



**A REFERENCE GUIDE FOR THE SUBMISSION OF
LAND DEVELOPMENT AND OTHER RELATED
APPLICATIONS IN THE CITY OF TSHWANE**

COMPILED BY:
CITY PLANNING AND DEVELOPMENT DIVISION
ECONOMIC DEVELOPMENT AND SPATIAL PLANNING DEPARTMENT
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1. INTRODUCTION

This guide is aimed at assisting the applicant or owner with his/her submission of land development and other related applications to the City Planning and Development Division of the City of Tshwane.

The applicant is required to familiarise himself/herself with the content of the applicable legislation and/or policies as well as the relevant manuals for the submission of land development applications. Nothing contained in this guide shall be interpreted, construed or in any way be used contrary to any enacted or adopted legislation, which shall prevail in all instances should a dispute arise from the content of this guide.

2. ABBREVIATIONS

Abbreviation	Definition
EOT	Extension of time
GIS	Geographic Information System
LUMA	Land Use Management Administration
LUM By-law	City of Tshwane Land Use Management By-law, 2016
RSDF	Regional Spatial Development Framework

3. SUBMISSION OF LAND DEVELOPMENT APPLICATIONS

New land development applications must be submitted as follows:

Type of land development application	Relevant section in terms of legislation	Address for submission
Rezoning	Section 16(1) LUM By-law	www.e-tshwane.co.za
Removal of Restrictions in the Title Deed	Section 16(2) of the LUM By-law	www.e-tshwane.co.za
Municipal Consent	Section 16(2)(d) of the LUM By-law	www.e-tshwane.co.za
Consent Use	Clause 16 of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	www.e-tshwane.co.za
Permission	Clause 15 of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	www.e-tshwane.co.za
Permission for One Additional Dwelling-house	Clause 14(10) of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	www.e-tshwane.co.za
Permission for a Temporary Use	Clause 14(8)(b) of the Tshwane Town-planning	www.e-tshwane.co.za

Type of land development application	Relevant section in terms of legislation	Address for submission
	Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	
Township Establishment and Extension of Boundaries	Section 16(4) of the LUM By-law	www.e-tshwane.co.za
Division of Township	Section 16(5) of the LUM By-law	www.e-tshwane.co.za
Subdivision and / or Consolidation	Section 16(12) of the LUM By-law	www.e-tshwane.co.za

4. SUBMISSION OF OTHER APPLICATIONS AND RELATED MATTERS

Type of application	Relevant legislation	Address for submission
Section 125	Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	lustam@tshwane.gov.za
Confirmation of zoning and Comments on Liquor Licenses	Section 23(4) of the Gauteng Liquor Act, 2003 (Act 2 of 2003)	lustam@tshwane.gov.za
Confirmation of zoning and comments on Gambling Licenses	The Gauteng Gambling Act, 1995 (Act 4 of 1995)	lustam@tshwane.gov.za
Refunding of promulgation Fees	None	lustam@tshwane.gov.za
Comments on Registration or Amendment of a Sectional Title Scheme before Registration	Section 28(9) of the LUM By-law	lus-sts@tshwane.gov.za
Excision of Agricultural Holdings	Section 32 of the LUM By-law	newlanduseapplications@tshwane.gov.za
Copy of the Application during Public Participation	Section 16(1) read with Schedule 23 of the LUM By-law	newlanduseapplications@tshwane.gov.za
Exemption of Application Fees	Schedule 18 of the LUM By-law	newlanduseapplications@tshwane.gov.za
Approval of Alteration, Amendment or Cancellation of a General Plan	Section 16(15) of the LUM By-law	newlanduseapplications@tshwane.gov.za

Type of application	Relevant legislation	Address for submission
Lodging of Layout Plan for Approval with the Surveyor General	Section 16(16) of the LUM By-law	newlanduseapplications@tshwane.gov.za
Amendment of Land Development Application prior to and post approval	Sections 16(18) and (19) of the LUM By-Law	newlanduseapplications@tshwane.gov.za
Restriction of Access (Gated Communities)	Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998)	newlanduseapplications@tshwane.gov.za
Geo-Info Enquiries	None	geinfoservice@tshwane.gov.za
Physical Address Enquiries (Note: Not adjacent owners' postal addresses)	None	address@tshwane.gov.za
Toponymy Enquiries	None	toponymy@tshwane.gov.za
Township Name Reservation	Section 16(4) and section 16(5) of the LUM By-law	charlottew@tshwane.gov.za
Zoning Certificates	None	geinfoservice@tshwane.gov.za
Appeals	Section 19 of the LUM By-law	MATappeals@tshwane.gov.za
Enquiries for the Submission of Land Development Applications on the e-Tshwane portal	None	EnquiriesE-tshwane@tshwane.gov.za
Enquiries regarding System Problems	None	support@e-tshwane.co.za
Street Name Enquiries for the Submission of an Application on the e-Tshwane Portal	None	EnquiriesE-tshwane@tshwane.gov.za
Post-approval Compliance Submission	Section 16(1) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Extension of Time for Compliance with Conditions of approval: EOT	Sections 16(1)(x) and (y) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Application for Opening of Township Register	Sections 16(7) of the LUM By-law and Section 101 of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	PCPDevCompliance@tshwane.gov.za
Amendment of Conditions of	Sections 16(4)(i) and (j) of the LUM By-law and section 98(5)	PCPDevCompliance@tshwane.gov.za

