to open a township register must be submitted electronically to pcpdevcompliance@tshwane.gov.za. Indicate the item number and/or file reference.

2. DOCUMENTS REQUIRED FOR SUBMISSION OF THE APPLICATION

- 2.1 A cover letter and proof of payment of application fees may be determined in terms of the charges and tariffs as advertised, which indicate what the application is for, including reference to the relevant legislation.
- 2.2 A power of attorney and company resolution, where the property is owned by a company, from the registered township owner(s) on which the township is to be established.
- 2.3 A copy of the title deed of the farm portion(s) on which the township is to be established.
- 2.4 Copies of the signed engineering services agreements by the relevant engineering services departments as required by the conditions of establishment as vetted by Group Legal and Secretariat Services.
- 2.5 Where applicable in terms of the engineering services agreements, copies of the guarantees for engineering services to the amounts as confirmed by the engineering services departments, including defects liability and/or maintenance guarantees, where applicable.
- 2.6 Proof of payment of engineering services contribution or development charges and a contribution for the provision of parks and open spaces or endowment (note that the payment must be in accordance with the amounts payable as conditions of approval).
- 2.7 Confirmation by the engineering services departments that the engineering services (internal and external, where applicable) have been constructed and installed to the satisfaction of the Municipality and that they are in a position to take over these services.
- 2.8 The letter of confirmation from the engineering services department may include all three of the above in one letter, so ensure that the clearance letter states that a section 16(7) or Section 101 may be issued.

- 2.9 The approved general plan of the township as signed by the Surveyor-General (keep in mind the process of obtaining street names and numbers).
- 2.10 The final set of conditions of establishment and the Annexures L as they relate to the township, signed off by the Land Use Management Administration Section of the Economic Development and Spatial Planning Department.
Note: The Annexure L should be accompanied by a map.
- 2.11 Proof that any and all pre-proclamation conditions having been complied with, which may include specialist reports having been submitted to various departments and their confirmation that the said reports have been submitted to their satisfaction and that the township register may be opened.
- 2.12 Where servitudes are to be registered on the farm portions before or simultaneously with opening the township register, draft notarial deeds of servitude and powers of attorney for signature, if in favour of the Municipality.
- 2.13 If servitudes are in favour of any other property and/or person, signed powers of attorney and draft notarial deeds of servitudes as these will be registered.
- 2.14 Where applicable, approved small-scale diagrams, if the servitudes do not form part of the general plan.
- 2.15 If a caveat is required for whatever reason, which may for example include the fact that the one township is subject to another or that a servitude must be registered, it must be prepared by a conveyancer.
- 2.16 Where the township was approved on an agricultural holding which was excised into a farm portion, the Section 6(1) certificate in terms of the Agricultural Holdings (Transvaal) Registration Act, 1919 (Act 22 of 1919) must accompany the application.

3. REMARKS

- 3.1 The clearance to open the township register may only be issued for the period for which the township will remain valid, with reference to section 43(2) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and section 16(4) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).
- 3.2 In order to ensure that the registration transactions are properly sequenced at the Registrar of Deeds, the clearance may specify that certain registration transactions must take place before the opening or simultaneously with the opening of the township register.
- 3.3 Upon receipt of the opening of the township register, the letter issued by the Registrar of Deeds must be submitted with the post-approval specialist in the specific region for the purposes of proclaiming the township.

- 3.4 Nothing contained herein shall be construed as having limited the Municipality from requesting any other information necessary for the purposes of issuing the clearance for opening a township register.
- 3.5 Where any servitudes are registered in favour of the Municipality or if any property is transferred to the Municipality, the conveyancer dealing with the registration thereof must immediately upon release of the registered deeds serve the original on the Group Head: Group Property of the City of Tshwane.

4. COMPLETE PROOF OF COMPLIANCE

- 4.1 Complete proof of compliance is to be electronically submitted to pcpdevcompliance@tshwane.gov.za and must be addressed for the attention of the correct individual.
- 4.2 See Table 5 in Annexure A for the contact details of the relevant post-approval or development consultants.

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR THE FOLLOWING:

- **SECTION 82 CLEARANCE IN TERMS OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)**
- **SECTION 71 OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1965 (ORDINANCE 25 OF 1965)**
- **SECTION 53 OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013), READ WITH SECTION 16(10) (EXCLUDING SUBDIVISIONS) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)**

1. SUBMISSION OF THE APPLICATION

An electronic application for clearance for registration and/or transfer of property in terms of the above-mentioned legislation register must be submitted electronically to pcpdevcompliance@tshwane.gov.za. Indicate the item number and file number.

2. DOCUMENTS REQUIRED FOR SUBMISSION OF THE APPLICATION

- 2.1 A cover letter and proof of payment of the application fee, as may be determined in terms of the charges and tariffs as advertised, which indicate what the application is for, including reference to the relevant legislation.
- 2.2 A power of attorney and company resolution, where the property is owned by a company, from the registered township owner(s) on which the township was established.
- 2.3 A copy of the township title and/or farm title on which the township was established in order to verify the endorsements and servitudes.
- 2.4 A copy of the proclamation notice of the township in the *Provincial Gazette*.
- 2.5 Proof of compliance with the conditions of establishment of the township as contemplated in the above-mentioned sections.
- 2.6 Specifically, letters of confirmation from all the engineering services departments that all financial obligations (including but not limited to the payment of engineering services contributions and/or development charges) and contributions for the provision of parks and open spaces and/or endowment have been paid, as well as that all engineering services have been installed to the satisfaction of the Municipality.
- 2.7 An undertaking from the conveyancer who will do the registration that he/she will transfer any and all properties that are to be transferred to the Municipality or any other entity in accordance with the conditions of establishment as the first transfer out of the township title before any other erven either being registered by means of transfer or on which a certificate of registered title will be taken out, or the registration of a sectional title scheme.

- 2.8 Where applicable on a two-erf township, confirmation that the consolidated title shall be registered first and, in so far as it may have been simultaneously subdivided, that the properties outlined as in Section 2.7 of this annexure will be transferred first before any other erven are transferred.
- 2.9 The letter of confirmation from the engineering services department may include all of the above in one letter, so ensure that the clearance letter states that the clearance for transfer will be issued with reference to the legislation.
- 2.10 Where servitudes are to be registered before or simultaneously with the registration of the newly created erven, draft notarial deeds of servitude and powers of attorney for signature, if in favour of the Municipality.
- 2.11 If servitudes are in favour of any other property and/or person, signed powers of attorney and draft notarial deeds of servitudes as these will be registered.
- 2.12 Where applicable, approved small-scale diagrams, if the servitudes do not form part of the general plan.
- 2.13 If a caveat is required for whatever reason, which may, for example, include the fact that the property is owned by the developer and registration of the said servitudes cannot be done until transfer, it must be prepared by a conveyancer.
- 2.14 Where a non-profit company is to be registered, proof that the said company has been created and registered in accordance with and subject to the requirements of the Municipality, and ensure that the conditions as determined by the Municipality are included.
- 2.15 Where parks and/or roads are transferred into the name of a non-profit company, a draft title deed must be submitted for these properties wherein it is clearly indicated that a right-of-way and engineering services servitude shall be registered in favour of all the erven in the township and the Municipality.

3. REMARKS

- 3.1 The clearance to register property must be read with Section 53 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), where applicable.
- 3.2 In order to ensure that the registration transactions are properly sequenced at the Registrar of Deeds, the clearance may specify that certain registration transactions must take place before the registration of any newly created erven.
- 3.3 Where any servitudes are registered in favour of the Municipality or if any property is transferred to the Municipality, the conveyancer dealing with the registration thereof must immediately upon release of the registered deeds serve the original on the Group Head: Group Property of the City of Tshwane.
- 3.4 Nothing contained herein shall be construed as having limited the Municipality from requesting any other information necessary for the purposes of issuing the clearance for opening a township register.

4. COMPLETE PROOF OF COMPLIANCE

- 4.1 Complete proof of compliance is to be electronically submitted to pcpdevcompliance@tshwane.gov.za and must be addressed for the attention of the correct individual.
- 4.2 See Table 5 in Annexure A for the contact details of the relevant post-approval and/or development consultants.

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR LOCAL AUTHORITY AUTHORISATION IN TERMS OF SECTION 23(4) OF THE GAUTENG LIQUOR ACT, 2003 (ACT 2 OF 2003)

1. SUBMISSION OF THE APPLICATION

The electronic application documents for the submission of an application for a local authority authorisation in terms of the Gauteng Liquor Act, 2003 (Act 2 of 2003) together with the application form (Annexure C6.1) shall be submitted to lustam@tshwane.gov.za.

2. DOCUMENTATION REQUIRED

2.1 Zoning certificate

- This means a zoning certificate, date-stamped not older than three months, including relevant annexures and/or consent use and/or permission documentation applicable to the relevant property(ies).
- Refer to Section 16 of this Manual for the details on where a zoning certificate can be obtained.

2.2 Proof of payment of application fee

- The submission of an application is subject to the payment of an application fee.
- Proof of manual payment can be submitted to lustam@tshwane.gov.za. Proof of electronic funds transfer (EFT) payment for the application fee must accompany the submission for the local authority approval in case of either manual or electronic submission. The application will not be processed before confirmation of payment of such a fee has been received.

Note the following:

- The application fee is amended by means of approval by Council on an annual basis and is amended each year from 1 July. Make sure that you have obtained the latest municipal tariffs before making payment.
- There is no refund mechanism available for this type of application. It is therefore advisable to check in advance with the relevant officials if the zoning is in order.
- A separate EFT payment must be made for each application, for example, a bookmaker and limited pay-out machines.
- Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.2.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

3. APPLICATION FORM

The application form as set out in Annexure C6.1 to this document must be completed in full.

4. IMPORTANT ASPECTS RELATED TO THE LOCAL AUTHORITY APPROVAL APPLICATION

- The right for the relevant official(s) to conduct site inspections, if and when necessary, is hereby reserved.
- All enquiries related to this local authority approval shall be addressed to either of the following officials:
 - Donald Makheda: donaldmak@tshwane.gov.za or 012 358 7932
 - Thami Makalima: thamif@tshwane.gov.za or 012 358 1638.
- An electronic copy of the local authority approval shall be issued to the applicant after two weeks (ten working days) from the date of submission.
- A reprint and/or business name change shall be done for free within 12 months of issue. The latest zoning certificate will be required in this regard.
- No reprint or name change shall be accepted after 12 months. A new application will have to be lodged.

Note the following:

No copies of zoning certificates shall be made by the Land Use Scheme, Toponymy and Application Management Section. The applicant must make the arrangements at the geomatics information counters before submitting an application.

ANNEXURE C6.1

APPLICATION FOR LOCAL AUTHORITY AUTHORISATION IN TERMS OF SECTION 23(4) OF THE GAUTENG LIQUOR ACT, 2003 (ACT 2 OF 2003)

1. **NAME under which the business will be conducted** (for example Mimi’s Pub)

2. **PROPERTY DESCRIPTION** (information of the premises where the business will be conducted)
 Erf, farm number or holding:
 Portion (for example 1/R):
 Township, farm or agricultural holding:
3. **PARTICULARS OF THE APPLICANT**
 Name and surname:
 Email address:
 Contact number(s):

4. TYPE OF LICENCE APPLIED FOR

CONSUMPTION ON THE PREMISES		
Number	Type of on consumption licence	Mark with an X
(i)	Pub liquor licence	
(ii)	Tavern liquor licence	
(iii)	Pool club liquor licence	
(iv)	Night club liquor licence	
(v)	Other (please specify)	

OR

CONSUMPTION OFF THE PREMISES		
Number	Type of on consumption licence	Mark with an X
(i)	Liquor store licence	
(ii)	Other (please specify)	

I, being the applicant described herein, declare that the information above is true and correct.

I hereby acknowledge that the Municipality has the right to request additional information or documentation, should it be deemed necessary to place the Municipality in a position to make an informed decision on the matter.

Signature: Date



**MANUAL FOR THE SUBMISSION OF MUNICIPAL GAMBLING AUTHORISATION
IN TERMS OF THE GAUTENG GAMBLING ACT, 1995 (ACT 4 OF 1995)**

1. SUBMISSION OF THE APPLICATION

The electronic application documents for the submission of an application for a municipal gambling authorisation in terms of the Gauteng Gambling Act, 1995 (Act 4 of 1995) together with the application form (Annexure C7.1) shall be submitted to lustam@tshwane.gov.za.

2. DOCUMENTATION REQUIRED FOR THE APPLICATION

For the purpose of a complete application for a municipal gambling authorisation in terms of the Gauteng Gambling Act, 1995, the applicant shall submit at least such documentation as indicated below.

2.1 Zoning certificate

This means a zoning certificate, date-stamped and not older than three months, including, where applicable, the relevant annexures and/or consent use and/or permission documentation relevant to the property(ies).

Refer to Section 16 of this Manual for details on where a zoning certificate can be obtained.

2.2 Proof of payment of application fee

The electronic application is subject to the payment of an application fee.

Proof of electronic funds transfer (EFT) payment of the application fee must accompany the submission for the application for a municipal gambling authorisation. The application shall not be processed before confirmation of payment of such a fee has been received.

Note the following:

- The application fee is amended by means of approval by Council on an annual basis and is amended each year from 1 July. Make sure that you have obtained the latest municipal tariffs before making payment.
- There is no refund mechanism available for this type of application. It is therefore advisable to check in advance with the relevant officials whether the zoning is in order.
- A separate EFT payment must be made for each application, for example a bookmaker and limited pay-out machines.
- Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.2.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

3. IMPORTANT ASPECTS RELATED TO MUNICIPAL GAMBLING AUTHORISATION

- The right of the relevant official(s) to conduct site inspections if and when necessary is hereby reserved.
- All enquiries related to this municipal gambling authorisation shall be addressed to either of the following officials:
 - Donald Makheda: donaldmak@tshwane.gov.za or 012 358 7932
 - Thami Makalima: thamif@tshwane.gov.za or 012 358 1638.
- An electronic copy of the municipal gambling authorisation shall be issued to the applicant after two weeks (ten working days) from the date of submission.
- A reprint and/or business name change shall be done for free within a period of 12 months of issue. The latest zoning certificate shall be required in this regard.
- No reprint or name change shall be accepted after 12 months. A new application will have to be lodged.

Note the following:

No copies of zoning certificates shall be made by the Land Use Scheme, Toponymy and Application Management Section. The applicant must make arrangements at the geomatics information counters before submitting an application.

