

# ETHEKWINI MUNICIPALITY

## ECONOMIC DEVELOPMENT AND PLANNING CLUSTER

Development Planning, Environment and Management Unit  
Development Management Department  
Development Applications and Approvals Branch



### FREQUENTLY ASKED QUESTIONS

#### (DAA BRANCH)

The FAQ attempts to provide some answers to frequently asked questions with regards to BUILDING PLAN or "PERMISSION TO BUILD" applications.

FAQ - 01102021

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### The Overall Process



## 1. Regional Offices –

Regional offices are available telephonically and via email between 08:00 and 16:00, Monday to Friday (excluding public holidays).

ENQUIRIES:		
<p>In order to assist with enquiries relating to Building Plan Applications, please see Regional contact details for enquiries relating to Portal submissions, LUMS Branch and DAA Branches below.            Note that the DAA branch is not able to assist with LUM PA application enquiries or Portal submission enquiries, please direct your enquiry to the officials in the correct branch.            Please email the relevant staff directly.</p>		
INFORMATION CENTER (All Portal submission enquiries)		
Senior Manager Information Systems Mr Buddy Govender <a href="mailto:Buddy.Govender@durban.gov.za">Buddy.Govender@durban.gov.za</a>		
	Telephone	Regional Assistance – Email
Customer Care	031 3117148	<a href="mailto:Mpume.Mfungula@durban.gov.za">Mpume.Mfungula@durban.gov.za</a>
Information Systems	031 3117186	<a href="mailto:Chantel.Palayan@durban.gov.za">Chantel.Palayan@durban.gov.za</a>
I have a challenge uploading an application to the portal. What should I do?		
<p>Please first check your network connectivity is working. If there is load shedding this may hamper the uploading of documentation. The portal is open to accept single uploads of up to 1Gb per upload. You are required to upload one document at a time and cannot put through multiple documents in a single upload. IMPORTANTLY, please check the naming of your pdf's i.e. they must not have any special characters nor any spaces between the words. If they do, your upload will not be successful.            Further to this please email <a href="mailto:Maxwell.Moholi@durban.gov.za">Maxwell.Moholi@durban.gov.za</a> or <a href="mailto:Buddy.Govender@durban.gov.za">Buddy.Govender@durban.gov.za</a></p>		

LAND USE MANAGEMENT BRANCH (All PA application enquiries)			
Manager Land Use Management Mrs Claire Norton <a href="mailto:Claire.Norton@durban.gov.za">Claire.Norton@durban.gov.za</a>			
Region	Telephone	Regional Assistance – Email	Regional Manager
Central	0313117569	<a href="mailto:Sanelisiwe.Khuzwayo@durban.gov.za">Sanelisiwe.Khuzwayo@durban.gov.za</a>	South Central Area
	0313117847	<a href="mailto:Jenesha.Seeban@durban.gov.za">Jenesha.Seeban@durban.gov.za</a>	<a href="mailto:Eric.parker@durban.gov.za">Eric.parker@durban.gov.za</a>
	0313117607	<a href="mailto:Bella.Phillips@durban.gov.za">Bella.Phillips@durban.gov.za</a>	North Central Area
	0313117185	<a href="mailto:Zethu.Madikizela@durban.gov.za">Zethu.Madikizela@durban.gov.za</a>	<a href="mailto:Nonhlanhla.Khoza@durban.gov.za">Nonhlanhla.Khoza@durban.gov.za</a>
North	0313116063	<a href="mailto:Nancy.Moonsamy@durban.gov.za">Nancy.Moonsamy@durban.gov.za</a>	<a href="mailto:Marius.taljaard@durban.gov.za">Marius.taljaard@durban.gov.za</a>
South	0313115868	<a href="mailto:Logie.Moodley@durban.gov.za">Logie.Moodley@durban.gov.za</a>	<a href="mailto:Terence.pillay@durban.gov.za">Terence.pillay@durban.gov.za</a>
Inner West	0313116265	<a href="mailto:Gonnie.Govender@durban.gov.za">Gonnie.Govender@durban.gov.za</a>	<a href="mailto:Vivegi.chetty@durban.gov.za">Vivegi.chetty@durban.gov.za</a>
Outer West	0313112693	<a href="mailto:Zanele.Luthuli2@durban.gov.za">Zanele.Luthuli2@durban.gov.za</a>	<a href="mailto:Rayven.moodley@durban.gov.za">Rayven.moodley@durban.gov.za</a>

