

NOTICE

SUBMISSION OF BUILDING PLAN APPLICATIONS FROM ELECTRONIC TO MANUAL

Notice is hereby given that due to technical challenges related to the online submission process and risks identified during the past year, the Municipality will be migrating back from its current online submissions to the manual submission of BUILDING PLAN APPLICATIONS.

This migration affects only affects building plans, all other Building Control Applications, inter alia, the applications related to the Occupation Certificates, Early Commencements, Booking of Inspections and Previously Approved Building Plan Retrieval Requests will continue using the online process.

Please note that the implementation of the manual submission of the building plan applications is to commence as follows:

COMMENCEMENT DATE	SUBMISSION COUNTER TIMES
06 APRIL 2021	08:00 AM – 12:30 PM (Every working day excluding the weekends and public holidays)

It must be noted that the following Development Planning applications will continue with the online process:

1. Development Control/Town Planning Applications (Relaxations, Consents, Encroachments, Site Development Plans and Zoning Certificates, etc.).
2. Forward/Spatial Planning Applications (SPLUMA Applications such as Sub-divisions, Section 53 Compliance Certificates, Rezoning, Consolidation, Scheme Amendment, Removal of Conditions of Title, Consolidations and Pre-submissions & Formal submissions, etc.).

NOTE: All processes relating to manual submissions will be applicable – this includes municipal officials undertaking the pre-scrutiny process to ensure compliance with submission requirements. Applicants should note that building plan applications submitted to the relevant dedicated email after the effective date of the above-mentioned decision shall be deemed as not submitted officially and the municipality will not recognize such 'submissions' as officially submitted.

Kindly contact Ms. Thandeka Thwala on 032 437 5586 / thandekat@kwadukuza.gov.za should you require further clarification. Any inconvenience caused by decision is greatly regretted and the municipality is grateful for your patience and adjustment.