

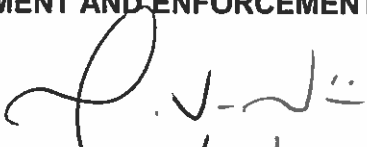


PROCESS FLOW PROCEDURE FORMAT (MP 4.2.3/1 - Form 1)

 CITY OF TSHWANE <small>IGNITING EXCELLENCE</small>	Department: Economic Development and Spatial Planning Division: Built Environment and Enforcement Section: Building Plans Management	DOC NO	EDSP/BPM/OP 7.5.1/1
		ISSUE DATE	20/11/2013
	BUILDING PLAN APPLICATIONS	REV DATE	31/01/2018
		REV NO	5
DOC ORIGINATOR: MANAGEMENT REPRESENTATIVE  DATE: 20/03/2018		DOC APPROVAL: DIVISIONAL HEAD: BUILT ENVIRONMENT AND ENFORCEMENT  APPROVAL DATE: 12/03/2018	

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1 PURPOSE

This flow chart defines the processes to be followed for all Building Applications received by Economic Development and Spatial Planning Department within the City of Tshwane.

2 SCOPE

This procedure applies for the evaluation and approval of all Building Plan Applications received by Economic Development and Spatial Planning on a Regional Basis within the City of Tshwane.

3 ABBREVIATIONS

AO	Admin Officer
BCP	Building Control Professional
BPM	Building Plans Management
BS	Building Surveyor
CBS	Chief Building Surveyor
DD	Deputy Director
EDSP	Economic Development and Spatial Planning
EFT	Electronic Funds Transfer
FH	Functional Head
NBR	National Building Regulations & Building Standard Act, 1977 (Act 130 of 1977)
OP	Operational Procedure
SAO	Senior Admin Officer
SDP	Site Development Plan
SSO	Support Service Officer
TPS	Town Planning Scheme

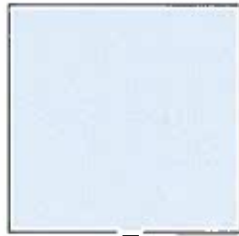
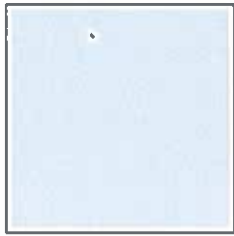
Building Control
Office

Building Plans
Management

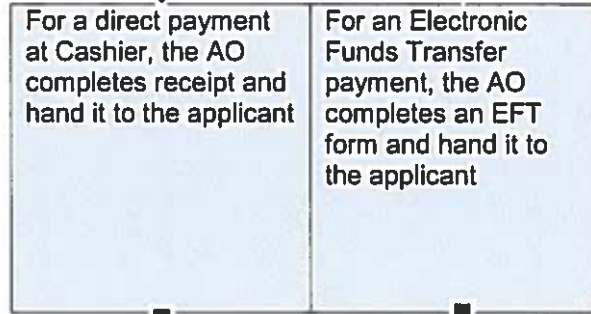
4 PROCESS DESCRIPTION

BUILDING PLAN APPLICATION PROCESS

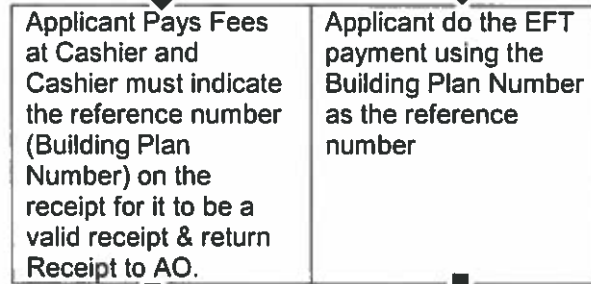
Process input/enabler	Process Steps	Next Process	Responsible Person	Records	Time Line
AO receives application documents & confirms correctness and completeness	AO calculates the correct fee for the submission and awards a reference number (Building Plan Number)		Admin Officer	Application for Permission to Obtain Copies of Building Plans (EDSP/BPM/ OP 7.5.1/1/1) (if applicable)	Ad-Hoc
				Special Power of Attorney (EDSP/BPM/ OP 7.5.1/1/2) (if applicable)	
				Application to Approve Building Plans (EDSP/BPM/ OP 7.5.1/1/3)	
				Interparty Agreement - Extension of a Section or Sections of a Sectional Title Scheme or a Duet (EDSP/BPM/ OP 7.5.1/1/7) (if applicable)	
				Application form for submission of Building Plans (SANS 10400-A:2010)	
				Latest Service Account/Proof of Payment	
				Copy of Title Deed	
				Building Plans	
				Zoning Certificate / Annexure	
				Sewer Connection Slip SG Diagram	