DEVELOPMENT APPLICATIONS & APPROVALS BRANCH (All PA applications that have been cleared by LUMs and handed over to DAA and all refused applications that are resubmitted to DAA Branch)			
DAA Branch Enquiries may also be made electronically via the portal <a href="http://eservices.durban.gov.za/v2/">http://eservices.durban.gov.za/v2/</a> or the regional generic email			
Region	Telephone	Regional Assistance – Email	Regional Manager
Central <a href="mailto:DAA.Central@durban.gov.za">DAA.Central@durban.gov.za</a>	031 3117154	<a href="mailto:THABILE.SHABANE@durban.gov.za">THABILE.SHABANE@durban.gov.za</a>	<a href="mailto:Mandla.Ntuli@durban.gov.za">Mandla.Ntuli@durban.gov.za</a>
	031 3117069	<a href="mailto:Denny.Chinnavadu@durban.gov.za">Denny.Chinnavadu@durban.gov.za</a>	
North <a href="mailto:DAA.North@durban.gov.za">DAA.North@durban.gov.za</a>	031 3116074	<a href="mailto:Lauren.Vorster@durban.gov.za">Lauren.Vorster@durban.gov.za</a>	<a href="mailto:Selvan.Naidoo@durban.gov.za">Selvan.Naidoo@durban.gov.za</a>
	031 3116076	<a href="mailto:Nirvana.Harilall@durban.gov.za">Nirvana.Harilall@durban.gov.za</a>	
	031 3116079	<a href="mailto:Desiree.Govender@durban.gov.za">Desiree.Govender@durban.gov.za</a>	
	031 3116080	<a href="mailto:Zandile.Mthembu@durban.gov.za">Zandile.Mthembu@durban.gov.za</a>	
	031 3221646	<a href="mailto:Prem.Moodley@durban.gov.za">Prem.Moodley@durban.gov.za</a>	

<b>South</b> <a href="mailto:DAA.South@durban.gov.za">DAA.South@durban.gov.za</a>	031 3115850 031 3115859 031 3115796	<a href="mailto:Vanessa.Moodley@durban.gov.za">Vanessa.Moodley@durban.gov.za</a> <a href="mailto:Mapi.Myende@durban.gov.za">Mapi.Myende@durban.gov.za</a> <a href="mailto:Zanele.Tenyane@durban.gov.za">Zanele.Tenyane@durban.gov.za</a>	<a href="mailto:Wayne.Edwards@durban.gov.za">Wayne.Edwards@durban.gov.za</a>
<b>Inner West</b> <a href="mailto:DAAInnerWest@durban.gov.za">DAAInnerWest@durban.gov.za</a>	031 3221933 031 3116261 031 3221929 031 3221931	<a href="mailto:Ashna.Seebran@durban.gov.za">Ashna.Seebran@durban.gov.za</a> <a href="mailto:Nomsa.Msimang@durban.gov.za">Nomsa.Msimang@durban.gov.za</a> <a href="mailto:Nosipho.Mtolo@durban.gov.za">Nosipho.Mtolo@durban.gov.za</a> <a href="mailto:Zandile.Khwela@durban.gov.za">Zandile.Khwela@durban.gov.za</a>	<a href="mailto:Thembisa.Khulu@durban.gov.za">Thembisa.Khulu@durban.gov.za</a>
<b>Outer West</b> <a href="mailto:DAAOuterWest@durban.gov.za">DAAOuterWest@durban.gov.za</a>	031 3112707 031 3223111 031 3112750 031 3229976 031 3112764	<a href="mailto:Thami.Gwala@durban.gov.za">Thami.Gwala@durban.gov.za</a> <a href="mailto:Siyabonga.ngobese@durban.gov.za">Siyabonga.ngobese@durban.gov.za</a> <a href="mailto:Lungi.Mchunu@durban.gov.za">Lungi.Mchunu@durban.gov.za</a> <a href="mailto:Zinhle.Cele1@durban.gov.za">Zinhle.Cele1@durban.gov.za</a> <a href="mailto:Louisa.Marnewick@durban.gov.za">Louisa.Marnewick@durban.gov.za</a>	<a href="mailto:onele.ntuli@durban.gov.za">onele.ntuli@durban.gov.za</a>

## 2. Does Development Applications Branch have a WEB presence?

### NEW Online Submission

All new Building Plan Applications can now be submitted online via the following link

<https://eservices.durban.gov.za/v2/>

Initially you need to register in order to submit via the above link thereafter:

- Select drop-down Dev Plan, Management & Env ON-LINE
- Select Land Use Management
- Select Building Plan / PA Application & complete the online form
- Upload all mandatory and relevant documents (refer below for Mandatory/Relevant docs)
- You will receive a confirmation of receipt & the application will be processed