Type of application	Relevant legislation	Address for submission
Establishment	of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	
Certificate for Registration of Newly Created Property	Section 16(10) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Error or omission – request for the amendment of the electronic zoning database	Section 23 of the LUM By-law	LUS-EO@tshwane.gov.za
Implementation Errors and Omissions	Section 23(2) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Change of Ownership of Townships	Section 29 of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Extension of Time on By-law Townships: EOT	Section 16(6) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Clearance for Township Registration of Erven	Section 82 of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986) and Section 16(10) of the LUM By-law	PCPDevCompliance@tshwane.gov.za
Servitude	Section 28(1) of the LUM By-law	PCPDevCompliance@tshwane.gov.za

5. SUBMISSION OF CORRESPONDENCE

All correspondence pertaining to land development applications must be submitted to CityP_Registration@tshwane.gov.za.

6. PROOF OF PAYMENT

The application will not be processed before confirmation of payment has been received by means of a scanned or portable document format (PDF) copy of the original official receipt or proof of electronic funds transfer (EFT) payment for the application fee.

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 (+ department defined reference) in accordance with paragraph 7 hereunder.**

7. REFERENCE NUMBER:

- 7.1** 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.

This means that an applicant must firstly obtain a zoning certificate before submitting his/her application on the e-Tshwane Portal.

An example of the reference number will look like the following: -

- 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 follow:

- LU63 – Unique code supplied by Finance for the Division City Planning and Development
- 0480 – Township code that will indicate to us which township is applicable
- 00000/92 – The erf/ erf and portion / farm portion on which the application was launched
- REZ – giving us an indication of what type of application was received i.e. rezoning.

- 7.2** Further, for 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 there is an Item number on APS (and in future on NAPS) have already been generated will be used as reference number and will be as follows:

- LU63 34948ET

The breakdown is as follows:

- LU63 – Unique code supplied by Finance for the Division City Planning and Development
- 34948 – Item number, where there is an Item number on APS (and in future on NAPS) have already been generated ET – giving an indication of the type of application, in this instance Extension of Time.
- Please note – if an application has already been captured on APS / NAPS and this is a supplementary application the LIS key will not be used but the Item number of the “original” application. This should not be a problem as the applicants do have the Item number as reference number of the application that they deal with.

- 7.3** The applicant must ensure that the correct reference number has been used. If EFT payment does not link the payment to the application, the application will be deemed to be an incomplete application and may be rejected.

Abbreviations for the types of application to be used in the reference number are as follows:

Type of application or request	Applicable legislation	Abbreviation for reference purposes
Rezoning	Section 16(1) of the LUM By-law	LIS Key + REZ
Removal of Restrictions in the Title Deed	Section 16(2) of the LUM By-law	LIS Key + REM
Municipal Consent	Section 16(2)(d) of the LUM By-law	LIS Key + MUNC
Consent Use	Clause 16 of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	LIS KEY + CU
Permission	Clause 15 of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	LIS Key + PERM
Permission for One Additional Dwelling-house	Clause 14(10) of the Tshwane Town-planning Scheme, 2008 (revised 2014) read with section 16(3) of the LUM By-law	LIS Key + PAD
Reservation of a Township Name	Section 16(4) or 16(5) of the LUM By-law	LIS Key + RTN
Township Establishment and Extension of boundaries	Section 16(4) of the LUM By-law	LIS Key + TE
Division of Township	Section 16(5) of the LUM By-law	LIS Key + DTE
Subdivision and / or Consolidation	Section 16(12) of the LUM By-law	LIS Key + SUB or CON or SUCO
Approval of Alteration, Amendment or Cancellation of a General Plan	Section 16(15) of the LUM By-law	LIS Key or Item Number + GP
Lodging of Layout Plan for Approval with the Surveyor General	Section 16(16) of the LUM By-law	LIS Key or Item Number + LOLP
Amendment of Land Development Application prior to and post approval	Sections 16(18) and (19) of the LUM By-Law	LIS Key or Item Number + AMEND or AMEND1 or AMEND2 etc.
Restriction of Access	Gauteng Rationalisation of Local Government Affairs Act, 1998 (Act 10 of 1998) (gated communities)	ROA
Confirmation of zoning and Comments on Liquor Licences	Section 23(4) of the Gauteng Liquor Act, 2003 (Act 2 of 2003)	LIS Key + LAA
Confirmation of zoning and Comments on Gambling Licences	Gauteng Gambling Act, 1995 (Act 4 of 1995)	LIS Key + LPM