ANNEXURE C7.1

APPLICATION FOR MUNICIPAL GAMBLING AUTHORISATION IN TERMS OF THE GAUTENG GAMBLING ACT, 1995 (ACT 4 OF 1995)

1. NAME under which the business will be conducted (for example Mimi’s Pub)

.....

2. PROPERTY DESCRIPTION (information of the premises where the business will be conducted)

Erf, farm number or holding:

Portion (for example 1/R, where applicable):

Township, farm or agricultural holding:

3. PARTICULARS OF THE APPLICANT

Name and surname:

Email address:

Contact number(s):

4. TYPE OF LICENCE APPLIED FOR

Municipal gambling authorisation	
Limited pay-out machines	
Bookmaker (BMA)	
Bingo hall (BHMA)	
Other: Specify	

I,
being the applicant described herein, declare that the information above is true and correct.

I hereby acknowledge that the Municipality has the right to request additional information or documentation, should it be deemed necessary to place the Municipality in a position to make an informed decision on the matter.

Signature: Date:

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR CONSENT OF THE MUNICIPALITY FOR THE REGISTRATION OF PRIVATE SERVITUDES IN TERMS OF SECTION 28(1) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

1. SUBMISSION OF THE APPLICATION

The documentation shall be submitted to pcpdevcompliance@tshwane.gov.za.

Note that you shall not receive a reply from this inbox to confirm receipt of an application. The application shall be allocated to a post-approval specialist and all correspondence, enquiries or other matters must be sent directly to the post-approval specialist.

Follow the naming protocols in the subject line, as follows: Type of application, item number, erf number, township name and extension.

Applications must be scanned as a PDF file and as **one document**, including the e-application form, which must be the first document of the PDF.

We reserve the right to delete and reject your application from the inbox if you do not comply with the directives of the Municipality in accordance with our circulars and this Manual. If you have not complied, send a notice of withdrawal to the inbox and do a resubmission. Clearly mark the withdrawal and resubmission.

2. DOCUMENTS REQUIRED FOR THE APPLICATION

2.1 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each application.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.1.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

2.2 Cover letter

The cover letter must be addressed to the Economic Development and Spatial Planning Department and COT: F/1 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be completed.

2.3 Power of attorney for both properties (servient and dominant tenement)

If the applicant is not the owner of the property(ies), a power of attorney that complies with COT: F/22, section 46 and Schedule 21 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be submitted.

2.4 Bondholder's consent

If the property(ies) are encumbered by a bond, the bondholder's consent must be submitted.

2.5 Surveyor-General diagram

This means the proposed Surveyor-General Diagram which indicates the proposed servitude, which diagram shall be the basis of the consideration of the request and may not be amended without the approval of the Municipality.

2.6 Memorandum

This means a memorandum that indicates the proposed servitude, with an explanation of how the rights will be exercised, with specific reference to the Use Zone, land uses and control measures (Height, Coverage, Floor Area Ratio and density) of the property(ies).

2.7 Zoning certificate

- This means a recent zoning certificate (not older than three months) and any Annexure L, consent use or permission approval.
- Refer to Section 16 of this Manual for details on where a zoning certificate can be obtained.

2.8 Locality plan

The locality plan must be substantially in accordance with COT: F/17 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) as an example.

2.9 Land use plan

The land use plan must be substantially in accordance with COT: F/18 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) as an example.

2.10 Title deed affected by the servitude (both title deeds)

This means a copy of the title deed which is registered in the Deeds Office at the time when the application is submitted or registered ownership or beneficial ownership of property, with all the pages, including the endorsement pages and any notarial deed of agreement and/or other rights and/or servitude(s) registered against the property, provided that a draft title deed shall not be acceptable.

3. IMPORTANT ASPECTS RELATED TO THE REQUEST

- 3.1 The request cannot be dealt with if all the required documents have not been submitted.
- 3.2 Additional information, if required, must be submitted by the applicant within ten days after such a request, failing which it shall be deemed that the applicant does not want to continue with the request and the request will be rejected for incompleteness.
- 3.3 The section 28(1) confirmation shall be directed to the Surveyor-General and the Registrar of Deeds, and a copy shall be made available to the applicant.
- 3.4 Upon registration of the servitude, a copy of the notarial deed of servitude and the Surveyor-General diagram must be submitted to the Municipality within 30 days of the Registrar of Deeds releasing the registration documents.

MANUAL FOR THE SUBMISSION OF A PETITION FOR INTERVENOR STATUS IN TERMS OF SECTION 45 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH REGULATION 31 OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)

1. SUBMISSION OF THE APPLICATION

Requests may be submitted via an email that contains a copy of the petition for intervenor status together with all the relevant documentation to babalwam@tshwane.gov.za or mptsupport@tshwane.gov.za.

2. DOCUMENTS REQUIRED FOR THE SUBMISSION OF THE APPLICATION

2.1 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each petition.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.1.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

2.2 Cover letter

The cover letter must be addressed to the Economic Development and Spatial Planning Department: Planning Committee Support, for the attention of Babalwa Mrwebi.

2.3 Power of attorney

If the petitioner acts on behalf of a different person or a group of people, this means a power of attorney that complies with COT: F/2, section 45 and Schedule 26 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

2.4 Petition form

In accordance with Regulation 31 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), the form COT: F/29 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) shall be completed in full, with all the necessary information and documentation as requested.

2.5 Memorandum

This means a memorandum that at least provides the following information, but is not limited to this:

- (a) Demonstrating that the petitioner's rights may be affected by the decision of the Municipal Planning Tribunal or authorised official or that his/her rights will be adversely affected by the decision of the Municipal Appeals Tribunal.
- (b) Indicating that the petitioner represents a group of people who have a direct concern in the proceedings.
- (c) Indicating that the petitioner's ability to protect his/her interest will be impeded by the decision of the Municipal Planning Tribunal, authorised official or Municipal Appeals Tribunal and that his/her interest is not adequately represented by the current parties to the proceedings.
- (d) Indicating that the petitioner will provide a different perspective to the issues before the Municipal Planning Tribunal, the authorised official or the Municipal Appeals Tribunal.

2.6 Affidavit

The affidavit must state the following:

- (a) That the petitioner does not collude with any applicant, objector or appellant.
- (b) That he/she is willing to deal with or act in regard to the application or appeal as the Municipal Planning Tribunal, authorised official or Municipal Appeals Tribunal may direct.
- (c) The date that the petitioner became aware of the proceedings of the Municipal Planning Tribunal, the authorised official or the Municipal Appeals Tribunal.

2.7 Notice served

This means proof that a copy of the petition for intervener status was served on the applicant.

3. IMPORTANT ASPECTS RELATED TO THE REQUEST FOR INTERVENER STATUS

- 3.1 The request cannot be dealt with if all the required documents have not been submitted.
- 3.2 In terms of Regulation 31(5) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), a determination by the Municipal Planning Tribunal, Municipal Appeals Tribunal or the authorised official or his/her delegated committee, whether a petitioner qualifies as an interested person or not, is final and shall be communicated to the petitioner and the parties to the proceedings.

MANUAL ON ZONING CERTIFICATES: HOW TO READ, UNDERSTAND AND INTERPRET ZONING CERTIFICATES

1. INTRODUCTION

A zoning certificate that is used for any purpose related to any process within the City of Tshwane or otherwise may only be submitted and/or used if such a zoning certificate has been compiled, stamped and issued by the Geomatics Section in the City Planning Development Division of the Economic Development and Spatial Planning Department.

- (1) Any zoning certificate issued as mentioned above may only be issued after payment has been made by the requester in terms of the applicable charges and tariffs as approved by a Council resolution. No reproduction, copy or facsimile of the original issued zoning certificate may be made, submitted or used for the purposes of any process within the City of Tshwane or for any other purpose.
- (2) Zoning certificates may not be compiled or generated, issued or provided to any applicant in a land development application, site development plan or building plan from the GeoWeb platform by any official within the Economic Development and Spatial Planning Department other than those from the Geomatics Section.
- (3) Only a zoning certificate that was issued in a unique format and signed by a Geomatics Section official is deemed as an official zoning certificate and can be used in accordance with Section 110 of the Local Government: Municipal Systems Act, 2002 (Act 32 of 2002).
- (4) No payments may be made or received by any official for the compilation or generation of a zoning certificate.
- (5) You are requested to comply with the above-mentioned directives and provisions as related to zoning certificates.
- (6) The City of Tshwane shall not accept, acknowledge or in any manner process applications submitted to it, unless and until an official zoning certificate as contemplated above has been submitted to the relevant section, division or department, and it shall not take any responsibility for the content of the zoning certificate, should it not comply with the above-mentioned process.

Requests for a zoning certificate can be made at the following walk-in offices:

- 3rd Floor, Geomatics, Middestad Building, 252 Thabo Sehume Street, Pretoria
- Block F, Geomatics, Centurion Municipal Offices, 892 Clifton Avenue, Die Hoewes

- Room G04, Ground Floor, City Planning Building, 6649 Dale Avenue, Karen Park

Kindly note: Printing costs for hard copies will be additional.

Email requests can be sent to geoinfoservice@tshwane.gov.za.

2. READING, UNDERSTANDING AND INTERPRETING OF ZONING CERTIFICATES

2.1 Aim of the manual

The Manual on Zoning Certificates aims to explain the details on an official zoning certificate and to identify whether the land uses are approved and/or adopted in terms of the Tshwane Land Use Scheme, 2024. Annexure C10 must be read with the Guideline Document in terms of section 12(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) for the compilation of land use scheme-related documents for land development applications that is available at www.e-tshwane.co.za/eTshwane/legal-documents or www.tshwane.gov.za.

In terms of Section 43 of the LUM By-law the database of the City of Tshwane is correct with reference to the zoning and any other lawfully approved and adopted Consent Uses and/or Permissions

NOTE: The examples IN RED BLOCKS and the wording in red font are still in draft format as the examples of the zoning certificates in terms of the Tshwane Land Use Scheme, 2024 were not available at the publication date of Annexure C10. The principles however apply to the zoning certificates that will be issued for the Tshwane Land Use Scheme, 2024 on the date of coming into operation of this scheme on 1 July 2024.

2.2 General information

2.2.1 What is a zoning certificate?

A zoning certificate is an official certificate that reflects a consolidation of the land use rights applicable on a property and indicates that part of the scheme area that has been indicated by means of a distinguishing notation on the map. This includes the zoning, land uses, and development controls applicable to the property. A zoning certificate shall only be generated by the Geomatics Section.

The zoning certificate provides the land use rights at a glance, but it does not replace or in any form or manner amend the land use rights. The official land use rights are as reflected in the “amendment scheme” deemed to be an amendment of the land use scheme in operation as contemplated in the relevant legislation and which has come into operation as specified in that legislation.

It remains the responsibility of the recipient of the certificate to peruse and verify the content of the certificate in relation to the “amendment scheme” and the land use scheme in operation.

2.2.2 What is the definition of “adopted”?

In terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), the definition reads as follows:

*“**adopt or adopted**” in relation to a Municipal Spatial Development Framework, Land Use Scheme, amendment scheme, policy or plans, means the publication of a notice in the Provincial Gazette, as may be required in terms of this By-law, confirming the adoption thereof as an approved document and stipulating the date of coming into operation thereof; which Land Use Scheme or amendment scheme documents, shall be linked to the electronic zoning database of the Municipality, that will populate the official zoning certificate;*

In the event of any land development application being approved, which application does not require any further notification in the Provincial Gazette to bring it into operation, the date on which the Municipality has certified in terms of this By-law, that the applicant has complied with the conditions of approval of the land development application, shall be the date at which it shall be adopted and deemed to be adopted; which document shall be linked to the electronic zoning database of the Municipality that will populate the official zoning certificate;

This means that no building plans and/or other applications whatsoever can be approved until and unless the land use rights have come into operation in accordance with the legislation.

Caution should be applied to ensure that the land use rights have been “adopted” as indicated above before any action is taken.

2.2.3 Date

The date on the zoning certificate shall not be older than three months. The Electronic Zoning Database is updated on a daily basis and only recent zoning certificates will therefore reflect the latest zoning, permitted land uses and development controls.

2.2.4 Instruction

The permitted land uses, development controls and conditions stipulated in the zoning certificate and attached documentation must always be read with all the clauses and schedules of the Tshwane Land Use Scheme, 2024. If certain development controls are not indicated on the zoning certificate and attached documentation, the relevant development controls of the scheme shall be applicable. Also, note that certain schedules of the scheme are not available in the scheme document and/or zoning certificates due to the size of the lists of

development controls. However, this information is available electronically on request.

The following zoning information must be read with the Clauses and Schedules of the Tshwane Land Use Scheme, 2024 (TLUS).

USE ZONE, LAND USES: MARKED AS LINE “A”

The use zone and list of land uses refer to the table on the zoning certificate (similar to Table B in the scheme) or to the attached Annexure T.

Example 1:

A. USE ZONE 1: RESIDENTIAL 1		
USES PERMITTED IN TERMS OF TABLE B (COLUMN 3):	USES WITH CONSENT USE IN TERMS OF TABLE B (COLUMN 4):	USES NOT PERMITTED IN TERMS OF TABLE B (COLUMN 5):
Consulate Dwelling House Additional Dwelling House in areas described in Schedule 11, Schedule 12, Schedule 13 and Schedule 14 Embassy Home Enterprise subject to Schedule 9	Apartment Building Backpackers Commune Guest House Institution Medical Consulting Room which does not comply with Schedule 9 Parking Site adjacent to Use Zone 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18 and 28 Place of Day Care for the Aged which does not comply with Schedule 9 Place of Child Care which does not comply with Schedule 9 Place of Instruction which does not comply with Schedule 9 Place of Public Worship Retail Industry which does not comply with Schedule 9 Retirement Centre Social Hall Sport and Recreation Ground Veterinary Clinic which does not comply with Schedule 9 Veterinary Hospital Wall of Remembrance in conjunction with a Place of Public Worship	All other uses not listed in Columns (3) and (4)

Example 2

A. USE ZONE 9: BUSINESS 4		
USES PERMITTED IN TERMS OF TABLE B (COLUMN 3):	USES WITH CONSENT USE IN TERMS OF TABLE B (COLUMN 4):	USES NOT PERMITTED IN TERMS OF TABLE B (COLUMN 5):
Access Control Bank Beauty Salon Caretaker's Flat Chancellery Clubhouse Consulate Dwelling Units Embassy Funeral Undertaker Health Spa Laboratory Medical Consulting Room Medical Workshop Office Telecommunication Centre Veterinary Clinic Veterinary Hospital	Fitness Centre Flea Market Government Purposes Institution Market Garden Mini Public Storage Municipal Purposes Parking Garage Parking Site Place of Day Care for the Aged Place of Instruction Place of Public Worship Place of Refreshment Retail Industry Shop Showroom Social Hall Sport and Recreation Ground Wall of Remembrance in conjunction with a Place of Public Worship	All other uses not listed in Columns (3) and (4)

ANNEXURE L: MARKED AS LINE “B”

The “L” number that is reflecting in line “B” for **example T2672** shall correspond with the promulgated Annexure L number in the heading of the Annexure L.