The application will first be processed by the Land Use Management Branch and after a clearance has been obtained, the application will automatically move to the Development Applications and Approvals Branch for consideration:  
If you have not been advised of the building plan application number from DAA within a period of 2 days, please contact the DAA regional office

Information and guidelines provided by the Development Applications Branch is available from its Bulletin Board and dedicated webpage at:

### Electronic enquiries:

DAA Branch Enquiries may also be made electronically via the portal <http://eservices.durban.gov.za/cbs/> or the regional generic email

#### Bulletin Board:

<http://www.durban.gov.za/DAABulletin>

#### Webpage:

[http://www.durban.gov.za/City\\_Services/development\\_planning\\_management/Pages/Development-Applications-and-Approvals-2.aspx](http://www.durban.gov.za/City_Services/development_planning_management/Pages/Development-Applications-and-Approvals-2.aspx)

## OWNERS GUIDE

### 3. Why am I required to submit a building plan application to the Local Authority?

This is a LEGAL requirement applicable throughout South Africa. Section 4(1) of the National Building Regulations and Building Standards Act states the following:

*“No person shall without the prior approval in writing of the local authority in question, erect any building in respect of which plans and specifications are to be drawn and submitted in terms of this Act.”*

### 4. Why and when do I need AMAFA (heritage) approval?

This is a LEGAL requirement for the protection of national, provincial or local heritage aspects.

A building plan or “Permission to Build” application cannot be considered for approval where, in terms of any other applicable legislation, there is an impediment related to heritage matters on the site, including conflicting legislative timeframes for considering applications.

Where a proposal falls within one of the following broad categories:

- Buildings older than 60 years, or road, wall, pipeline, canal or other similar linear development or barrier exceeding 300m in length, places, or buildings and structures of cultural significance, or historic settlements and townscapes, or historic graves and burial grounds, or places associated with oral tradition and living heritage, or archaeological and paleontological sites, or battlefields, or geological sites of scientific or cultural importance, or landscapes and natural features of scientific and cultural importance and various categories of movable objects, or changes to the character of a site including the subdivision / consolidation of 3 or more sites or rezoning of site exceeding 10 000m<sup>2</sup>.

Pietermaritzburg office: Post: P.O. Box 2685, Pietermaritzburg, 3200

Email: [built.enviro@amafapmb.co.za](mailto:built.enviro@amafapmb.co.za) Tel: 033 3946543

AMAFA approval is to be obtained prior to the submission of any building plan or "Permission to Build" application.

## **5. Why is it necessary to obtain Town Planning authorisation prior to making a building plan application?**

A building plan or "Permission to Build" application cannot be considered for approval where, in terms of any other applicable legislation, there is an impediment related to zoning, title deeds, site controls, etc. including conflicting legislative timeframes for considering applications.

Any clearance or authorisation granted in terms of the relevant Town Planning Scheme and Planning legislation, does not presuppose that the application is "approved" or approvable in terms of section 7 of Act 103 of 1977. NO building work must be commenced with based only on a Planning authorization obtained to avoid being charged in terms of the National Building Regulations and Building Standards Act for unauthorized building work.

## **6. Do I need my neighbour's consent to build?**

The requirement for public participation or neighbour's consent exists when making a building plan or "Permission to Build" application at the Land Use Management Branch PA applications stage, and not at the Development Application stage.

Public participation and/or requirement to obtain a neighbour's consent may be a requirement for obtaining a Town Planning authorization.

It should be noted however that any public participation or neighbour's consent process required also does not presuppose that the application is "approved" or approvable in terms of section 7 of National Building Regulations and Building Standards Act. For example, objections lodged in respect of a building plan or "Permission to Build" application, as a result of failure to act in terms of any public participation or neighbour's consent process, related privacy, view or value issues are considered based on what is contextually reasonable within their urban context and are not automatic reasons for refusal of an application. The nature of an objection received may also require that a Planning authorisation previously obtained be reconsidered.