Type of application or request	Applicable legislation	Abbreviation for reference purposes
Error or omission – request for the amendment of the Electronic Zoning Database	Section 23 of the LUM By-law	LIS Key + E&O
Confirmation of zoning and Comments on Opening or Amendment of a Sectional Title Scheme before Registration	Section 28(9) of the LUM By-law	LIS Key + STS
Excision of Agricultural Holdings	Section 32 of the LUM By-law	LIS Key + EXC
Registration of Servitude	Section 28(1) of the LUM By-law	LIS Key + SERVI
Extension of Time	All post-approval extensions of time in terms of the LUM By-law	Item Number + EOT or EOT1 or EOT2 etc
Amendment Scheme Documents	Section 125 of the Town Planning and Townships Ordinance, 1986 (Ordinance 15 of 1986)	LIS Key + S125
Post-approval Compliance with Conditions of Approval for Rezoning, Consent Use and Permission	As per approvals	Item Number + PCP
Change of Ownership	Section 29 of the LUM By-law	Item Number + COO
Post-approval Amendment of Conditions of Establishment	Sections 16(4)(i) and (j) of the LUM By-law	Item Number + PACO
Opening of Township Register	Section 16(7) of the LUM By-law	LIS Key or Item Number + S16(7)
Registration of New Properties created by Land Development Application Approval	Section 16(10) of the LUM By-law	LIS Key or Item Number + S16(10)
Interpretation of the Land Use Scheme		INT
Other Types of Application	Any other types of application that are not listed above	OTHER

8. TARIFFS

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

9. EXEMPTIONS OF APPLICATION FEES

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

Please 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 approved.

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

10.1 In accordance with the provisions of the LUM By-law, the application must first be submitted electronically 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.

10.2 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 by requesting such copy from the following email address: newlanduseapplications@tshwane.gov.za. Alternatively, such a copy can be requested by contacting the applicant by means of the contact details as indicated in the notice.

11. POST-APPROVAL COMPLIANCE

All post-approval applications must be submitted to PCPDevCompliance@tshwane.gov.za.

12. REFUND OF PROMULGATION FEES

12.1 Promulgation fees will only be refunded if an application has been refused, cancelled, etc as contemplated in section 26 of the LUM By-law.

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

13. PROCESS FOR REQUESTING A STREET NAME TO BE ADDED TO THE DATABASE FOR THE PURPOSES OF SUCCESSFULLY SUBMITTING 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, then the following steps should be followed to rectify the problem and to make the street name(s) available for selection:

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 or farm portion to EnquiriesE-Tshwane@tshwane.gov.za.

13.2 A return email will be sent from EnquiriesE-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. CITY OF TSHWANE E-GIS VIEWER

LINK TO E-GIS VIEWER

The e-GIS Viewer is available on the City of Tshwane website at https://www.tshwane.gov.za/Sites/About_Tshwane/MapsAndGIS/Pages/Maps-And-GIS.aspx.

- The e-GIS Viewer can be used to access information on the RSDF and aerial photos.
- 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.

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

Document	Link
Tshwane Town-planning Scheme, 2008 (revised 2014)	www.e-tshwane.co.za
City of Tshwane Land Use Management By-Law, 2016	www.e-tshwane.co.za
Tariffs for land use applications and related matters: July 2022 to June 2023	www.e-tshwane.co.za

16. CONTACT LIST FOR 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	Director	Dennis Madumo	dennisma@tshwane.gov.za
Land Use Scheme, Toponymy and Application Management	Director	Malie van der Vyver	malievdv@tshwane.gov.za
Development Compliance and Legislation	Director	Nicolene Le Roux	nicolenelr@tshwane.gov.za
Land Use Management	Director	Ashok Sudu	ashoks@tshwane.gov.za

