



Schalk De Jager

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TO: All Staff

STAFF CIRCULAR PBDM 015/2016

APPLICATION FORM TO BE UPLOADED AS PART OF ELECTRONIC SUBMISSIONS ON THE PORTAL

It has been noted that the system generated application form currently built into the electronic submission portal, for land use and building plan applications, does not contain all the required fields as per the current formal prescribed application forms for land use and building plan applications.

A solution to the above discrepancies is currently being investigated.

Until this has been resolved and you have been otherwise advised, it is required that applicants upload the relevant prescribed signed application form (**both BDM and LUM** - current versions attached as [Annexure A](#) and [Annexure B](#) respectively) as part of the other documentation required in portal submissions. This is in addition to the system generated form that must be completed.

The above interim arrangement is required to ensure that applications comply with all legal requirements.

If you require further clarity or have any question on the above you are welcome to contact Schalk De Jager (schalk.dejager@capetown.gov.za).

Yours faithfully,

Cheryl Walters 9.11.2016

Cheryl Walters
Director: Planning and Building Development Management