## **7. Where do I obtain a copy of my Title Deeds / Surveyor General diagram?**

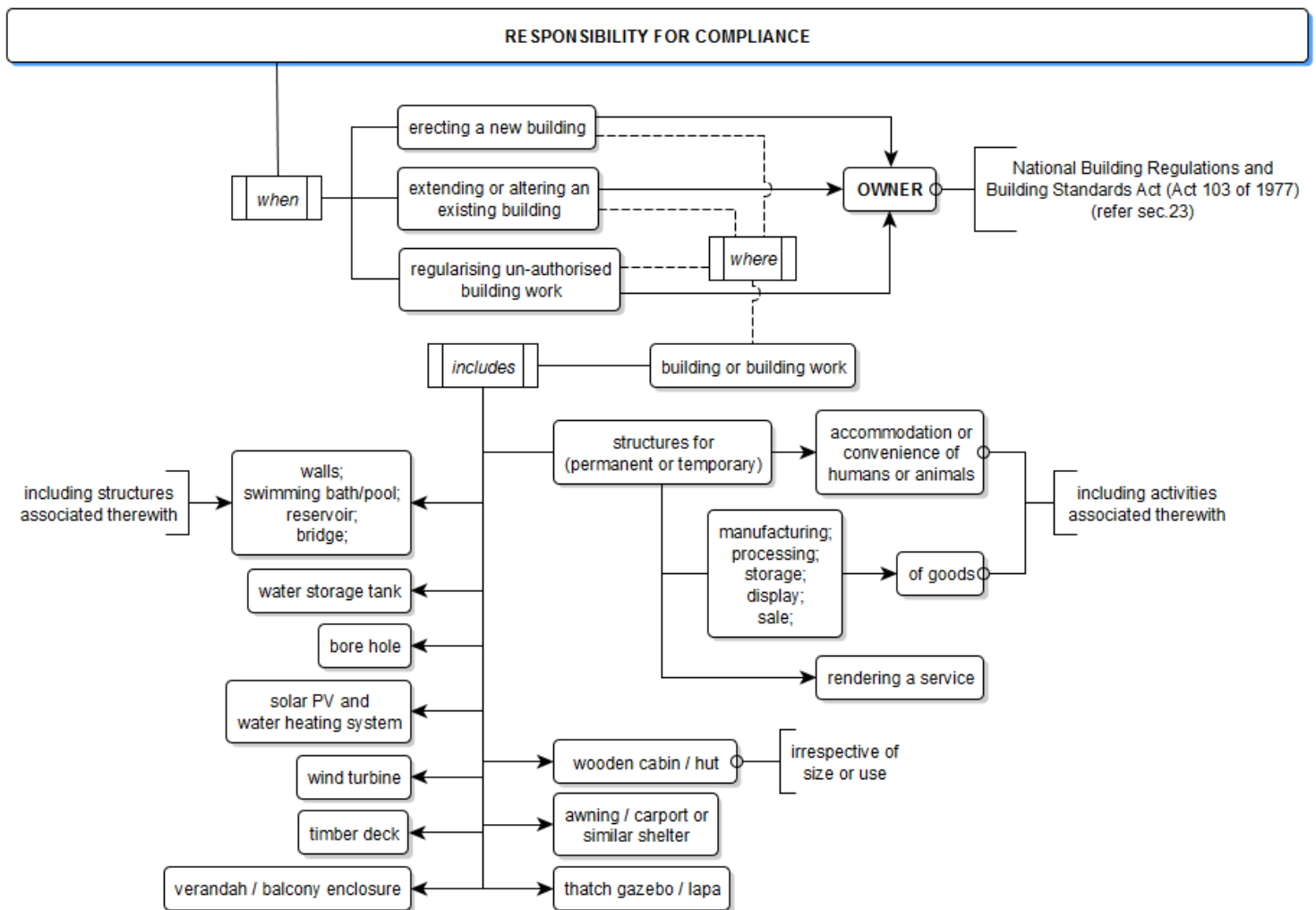
Copies of the Title Deed & SG diagrams are held by the bond holder or owner where not bonded. Where unable to obtain a copy, contact the Surveyor General's office:

Pietermaritzburg office: Location: 300 Pietermaritz Street, Pietermaritzburg, 3201

SG diagrams are accessible via web address: <http://csg.dla.gov.za/>

## **8. Who is responsible for ensuring a building complies with the National Building Regulations and Building Standards Act?**

The Owner is responsible for ensuring compliance and the appointed professional provided a statutory declaration that the application is compliant.



## 9. What is SACAP and can I draw my own plans?

The South African Council for the Architectural Profession (SACAP) is the regulatory body with which ALL architectural professionals are to be registered in order to practice architecture. In addition it is responsible for protecting the interests of the public. The Architectural Professions Act 44 of 2000 has been effective since 01 June 2006. Further details on SACAP and its responsibilities to the public can be found here: <http://www.sacapsa.com/> The National Building Regulations and Building Standards Act also requires the professionals designing buildings or work related to buildings is registered with the relevant profession registration body.

**NOTE:** As from 1<sup>st</sup> May 2022: the professional will only be able to carry out work as per the proposed SACAP IDOW matrix registration category. Please contact SACAP for further information.