B	ANNEXURE L	«Annexure T»
C	MINIMUM FEE SIZE	MFC

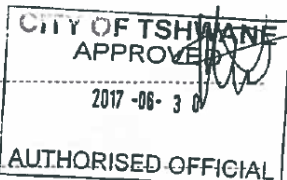
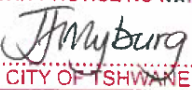
There seems to be confusion regarding the Amendment Scheme number and Annexure L number. Take note that there are different formats (older formats) for amendment scheme documentation as part of the zoning certificate to assist the reader in understanding the status of the zoning

The bottom of the Annexure L will either look like the old format.

These are just examples.

<u>APPROVED</u>	
PROMULGATED ON :	16/08/2006
COME INTO OPERATION ON :	16/08/2006
f. GENERAL MANAGER: CITY PLANNING	CITY OF TSHWANE METROPOLITAN MUNICIPALITY

Or in terms of the TTPS, 2008 (revised 2014) :

AMENDMENT SCHEME <u>3986T</u> APPROVED  DATE _____ AUTHORIZED OFFICIAL _____	OFFICIAL USE ANNEXURE T <u>T2778</u> ADOPTED ON <u>04-10-2017</u> LOCAL AUTHORITY NOTICE NO. <u>1537/2017</u>  CITY OF TSHWANE
--	---

6. OTHER APPROVALS SUCH AS CONSENT USE AND/OR PERMISSION – MARKED AS LINE “I”

This line refers to any other adopted rights whether a Consent Use, Permissions, Approval from previous Municipalities. (Excluding a township establishment and rezoning).

If there is no code and no set of numbers in this line, and it is indicated with a “N/A”, it means that no Consent Use or Permission application has been adopted on the subject property. Although an applicant can produce an approval letter and approved table of conditions it does not mean that the pre-adoption conditions such as payment of bulk services was complied with.

If there is a code and a set of numbers in this line, for example as indicated below “consent/TCU2376, it means that a Consent Use or Permission application has been adopted on the subject property.

I	OTHER APPROVALS	«consent»
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The table of conditions could look like

APPROVED	CITY OF TSHWANE APPROVED DATE 2017-09-23 CITY PLANNING AND DEVELOPMENT COMMITTEE
Page 2 of 3 pages	

OR

APPROVED DATE AUTHORIZED OFFICIAL 26341 	OFFICIAL USE ITEM 26341 ADOPTED ON 06/10/2017 CITY OF TSHWANE
PAGE 1 OF 2	

For the Consent Uses and Permission approvals in terms of the TLUS, 2024 the adoption will be:

APPROVED DATE	OFFICIAL USE <small>Until and unless this block is officially stamped and signed, the Land Use Rights may not be exercised</small>
--	--

Please note that if the red stamp has not been affixed, the land use rights have not come into operation.

Also, take note of the **Disclaimer** at the bottom of the ZC.
If a Consent Use, Permission or any other approval is numbered in line “1” and attached to the ZC it needs to be verified whether the land use rights have lapsed or not.

Disclaimer:
In the case of any other approval linked to this zoning certificate and numbered in row “1” the validity of this document(s) need to be verified as the rights may have lapsed.

3. CONCLUSION

The official zoning certificate needs to be read with all the clauses and schedules of the Tshwane Land Use Scheme, 2024

All other Schemes have been substituted with the Tshwane Land Use Scheme, 2024 which came into operation on 1 July 2024 in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), read with the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013).

The zoning certificate refers to codes, numbers and Annexures L which will be linked and available on the GeoWeb platform.

Only the Geomatics Section is authorised to issue a zoning certificate. Any zoning certificate generated by any other official, councillor or person cannot be accepted as official and authentic.

Requests for a zoning certificate can be made at walk-in offices. Refer to Section 16 of this Manual.

Email requests can be sent to geoinfoservice@tshwane.gov.za.

**EXPLANATION OF ALPHABETIC LETTERS USED ON
ARCGIS/GEOWEB/ZONING CERTIFICATES**

ANNEXURE L NUMBERS		
SCHEME NAME	LETTERS	METSWEDING FINAL DOCUMENTS
Tshwane Land Use Scheme, 2024	L	--
Tshwane Town-planning Scheme, 2008 (revised 2014)	T	--
Pretoria Town-planning Scheme, 1974	(Null) (<i>before 2012 only numbers were used</i>) B (<i>after 2012</i>)	--
Centurion Town-planning Scheme, 1992 (revised 1999)	S	--
Akasia-Soshanguve Town-planning Scheme, 1996	A	--
Peri-Urban Areas Town-planning Scheme, 1975	PUA	MPUA
Pretoria Region Town-planning Scheme, 1960	PRA	MPRA
Malelane Town-planning Scheme, 1972	MA	--
Bronkhorstspuit Town-planning Scheme, 1980	BRA	MBRA
The Greater Cullinan Town-planning Scheme, 1999	GCA	MCGA

CONSENT USE AND PERMISSION DOCUMENT CODES	
EXPLANATION	ALPHABETIC LETTERS
Akasia offices – hard copy documents scanned	AC
Pretoria office mostly – hard copy documents scanned	C
Consolidated Consents – more than one source where documents were obtained	CC
Pretoria office – electronic copies of documents saved on old G drive on network	G
Consent Uses of Malelane TPS, 1972	MC
Consent Uses of Metsweding scanned from old files	MCU
New Consent Uses – hard copies scanned	NC
Consent Uses from APS	P
Consent Uses of Pretoria Region TPS, 1960 – prior 2008	PRC
Consent Uses of Peri-Urban Areas TPS, 1975– prior 2008	PUC
Centurion offices - hard copy documents scanned	T
Tshwane (CoT) consent uses and permissions (regardless of which town-planning scheme)	TCU
Tshwane Consent Uses (other approvals) after 1 July 2024 as the date of coming into operation of TLUS 2024	LUSC
Tshwane Permissions (other approvals) after 1 July 2024 as the date of coming into operation of TLUS 2024	LUSP

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR EXCISION OF LAND FROM THE AGRICULTURAL HOLDING REGISTER IN TERMS OF SECTION 32 AND SCHEDULE 22 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

1. DOCUMENTS REQUIRED

1.1 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each application.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

1.1.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

1.2 Required documents

This means the requirements as set out in Schedule 22 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

1.3 Submission of the application

Refer to Table 1 in Annexure A of this Manual on where to submit the application for the excision of land from the Agricultural Holding Register in terms of section 32 and Schedule 22 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

1.4 Additional correspondence

Additional correspondence must be submitted to cityp_registration@tshwane.gov.za.

2. IMPORTANT ASPECTS RELATED TO THE APPLICATION

2.1 The application cannot not be dealt with if all the required documents as indicated in Schedule 22 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) have not been submitted.

2.2 In terms of sections 32(1)(c) and(d) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), where it is a pre-promulgation condition of a township, the excision from an agricultural holding may be done simultaneously and there is no need for permission in terms of section 15(6) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) to bring the applications simultaneously. Therefore, a township can automatically have section 16(4) and section 32 applications being brought simultaneously.

However:

If the excision is to remove restrictive conditions for any purpose other than a township, it may at the sole discretion of the Municipality be dealt with together with the land development application, provided that the applicant has requested, in terms of section 15(6) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), that it be dealt with simultaneously. Note that there is a distinction between a consolidated and a simultaneous application. The request will relate to bringing the applications simultaneously (that is, two applications).

2.3 In terms of process, the following is relevant:

- When an excision application is submitted, the Municipality shall first make a recommendation for the excision, whereafter the recommendation shall be submitted to the Surveyor-General.
- Upon receipt of the recommendation for granting the excision, the applicant shall request a new property description of the farm into which the agricultural holding will be incorporated.
- The applicant, on receipt of the new farm description, shall prepare a draft diagram and submit the said diagram to the Municipality with a confirmation that he/she wishes to proceed with the excision.
- The Municipality considers the excision with reference to the new farm portion number and imposes conditions.
- A standard condition must refer to section 32(l) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), which states that the excision only comes into effect when the title deed of the agricultural holding is endorsed with the new farm portion number.
- When the decision is taken by the Municipality and the certificate is issued, copies will be sent *inter alia* to the applicant, the Surveyor-General and the Registrar of Deeds.

2.4 Where, by virtue of excision, the land is to be incorporated into a farm register and the farm has by notice in the *Provincial Gazette* been made subject to the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) and falls under the department responsible for the administration of this act, and the applicant

wishes to bring any other application, he/she still needs to obtain permission from the Department of Agriculture, Land Reform and Rural Development.

MANUAL FOR THE SUBMISSION OF AN APPEAL IN TERMS OF SECTION 20 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH SECTION 51 OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013)

1. IMPORTANT NOTE

In terms of section 20 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), an appeal may be lodged if a person's rights are affected by a decision of the Municipal Planning Tribunal or Authorised Official by doing the following:

- Delivering a notice of the appeal and reasons within 21 days of the date of delivery of written notification of the decision on the land development application, as contemplated in the provisions of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) or any other relevant legislation, but
- before the publication of a notice which may bring the land development application into operation, as the case may be, and after the payment of the prescribed fee as may be determined by the Municipality.

2. REQUIREMENTS FOR THE SUBMISSION OF AN APPEAL

2.1 Submission of the application

Appeals may be submitted to the Development Compliance and Support Section at matappeals@tshwane.gov.za (one set of all the required documentation should be submitted electronically).

A copy of all the documentation of the appeal should be delivered to Group Legal and Secretariat Services, which receives the appeal on behalf of the City Manager. It should be marked for the attention of Manelisi Gabazana, Room GA28, Block D, Ground Floor, Tshwane House, 320 Madiba Street, Pretoria) (one copy of each of all the required documentation should be submitted).

2.2 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each application.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.2.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

2.3 Cover letter

The cover letter must be addressed to the Economic Development and Spatial Planning Department: Planning Committee Support, for the attention of Babalwa Mrwebi.

2.4 Notice of appeal

This means a complete and signed notice of the appeal form as set out in COT: F/24 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

2.5 Power of attorney

If the appellant acts on behalf of a different person or a group of people, this means a power of attorney that complies with COT: F/22, section 46 and Schedule 21 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

2.6 Memorandum

This means a memorandum that at least provides the following information, but is not limited to this:

- (a) All information on the land development application to which the appeal relates
- (b) A demonstration of how the appellant's rights are affected by the decision of the Municipal Planning Tribunal or authorised official.

2.7 Proof of delivery of the appeal documents

The appellant shall at the same time of appealing deliver the documentation of the appeal to all parties to the land development application on record and submit proof of such delivery.

2.8 Documentation of interested parties

- (a) A copy of every objection lodged and the comments made in respect of the land development application as contemplated in sections 16(1)(f) to (n) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be submitted.

- (b) A copy of every reply to an objection or comment as contemplated in section 16(1)(o) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be submitted.

MANUAL FOR THE SUBMISSION OF A REQUEST TO PROVIDE THE POSTAL ADDRESS OF AN ADJOINING PROPERTY OWNER FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

1. WHO MAY APPLY

In terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), the names and full postal addresses of the registered adjoining owners to a land development application must adhere to the public participation as prescribed in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be included in the documents when such application is submitted to the Municipality.

The applicant of such a land development application may request the postal addresses of the adjoining registered property owner(s) of the property of which the application is brought.

2. PROCEDURE

- 2.1 The applicant requests Form A from the Land Use Management Administration Section, City Planning and Development Division in order to obtain the registered adjoining property owners' information from the Customer Relations Management Department before submitting a land development application.
- 2.2 The applicant submits a power of attorney if he/she is not the owner of the property that will be the subject of the land development application to be submitted in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024). The power of attorney shall be substantially in accordance with the requirements as set out in section 46 and Schedule 21 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).
- 2.3 The Land Use Management Administration Section issues the applicant with a stamped request letter containing the list of the adjoining properties directed to the Customer Relations Management Department so that it can provide the addresses of the adjoining registered property owners.
- 2.4 The applicant takes the above-mentioned letter to the Customer Relations Management Department at one of the offices as set out in Table 4 of Annexure A.
- 2.5 The Customer Relations Management Department issues the requested information to the applicant.
- 2.6 The applicant submits a land development application on the e-Tshwane portal at www.e-tshwane.co.za/eTshwane/city-planning-main.

- 2.7 The applicant is directed to sections 16(1)(f)(iii) and (vi), read with Schedule 13 and section 41(7) to (9), of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), regarding the notices to the adjoining owners.

3. IMPORTANT ASPECTS RELATED TO THE REQUEST

- 3.1 The applicant must complete Form A in order to obtain the information about the required postal addresses of the adjoining property owner(s).
- 3.2 Any enquiries regarding the time frames for issuing the information of the adjoining property owners must be directed to the Customer Relations Management Department, as the City Planning and Development Division cannot respond to these matters.

4. CONTACT DETAILS

The contact details of the Land Use Management Administration Section are contained in Table 2 of Annexure A of this Manual.

The contact details of the Customer Relations Management Department are contained in Table 4 of Annexure A of this Manual.

FORM A

REQUEST FOR ACCESS TO RECORD OF A PUBLIC BODY

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) [Regulation 2]

NOTE

This request form must be read with the provisions of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) the provisions of Regulations 14 to 16 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and Sections 11(1)(c) to (f) of the Protection of Personal Information Act, 2013 (Act 4 of 2013). This request form contains all the essential elements of Form A of the Promotion of Access to Information Act, 2000 (Act 2 of 2000), and it must be completed in full and read in conjunction with the legislation quoted herein.

This form must be fully completed by the requester and must be signed by the City Planning and Development Division before the Customer Relations Management Department may provide the requested information. The information received may not be used for any other purpose than that for which it was requested, that is, for public participation as prescribed in the land development application, in order to comply with the provisions of the legislation related thereto and to ensure that the interests of all affected parties in a land development application are protected in accordance with Sections 11(1)(c) to (f) of the Protection of Personal Information Act, 2013 (Act 4 of 2013).

Part A: Public body from which the information is requested

The public body from which the information is requested is the City of Tshwane Metropolitan Municipality.