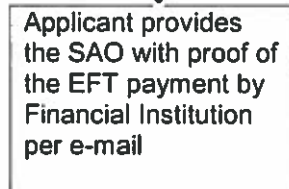
Proof of Company Registration (CIPRO) (if applicable)



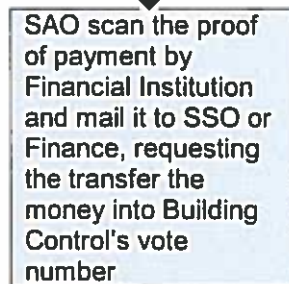
Admin Officer	Receipt	Ad-Hoc
	Electronic Funds Transfer (EDSP/BPM/OP 7.5.1/1/4) (if applicable)	



Applicant	Receipt	Ad-Hoc
	Electronic Funds Transfer (EDSP/BPM/OP 7.5.1/1/4) (if applicable)	



Applicant	Proof of payment by Financial Institution	Ad-Hoc
	E-mail	



Senior Admin Officer	Proof of payment by Financial Institution	1 Day
	E-mail	



Admin Officer	Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)	1 Day
	DataPlan (software)	

Senior Admin Officer	Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)	1 Day
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Senior Admin Officer	Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)	1 Day
	DataPlan (software)	

Building Control Professional	Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)	5 Days
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Admin Officer	Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)	1 Day
	DataPlan (software)	

↓

CBS mark Building Plan File out for recommendation from Stake Holding Departments as specified in Table 1 and sends Building Plan File back to AO

Chief Building Surveyor Building Plan File (EDSP/BPM/OP 7.5.1/1/8) 1 Day

↓

AO capture data on system and notify applicant

Admin Officer Building Plan File (EDSP/BPM/OP 7.5.1/1/8) 1 Day

DataPlan (software)

E-mail

↓

Applicant collects Building Plan File for circulation to Stake Holding Departments.

AO capture on system (Book file out on applicant's name)

Applicant Building Plan File (EDSP/BPM/OP 7.5.1/1/8) Ad-Hoc

Admin Officer

DataPlan (software)