## 10. Appointing the architectural professional and / or other related professionals?

In ALL instances the OWNER is responsible for signing/digital signing the necessary appointment forms. The Power of Attorney (P.o.A) contained on the local authority Application Form does not authorise the self-appointment of an architectural professional in terms of SACAP requirements or the appointment of related professionals on behalf of the owner by the authorised / appointed representative. Where appointment of architectural or related professionals are to be appointed by an authorised / appointed representative, a separate "General" Power of Attorney is to be provided by an Owner for such purpose.

## 11. Can a Council employee draw or submit my building plan?

NO. EThekweni municipal employees, unless authorized in writing by the Head of the DPEM unit, are not permitted to undertake private work related to preparing planning or building plans or submitting same to the municipality. This is considered a conflict of interest in terms of the Municipal Systems Act and may lead to disciplinary action against the employee.

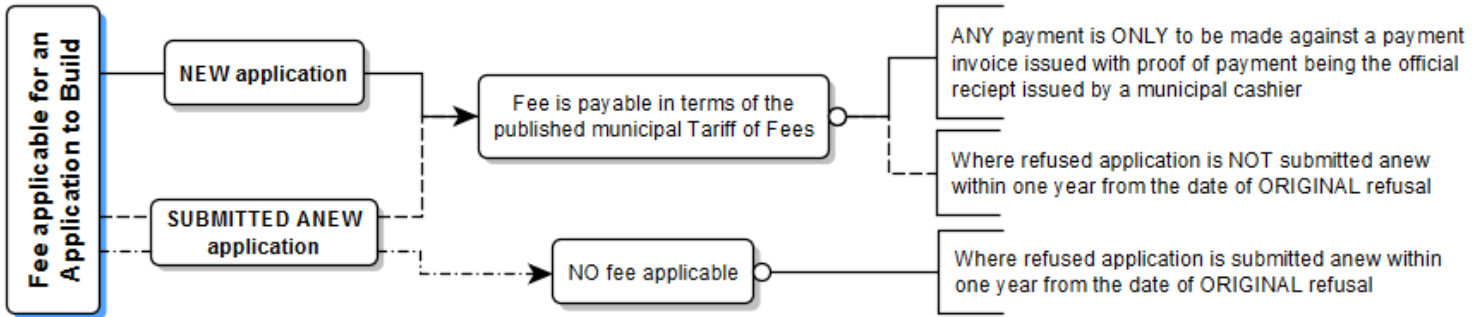
Report such instances to the **City Integrity and Investigations Unit** for investigation.

Tel: 031 311 4002, Fax: 031 311 4115, or via

Toll-free Hotline: 0800 20 20 20, alternately via email: [Ombuds@durban.gov.za](mailto:Ombuds@durban.gov.za)

**12. What fees are payable in terms of a building plan or “Permission to Build” application?**

Where money or any other form of inducement or gratification is requested by or made to a municipal staff member in respect of a building application, and for which no payment invoice or receipt from a municipal cashier was received, the matter must be immediately reported to the **City Integrity and Investigations Unit**.



The municipal tariff of fees is revised annually before July of the next financial year and is available on the web site. Please do not make any payment until you have received the confirmation of receipt and prepared invoice including the details of the correct municipal bank account. Payment into the incorrect accounts cannot be traced.

**13. Fraud and Corruption allegations?**

Please report ANY allegations to the **City Integrity and Investigations Unit** on Tel: 031 311 4002, Fax: 031 311 4115, or via Toll-free Hotline: 0800 20 20 20, alternately via email: [Ombuds@durban.gov.za](mailto:Ombuds@durban.gov.za) It is further advised that any allegation must also be reported to the relevant professional registration body such as SACAP and the SA Police Services.

