



Cheryl Walters
Director: Development Management

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MEMORANDUM

DATE: 13 January 2017
To: All Staff

STAFF CIRCULAR 001/2017. TITLE DEED STANDARD OPERATING PROCEDURE (SOP).

Please find attached the following documents:

1. Standard Operating Procedure for title deeds.
2. Title Deed Restrictions Summary.

If there are any queries on the abovementioned SOP, District Managers and Section Heads may contact Fiona Ogle: Head: Legislation and Enforcement or Rossouw Smit. If there are general queries on title deed restrictions, kindly contact Richard Walton: Head: Land Use Management or Schaik De Jager.

Note that further training will be given and attendance will be compulsory for all Regional Managers, District Managers, Section Heads: Land Use, Senior Professional Officers: Land Use. Training will be optional for Section Heads: Customer Interface and Section Heads: BDM.

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