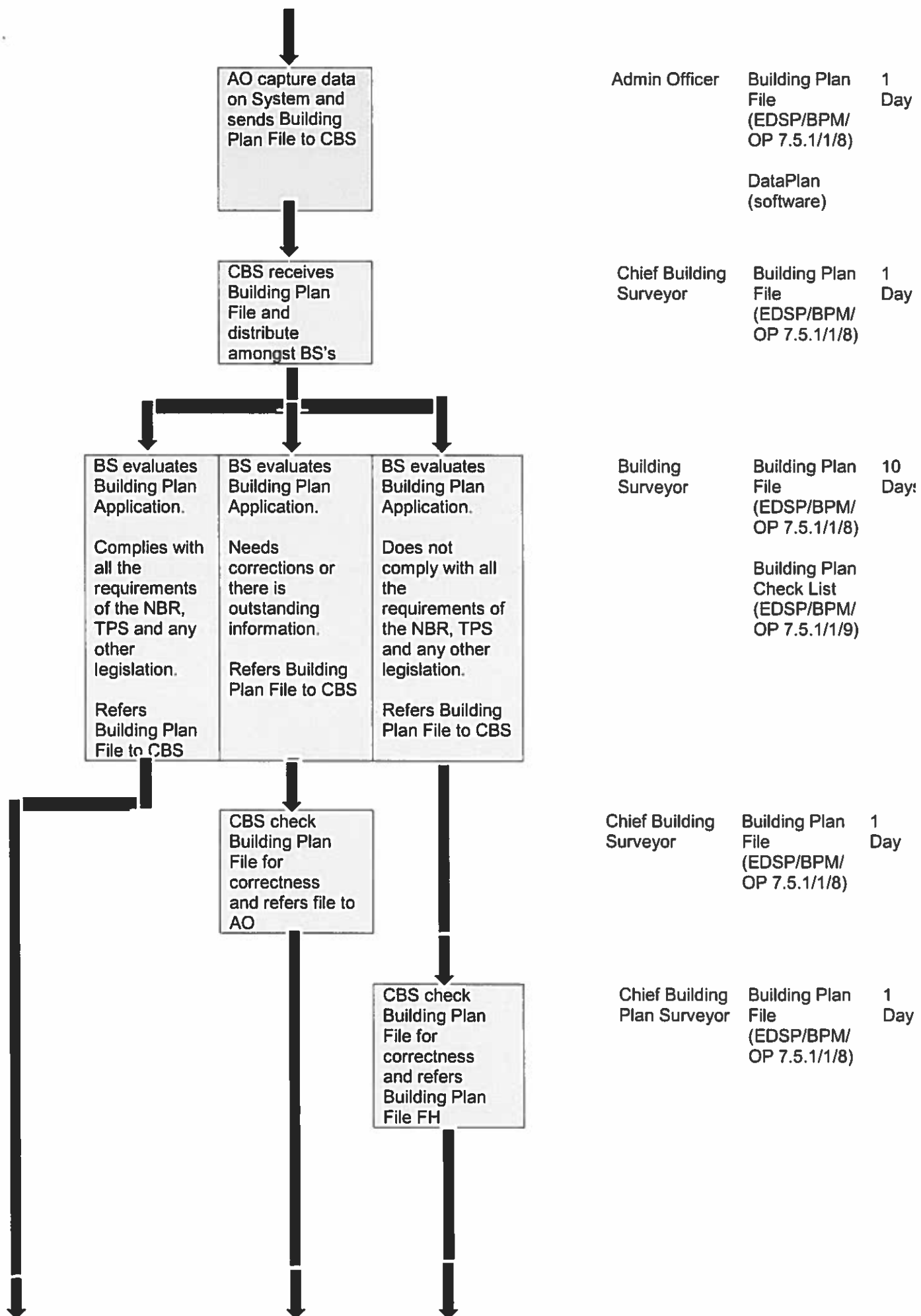
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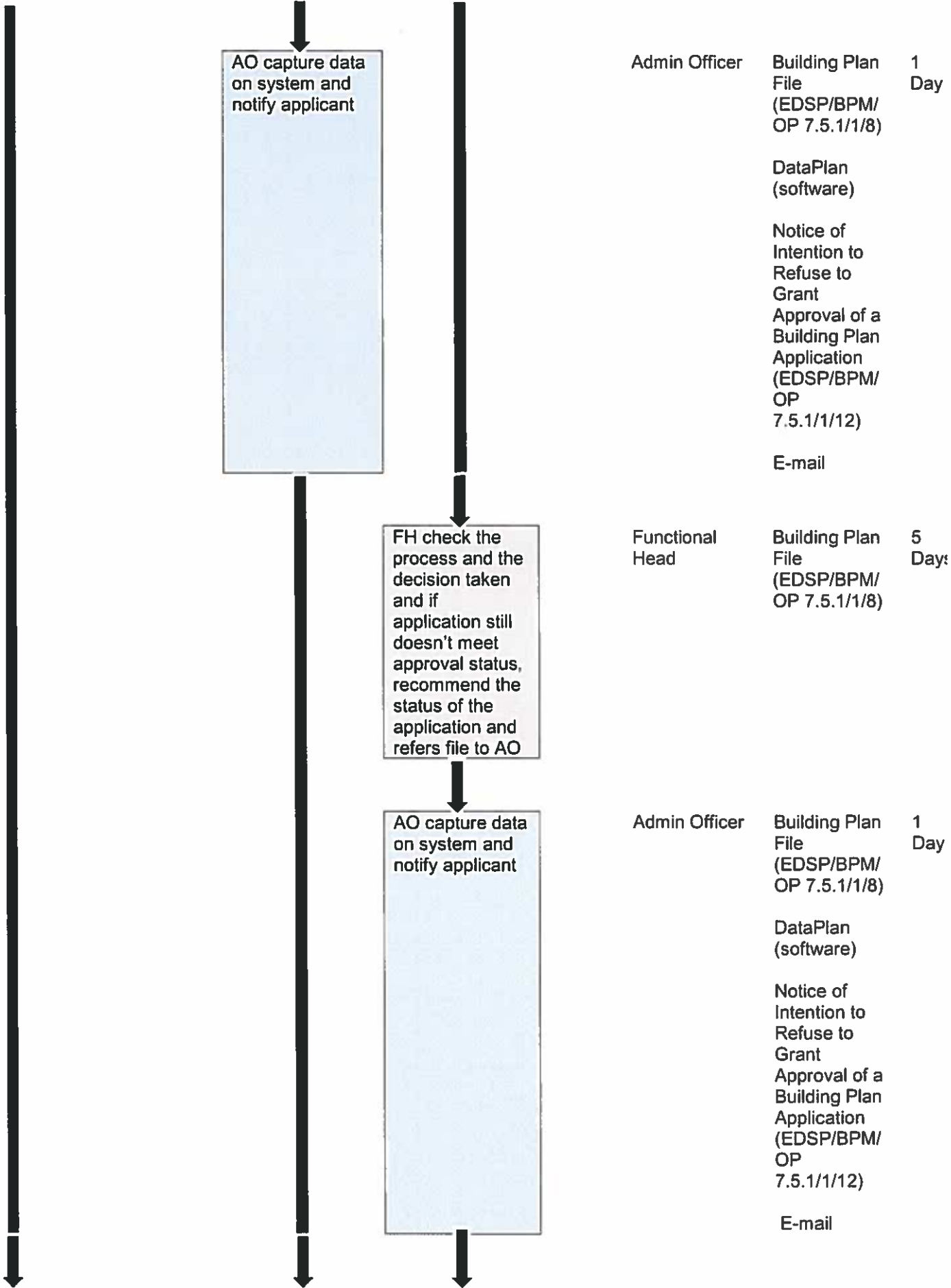
Applicant circulates Building Plan File for recommendation from Stake Holding Departments comments, and return Building Plan File to AO