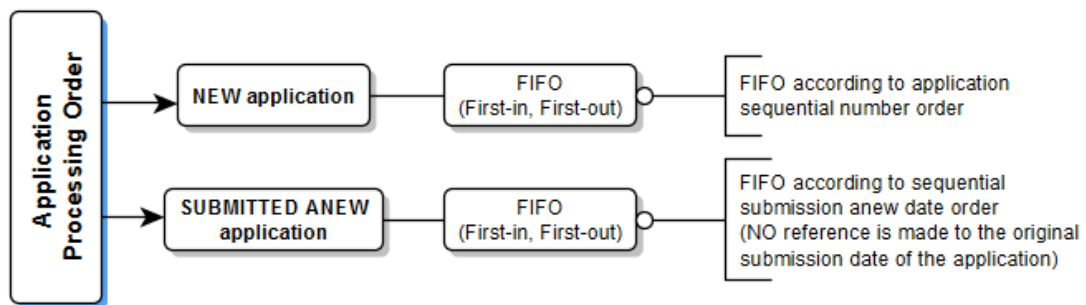
**14. Tracking my application status?**

As explained in detail in 16. below, the DAA Branch has 30 days or 60 days to provide a decision once a DAA plan number has been allocated. The owner and author are responsible for tracking the status of an application once submitted to the local authority. However, as the process includes the possible electronic circulation of plan to external service provider departments for input. If you have not been contacted after 30 days of the application being at DAA, you may contact enquiries for the progress of the application.

Also as soon as a decision is made, an email will be sent by DAA to the Owner/Applicant.

Enquiries as to the status of an application are to be directed to the respective regional office enquiry telephone numbers or email address provided above.

**15. In what order are NEW building applications processed?**



**16. How is the length of time taken by the Local Authority to grant an approval i.r.o a building plan application measured?**

**Perception:** The time taken in considering an application is measured from the date of submission to the local authority of the PLANNING application to the date when an “approval” in terms of the National Building Regulations and Building Standards Act is granted.

**Perceived Timeframe**

Planning application (LUM)			Building plan application i.t.o sec. 4 & 7(5) of NBR&BS Act, No. 103 of 1977 (DAA)							
0	30	60	90	120	150	180	210	240	270	300days
		LUM	DAA		DAA				DAA	
Separate legislative process			Submit	Owner/Author	Submit anew	Owner/Author			Submit anew	

In the above example the perception is that it has taken 300 days (10 months) for the local authority to “approve” the application.

**Reality:** The time taken to “approve” an application is measured in terms of an application for “Permission to Build” submitted in terms of section 4, or where submitted anew section 7(5), of the National Building Regulations and Building Standards Act

**Actual Timeframe**

Planning application (LUM)		Building plan application i.t.o sec. 4 & 7(5) of NBR&BS Act, No. 103 of 1977 (DAA)					
		0	30	0	30	0	30days
	LUM	DAA		DAA		DAA	
Separate legislative process		Submit	Owner/Author	Submit anew	Owner/Author		

The requirement to obtain a Planning (or any other legislative) authorisation precedes the submission of a building plan or “Permission to Build” application. The purpose being to ensure that a proposal is possible and satisfies zonal and planning scheme, heritage, environmental, and other legislative compliance requirements. These preceding compliance requirements existing in terms of “other” applicable laws and any processing times to obtain such authorisations cannot be attributed to the building plan or “Permission to Build” application process.

**Building Application Timeframe:** The time taken to consider a building plan application is measured from when the application is accepted into the system for consideration to when a decision in terms thereof is made. A decision being either to REFUSE or APPROVE the application.

In the above “Actual Timeframe” example the building application was submitted on three separate occasions. On the first two occasions the application was refused, and following the third submission it was approved. In accordance with the National Building Regulations and Building Standards Act each occasion of submission or submission anew constitutes a new application. On each occasion the time taken from the date of submission to the date of decision was within 30 days.

The local authority is required to make a decision within 30 or 60 days (dependant on the architectural area of the building) from the date of submission. In the example the application was submitted on three occasions and in each instance decided upon within 30 days. Accordingly, the time period taken to “approve” the application is 30 days, NOT 300 days.

However, in terms of various goals set by DAA the time of 30 days in most cases is **dramatically reduced**.

**17. How am I advised of the decision in respect of my application?**

You will be advised by means of an email, sent to the owner and identified recipient, whether the application is refused or approved.

The Municipality is also introducing the SMS notification system.

Please ensure Cell Numbers and Email addresses has been correctly provided for the owner and applicant on the application forms, as this is the primary means of contact.

**18. Can an application be withdrawn once submitted?**

YES, on written request of the Owner it may be possible to withdraw a building application from the local authority process. The withdrawal being subject to there being no negative outcomes arising from, and/or impediments to, the withdrawal of the application. Any refunds associated with the withdrawal request will be advised and processed accordingly. Note that where a decision has already been made in respect of the application NO refund will be considered.

An application cannot be withdrawn by the author of the plans where a dispute between the author and owner may exist.

**19. Exemption from Submission of a Building Application**

ALL building work requires the submission of a building application in terms of section 4 of the National Building Regulations and Building Standards (NBR&BS) Act to the local authority, unless exempted in terms of the Act.