Part B: Particulars of the person who requires access to the record(s)

This should include the following:

- The particulars of the person who requires access to the record(s), as follows:
 - The address, fax number and/or email address in South Africa to which the information must be sent
 - Proof of the capacity in which the request is made, if applicable, must be attached.

Table 1

Full name and surname of the requester	
Identity number	

Postal address	
Telephone number	
Cell phone number	
Email address	
Capacity in which request is made on behalf of another person	

Part C: Request on behalf of another person

If a request is made on behalf of another person, provide the person’s details in accordance with Table 1 of this annexure.

Part D: Particulars of the record to which access is requested

The particulars of the record to which access is requested include the ownership information and the postal and residential addresses of the owners of the properties adjoining the subject property on which a land development application will be submitted, being , read with section 16(1)(f) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), as amended from time to time.

List of properties

This list should be completed by the requester, populated by the Customer Relations Management Department and confirmed by the City Planning and Development Division.

The first column is to be completed by the requester and the second column by the Customer Relations Management Department.

TO BE COMPLETED BY THE REQUESTER	TO BE COMPLETED BY THE CUSTOMER RELATIONS MANAGEMENT DEPARTMENT
Property description	Owner and postal and physical address
	Owner:
	Postal address:
	Physical address:
Property description	Owner and postal and physical address
	Owner:
	Postal address:

	Physical address:
Property description	Owner and postal and physical address
	Owner:
	Postal address:
	Physical address:
Property description	Owner and postal and physical address
	Owner:
	Postal address:
	Physical address:
Property description	Owner and postal and physical address
	Owner:
	Postal address:
	Physical address:
Property description	Owner and postal and physical address
	Owner:
	Postal address:
	Physical address:

MANUAL FOR THE SUBMISSION OF AN APPLICATION IN TERMS OF SECTION 125 OF THE TOWN-PLANNING AND TOWNSHIPS ORDINANCE, 1986 (ORDINANCE 15 OF 1986)

1. REQUIREMENTS FOR THE SUBMISSION OF THE APPLICATION

1.1 Incomplete applications

Any application submitted that is not in accordance with the approved land use right(s) or failure to submit any of the said required documents as indicated in this Manual shall be deemed to be incomplete.

1.2 Submission of the application

The following documentation shall be submitted electronically to lustam@tshwane.gov.za with the specific naming of the documentation in the following manner:

Type of document	Name for the document
Prescribed application fee	125 – Proof of payment
Approved conditions of establishment	125 – Approved conditions of establishment
Approved general plan	125 – Approved general plan
Power of attorney	125 – Power of attorney
Approved Annexure L (in Word and PDF format)	125 – Approved Annexure L

To facilitate this process, documents emailed for loading onto the Application Processing System must comply with the following:

- PDF format only, with the exception of the approved Annexure L, which must also be provided in Word format
- A separate file per document
- Maximum file or email size: 5 MB

1.3 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each application.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

1.3.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

2. IMPORTANT ASPECTS RELATED TO THE APPLICATION

- 2.1 The application shall be rejected if all the required documents and proof of payment in the form and manner as indicated above, in the opinion of the Municipality, have not been submitted.
- 2.2 All enquiries related to this request can be directed to lustam@tshwane.gov.za or florif@tshwane.gov.za.

MANUAL FOR THE SUBMISSION OF A REQUEST IN TERMS OF SECTION 23 AND SCHEDULE 15 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) FOR CORRECTION OF AN ERROR OR OMISSION ON THE ELECTRONIC ZONING DATABASE OF THE TSHWANE LAND USE SCHEME, 2024

1. INTRODUCTION

This Manual (Annexure C15) aims to assist the public with the submission of a request for the correction of an error or omission on the Electronic Zoning Database of the Tshwane Land Use Scheme, 2024 in terms of section 23 and Schedule 15 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

It is important to note that Annexure C15 is only applicable in the instance that the land development application has already been adopted and the Electronic Zoning Database does not correctly reflect the adopted land use rights. No correction of the content of the approved land use rights will be dealt with in this process as indicated in section 23(2) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) and such applications shall be rejected.

The applicant's attention is drawn to the provisions of section 43(2) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), as follows:

“A zoning or land use right(s) recorded in the Land Use Scheme, read with the general provisions of the Land Use Scheme or the approved or adopted land development application, is presumed to be correct, unless proven otherwise by an applicant or owner, provided that; such proof shall be to the satisfaction and in the opinion of the Municipality, be sufficient for consideration and for purposes of proving otherwise to the Municipality.”

2. REQUIREMENTS FOR SUBMISSION OF THE REQUEST

2.1 Prescribed format of documentation

The documents listed in Section 2.2 up to and including Section 2.16 shall be saved separately in PDF format with the names as indicated in the following table and submitted electronically to lus-eo@tshwane.gov.za.

DOCUMENTS TO BE SUBMITTED		
Number	Name for submission (PDF)	Type of document
1	E&O Proof of Payment	EFT payment or receipt of the fees
2	E&O Cover Letter	Cover letter

DOCUMENTS TO BE SUBMITTED		
Number	Name for submission (PDF)	Type of document
3	Application forms	COT: F/1 and COT: F/37 as per the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)
4	E&O Power of Attorney	Power of attorney, if the applicant is not the owner of the property(ies)
5	E&O Memorandum	Motivation for proof as contemplated in section 43(2) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)
6	E&O Proof of Documentation	Substantial proof such as official approval of land use rights must be submitted that clearly and without any doubt indicates the error or omission
7	E&O Approval letter	Copy of the approval letter and, if applicable, the proposed corrected approval letter
8	E&O Lawful Scheme Document	Proof of a lawful scheme document with approval and/or adoption that reflects the correct property(ies) description
9	E&O Advertisements	Proof of advertisements in the <i>Provincial Gazette</i> and/or newspapers (if available)
10	E&O PCP	PCP letter, contribution letter or proof of payment of contributions (if applicable)
11	E&O Zoning Certificate	Zoning certificate not older than three months
12	E&O Title Deed(s)	The complete title deed of the property(ies)
13	E&O Promulgation Notice	Promulgation notice from the <i>Provincial Gazette</i> for rezoning and township establishment applications (if available)
14	E&O Pending Land Development Application(s)	Indicate the Item number of the Application Processing System and/or file number
15	E&O Aerial Photograph	A recent aerial photograph of the property(ies)
16	E&O SG Diagrams	The approved Surveyor-General plans or diagrams
17	E&O Site Development Plan	Approved site development plan (if applicable)
18	E&O Building Plans	Approved building plan(s)

2.2 Proof of payment

A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. It is the responsibility of the applicant to enquire regarding the applicable fees or to find the fees on the City of Tshwane website.

Proof of electronic funds transfer (EFT) payment shall be submitted. The request shall not be accepted or deemed to be accepted if confirmation of payment of the prescribed fees has not been received.

A separate EFT payment must be made for each application.

Refer to Sections 5 and 6 of this Manual for information about EFT payments.

2.2.1 Reference number

In respect of the reference number, refer to the table in Section 3 and Section 6 of this Manual.

2.3 Cover letter

The cover letter must be addressed to the Economic Development and Spatial Planning Department: Land Use Scheme, Toponymy and Application Management Section.

The contact details of the applicant, such as the telephone number, postal address and email address, must be clearly indicated.

The cover letter shall distinctly specify the correct property(ies) description as indicated on the zoning certificate.

2.4 Zoning certificate

This means a recent (not older than three months) paginated official zoning certificate that contains the cover page and referenced Annexure L, and the consent use or permission approvals, where applicable.

Refer to Section 16 of this Manual for how to obtain a zoning certificate.

2.5 Lawful scheme document

This means proof of a lawful scheme document with approval or adoption that reflects the correct property(ies) description.

A lawful scheme document *inter alia* reflects the correct property(ies) description, the legislation in terms of which the application was lodged, the date of approval, the applicable heading, the conditions to be adhered to and signatures.

2.6 Proof of advertisements

This means proof of the advertisements in the *Provincial Gazette*, newspapers and site notices which indicate the correct property(ies) description and applicable legislation, if available.

2.7 Proof of the promulgation notice

This means proof of the notice as promulgated in the *Provincial Gazette* with regard to rezoning(s) and township establishment applications, which indicate the correct property(ies) description and applicable legislation.

2.8 Pending land development application(s)

This means proof of any pending land development application, if applicable, indicating the file number and/or Application Processing System number, correct property(ies) description and applicable legislation.

Note: If there is none, the cover letter shall indicate that no existing land development applications have been submitted or are pending finalisation.

2.9 Aerial photograph

This means a recent aerial photograph of the property(ies). Aerial photographs can be obtained at the 3rd Floor, Middestad Building, 252 Thabo Sehume Street, Pretoria, or electronically at geoinfoservice@tshwane.gov.za.

2.10 Surveyor-General diagrams

This means all approved Surveyor-General diagrams for the property(ies), such as the following:

- General plan
- Subdivision and consolidation diagrams
- Sectional title diagrams
- Other

2.11 Title deed

This means a copy of the complete title deed for the property(ies) (all pages and endorsements).

2.12 Memorandum

The memorandum at least needs to motivate the history, previous scheme legislation, reasons for the request and proof of the lawful zoning for the property(ies), but it is not limited to this. The memorandum needs to give evidence in such a manner to enable the Municipality to consider the amendment of the Electronic Zoning Database (Tshwane Land Use Scheme, 2024).

2.13 Site development plan

This means proof of an approved site development plan (if applicable).

Note: A site plan does not serve as the site development plan. The site development plan should contain the schedule of land development controls, that is, coverage, height and floor area ratio. The letter of approval of a site development plan does not replace the site development plan.

2.14 Building plans

This means proof of approved building plans in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), indicating the correct property(ies) description.

Building plans can be obtained at the Building Control Office Section (see the list in Table 6 in Annexure A).

2.15 Post-compliance package procedure of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)

- (a) Any land development application that has been approved but not linked to the Electronic Zoning Database before 1 July 2015 would have had after the approval was done, a contribution letter that was issued in terms of either section 63 or section 20(6) of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986). This letter should indicate an amount payable, and this must be paid to the Municipality before any such land use rights are linked.
- (b) All land development applications that have been approved but not linked to the Electronic Zoning Database after 1 July 2015 must have a letter regarding the post-compliance package before it can be linked.

2.16 Power of attorney

If the applicant is not the owner of the property(ies), a power of attorney shall be submitted that substantially complies with the provisions of section 46 and Schedule 21 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

3. IMPORTANT ASPECTS RELATED TO THE REQUEST

- 3.1 The submission for this request must be submitted to lus-eo@tshwane.gov.za.
- 3.2 Enquiries and further communication can be directed to dannymu3@tshwane.gov.za.
- 3.3 It is in the interest of the applicant to submit the requested documents and any additional information that will enable the Municipality to consider the request. Should limited information only be submitted, consideration of the amendment of the Electronic Zoning Database will be detrimentally affected.
- 3.4 A period of at least 90 days shall be required to finalise the request, on condition that all the required documents have been submitted in the form and manner as indicated in Sections 2 and 3 of Annexure C15. Refrain from emailing or phoning any enquires on the progress of the processing of the request. Those emails or enquiries will not be attended to 90 days after submission of the application.

- 3.5 Additional information, if required, must be submitted by the applicant within ten days after such a request, failing which the request shall be evaluated based on the submitted documentation and the outcome will be communicated to the applicant.
- 3.6 The recommendation for the incorporation of the updated zoning and/or scheme documents into the Electronic Zoning Database shall be communicated in writing to the address submitted in the cover letter.

MANUAL FOR THE SUBMISSION OF AN ENQUIRY OR INTERPRETATION RELATED TO THE REGIONALISED SPATIAL DEVELOPMENT FRAMEWORKS, 2018 (AS MAY BE AMENDED FROM TIME TO TIME)

1. SUBMISSION OF THE APPLICATION

The enquiry or request for interpretation of the Regionalised Spatial Development Frameworks must be submitted via email with the relevant documentation to the officials listed in Table 3 of Annexure A.

2. DOCUMENTS REQUIRED FOR THE SUBMISSION OF THE ENQUIRY OR REQUEST

The following documents must be submitted in order to enable the request to be evaluated:

- (a) Cover letter or memorandum
- (b) Extract from the Regionalised Spatial Development Framework (map of the relevant area)
- (c) Proposed development (if any)

3. IMPORTANT ASPECTS RELATED TO THE REQUEST

- 3.1 A period of at least seven working days shall be required to finalise the request, on condition that the required documents have been submitted in the form and manner indicated in Section 2 of this annexure.
- 3.2 Additional information, if required, must be submitted by the applicant within seven working days after such a request, failing which the request cannot be responded to.
- 3.3 The recommendation shall be communicated in writing to the address submitted in the cover letter, and recommendations by officials must be deemed final.

MANUAL FOR THE SUBMISSION OF AN APPLICATION IN TERMS OF THE GAUTENG RATIONALISATION OF LOCAL GOVERNMENT AFFAIRS ACT, 1998 (ACT 10 OF 1998) (GATED COMMUNITIES)

1. SUBMISSION OF THE APPLICATION

An electronic submission of the application must be submitted to newlanduseapplications@tshwane.gov.za.

The provisions of the Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998) indicate that applicants will need to resubmit their motivations for a gated community every two years.

The applicant shall be required to provide the following information in order to place the Municipality in a position to properly consider the application and the impact on the infrastructure and forward planning of the area.

2. DOCUMENTATION REQUIRED

2.1 Proof of payment

- A fee is payable in line with the Council-approved fee structure. Fees change on 1 July every year, which is the start of the new financial year of the Municipality. The applicant is responsible for enquiring about the applicable fees or finding the fees on the City of Tshwane website.
- Proof of electronic funds transfer (EFT) payment for the application fee must accompany the submission of the application. The application shall not be processed before confirmation of payment of such a fee has been received.

Note the following:

- The application fee is amended through approval by Council on an annual basis and is amended each year from 1 July. Make sure that you have obtained the latest municipal tariffs before making payment.
- There is no refund mechanism available for this type of application. It is therefore advisable to check with the relevant officials in advance whether the zoning is in order.
- A separate EFT payment must be made for each application, for example, a bookmaker and limited pay-out machines.

Refer to Sections 5 and 6 of this Manual for information about EFT payments and the specific reference number.

2.2 Application form

The application form (Annexure C17.1) must be completed.

2.3 Power of attorney and consent

The power of attorney and consent (Annexure C17.2) must be completed.

2.4 Site plan

This means the site plan that indicates the exact gated area (all applicable erven are to be indicated) (for example Annexure C17.3).

2.5 Map of gated area

This means a map of the gated area overlaid onto the Regionalised Spatial Development Framework map of the area (for example Annexure C17.4).