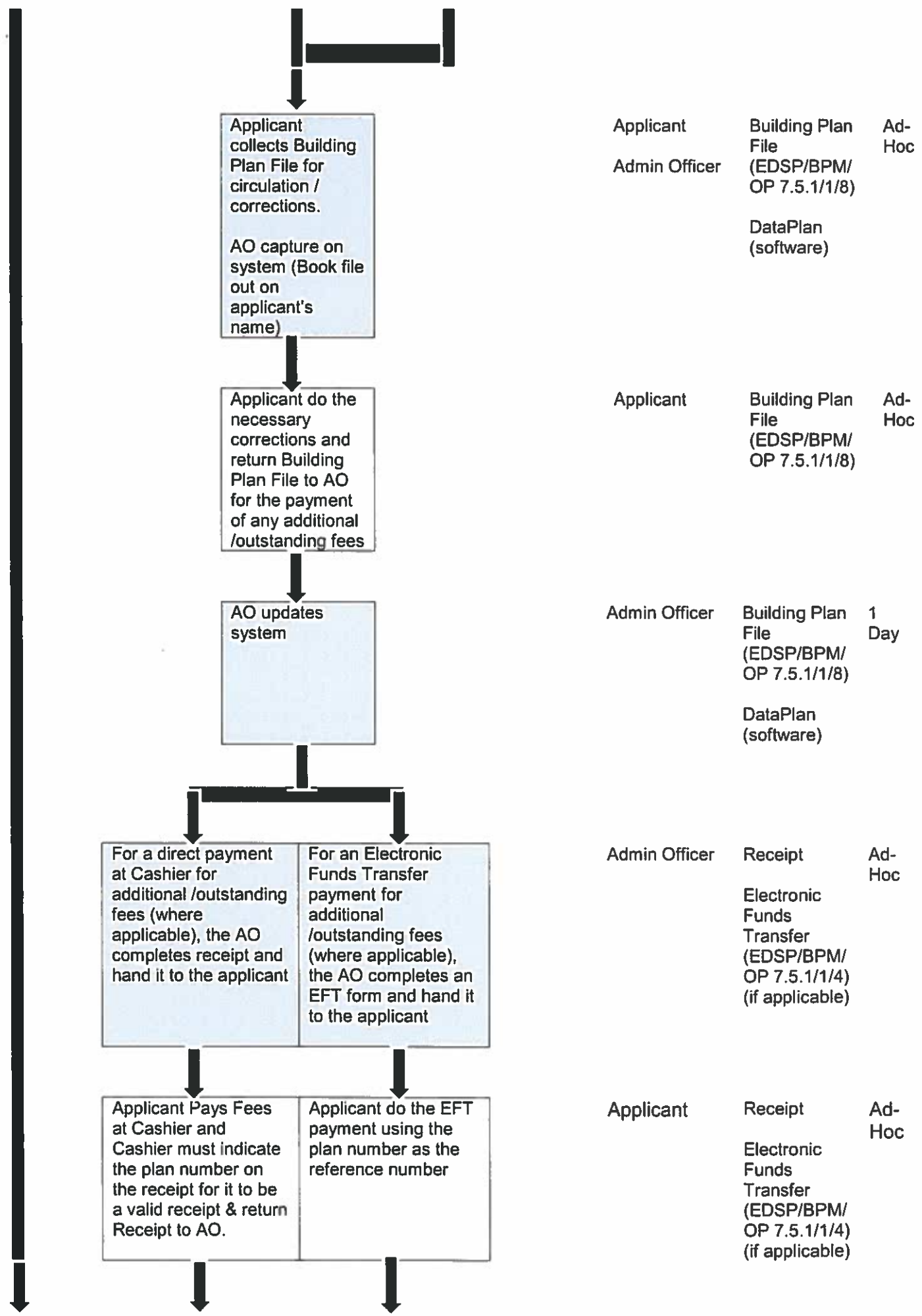
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Applicant Building Plan File (EDSP/BPM/OP 7.5.1/1/8) Ad-Hoc