Work by or on behalf of the state requires the lodgement of plans, specifications and certificates with the local authority for its information and comment. Building work by or on behalf of the state associated with national security, or by virtue of economic considerations, necessity or expediency, may be exempted by the Minister of Trade and Industry from the lodgment of such documentation with the local authority. (*Refer to section 2 of the NBR&BS Act for further clarity*). Such exemption does not exempt the state from compliance with the requirements of the NBR&BS Act as provided for in the South African Constitution.

The local authority Building Control Officer may under section 13 of the Act exempt an owner from the requirement to submit a plan in respect of a building defined as a minor building work on the schedule on the web page and impose conditions and directions in such authorisation. An exemption from the requirement to submit a plan does not however exempt the owner from making an application in terms of the NBR&BS Act.

**20. What can the Author do to expedite the consideration of applications?**

To ensure applications can be considered with the minimum of delays and avoid the possibility of being refused unnecessarily it is recommended that the appointed professional undertakes due diligence and do the necessary research into the property with the relevant external legislative stakeholders and compliance in terms of legislative compliance.

- Consult with relevant Service departments prior to the submission of an application, to identify service department requirements and any blockages upfront.
- Do not submit an incomplete application i.e. draft title deeds, no AMAFA clearance, incomplete forms or forms not signed, false declarations etc.
- Furthermore, to ensure ALL mandatory documents are uploaded on the portal at the LUMS submission stage.

Should your proposal be deemed to trigger Section 7 NBR&BSA considerations such as objectional or unsightly, additional requirements will be requested. This will ensure that issues related with planning together with any consents, heritage, social responsibility & environmental impacts, and local authority services provider's requirements are addressed in the application prior to submission of a building application.

In addition, ensure that, where applicable, any restrictive conditions in Title Deeds have been either removed or adhered with prior to submission of the building plan application.

**21. Who is responsible for completion of the declaration contained in SANS 10400-A Form 1 & 2?**

The completion and submission to the local authority of the Form 1 & 2 appointments are legislated through the NBRs. These constitute legal appointments and declarations to be completed by the owner and appointed professional/s.

**22. Why do I need Registered Title Deeds and SG diagrams to submit a building application on the portal at LUMS?**

To confirm ownership, ensure no restrictive conditions prohibiting the proposal exist, and identify the extent of the site.

**23. Why can I not contact the Assessment Officer prior to a decision having been made?**

Applications are not assigned to an Assessment Officer at the time of submission. Applications are only assigned to an Assessment Officer on the day of allocation. Until an application has been assigned to an Assessment Officer for consideration, all enquiries as to the status, expected allocation date, etc. are to be directed to the regional office enquiry number/s.

DAA will ensure that an email is sent to Owner/Applicant as soon as a decision is made.

**24. What are the mandatory requirements to be provided on a plan in order to be accepted for submission?**

Type	Requirements	Comment
Application form & Owners Information form	Mandatory	BOTH these on-line forms needs to completed and a copy signed by the owner will need to be uploaded.
Building plans	Mandatory	Please see the guide in the FAQ on the labelling of documents to upload to the portal
Registered Title deed	Mandatory	A draft is not acceptable
SG Diagram	Mandatory	
SANS 10400 Form 1: Schedules A and B	Mandatory	
SANS 10400 Form 2: Sect. 1-3	Where applicable	Rational design/Engineer etc.



Resolution Letter	Where applicable	Company, Trust, Religious Organization, Body Corp, Home Owners Association etc.
Power of Attorney	Where applicable	
Relaxation documentation	Where applicable	
Rational design & Professional Indemnity Cover	Where applicable	
Additional documents and reports	Where applicable	Geotech / Department of Transport / AMAFA / Traffic Impact Assessment / Environment Impact Assessment / Provincial Department / Water use Licence.

**25. What colours are applicable when colouring building plans?**

Generally:

Material:	Colour:	Drainage:	Colour:
New masonry	Red	Drains & soil pipes	Brown
New concrete	Green	Waste pipes	Green
New iron or steel	Blue	Soil & combined vents	Red
New wood	Yellow	Waste vents	Blue
New Glass	Black	Pipes for industrial effluent	Orange
Existing ( All )	Grey	Existing drains	Black
All other New	To be clearly indicated in colours other than the above.	Stormwater drains	Not coloured
Site Plan:	Colour:	Fire plan:	Colour:
Proposed work	Red	Escape route demarcation	Green arrows
Existing work	Not coloured		
Demolition Work	Black dotted lines		

**26. Additional paperwork required where the registered owner falls into one of the following categories?** Where the ownership of a property falls within one of the following, additional proof / consent / authority from the "owner" is to accompany the application forms:

**27. What payment methods are available when making a building application?**

Payment Methods:

1. Pay at Nedbank Branches by completing a Nedbank Deposit slip to pay "EtheKwini Municipality" (bank account number is not required OR
2. Pay electronically via your Banks payment platforms: Select the pre-defined Beneficiary (eThekwini Municipality) linked to Nedbank EFT Bank Account Number 1107821126 OR
3. Pay via SWIFT address NEDSZAJJ to Nedbank EFT Bank Account Number 1107821126.
4. Cash payment using Pay-in Slip at a Municipal Cashiers Office

NB:

It is MANDATORY that you quote your Pay-in Slip Number in the reference field when submitting your payment.

