



GUIDE: ONLINE SUBMISSION OF A BUILDING PLAN



ALL New PA / Building Plan Applications

Go To the online Portal eServices <https://eservices.durban.gov.za/v2/>

- Register on-line.
- 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
- Upload **all** LUMs & DAA requirements. Refer to page2 Mandatory documents.
- Once cleared by LUMS plans will automatically be routed to DAA.



Existing refused application requires Resubmission to DAA Branch

GoTo the online Portal eServices <https://eservices.durban.gov.za/v2/>

- Select drop-down **Dev Plan, Management & Env ON-LINE**
- Select **Development Applications**
- Select **Building Application Form** & complete the online form
- Ensure correct existing plan number is selected.
- Upload relevant documents.
- Do not email documents/plans to officials. These will not be accepted.



Online Enquiries to DAA Branch

GoTo the online Portal eServices <https://eservices.durban.gov.za/v2/>

- Select drop-down **Dev Plan, Management & Env ON-LINE**
- Select **Development Applications**
- Select **Enquiry Form** & complete the online enquiries form
- Your enquiry will be directed to the region for a reply



Mandatory & Non-Mandatory documents to be uploaded for a PA / Building Application:

Type	Requirements	Comment
Application form	Mandatory	The previous LUMs Branch application form and DAA Branch application form have been combined
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: Section 1-3	Where applicable	Rational design/Engineer etc
Resolution Letter	Where applicable	Company, Trust, Religious Organisation, 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

1. Regional Offices –

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

ENQUIRIES:

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.

INFORMATION CENTER

(All Portal submission enquiries)

Senior Manager Information Systems Mr Buddy Govender Buddy.Govender@durban.gov.za

	Telephone	Regional Assistance – Email
Customer Care	031 3117148	Mpume.Mfungula@durban.gov.za
Information Systems	031 3117186	Chantel.Palayan@durban.gov.za

I have a challenge uploading an application to the portal. What should I do?

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 Maxwell.Moholi@durban.gov.za or Buddy.Govender@durban.gov.za

LAND USE MANAGEMENT BRANCH**(All PA application enquiries)**Manager Land Use Management Mrs Claire Norton Claire.Norton@durban.gov.za

Region	Telephone	Regional Assistance – Email	Regional Manager
Central	0313117569 0313117847 0313117607 0313117185	Sanelisiwe.Khuzwayo@durban.gov.za Jenesha.Seeban@durban.gov.za Bella.Phillips@durban.gov.za Zethu.Madikizela@durban.gov.za	South Central Area Eric.parker@durban.gov.za North Central Area Nonhlanhla.Khoza@durban.gov.za
North	0313116063	Nancy.Moonsamy@durban.gov.za	Marius.taljaard@durban.gov.za
South	0313115868	Logie.Moodley@durban.gov.za	Terence.pillay@durban.gov.za
Inner West	0313116265	Gonnie.Govender@durban.gov.za	Vivegi.chetty@durban.gov.za
Outer West	0313112693	Zanele.Luthuli2@durban.gov.za	Rayven.moodley@durban.gov.za

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 <http://eservices.durban.gov.za/cbs/> or the regional generic email

Region	Telephone	Regional Assistance – Email	Regional Manager
Central DAA.Central@durban.gov.za	031 3117154 031 3117069	THABILE.SHABANE@durban.gov.za Denny.Chinnavadu@durban.gov.za	Mandla.Ntuli@durban.gov.za
North DAA.North@durban.gov.za	031 3116074 031 3116076 031 3116079 031 3116080 031 3221646	Lauren.Vorster@durban.gov.za Nirvana.Harilall@durban.gov.za Desiree.Govender@durban.gov.za Zandile.Mthembu@durban.gov.za Prem.Moodley@durban.gov.za	Selvan.Naidoo@durban.gov.za
South DAA.South@durban.gov.za	031 3115850 031 3115859 031 3115796	Vanessa.Moodley@durban.gov.za Mapi.Myende@durban.gov.za Zanele.Tenyane@durban.gov.za	Wayne.Edwards@durban.gov.za
Inner West DAAInnerWest@durban.gov.za	031 3221933 031 3116261 031 3221929 031 3221931	Ashna.Seebran@durban.gov.za Nomsa.Msimang@durban.gov.za Nosipho.Mtolo@durban.gov.za Zandile.Khwela@durban.gov.za	Thembisa.Khulu@durban.gov.za
Outer West DAAOuterWest@durban.gov.za	031 3112707 031 3223111 031 3112750 031 3229976 031 3112764	Thami.Gwala@durban.gov.za Siyabonga.ngobese@durban.gov.za Lungi.Mchunu@durban.gov.za Zihle.Cele1@durban.gov.za Louisa.Marnewick@durban.gov.za	anele.ntuli@durban.gov.za