

HOW DOES ETHEKWINI MUNICIPALITY KEEP ITS LAND RECORDS ?

Land is one of the most valuable assets that a person or an organisation can have, but do they know if legally it belongs to them and where the records of that land are kept?

EThekwini Municipality acts as a custodian for the community that lives within the boundaries of eThekwini Municipality when it comes to land issues. The land records with the Municipality are kept by Surveying and Land Information and Real Estate departments.

The Surveying and Land Information department consists of different branches that deal with different aspects of land, which are:

- **Street Address and Print Room**
 - **Counter** – they provide cadastral information for the sites and street addresses
 - **Records Room** – its where all the hardcopy cadastral information is stored which could be General Plans and Diagrams.
- **Land Information Records** – capturing of Leftea, road closures, land and servitude acquisition.
- **GIS Data and Plans**
 - **GIS Data** – extract data from GIS database and produce customised maps according to the customer requirements.
 - **Plans** – produce Hand Plans which are used for alienation of land, land to be acquired, land to be allocated, road closures leases and servitudes.
- **Land Survey Branch** – deals with and project manages cadastral and engineering surveys.

The Real Estate Department consists of different branches that deal with different aspects of land, which are:

- **Valuation and Acquisitions Department** – is responsible for the valuation of land to be used for rating purposes.
 - Acquisition (Northern and Southern)
 - Rating
- **Property and Deeds Division** – it provides information about the ownership of the site.
 - Land Records
 - Correspondence
 - Conveyancing
- **Land Transaction Division** – it is responsible for the circulation of proposals for the acquisition and sale of land.
 - Acquisition of servitudes over privately owned property
 - Expropriation/acquisition

- **Free Hold Department** – sells municipal owned land which is no longer required for its purpose.
 - Property Sales
 - Religious Sites etc

- **Leasehold Department** – deals with the leasing and administering the of lease of land
 - Encroachments
 - Monthly Tenancies
 - Houses to let
 - Inspectorate
 - Leases
 - Sporting Bodies

Once the Hand Plans or the Layout has been approved the actual survey will take place using the information on the Hand Plan or the Layout. After the survey has been completed and the Diagram or the General Plan has been approved and the property registered at the Deeds Office then it is updated automatically on the Municipality's system as Real Estate has a link with the Deeds Office. This information is stored digitally using the GIS database which is updated once a week and is verified by Value Assist.

Different units use different programs for different purposes but the one that is mostly used is ArcGIS, below are some examples of programs used and for what purposes.

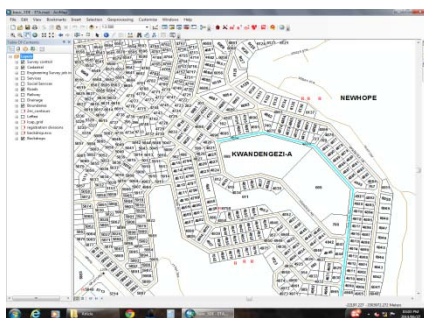


Figure 1

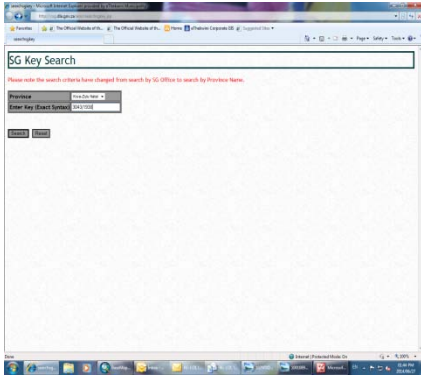


Figure 2

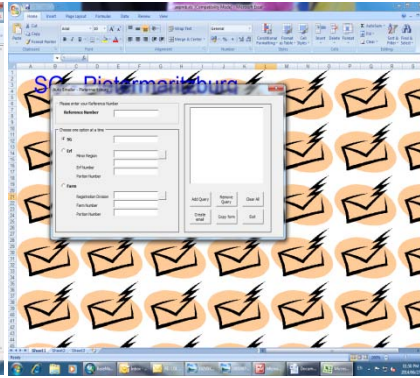


Figure 3

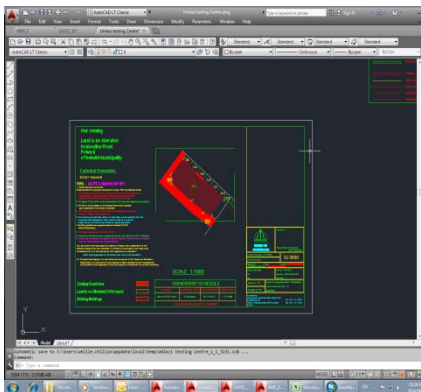


Figure 4

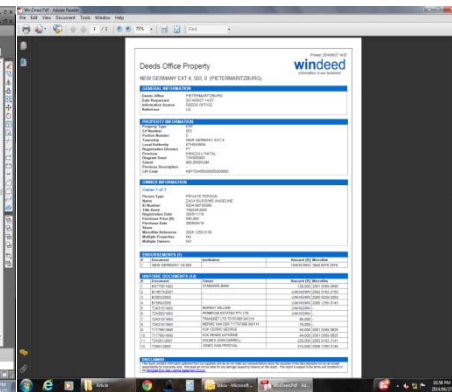


Figure 5

Figure 1 is ArcGIS (ArcMap) which is used for checking any information on land be ownership information or a street address etc.

Figure 2 is a Surveyor General search engine which allows users to connect to the Surveyor General's website and is used to check for data such as Diagrams and General Plans.

Figure 3 is Auto Mailer software which connects to the Surveyor General's website and is also used to check for Surveyor Generals data.

Figure 4 is Auto Cad which is used to produce Hand Plans.

Figure 5 is Windeed software which connects to the Deeds Office website and is used to display the information of the owners of properties and purchase prices etc.

It is important to note that official copies of diagrams and general plans are kept and maintained by the Surveyor Generals office and that they are responsible for the accuracy of the data. Similarly the Deeds office is the custodians of the title deed information and is responsible for the accuracy of this data.

EThekweni Municipality merely keep copies of this data available for the convenience of the public.

[Prepared by: M.N. Zaca (Senior Survey Technician – Surveying & Land Information Dept) – June 2014]