Application for Encroachment on Servitude (EDSP/BPM/OP 7.5.1/1/5) (if applicable)







Applicant
Admin Officer

Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)

Ad-Hoc

DataPlan (software)

Applicant

Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)

Ad-Hoc

Admin Officer

Building Plan File (EDSP/BPM/ OP 7.5.1/1/8)

1 Day

DataPlan (software)

Admin Officer

Receipt

Ad-Hoc

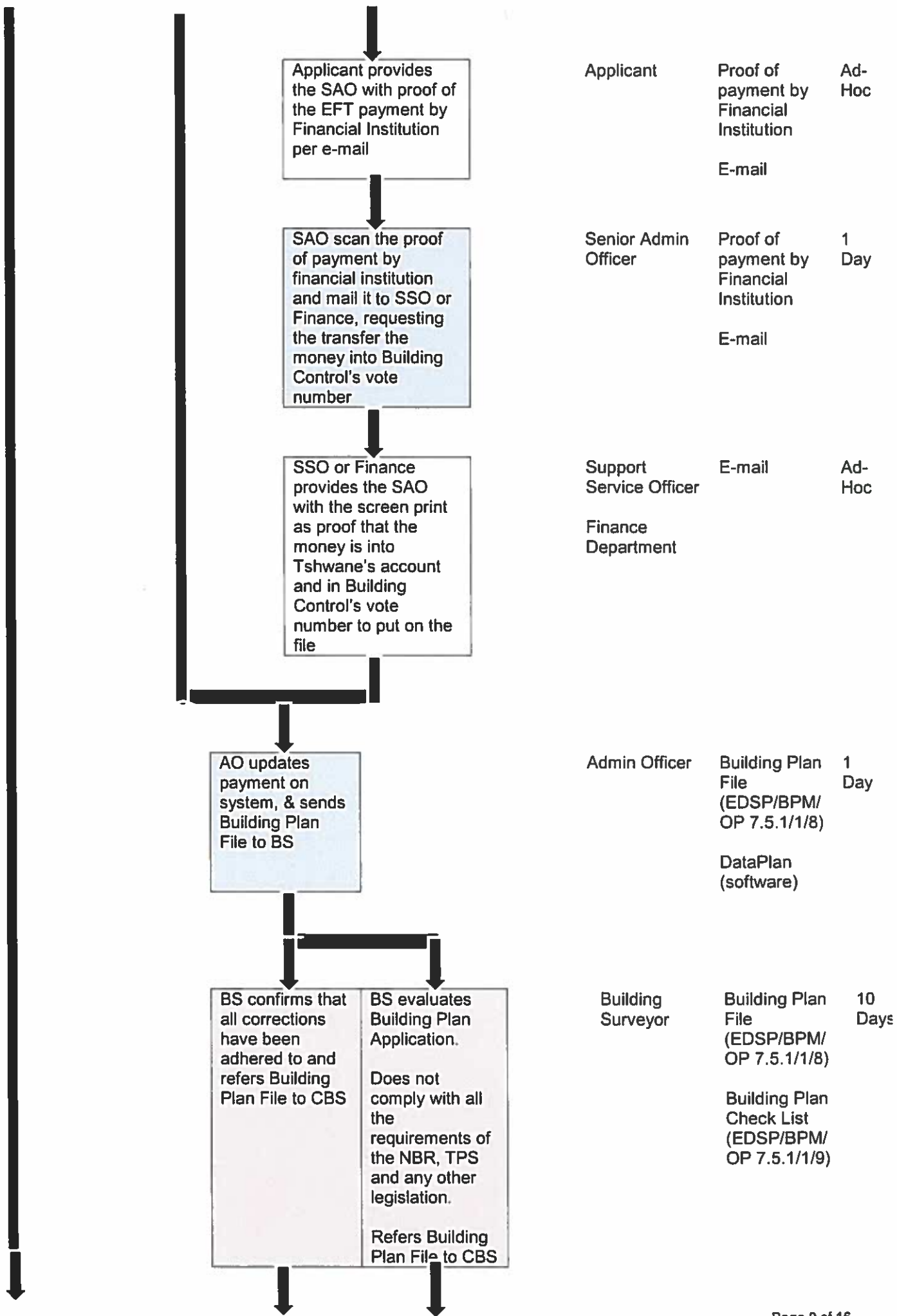
Electronic Funds Transfer (EDSP/BPM/ OP 7.5.1/1/4) (if applicable)