2.6 Map of gated area

This means a map of the gated area overlaid onto the zoning map of the area (for example Annexure C17.5).

2.7 Map of gated area

This means a map of the gated area overlaid onto an aerial photograph of the area (for example Annexure C17.6).

2.8 Site plan

This means a site plan of the intended restriction points and affected area (indicating the proposed positions of the restriction control, pedestrian access camera and guardhouse) (for example Annexure C17.7).

2.9 Residents' support

This means the residents' support in table format (Excel) (for example Annexure C17.8).

2.10 Motivating memorandum

This means a motivating memorandum that indicates the impact on the Municipal Spatial Development Framework or Regionalised Spatial Development Framework and the impact on public transport, bus rapid transit or the integrated rapid public transport network.

2.11 Proposed terms of conditions

This means the proposed terms of conditions and the type of access control.

2.12 List of affected erven and status of properties

This means a list and status of the affected properties (such as residential, open space, business or place of instruction).

2.13 Security strategy and crime statistics

This means the specific security strategy and the crime statistics of the area.

2.14 Site plan or locality plan

This means the site plan or locality plan which indicates the proposed restricted area (all applicable erven must be indicated).

2.15 Site development plan

This means the site development plan of the security and/or access point.

2.16 Transport and/or traffic impact assessment report, if applicable

This includes the impact on public transport, bus rapid transit or the integrated rapid public transport network.

2.17 Pedestrian accommodation

This means detailed pedestrian accommodation at all access points.

2.18 Comments of departments

In order to expedite the processing of the application, applicants are required to solicit comments from the departments as listed in Annexure C17.9 after the submission of the application.

2.19 Required documentation

This means the list of required documentation submitted as required for the submission of the application (Annexure C17.10).

One hard copy of the application must be submitted to the Building Control Office Section (see Table 6 in Annexure A).

3. RESUBMISSION OF THE APPLICATION EVERY TWO YEARS

The provisions of the Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998) indicate that applicants will need to resubmit their motivations for a gated community every two years.

The applicant shall be required to provide the following information to place the Municipality in a position to properly consider the application and the impact on the infrastructure and forward planning of the application.

The resubmission of the application must be submitted to newlanduseapplications@tshwane.gov.za.

3.1 Required documentation for the resubmission application

(a) Proof of payment: Refer to Section 2.1 of Annexure C17

- (b) A detailed motivational memorandum for the extension of time
- (c) The previous approval letter and layout plan
- (d) An application for an extension of the lease agreement (including the previous lease agreement)
- (e) All amendments (if any) to security structures that differ from the original approval (road closures and access gates at different places than originally approved)
- (f) Written proof of the ward councillor's support
- (g) Written proof of the support of at least 67% of the people affected by the circumstances that give rise to the application (owners and tenants of properties) and all community-based organisations, non-governmental organisations, schools, and businesses that operate in the area
- (h) An updated traffic impact or observation, as determined by the Roads and Transport Department (discuss with the Roads and Transport Department before submission)
- (i) A copy of the previously approved building plan, if structures such as a guardhouse have been erected, and wayleave approvals
- (j) Crime report updates and comments from the South African Police Service
- (k) All complaints and mitigation measures that were registered since the implementation of the original closure
- (l) Proof that access restrictions in accordance with the original approval were complied with.

3.2 Comments of departments

In order to expedite the processing of the application, applicants are requested to solicit comments from the departments as listed in Annexure C17.11 after submission of the application.

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

APPLICATION FORM: RESTRICTION OF ACCESS TO PUBLIC PLACES FOR SAFETY AND SECURITY PURPOSES IN TERMS OF THE GAUTENG RATIONALISATION OF LOCAL GOVERNMENT AFFAIRS ACT, 1998 (ACT 10 OF 1998)

Ensure that all the information is completed on the form. If any information is missing or incomplete, this might result in the application being rejected.

This application can be submitted to the Group Head: Economic Development and Spatial Planning or electronically to newlanduseapplications@tshwane.gov.za.

PROPOSED RESTRICTION OF ACCESS TO THE FOLLOWING:

.....
.....
.....

(description of the relevant public place)

APPLICANT

1. Full name:
2. Name of authorised agent:
3. Physical address of agent:
.....
4. Postal address of agent:
5. Telephone number of agent:
6. Fax number of agent:
7. Cell phone number:
8. Area of security area: ha/m²
9. Other applicable information:
.....
.....

.....
Signature

.....
Date



CONSENT AND POWER OF ATTORNEY

I/We identity number

and identity number

the undersigned and registered owner(s) of or duly authorised representative of the trust/close company/proprietary limited and owner(s) of the erf/unit number with the street address:

.....
.....

and postal address:

.....
.....

hereby consent to the closure of the agreed portion of (*name of township, farm portion or agricultural holding*) by means of access control measures permitted in terms of the Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998) and any other legislature, where necessary.

I/We nominate, constitute and appoint with power of substitution and delegation to be my/our lawful agent, to make application to such authorities as may be necessary to apply for the restriction of access to and generally for effecting the purpose of the aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, for all intents and purposes, as we might or could do if personally present and acting therein, hereby ratifying, allowing and confirming and promising and agreeing to ratify, allow and confirm all and whatsoever my/our agent shall lawfully do or cause to be done by virtue of these present.

Signed at on this day of 20... in the presence of the undersigned witnesses.

AS WITNESSES

1.
.....
Owner

2.
.....
Owner

Telephone (work): Telephone (home):

Cell phone: Email:

ANNEXURE C17.3

EXAMPLE OF A SITE PLAN INDICATING AN EXACT GATED AREA

All applicable erven are to be indicated.



ANNEXURE C17.4

EXAMPLE OF A MAP OF A RESTRICTED AREA OVERLAID ONTO THE REGIONALISED SPATIAL DEVELOPMENT FRAMEWORK MAP OF THE AREA



ANNEXURE C17.5

EXAMPLE OF A MAP OF A GATED AREA OVERLAID ONTO A ZONING MAP OF THE AREA



ANNEXURE C17.6

EXAMPLE OF A MAP OF A GATED AREA OVERLAID ONTO AN AERIAL PHOTOGRAPH OF THE AREA



EXAMPLE OF A SITE PLAN INDICATING SUPPORT IN A GATED AREA

All applicable erven that support the application are to be indicated.



RESIDENTS' SUPPORT IN TABLE FORMAT (EXCEL)

In terms of the number of units, the following information is needed per application:

Uses	Total
Total erven affected	
Single residential	
Sectional titles (registered and unregistered)	
Other uses (churches or parking)	
Total units	
Total amount of support	
Percentage of support	%

In terms of erf detail, the following information is needed per application (example of information to be submitted):

Township	Property description	Zoning	Units at submission of application	Support

ANNEXURE C17.9

APPLICANTS ARE TO SOLICIT COMMENTS FROM DEPARTMENTS AND THE WARD COUNCILLOR FOR THE SUBMISSION OF A NEW APPLICATION AS INDICATED HEREUNDER

Comments	Date received
Group Legal and Secretariat Services	
Regional Spatial Planner	
Roads and Transport Department: Intelligent Transport Systems and Traffic Engineering Section	
Roads and Transport Department: Tshwane Bus Services Division	
Roads and Transport Department: Integrated Rapid Public Transport Network Division (Bus Rapid Transit)	
Water and Sanitation Department	
Energy and Electricity Department	
Tshwane Metro Police Department: Crime Prevention Section	
Emergency Services Department	
Health Department	
Environment and Agriculture Management Department: Environmental Management and Parks Division	
Chief Financial Officer	
Environment and Agriculture Management Department: Waste Management Services Division	
Ward councillor	

DOCUMENTATION REQUIRED FOR THE SUBMISSION OF THE APPLICATION

Information that needs to be submitted with the application	Provided
Application fee: Amount and reference number	
Application form (Annexure C17.1)	
Consent and power of attorney (Annexure C17.2)	
Site plan which indicates the exact gated area (all applicable erven are to be indicated)	
Map of the gated area overlaid onto the Regionalised Spatial Development Framework map of the area	
Map of the gated area overlaid onto a zoning map of the area	
Map of the gated area overlaid onto an aerial photograph of the area	
Site plan of the intended restriction points and affected area (indicating the proposed positions of the restriction control, pedestrian access camera and guardhouse)	
Residents' support in table format (Excel)	
Motivating memorandum Impact on the Municipal Spatial Development Framework or Regionalised Spatial Development Framework and impact on public transport, bus rapid transit or the integrated rapid public transport network	
Applicant-provided proposed terms of conditions and type of access control	
List of affected erven and status of properties (residential, open space, business or place of instruction)	
Security strategy and crime statistics	
Site plan or locality plan that indicates the proposed restricted area (all applicable erven are to be indicated)	
Site development plan of security and/or access point	
Transport and/or traffic impact assessment report, if applicable (impact on public transport, bus rapid transit or the integrated rapid public transport network)	
Detailed pedestrian accommodation at all access points	

ANNEXURE C17.11

APPLICANTS ARE TO SOLICIT COMMENTS FROM THE DEPARTMENTS AND THE WARD COUNCILLOR FOR THE RESUBMISSION OF AN APPLICATION

Comments	
Group Legal and Secretariat Services	
Regional Spatial Planner	
Roads and Transport Department: Intelligent Transport Systems and Traffic Engineering Section	
Roads and Transport Department: Tshwane Bus Services Division	
Roads and Transport Department: Integrated Rapid Public Transport Network Division (Bus Rapid Transit)	
Water and Sanitation Department	
Energy and Electricity Department	
Tshwane Metro Police Department: Crime Prevention Section	
Emergency Services Department	
Health Department	
Environment and Agriculture Management Department: Environmental Management and Parks Division	
Chief Financial Officer	
Environment and Agriculture Management Department: Waste Management Services Division	
Ward councillor	

MANUAL FOR THE SUBMISSION OF ENQUIRIES TO AND MEETINGS WITH THE LAND USE MANAGEMENT ADMINISTRATION SECTION

1. EMAIL ENQUIRIES TO THE LAND USE MANAGEMENT ADMINISTRATION SECTION

- 1.1 The Land Use Management Administration Section receives many enquiries per week concerning support for land use rights on specific property(ies).
- 1.2 Enquiries are normally dealt with by the Land Use Management Administration Section on a Monday during team meetings.
- 1.3 All enquiries should be forthcoming in English and should include and/or provide at least the following information, but not limited to this:
- (a) A locality map.
 - (b) Extract of the relevant Regionalised Spatial Development Framework map.
 - (c) A zoning certificate, not older than three months.
 - (d) Details such as the proposed scale of the development.
 - (e) The provision of an interpretation of the Municipal Spatial Development Framework or Regionalised Spatial Development Framework regarding the proposed development.
 - (f) Endeavour to fit the land use within the land uses and definitions of the Tshwane Land Use Scheme, 2024.
 - (g) Enquiries on the interpretation of the Tshwane Land Use Scheme, 2024 must initially be submitted to the Land Use Management Administration Section and accompanied by proof of payment (refer to Sections 5 and 6 of this Manual) and must provide detail regarding the requested interpretation as well as the applicant's interpretation.
 - (h) Enquires on the interpretation of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) must be accompanied by specific details regarding the requested interpretation as well as the applicant's interpretation.
 - (i) The Land Use Management Administration Section cannot provide an opinion on whether a land use will be supported or not if it is not specified in the Regionalised Spatial Development Framework (for example, a Place of Child Care, Place of Instruction, Guest House, Lodge, Commune and Filling Station).

- 1.4 **Note:** The Regionalised Spatial Development Framework deals primarily with land uses such as residential, offices, retail and mixed uses.
- 1.5 An opinion will not be provided by the Land Use Management Administration Section on uses such as a Place of Child Care, Place of Instruction, Guest House, Lodge, Commune and Filling Station without detailed information provided by the enquirer.
- 1.6 Land Use Scheme interpretations must be referred to the Land Use Management Administration Section initially after payment of the approved fees. The section will then obtain further interpretation, if and where necessary, from the Land Use Scheme, Toponymy and Application Management Section (refer to Sections 5 and 6 of this Manual regarding the fee payment for this enquiry). Refrain from sending these types of enquiries to the Land Use Scheme, Toponymy and Application Management Section, as these enquiries will not be attended to by that section and you will be directed to submit your enquiry to the Land Use Management Administration Section.
- 1.7 All emails to Land Use Management Administration Section officials should be restricted to administrative matters or follow-up enquiries. General enquiries must be directed to the planning professionals of the Land Use Management Administration Section.

2. REQUESTS FOR MEETINGS WITH DEPUTY DIRECTORS AND PLANNING PROFESSIONALS OF THE LAND USE MANAGEMENT ADMINISTRATION SECTION

- 2.1 Limit requests for meetings: First try to resolve the issues by means of an email or telephonic communication.
- 2.2 Provide an agenda with detail that describes the reason for the meeting together with the request for a meeting(s).
- 2.3 The agenda should include the proposed land use rights, development controls and any supporting documentation that will be tabled and deliberated at the meeting so that all parties can prepare for the meeting.
- 2.4 Meetings will only be held on the merits of each application once such an application has been submitted.
- 2.5 Meetings will only be held in instances where clarity is needed or sought on the departments' evaluations after the application has been submitted.
- 2.6 Rezoning applications for sectional title applications are complex in nature. The Land Use Management Administration Section requires questions raised by applicants to be submitted in writing to the relevant planning professional from the Land Use Management Administration Section. The enquiries will be dealt with at the relevant region's Monday meetings. Applicants are requested to provide proposed solutions to problematic land development applications where sectional title schemes are applicable.

- 2.7 Meetings will not be held with any applicant on a matter in the instance that an *audi alteram partem* rule letter has been sent and an objection(s) on the application in question has been received.
- 2.8 Meetings regarding the *audi alteram partem* rule letter will only be held for clarification purposes, and the merits of the application will not be discussed.
- 2.9 Meetings will not be held with an applicant in instances where applications have been rejected or refused, as this must be dealt with through written correspondence.
- 2.10 Meetings will not be held with the applicant's clients without the applicant being present.

MANUAL FOR THE SUBMISSION OF AN APPLICATION FOR CONSENT USE FOR A PLACE OF CHILD CARE IN DESIGNATED AREAS IN TERMS OF SECTION 16(16), READ WITH SECTION 16(3), OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

1. APPLICATION REQUIREMENTS AND PROCEDURE

The land development application requirements for the submission and the public participation for an application in terms of section 16(16), read with section 16(3), of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) for a consent use application for a Place of Child Care (Early Childhood Development Centre) in Designated Areas are set out hereunder.