Do not make a payment into a municipal bank account until your submission has been acknowledged, an invoice has been prepared, and the correct banking details have been provided. The invoice prepared is only valid for a period of 7 days, and if a payment is made into an incorrect account or incorrect amount it is unable to be traced and cannot be receipted which will completely halt the processing of the application.

**28. BUILDING APPLICATION - MINIMUM REQUIREMENT GUIDELINE** (amended: 05-2020)

The following guideline indicates the minimum requirements for an application to be submitted to the eThekweni Municipality

<b>GENERAL</b> (w/n - indicates where necessary)	<b>FLOOR PLANS</b>
Submission form completed in full in black ink	All areas designated
SANS 10400-A Form 1 – Declaration by Owner & Arch. Professional	Section line shown correctly
SANS 10400-A Form 2 – Appointment of Competent Person/s (w/n)	Proposed work fully dimensioned
Approval from relevant body / third party provided (w/n)	Room dimensions & wall thicknesses shown
Title Deeds & SG Diagrams provided	Stairs / ramps widths & appropriate dimensions shown (w/n)
	Proposed & existing sewer / stormwater shown
Proposed work coloured in full (w/n)	Fireplace dimensioned (w/n)
Adequate clear margin on RHS (Min. clear margin of 75% required)	Classification & Modus Operandi clarified
Plan suitable for archiving (Sufficient contrast between paper & ink)	Fire Equipment shown (w/n)
Full description of proposal provided on plans	
Address & cadastral description provided on plans (new description to be used)	
Title blocks correspond on all copies of plans	<b>SECTIONS</b>
Upper-case lettering on plans are a minimum of 2.5mm high	Foundations & sizes shown
Owner/s name/s & signatures provided on plans	Floor construction clarified & floor levels (w/n) shown
Author's name & contact information reflected on plans	Ceiling, balustrade, change in level & wall heights shown
Professional registration no. & category provided. (SACAP, ECSA etc) (w/n)	Roof construction clarified
Schedule of areas and site area provided	Sections related to section lines
Area calculation checked	Drainage section & details provided
Postal address verified for new buildings (w/n)	NGL's & FGL's shown (w/n)
Rational Design / Assessment submitted (w/n)	
	<b>ELEVATIONS</b>
<b>DEVIATION PLAN (w/n)</b>	All relevant elevations provided & related to North Point
Approved plan number provided	Finishes to elevations provided
List of deviations provided	Opening sections to windows clarified
Deviations listed & cross referenced on plans	Vent pipes & external drainage clarified on elevations (w/n)
	Chimney height above roof level clarified (w/n)
<b>SITE PLANS</b>	Stormwater control clarified
Cadastral description correct ( new description to be used )	Boundary / garden wall heights clarified
North point provided and correctly orientated	NGL's & FGL's shown (w/n)
Boundary dimensions of site provided and correct ( as per Title Deeds / SG Diagram )	
Servitudes & Council services shown correctly	<b>SWIMMING POOLS (w/n)</b>
Position & names of street frontages provided & spelt correctly	Pool filter / pump position to be clarified
Corner beacon levels or contour levels provided	Safety fence & gate position clarified
Setting out dimensions provided (w/n)	Disposal of pool waste water clarified
Proposed & existing buildings shown & designated	
Proposed & existing sewer/stormwater/effluent drainage work shown	<b>MISCELLANEOUS</b>
Driveway & banks shown	Planning authorisation obtained & corresponds with proposal
Water connection/booster facilities shown (w/n)	Geotech & additional loading investigation & report prepared (w/n)
Site plan & proposal correspond	Flood plains / Heritage / Social / Environmental impacts addressed (w/n)
Position of any buildings on adjoining site/s shown	Proposal corresponds with accompanying competent person's declaration

**NOTE:** Compliance with the above does not presuppose that the plans can be approved in terms of the National Building Regulations or any other applicable law and is not meant to be an exhaustive list of requirements.