Section	Position	Employee name	Email address
and Administration			
Development Facilitation and Implementation	Acting Director	Lucy Nkadimeng	lucyn@tshwane.gov.za
Land Use Scheme	Deputy Director	Lettie van den Berg	lettievd@tshwane.gov.za
Toponymy and Application Management	Deputy Director	Anne Shanmugam	annes@tshwane.gov.za
Tribunal Secretariat	Deputy Director	Babalwa Mrwebi	babalwam@tshwane.gov.za
Development Compliance	Acting Deputy Director	Jannie Jacobs	jannieja@tshwane.gov.za
Land Use Management and Administration: Region 1	Deputy Director	Tiisetso Mdovu	tiisetsomas@tshwane.gov.za
Land Use Management and Administration: Regions 2 and 7	Deputy Director	Zashe T. Shoko	zashes@tshwane.gov.za
Land Use Management and Administration: Region 3	Deputy Director	Ntokozo Zuma	ntkozoz@tshwane.gov.za
Land Use Management and Administration: Region 4	Deputy Director	Louis van der Walt	louisvdw@tshwane.gov.za
Land Use Management and Administration: Region 5 and 6 North	Deputy Director	Fulufhelo Mathobo	fulufhelom@tshwane.gov.za
Land Use Management and Administration: Region 6 South	Deputy Director	Andre du Plessis	andredpl@tshwane.gov.za
Land Use Management and Administration: Office of the Director: Land Use	Deputy Director	Siphiwe Masango	siphiwemas@tshwane.gov.za

Section	Position	Employee name	Email address
Management and Administration			
Geomatics	Deputy Director	James Naledi	jamesn@tshwane.gov.za
Geomatics	Deputy Director	Elba Swart	elbas@tshwane.gov.za

17. PROCESS TO OBTAIN ADJACENT OWNERS' INFORMATION FOR THE SUBMISSION OF A LAND DEVELOPMENT APPLICATION

- 17.1 The applicant requests a letter from the Land Use Management and Administration Section in the City Planning and Development Division to obtain the registered adjacent property owners' information from the Customer Relations Management Department before submitting a land development application.
- 17.2 A Power of Attorney must be submitted with the request of the applicant is not the owner of the proposed property that will be the subject of the land development application.
- 17.3 The Land Use Management and Administration Section issues the applicant with a stamped request letter that contains the list of adjacent properties, which directs the Customer Relations Management Department to provide the addresses of the adjacent registered property owners.
- 17.4 The applicant takes the above-mentioned letter to the Customer Relations Management Department at one of the offices as set out hereunder.
- 17.5 The Customer Relations Management Department issues the requested information to the applicant.
- 17.6 The applicant submits a land development application on the e-Tshwane portal and as prescribed in the LUM By-law.
- 17.7 The applicant is also directed to section 16(1)(f)(iii) and (iv) read with Schedule 13 and section 41(7) to (9) of the City of Tshwane Land Use Management By-law, 2016 regarding the notices to the adjacent owners.

18. CONTACT DETAILS FOR LAND USE MANAGEMENT ADMINISTRATION SECTION

Office	Address	Contact person
Akasia office	Room F12, First Floor, Akasia Municipal Complex, 485 Heinrich Avenue (entrance in Dale Road), Karenpark	Region 1 Jeanne Loots Tel: 012 358 9110 Email: jeannel@tshwane.gov.za
Centurion office	Town-planning Office, Room F7, cnr Basden Avenue and Rabie Street, Die Hoewes	Region 4 Gerda Groenewald Tel: 012 358 3035 Email: gerdag@tshwane.gov.za
	Town-planning Office, Room F110, cnr Basden Avenue and Rabie Street, Die Hoewes	Region 6 (South) Bianca Joubert Tel: 012 358 6449 Email: biancaj@tshwane.gov.za

Office	Address	Contact person
Pretoria office	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 2</u> Richard Mashile Tel: 012 358 796 Email: richardmas@tshwane.gov.za
Pretoria office	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 3</u> Kgaogelo Masetha Tel: 012 358 8381 Email: kgaogelom@tshwane.gov.za
Pretoria office	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 5 and 6 (North)</u> Prince F Thovhakle Tel: 012 358 8775 Email: fulufhelo.thovhakale@tshwane.gov.za
Pretoria office	7 th Floor Middestad Building 252 Thabo Sehume Street Pretoria	<u>Region 7</u> Richard Mashile Tel: 012 358 796 Email: richardmas@tshwane.gov.za

19. CONTACT DETAILS FOR CUSTOMER RELATIONS MANAGEMENT

Office	Address	Contact person
Akasia	Customer Relations Management, Customer Care Walk-in Centre, 16 Dale Road, Karenpark	Deputy Director Ebrahim Jeeva Tel: 012 358 5851 Director Nkagisang Ndlovu Tel: 012 358 5252
Pretoria	Customer Relations Management, Customer Care Walk-in Centre, Ground Floor, Sammy Marks Building, cnr Madiba and Sisulu Street, Pretoria	Deputy Director Patrick Matseba Tel: 012 358 1231 Director Barry Gerber Tel: 012 358 3885
Centurion	Customer Relations Management, Customer Care Walk-in Centre, Centurion Municipal Building, cnr Clifton Avenue and Rabie Street, Die Hoewes	Deputy Director Frans Shongwe Tel: 012 358 3302 Director Kishore Bedhesi Tel: 012358 3038