Note that only applications for consent use for a Place of Child Care in Designated Areas (Annexure C19.9), as approved by the Council resolution dated 22 February 2022, can currently be considered.

In terms of section 16(16)(1)(b) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), the following is applicable:

Where the Municipality has designated areas in the Municipal Spatial Development Framework as contemplated in section 21(1)(ii) of the Act, whereby shortened land development application procedures may apply and the Land Use Scheme may be so amended, such procedures shall be as contemplated in Schedule 30 and shall be regarded for purposes of amending the Land Use Scheme in operation as decisions in terms of section 16(1), 16(2), 16(3), 16(12) of this By-law

The designated areas for other applications as listed above must still be approved by Council in the Municipal Spatial Development Framework.

2. LIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

For the purposes of a complete submission of an application, the applicant shall submit at least the following documentation:

- 2.1 Proof of exemption of fees (the City Manager's memorandum regarding the exemption of payment of fees) or an original official receipt or proof of electronic funds transfer (EFT) payment of the application fee. The application shall not be processed before confirmation of exemption of payment has been received, with reference to section 4 of Schedule 18 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).
- 2.2 A cover letter addressed to the department responsible for development planning. The cover letter must have the logo of the Early Childhood Development Centre together with its contact details and Registration Name/NPO Number.

- 2.3 The completed and signed application forms as set out in Annexure C19.1 (COT: F/1 and indicated in COT: F/35 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)).
- 2.4 If the applicant is not the owner (but a third party) of the property(ies):
- (a) A power of attorney that substantially complies with the provisions of section 46 and Schedule 21 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) or Annexure C19.2.
 - (b) A signed consent and/or resolution by the traditional council that supports the proposed land development application. Applications lodged on Municipal property must submit a lease agreement with the Municipality. Applicants in Informal Settlements can provide a letter signed by the Ward Councillor which confirms the Name of the applicant, ID number, Registration name of the ECD, and the NPO number. together with this letter, a copy of the certified Identification Document must be provided.
- 2.5 If the property is encumbered by a bond, the bondholder's consent of all bonds registered against the title deed of the property(ies).
- 2.6 A motivating memorandum that contains at least the following information, but not limited to this:

Number	Key points to be addressed	Description	
1	Location	<ul style="list-style-type: none"> • List and mention the surrounding land uses • Address access to public transport uses 	
2	Access	Access and turning facilities must be addressed	
3	Parking and traffic	Indicate how the parking will be addressed depending on the size of the stand If the stand is smaller than 250 m ² , the provision for parking spaces may be exempted	
4	Scale or extent	<ul style="list-style-type: none"> • State the scale and extent of the proposed land use • The Health Department and the Fire and Rescue Operations Division are to provide health and safety clearance 	
5	Facilities	Indicate the facilities that will be provided	
6	Services	<ul style="list-style-type: none"> • Water • Electricity • Sanitation • Roads and storm water • Provision of Open Spaces (Play Area and parks), if required 	The applicant in Categories B,C and D is to indicate how he/she is going to provide these basic services on the site.
7	Safety and security	<ul style="list-style-type: none"> • Indicate the height of walls and/or fences and gates 	

		<ul style="list-style-type: none"> Specify the number of gates and points of entry into and exit from the facility
8	Proposed development controls	<ul style="list-style-type: none"> Any one of the following applicable documents: <ul style="list-style-type: none"> Amendment scheme annexures and map Development controls Conditions of establishment

- 2.7 A locality plan and land use plan that are substantially in accordance with Annexures C19.3 and C19.4 (COT: F/17 and COT: F/18 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)).
- 2.8 A site plan, floor plan, building plan, or sketch plan (A4), at a scale of 1:500, which indicates the layout of the proposed land development application and land development, parking layout and landscaped areas, or as determined by the Municipality, must be submitted substantially in accordance with Annexure C19.5 (COT: F/20 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)).
- 2.9 Proof of ownership (registered title deed, proof of (beneficial) ownership, deed of grant, signed and stamped proof of permission to occupy by the ward councillor on permanent stands in informal settlements, or tribal consent).
- 2.10 Aerial photograph (A4) of the site.
- 2.11 A copy of a zoning certificate that is not older than three months. The zoning certificate of the “mother” property can be submitted in areas where no individual surveyed and registered sites exist.
- 2.12 The applicant must also comply with the advertisement requirements of Schedule 23 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) (Annexure C19.8).

3. ADVERTISEMENT PROCEDURE

Notification and/or public participation regarding applications contemplated in section 16(16) shall be in accordance with section 16(16)(2) read with Schedule 13 and 23 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), and proof shall be submitted in accordance with Schedule 13 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) by the applicant.

3.1 Placard notice

A notice as set out in Annexure C19.6, read with Schedule 23 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) (Annexure C19.8), must be placed in two conspicuous places on the property(ies) boundary, clearly visible to the general public and maintained for a period of at least 28 days from the date required. The placard must be at least A2 in size and the lettering on the notices shall be at least in point 20 Arial font, legible, upright, and in print.

3.2 Notice to adjoining owners

A notice as set out in Annexure C19.6 as the case may be must be sent via email, read with Schedule 23 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) (Annexure C19.8), by registered mail or must be delivered by hand to each owner of a property that abuts the land development application area and adjacent street, not later than the date of the appearance of the notice contemplated in Section 3.1 of this annexure, read with the provisions of the specific type of application.

The following diagrams indicate which adjoining owner(s) of properties surrounding the land development application area must be notified by means of a notice, read with the definition of adjoining owners as contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), and section 50 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

Diagram A: Land development area in the centre of the block

	X	X	X	
STREET				
	X	A	X	
	X	X	X	

Diagram B: Land development area on a corner of two streets

	X	X	X		
STREET					
	X	A	STREET	X	
	X	X		X	

Erven marked **A** represent the land development area (application property).

Erven marked **X** represent the properties whose owners must receive the notice, provided that where, in the opinion of the Municipality, any road, roadway, right of way, rail reserve or open space is of such an extent, size, location and/or nature so as to separate the adjoining property sufficiently from the property on which the land development application was submitted, that it need not be regarded as an adjoining property for the purposes in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

3.3 Proof of advertisement

The applicant must submit proof of advertisement in the following manner:

- (a) An affidavit in compliance with Annexure C19.7, which states that the provisions of section 16(1)(f) or any provision related to public participation, in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), have been complied with and that the notices have been maintained for the period specified therein.
- (b) Two sets of two legible dated photographs of the placard notices that reflect the date of the notice being placed and the date on which it has been removed, which should correspond to the closing date for comments and objections, not smaller than half-postcard size, if required in terms of the specific provisions related to a land development application, as follows:
 - (i) One close-up photograph of each of the notices, clearly showing the wording
 - (ii) One photograph from a distance across the road to show the visibility of each of the notices.
- (c) The applicant must submit proof that a notice in accordance with Annexure C19.6 has been sent via email, by registered mail or was delivered by hand to every owner of land directly adjacent to and opposite the land development area, provided that proof of compliance with this requirement may include the following:
 - (i) An affidavit by the applicant of compliance, to the satisfaction of the Municipality
 - (ii) Where the owner of the adjoining property(ies) cannot be traced and proof has been submitted of the efforts made by the applicant and, in the opinion of the Municipality, the owner cannot be traced, by affixing the notice on the property(ies) and taking a photograph which indicates the date on which it was taken.

3.4 Copies of objections

A copy of every objection and/or comment that is received by the applicant must be submitted to the Municipality. The applicant will also receive a copy of each objection and/or comment from the department responsible for development planning (the Management and Support Section will upload the objections to the Application Processing System. The Land Use Management Administration Section will process the land development applications, including the objections).

3.5 Provision of contact details of objections and/or comments

Notices shall specifically when soliciting or calling for objections and/or comments require that, for the purposes of commenting or objecting, the objector or interested person shall provide contact details in order to enable the Municipality to correspond with or send notices to the objectors and/or interested parties, and that an objection or comments must be submitted in compliance with the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), in accordance with Annexure C19.6, read with Schedule 25 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

3.6 Provision of the application by the applicant

All notices shall provide that a copy of the application as submitted may be obtained from the applicant, including any email or physical address where it can be obtained.

3.7 Proof of engagement

The applicant shall provide proof of any engagement with any body or person that may be required as a pre-submission requirement in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

3.8 Further requirements for electronic processes related to public participation

- (a) The applicant, upon receiving a request for a copy of a land development application as contemplated in the amendment of the notice in terms of this annexure, shall provide a copy within three days of the request by the interested and affected party as contemplated in Section 1 of this annexure, and shall certify that he/she has provided a full copy as submitted with the Municipality through an affidavit that confirms this.
- (b) The application shall be provided to an interested or affected party by means of either an email or publication on a website or delivery by hand.
- (c) The applicant shall send and/or publish the application as it was submitted to the Municipality, and any addition, alteration or amendment, or removal of any information that did not form part of the application submitted to the Municipality shall be regarded as having contravened the provisions of this annexure, which contravention is an offense.
- (d) Should the applicant fail to provide a copy of the land development application within the prescribed time period as contemplated in Section 3.8(a) of this annexure, the request for a copy of the land development application shall be regarded as an objection and the person who requested the copy of the application shall be regarded as an objector of record.
- (e) The applicant shall retain proof of any request and compliance with the request for a copy of the application, and shall submit this together with

his/her proof of advertising as contemplated in the schedules related to the land development applications referred to in the preamble of this annexure.

- (f) The applicant must submit a sworn affidavit or affirmation substantially in compliance with the format as set out in Annexure C19.7, which states that the placard was displayed and maintained for 14 consecutive days.

4. EXEMPTION FROM NOTIFICATION OF ADJOINING OWNERS

In terms of section 49, read with Schedule 24 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), an applicant can apply for exemption from the procedural requirements of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), such as to comply with section 16(1)(f)(iii).

The application for exemption in terms of section 49 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), must be submitted to newlanduseapplications@tshwane.gov.za.

The application must comply with the requirements of Schedule 24 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

Note: Exemption must be granted before the submission of the land development application. Should the exception not be granted, the applicant must comply with all the requirements in accordance with the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

It is recommended that all ECD applicants/ practitioners obtain the exemption to notify the neighbours as required in section 16(16)(2) of the LUM By-law from the Land Use Management Administration before the submission of the land development application.

ANNEXURE C19.1

APPLICATION FORM FOR A CONSENT USE APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTION 16(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024) READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME - AS PER COT: F/35 READ WITH COT: F/34

PROPERTY INFORMATION				
Township /Agricultural Holding/Farm				
Erf / Plot / Farm No		Portion (eg/R1)		
Ward				
Street Name				
Street Number		Planning Region		
CONSENT USE DETAILS				
Adopted Zoning				
Adopted Height				
Adopted Density				
Adopted Coverage		Adopted FAR		
Adopted Annexure L No		Adopted Amendment Scheme No		
Present Land Value				
Property Size (m ²)		Title Deed Number		
Existing Development				
Restrictive Title Deed Condition(s) Paragraph No				
Proposed Use				
Area of Proposed Use	Main building	Existing	m ²	
		New	m ²	
	Outbuilding	Existing	m ²	
		New	m ²	
	Total			
Proposed Height (In Meters)				
Proposed Coverage (%)				
Proposed FAR				
Time and number of deliveries		Weekdays	Saturdays	Sunday or Public Holiday
	Morning			
	Afternoon			
	Night			

Business hours		Start	End
	Weekday		
	Saturday		
	Sunday		
	Public holiday		

NUISANCE				
Noise level	None	Low	Medium	High
Noise Description				
Odour level	None	Low	Medium	High
Odour Description				
Dust level	None	Low	Medium	High
Dust Description				
Vibration level	None	Low	Medium	High
Vibration Description				

ADDITIONAL INFORMATION				
Number of Parking Spaces on Property				
Does the approval of this application require obtaining a business licence?	Yes		No	
If yes, has the application for a trade licence been handed in already?	Yes		No	
Licence Number				
Number of loading zones required?				
Staff Composition: Management				
Staff Composition: Employees				
TOTAL OF STAFF COMPOSITION				
Describe activities indoors				
Describe activities outdoors				
Number of clients expected daily				

MACHINERY LIST	
Machinery name	
Machinery name	

Power consumption	
Machinery KW	
Location	

REQUIRED DOCUMENTS

Proof of Payment		Site Plan		Body Corporate Resolutions	
Covering letter		Zoning Plan		Power of Attorney	
Application Form		Zoning Certificate		Registered Title Deed	
Motivating Memorandum		Locality Plan		Bondholders Consent	
Land Use Plan		Proposed Development Controls		Proof of Advertisement once completed.	
List of adjoining owners		Any additional Reports or documentation submitted with the application, each report or document should be submitted separate with a clear description		Proof of engagement with engineering service departments	
Form COT: F/1		Form: COT: F/10			

I,
being the applicant described herein, declare that the above information is correct.

I, hereby confirm that I have signed and completed the declaration as contemplated in Schedule 33 to the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) which is attached hereto and initialled by me for identification purposes.