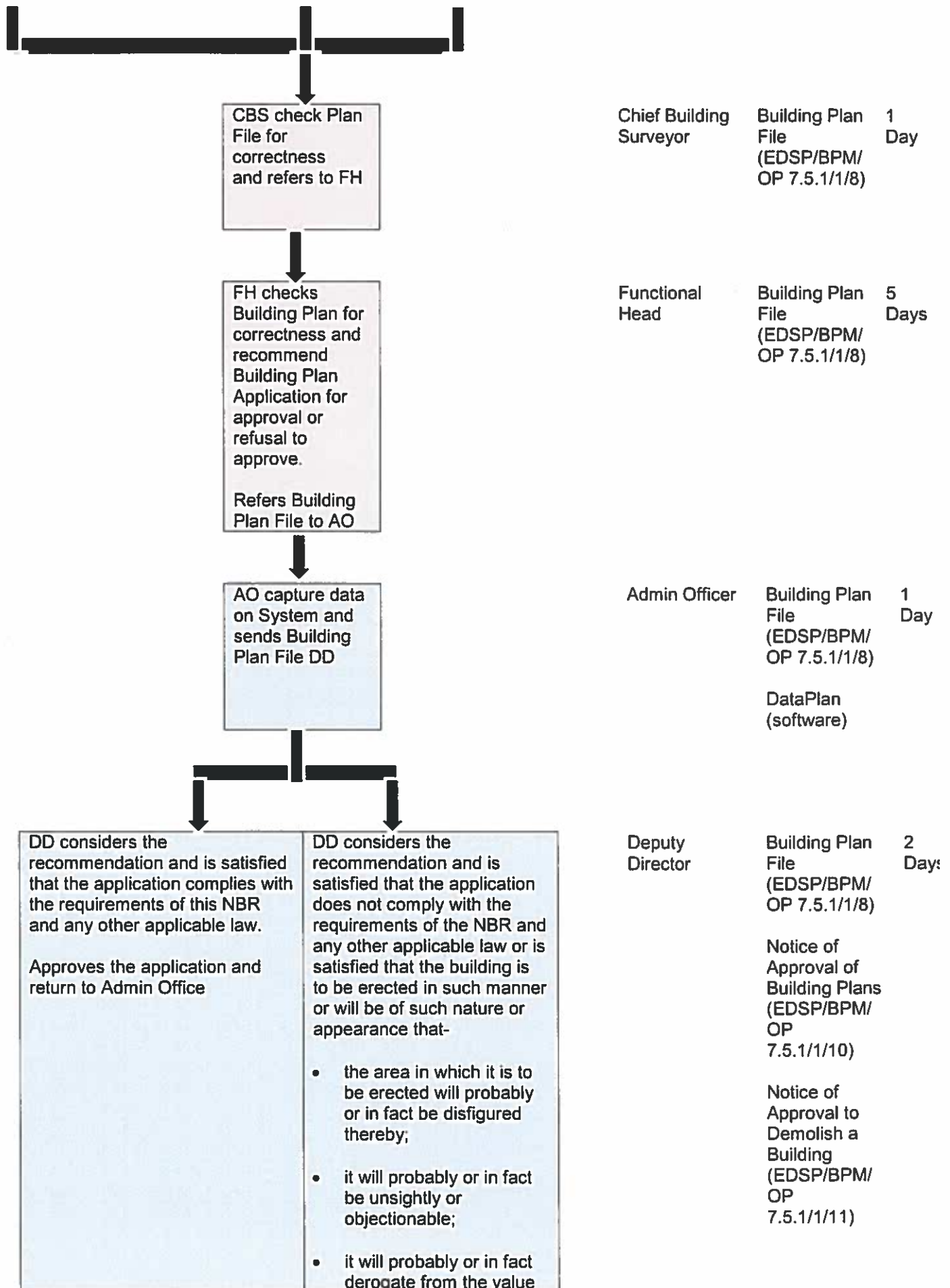
Applicant

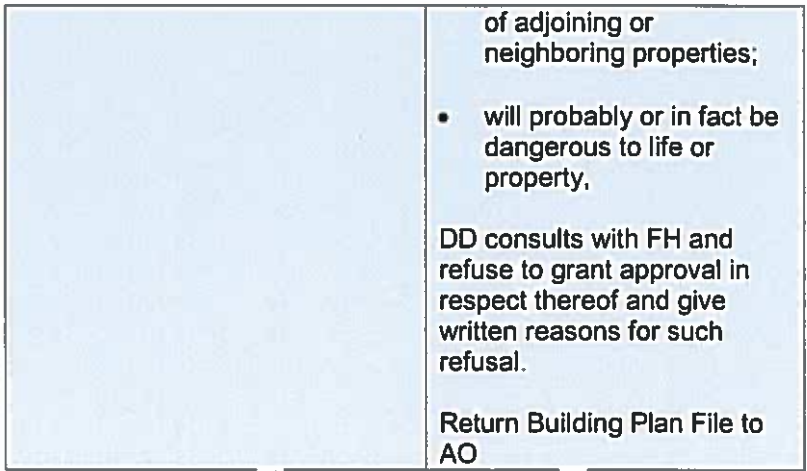
Receipt

Ad-Hoc

Electronic Funds Transfer (EDSP/BPM/ OP 7.5.1/1/4) (if applicable)







Notice of Refusal to Grant Approval of a Building Plan Application (EDSP/BPM/OP 7.5.1/1/13)



AO capture approval/refusal on the system and notify applicant

Admin Officer	DataPlan (software)	1 Day
	E-mail	

File in Inspection or Refuse to approved Cabinet

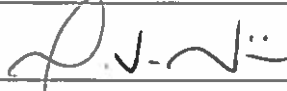
Admin Officer	Building Plan File (EDSP/BPM/OP 7.5.1/1/8)	1 Day
	DataPlan (software)	

**Table 1
Circulation of Building Plan Applications**

Department	When	Exclusions
Regional Spatial Planning	Only to confirm compliance with any Land Use Rights, Land Use Conditions or any Town Planning Clause	If SDP was referred
Fire Safety	All	
Geology	All (Only Region 4)	
Municipal Health Services	All	All Dwelling House consisting of a dwelling unit on its own site
Traffic Impact Assessment Management	All	If SDP was referred Tenant Layout All Dwelling House consisting of a dwelling unit on its own site and there are no Street Encroachments
Roads/ Stormwater	All	Tenant Layout All Dwelling Houses consisting of a dwelling unit on its own site and there is no Side or Rear Building Line Encroachment and it is not located adjacent or in the vicinity of a watercourse
Water and Sanitation	Only if required on the SDP	
Waste Management	All	If SDP was referred Tenant Layout All Dwelling House consisting of a dwelling unit on its own site and there are no Street Encroachments
Environmental Planning & Open Space Management	All	If SDP was referred Tenant Layout All Dwelling House consisting of a dwelling unit on its own site and there are no Street Encroachments
Property Services	Subdivision, Consolidations and Servitudes	If SDP was referred
Water Pollution	Industrial, Carwash, Petrol Stations and Fuel Tanks	If SDP was referred
Treasury (finance department)	2nd Dwellings	If SDP was referred
Group Legal Services	Any building (including drainage) that encroaches into a servitude in favor of the municipality as indicated on the Title Deed or Annexure T, referral to be by means of an Application for Encroachment on Servitude (EDSP/BPIM/OP 7.5.1/1/5), form only and not the Building Plan File	If application was death with during the evaluation of the SDP

5 REFERENCE DOCUMENTS APPLICABLE TO PROCESS

- The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- Tshwane Town-Planning Scheme, 2008 (Revised 2014)
- ISO 9001:2008 Quality Management System

APPROVAL AUTHORITY	ACTING: DIVISIONAL HEAD: BUILD ENVIRONMENT
APPROVAL SIGNATURE	
APPROVAL DATE	12/03/2018

APPENDIX 2 - AMENDMENT REGISTER (MP 4.2.3/1 - Form 2)