Signature: Date:

EXAMPLE OF A POWER OF ATTORNEY

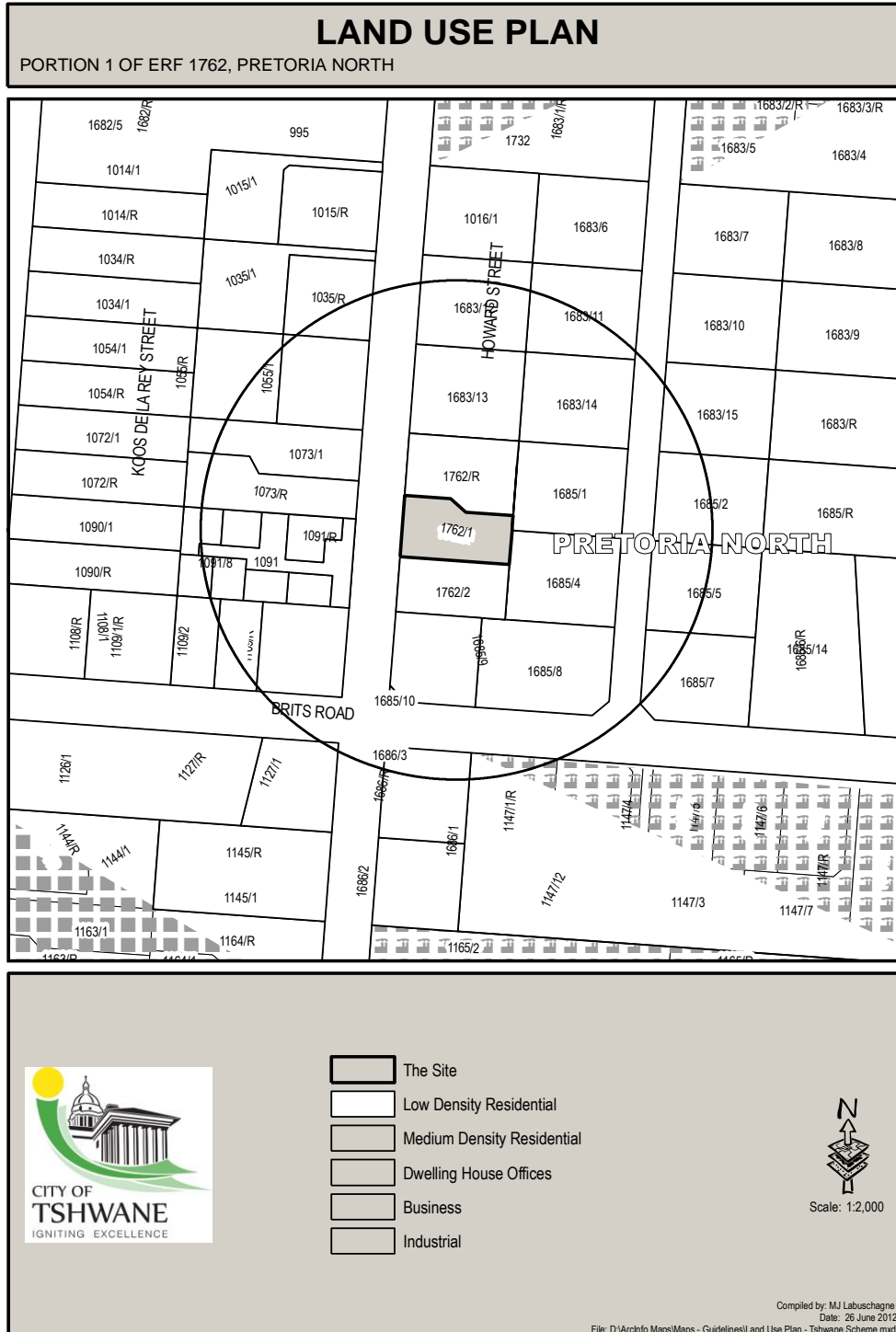
I/We, [John Citizen]
 ID No: the undersigned, hereby nominate, constitute and appoint – (Include the company name and registration number of the company) and ID No: (name and ID no of person from the company who in turn is granted authority by the said company) with the power of substitution to be my/our legal attorney(s) and agent(s) in my/our name, place and stead to apply for (type of application and property description) at The City of Tshwane Metropolitan Municipality and in general to do everything to effect the application and to do whatever I/we would do if I/we were present in person and acting in the matter; and I/we hereby ratify, allow and confirm, and promise and agree to ratify, allow and confirm everything and anything my/our attorney(s) and agent(s) may do or may permit to be done legally in terms of this power of attorney.

Signed at on this day of 20 in the presence of the undersigned witnesses.

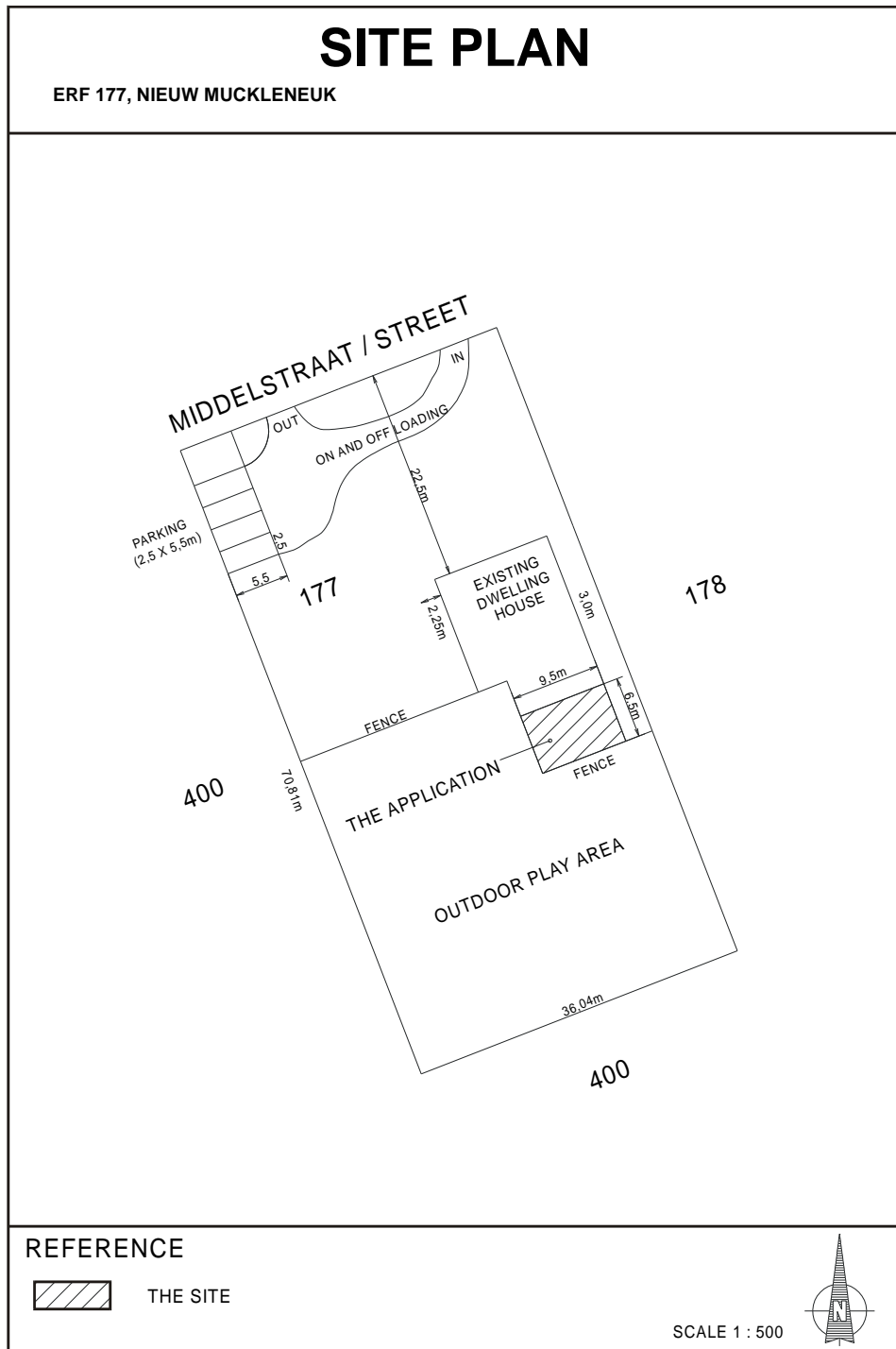
AS WITNESSES:

- 1.....
- 2.
[John Citizen] Registered Owner

EXAMPLE OF THE LAND USE PLAN



EXAMPLE OF SITE PLAN



EXAMPLE OF PLACARD NOTICE

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

NOTICE OF AN APPLICATION FOR A LAND DEVELOPMENT APPLICATION IN TERMS OF SECTION 16(16) READ WITH SECTION 16(3) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), READ WITH THE RELEVANT CLAUSE(S) OF THE LAND USE SCHEME

I/We,

.....(*full name*), being the owner / applicant of erf/erven/portions(*complete property description of property as set out in the title deed*) hereby give notice in terms of section 16(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) that I/we have applied to the City of Tshwane Metropolitan Municipality for a *Consent Use for a Place of Child Care in a Designated Area*

The property is situated at:

.....
.....
.....

The current zoning of the property is

.....
.....

The intention of the applicant in this matter is to: (*indicate the proposed development*)

.....
.....
.....

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details, without which the Municipality cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to: the (*indicate the name of the head of the department*), PO Box 3242, Pretoria, 0001 or to from (*the first date of the publication of the notice asset out in section 16(3) of the By-law referred to above*), until

..... (not less than 28 days from the first day of publication of the notice).

Should any interested or affected party wish to view the application it can be perused at the following Municipal Office(indicate the relevant Municipal Office).

Should the Municipal Offices be closed or in the case of any other eventualities the land development application cannot be perused at the Offices of the Municipality, a copy can be requested from the applicant, at the following contact details: (indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from applicant).

In addition, the applicant may upon submission of the application either forward a copy electronically to any interested and affected party and may publish the application on their website, if any. The applicant shall ensure that the copy published or forwarded to any interested and affected party shall be the same land development application submitted with the Municipality to (indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from the Municipality).

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.

Full particulars and plans (if any) may be inspected during normal office hours at the Municipal offices as set out below, for a period of 28 days from the date of first notice on the land development area.

Please note the requirements for comments and objections contained in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024) for purposes of consideration thereof. The prescribed form to be completed by the objectors can be obtained from the applicant as well as from (provide the correct official email address).

Address of Municipal offices:

.....
.....

Address of applicant:

.....
.....

E-mail address:

Physical address:

Postal address:

Website (if applicable) :

Telephone No

Dates on which notice will be published:

Closing date for any objections and/or comments:

Reference: Item No

EXAMPLE OF AFFIDAVIT / AFFIRMATION

TO WHOM IT MAY CONCERN:

I, _____ the _____ undersigned,
_____. (full name and
surname), hereby *make oath/affirm that the placard notice(s) as prescribed in terms
of section 16(3) of the City of Tshwane Land Use Management By-law, 2016
(Amended 2024) on Erf No _____, Township
_____, was displayed and maintained in a conspicuous
and to the public accessible place, for a period of 28 days from the first day the
advertisements were advertised in local newspapers, viz from
_____ to _____, both
dates inclusive.

Signed (signature of applicant)

on at

I hereby certify that the deponent acknowledges that *he/she was conversant with the
contents of this statement and understood it, and that the deponent uttered the
following words: "I swear that the contents of this statement are the truth and nothing
but the truth, so help me God".

Commissioner of Oaths:

Date:

SCHEDULE 23 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

REQUIREMENTS FOR INFORMATION TO BE CONTAINED IN THE NOTIFICATIONS FOR PUBLIC PARTICIPATION OF LAND DEVELOPMENT APPLICATIONS SUBMITTED IN TERMS OF SECTIONS 16(1), 16(2), 16(3), 16(4) AND 16(12)(a)(iii) OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

(Unaltered)

1. An applicant who in terms of the provisions of this By-law is required to notify the public or interested and affected parties of a land development application shall be done substantially in accordance with Schedule 13 read with COT: F/12, COT: F/13, COT: F/14, COT: F/16 or COT: F/39 of this By-law with the following additional information included in the notification:

“Should any interested or affected party wish to view the application it can be perused at the following Municipal Office(indicate the relevant Municipal Office)

Should the Municipal Offices be closed and the land development application cannot be perused or a copy thereof cannot be obtained, a copy can be requested from the Municipality, by requesting such copy through the following contact details: (indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from the Municipality)

In addition, the applicant may upon submission of the application forward a copy electronically to any interested and affected party and may publish the application on their website, if any. The applicant shall ensure that the copy published or forwarded to any interested and affected party shall be the copy submitted with the Municipality to..... (indicate the specific e-mail address that the interested / affected party can use to obtain the electronic copy of the application from the Municipality)

For purposes of obtaining a copy of the application, it must be noted that the interested and affected party must provide the Municipality and the applicant with an e-mail address or other means by which to provide the said copy electronically.

No part of the documents provided by the Municipality or the applicant, may be copied, reproduced or in any form published or used in a manner that will infringe on intellectual property rights of the applicant.

Should any interested or affected party not take any steps to view and or obtain a copy of the land development application, the failure by an interested and affected party to obtain a copy of an application shall not be regarded as grounds to prohibit the processing and consideration of the application.”

2. The applicant shall upon receiving a request for a copy of a land development application as contemplated in the amendment of the notice in terms of this Schedule, provide a copy within 3 days of the request by the interested and affected party as contemplated in 1 above and shall certify that he/she has provided a full copy as submitted with the Municipality through an affidavit confirming this.
3. Deleted.
4. The applicant shall send and or publish the application as it was submitted to the Municipality and any addition, alteration or amendment, or removal of any information that did not form part of the application submitted with the Municipality as the application shall be regarded as having contravened the provisions of this Schedule, which contravention is an offence in terms of the LUM By-law
5. Should the applicant fail to provide a copy of the land development application within the prescribed time period as contemplated in 2 above the request for a copy of the land development application shall be regarded as an objection and the person having requested the copy of the application shall be regarded as an objector of record.
6. The applicant shall retain proof of any request and compliance with the request for a copy of the application and shall submit this together with his/her proof of advertising as contemplated in the Schedules related to the land development applications referred to in the preamble of this Schedule.

SCHEDULE 24 TO THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

REQUIREMENTS FOR THE SUBMISSION OF AN APPLICATION FOR EXEMPTION IN TERMS OF SECTION 49 OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

(Unaltered)

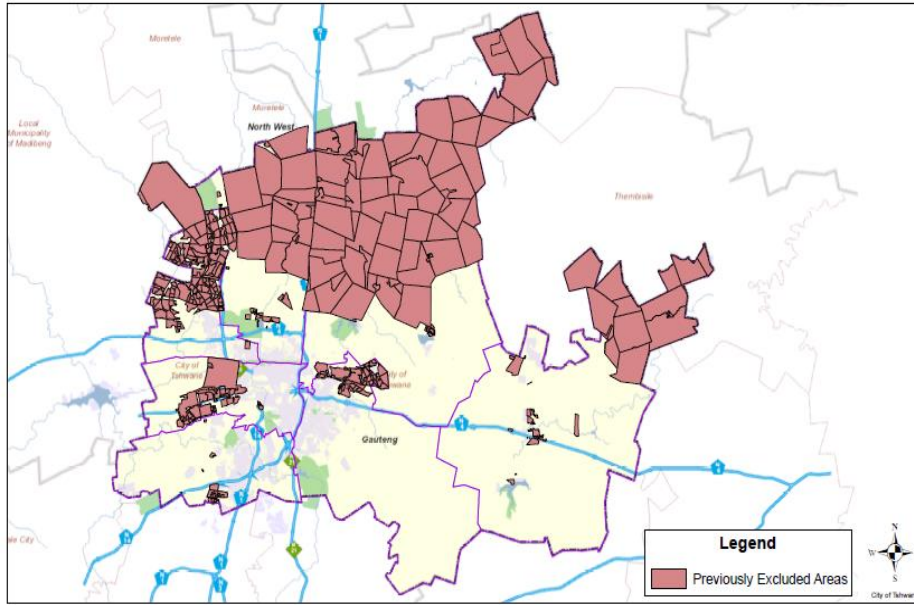
1. A person who wishes to apply for exemption from a procedural provision of this By-law contemplated in section 49(2) of this By-law, shall apply to the Municipality in the forms as set out in COT: F/1 to this By-law, and such application shall, in addition to the fees prescribed be accompanied by the documents indicated in paragraph 2 this Schedule.
2. The applicant shall for purposes of a complete submission of an application in terms of section 49(2) of this By-law at least submit the following documentation:
 - (1) an original official receipt or **proof of EFT payment** of the application fee; the application will not be processed before confirmation of payment has been received and failing to make payment of such fee and in such manner as the Municipality may prescribe, may result in the application being rejected read with Regulation 14(1)(i) of the Regulations of the Act;
 - (2) a **cover letter** addressed to the Department responsible for Development Planning;
 - (3) the completed and signed **application form** as set out on COT: F/1;
 - (4) a **power of attorney** that complies with the provisions of section 46 and Schedule 21 of this By-law;
 - (5) a **motivating memorandum** with at least but not limited to the following information:
 - (a) shall provide information relating to the application for which exemption of the procedural requirements of this By-law is requested;
 - (b) shall indicate the reasons and show good cause as to why for the proposed exemption may be granted;
 - (c) shall set out which section of this By-law exemption is being applied for and, accompanied by full motivation why such exemption should be granted;
 - (d) shall clearly set out why the exemption will not prejudice any organ of state (if the applicant is not an organ of state), the Municipality or interested and affected parties.

- (6) a copy of the **Title Deed** which is registered in the Deeds Office at the time when the application is submitted or registered ownership or beneficial ownership of property, with all the pages including the endorsement pages and any notarial deed of agreement and/or other rights and/or servitude(s) registered against the property; provided that a draft Title Deed shall not be acceptable.

CATEGORIES OF DESIGNATED AREAS

Township type or category	Characteristics or criteria
Category A Proclaimed townships	<ul style="list-style-type: none"> • These areas are characterised by wide-spread poverty and economic deprivation. • Residents are in possession of a title deed or a deed of grant. • Previously excluded persons live in these areas.
Category B Unproclaimed townships	<ul style="list-style-type: none"> • These areas are characterised by wide-spread poverty and economic deprivation. • Not proclaimed, but in some instances general plans exist. • Serviced with municipal bulk infrastructure. • Residents are unlikely to possess a title deed but are beneficial owners, are in possession of a deed of grant or use a permission to occupy that is usually issued and signed by either a ward councillor or official(s) from the Municipality's Human Settlements Department, with the Municipality's letterhead and stamp, to prove their occupation of the property. • Previously excluded persons live in these areas.
Category C Informal settlements	<ul style="list-style-type: none"> • These areas are characterised by widespread poverty and economic and infrastructural deprivation. • Residents are serviced with electricity and potable water. • The land is communally occupied by the community. Stands have not been "professionally surveyed", nor are they registered to create "individual stands" for each household who has occupied the land. Therefore, no zoning certificates exist for the "individual stands" but only for the mother property. • Residents use a permission to occupy, usually issued and signed by either a ward councillor or official(s) from the Municipality's Human Settlements Department, with the Municipality's letterhead and stamp, to prove their occupation of the property. Their residence is identified using a stand or shack number to determine their site. • Previously excluded persons live in these areas.
Category D Traditional authority	<ul style="list-style-type: none"> • These areas are characterised by widespread poverty and economic and infrastructural deprivation. • Residents have a permission to occupy or a letter from the traditional authority. • Residents are serviced with electricity and potable water. • No township layout plan exists. • The land is communally occupied by the community under traditional leadership. The stands within these settlements have not been "professionally surveyed", nor are they registered to create "individual stands" for each household who has permission from the traditional authority to occupy the land. Therefore, no zoning certificates exist for the "individual stands" but only for the mother property, which is a large parcel of farm land. • Previously excluded persons live in these areas.

ECD - PREVIOUSLY EXCLUDED AREAS



MANUAL FOR THE REQUIREMENTS AND PROCESSES FOR REFUNDING PROMULGATION FEES

1. INTRODUCTION

An applicant can request a refund of the promulgation fees of a land development application by submitting such a request with the documents as set out below to newlanduseapplications@tshwane.gov.za.

2. DOCUMENTS REQUIRED FOR SUBMISSION OF THE APPLICATION

The following documentation must be submitted:

- 2.1 A request in writing, directed to the Land Use Management Administration Section for refunding of the promulgation fees.
- 2.2 Motivation from the applicant which indicates the reason for the refund.
- 2.3 Proof of transaction record (bank statements): Not internet-created, but original statements on a bank letterhead.
- 2.4 A certified copy of the applicant's or account holder's identity document.
- 2.5 Proof of bank account (on an official bank letterhead and with a dated bank stamp): Original copy.

3. IMPORTANT MATTERS RELATED TO THE REQUEST

- 3.1 No request for refunding of the promulgation fees shall be processed until and unless all the documentation has been submitted.
- 3.2 The request must be submitted to newlanduseapplications@tshwane.gov.za.
- 3.3 Application fees for applications are non-refundable.

In terms of section 26 of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024), which states the following, any application fee for a land development application is non-refundable.

“(3) Application fees paid to the Municipality are non-refundable...”

ANNEXURE C21

SUMMARY OF THE REQUIREMENTS FOR PUBLIC PARTICIPATION FOR LAND DEVELOPMENT APPLICATIONS SUBMITTED IN TERMS OF THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024)

This summary aims to assist applicants, owners and all interested and affected parties with the requirements of the public participation process that must be adhered to for a specific land development application submitted in terms of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024).

Application type	Provincial Gazette Section 16(1)(v)	Newspaper Section 16(1)(f)(i)	Placard notice Section 16(1)(f)(ii)	Adjacent owners Section 16(1)(f)(iii)	Schedule	Forms with regard to notices
Rezoning Section 16(1)	Optional	Yes	Yes	Yes	3, 13 and 23	COT: F/12
Removal Section 16(2)	Optional	Yes, excluding section 16(2)(d)	None	Excluding section 16 (1)(f)(iii)(aaa) to applications contemplated in section 16(2)(d)	4, 13 and 23	COT: F/13
Consent use Section 16(3), read with the Guideline document in terms of section 12(3)	Optional	None	Yes	Yes	29, 13 and 23	COT: F/39
Permission for One Additional Dwelling House Section 16(3), read with the Guideline document in terms of section 12(3)	Optional	None	Yes	Yes	31, 13 and 23	COT: F/39
Permission or relaxation Section 16(3), read with the Guideline document in terms of section 12(3)	Optional	None	Only Category C or, if determined by the Land Use Management Administration Section, Category B (see the Guideline document in terms of	Only Category C or, if determined by the Land Use Management Administration Section, Category B (see Guideline document in terms of	32, 13 and 23	COT: F/39

Application type	Provincial Gazette Section 16(1)(v)	Newspaper Section 16(1)(f)(i)	Placard notice Section 16(1)(f)(ii)	Adjacent owners Section 16(1)(f)(iii)	Schedule	Forms with regard to notices
			section 12(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	section 12(3) of the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)		
Township establishment and extension of boundaries Section 16(4)	Optional	Yes	Yes	Yes	6, 13 and 23	COT: F/14
Subdivision Section 16(12)(a)(iii)	Optional	None	Yes	None	9, 13 and 23	COT: F/16
Applications in designated areas Section 16(16)	Optional	None	Yes	Yes Excluding applications in terms of section 16(16), read with section 16(12)(a)(iii)	30, 13 and 23	COT: F/16 (section 16(12)(a)(iii)) COT: F/39 (sections 16(1), 16(2), 16(3) and 16(12)(a)(iii))

ANNEXURE C22

CLAUSES AND SCHEDULES OF THE TSHWANE TOWN-PLANNING SCHEME, 2008 (REVISED 2014), SUPERSEDED BY THE CITY OF TSHWANE LAND USE MANAGEMENT BY-LAW, 2016 (AMENDED 2024), WITH SPECIFIC REFERENCE TO SECTION 2(4)(A)

NOTE: THE TSHWANE LAND USE SCHEME, 2024 CAME INTO OPERATION ON 1 JULY 2024.

Description in terms of the Tshwane Town-planning Scheme, 2008 (revised 2014) (TTPS)	Referred clauses or schedules of the TTPS	Reference in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	Superseded by the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)?
Part of Clause 4: Reference to Section 43 of the Town-planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	Part of Clause 4(1)	Section 3(3)	Yes
Permission of Telecommunication Mast	Clause 14(11)	Section 16(16) – public infrastructure applications	Yes
Requirements for the submission of documents in terms of Schedules 25 and 26	Clause 15(1)	Section 16(3)(b); Schedule 31 and 32 Section 16(16), read with Section 16(3); Schedule 30	Yes
Prescribe the Advertisement procedure for a Permission application	Clause 15(2)	Section 16(1)(f); Schedule 13	Yes
Municipal decision on the approval or refusal of a Permission application	Clause 15(3)	Section 16(1)(s)(t) and (u) and 17	Yes
Contribution with respect to engineering services	Clause 15(4)	Chapter 7	Yes
Withdrawal of the applications (cancellation)	Clause 15(5)	Section 23(3); Schedule 20	Yes
Permission application for the amendment of the conditions of an approved Permission	Clause 15(6)	None	No
Regulates that Consent use applications can be brought in terms of the scheme	Clause 16(1)(a), (b), (d), (e) and (f)	None	No
Extension of period for existing use in terms of Section 43 of Ord 1986	Clause 16(1)(c)	Section 3(5)	Yes
Advertisement procedures	Clause 16(2)	Section 16(1)(f); Schedule 13	Yes
Information on Placard	Clause 16(3)	Section 16(1)(f);	Yes

Description in terms of the Tshwane Town-planning Scheme, 2008 (revised 2014) (TTPS)	Referred clauses or schedules of the TTPS	Reference in the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)	Superseded by the City of Tshwane Land Use Management By-law, 2016 (Amended 2024)?
		Schedule 13	
Objections	Clause 16(4)	Section 16(1)(k); Schedule 25; COT: F/31	Yes
Requirements for advertisement and submission of proof	Clause 16(5)	Section 16(1)(o) and Schedule 13	Yes
Time frames for when the approved Consent Use can be exercised	Clause 16(6)	Section 16(1)(y)	Yes
Municipal decision on the approval or refusal of the Consent use application	Clause 16(7)	Section 16(v)(ii); Section 18(3)(n)	Yes
Lapse of Consent Use if non-compliance with the conditions occurs	Clause 16(8)	None	No
Permission application for partial or non-compliance with the advertisement requirements	Clause 16(9)	Section 49; Schedule 24	Yes
Withdrawal of the approved Consent Use application within 60 days of approval	Clause 16(10)	Section 23(3); Schedule 20	Yes
Permission application for the amendment of an approved Consent Use	Clause 16(11)	None	No
Schedule 25: Requirements for an application for Permission in terms of Clause 15	Schedule 25	Section 16(3); Guideline document in terms of Section 12(3), and Section 16(1)(f)	Yes
Schedule 26: Requirements for the advertisements for a Dwelling-house in terms of Clause 14(10)	Schedule 26	Section 16(1)(f); Schedule 13	Yes

PROCEDURE FOR PAYMENT OF DEVELOPMENT CHARGES

1. Should an applicant wish to pay Development Charges, he/she/it must submit the Land Development Application Approval, including any amendments thereto, to Norman Mkhwanazi or Portia Molwantwa in the Finance Department. Their contact details are as follows:

Norman Mkhwanazi

Email: NormanM@Tshwane.gov.za

Telephone: 012 358 6404

Office address: Room 1006, 10th Floor, Middestad Building

Portia Molwantwa:

Email: Portiamolw@Tshwane.gov.za

Telephone: 012 358 6444

Office address: Room 1013, 10th Floor, Middestad Building

2. The submission by the applicant can either be emailed or delivered by hand to the addresses mentioned above.
3. The updated APS comments from the various technical Departments, i.e. Water, Sanitation, Roads, Stormwater and Environmental Management, must be included in the submission mentioned above.
4. The two mentioned officials will prepare a payment advisory note for the Applicant, indicating the escalated amounts (if applicable), and the account details as well as a reference number for payment.
5. Payments can be made either by means of Electronic Fund Transfer (EFT) or at one of the official City of Tshwane cashiers.
6. After the payment has been made, the applicant must forward the Proof of Payment (POP) to the two officials mentioned in paragraph 2 above. Similarly, the POP can either be emailed or hand-delivered to the addresses mentioned above.
7. The two Officials mentioned in paragraph 2 above must determine and verify if the payments are indeed reflected in the City's bank account.
8. If the amounts were indeed paid, the two officials mentioned in paragraph 2 above must do the debit adjustments to ensure that the transactions are allocated to the correct GL vote numbers. This must be done within five (5) working days from the date the funds are indeed reflected in the City's bank account.
9. If all the above actions have been complied with, the two (2) officials mentioned in paragraph 2 above, must prepare a letter of receipt indicating the payment details. The draft letter of receipt must be forwarded electronically to either Solly Selepe and/or Annemarie Burger. The submission must include the approval letter, the APS

escalation comments, the payment advisory note as well as the draft letter of receipt. The contact details are as follows:

Solly Selepe

Email: Sollysel@Tshwane.gov.za

Telephone: 012 358 5892

Office address: Room 1003, 10th Floor, Middestad Building

Annemarie Burger

Email: AnnemarieB@Tshwane.gov.za

Telephone: 012 358 3509

Office address: Office D35, Block D, Centurion Municipal Offices

10. Solly Selepe and Annemarie Burger must verify if the payment details, (i.e. amounts escalations) are correct, and if it found to be correct, must sign the letter of receipt and email it to DCFPOP@Tshwane.gov.za and provide the applicant with a copy thereof.
11. Under no circumstances may an electronic signature by any person mentioned herein be attached to any document by someone else not being the signatory.
12. Each of these steps must be taken to ensure that the internal controls are verified on different levels by different officials.
13. Any person who is dissatisfied with the application of the SOP by the designated officials as stated herein, should escalate the specific issue to The Divisional Head: Revenue Management, Ms. Mankwana Thovhakale at MankwanaT@tswane.gov.za, telephone 012 358 1408 alternatively, the Chief Financial Officer, Mr. Gareth Mnisi at email cfo@Tswane.gov.za or telephone 012 358 8100.