DOCUMENT NO.: EDSP/BPIM/BPIR1-7/OP/7.5.1/1

Date	Rev No	Description of changes
01/04/2014	2	a) Process Description amended to reflect actual practice
17/11/2014	3	a) Process Description amended to reflect approved Delegations and Structure as per Council Resolution of 25 September 2014
21/04/2017	4	a) Change the name of the Department from City Planning and Development to Economic Development and Spatial Planning; b) Process Description amended to reflect the correct numbering of procedures in accordance with the requirements of ISO 9001:2008 – Control of Documents Procedure (Section 6.1.9), and c) To implement and reflect all legal requirements of the City of Tshwane Green Building Development By-Law, 2013 (Mandatory Standards)
31/01/2018	5	a) Change the name of the Section from Building Plans and Inspections Management to Building Plans Management as per approved Organisational Structure; b) To recall the implementation of the City of Tshwane Green Building Development By-Law, 2013 (Mandatory Standards); c) To implement compulsory referring to Stake Holding Departments and recommendations prior to approval; d) To implement communication with applicant by means of Notice of Intention to Refuse to Grant Approval of a Building Plan Application (EDSP/BPM/OP 7.5.1/1/12) and Notice of Refusal to Grant Approval of a Building Plan Application (EDSP/BPM/OP 7.5.1/1/13), in accordance with the requirements of Section 3 of the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000)

APPENDIX 3 - REGISTER OF DOCUMENTS OF EXTERNAL ORIGIN (MP 4.2.3 - Form 6)

Custodian: Deputy Director

Document name	Document Ref number	Revision	Current holder / location	Point of origin	Replaced by	Replacement date	Record of distribution
Application form for submission of Building Plans	SANS 10400-A:2010 www.sabs.co.za		BPM	South African Bureau of Standards	-	-	BPM (AO)
Latest Service Account/Proof of Payment	-		BPM	Finance	-	-	BPM (AO)
Copy of Title Deed	-		BPM	Applicant/Land Affairs	-	-	BPM (AO)
Building Plans	-		BPM	Applicant	-	-	BPM (AO)
Zoning Certificate / Annexure	-		BPM	Geomatics/RSP	-	-	BPM (AO)
Sewer Connection Slip	-		BPM	Water & Sanitation	-	-	BPM (AO)
SG Diagram	-	-	BPM	Surveyor General	-	-	BPM
Proof of Company Registration (CIPRO)	-		BPM	Master of the High Court - Department of Justice	-	-	BPM (AO)
Receipt	-		BPM	Finance	-	-	BPM (AO)
Proof of payment by Financial Institution	-			Financial Institution	-	-	

APPENDIX 4 - REGISTER OF INTERNAL DOCUMENTS OF INTERNAL ORIGIN (MP 4.2.3 – Form 6)

Custodian: Management Representative

Document name	Document Ref number	Issue	Version Date	Revision Date
Application for Permission to Obtain Copies of Building Plans	EDSP/BPM/OP 7.5.1/1/1	11/01/2016		31/01/2018
Special Power of Attorney	EDSP/BPM/OP 7.5.1/1/2	22/01/2014		31/01/2018
Application to Approve Building Plans	EDSP/BPM/OP 7.5.1/1/3	14/01/2014		31/01/2018
Interparty Agreement - Extension of a Section or Sections of a Sectional Title Scheme or a Duet	EDSP/BPM/OP 7.5.1/1/7	14/01/2014		31/01/2018
Electronic Funds Transfer	EDSP/BPM/OP 7.5.1/1/4	30/01/2015		31/01/2018
Application for Encroachment on Servitude	EDSP/BPM/OP 7.5.1/1/5	07/12/2015		31/01/2018
Building Plan File	EDSP/BPM/OP 7.5.1/1/8	14/01/2014		31/01/2018
Building Plan Check List	EDSP/BPM/OP 7.5.1/1/9	04/03/2014		31/01/2018
Notice of Approval of Building Plan	EDSP/BPM/OP 7.5.1/1/10	22/01/2014		31/01/2018
Notice of Approval to Demolish a Building	EDSP/BPM/OP 7.5.1/1/11	14/01/2014		31/01/2018
Notice of Intention to Refuse to Grant Approval of a Building Plan Application	EDSP/BPM/OP 7.5.1/1/12	31/01/2018		
Notice of Refusal to Grant Approval of a Building Plan Application	EDSP/BPM/OP 7.5.1/1/13	31/01/2018		