



CITY OF TSHWANE

Department : Economic Development and Spatial Planning
Division : Built Environment and Enforcement
Section : Building Plans Management

WORK PROCEDURE FOR BUILDING PLAN APPLICATIONS

TITLE: Evaluation of Building Plan Applications leading to the approval or refusal to approve a Building Plan Application

DATE: 31/01/2018 ISSUE: 2

PROPOSED BY: Section : Building Plans Management

UPDATED BY:

APPROVED BY:

DIRECTOR: BUILDING PLANS
MANAGEMENT

DIVISIONAL HEAD: BUILT
ENVIRONMENT AND ENFORCEMENT

RECEIPT ACKNOWLEDGED FOR ACTION BY:

DEPUTY DIRECTOR: BUILDING PLANS
MANAGEMENT:

PETER MACHETE
NAME (PRINT)

SIGNATURE

19.03.2018
DATE

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1. PURPOSE

This Work Procedure 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. ACTION

- 3.1 Applicant submits an application documents for approval of a Building Plan Application
- 3.2 AO receives application documents & confirms correctness and completeness.
- 3.3 AO calculates the correct fee for the submission and awards a reference number (Building Plan Number)
- 3.4 For a direct payment at Cashier, the AO completes receipt and hand it to the applicant.

or

For an Electronic Funds Transfer payment, the AO completes an EFT form and hand it to the applicant.
- 3.5 For a direct payment at Cashier: Applicant Pays Fees at Cashier and Cashier must indicate the reference number (Building Plan Number) on the receipt for it to be a valid receipt & return Receipt to AO.

or
- 3.6 For an EFT payment: Applicant do the EFT payment using the Building Plan Number as the reference number and provides the SAO with proof of the EFT payment by financial institution by e-mail.
- 3.7 For an EFT payment: SAO scan the proof and mail it to SSO or Finance, requesting the transfer the money into Building Control's vote number.
- 3.8 For an EFT payment: SSO or Finance provides the SAO with the screen print as proof that the money is into Tshwane's account and in Building Control's vote number to put on the file.
- 3.9 AO open Building Plan File and capture application on system and refers file to SAO.
- 3.10 SAO check Building Plan File for correctness and refers back to AO.
- 3.11 If Building Plan approval is subject to an approved SDP: SAO sends Building Plan File to BCP.
- 3.12 If Building Plan approval is subject to an approved SDP: BCP compares Building Plan Application with approved SDP and certifies on Building Plan File that the Building Plan Application complies or does not complies with the approved SDP and refers Building Plan File to AO.
- 3.13 AO capture data on System and sends Building Plan File to CBS.
- 3.14 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.
- 3.15 AO capture data on system and notify applicant.

- 3.16 Applicant collects Building Plan File for circulation to Stake Holding Departments. AO capture on system (Book file out on applicant's name).
- 3.17 Applicant circulates Building Plan File for recommendation from Stake Holding Departments comments, and return Building Plan File to AO.
- 3.18 AO capture data on System and sends Building Plan File to CBS.
- 3.19 CBS receives Building Plan File and distribute amongst BS's.
- 3.20 BS evaluates Building Plan Application, application complies with all the requirements of the NBR, TPS and any other legislation, refers Building Plan File to CBS.

or

BS evaluates Building Plan Application, application needs corrections or there is outstanding information, refers Building Plan File to CBS.

or

BS evaluates Building Plan Application, application does not comply with all the requirements of the NBR, TPS and any other legislation, refers Building Plan File to CBS.

- 3.21 If application needs corrections or there is outstanding information: CBS check Building Plan File for correctness and refers file to AO.

or

If application does not comply with all the requirements of the NBR, TPS and any other legislation: CBS check Building Plan File for correctness and refers Building Plan File FH.

- 3.22 If application needs corrections or there is outstanding information: AO capture data on system and notify applicant.

- 3.23 If application does not comply with all the requirements of the NBR, TPS and any other legislation: FH check the process and the decision taken and if application still doesn't meet approval status, recommend the status of the application and refers file to AO.

- 3.24 If application does not comply with all the requirements of the NBR, TPS and any other legislation: AO capture data on system and notify applicant.

- 3.25 If application needs corrections or there is outstanding information or application does not comply with all the requirements of the NBR, TPS and any other legislation: Applicant collects Building Plan File for circulation / corrections. AO capture on system (Book file out on applicant's name).

- 3.26 If application needs corrections or there is outstanding information or application does not comply with all the requirements of the NBR, TPS and any other legislation: Applicant do the necessary corrections and return Building Plan File to AO for the payment of any additional /outstanding fees.

- 3.27 If application needs corrections or there is outstanding information or application does not comply with all the requirements of the NBR, TPS and any other legislation: AO updates system.

- 3.28 For a direct payment at Cashier for additional /outstanding fees (where applicable), the AO completes receipt and hand it to the applicant.

or

For an Electronic Funds Transfer payment for additional /outstanding fees (where applicable), the AO completes an EFT form and hand it to the applicant.

- 3.29 For a direct payment at Cashier: Applicant Pays Fees at Cashier and Cashier must indicate the plan number on the receipt for it to be a valid receipt & return Receipt to AO.

or

- 3.30 For an EFT payment: Applicant do the EFT payment using the plan number as the reference number.
- 3.31 For an EFT payment: Applicant provides the SAO with proof of the EFT payment by financial institution by e-mail.
- 3.32 For an EFT payment: SAO scan the proof and mail it to SSO or Finance, requesting the transfer the money into Building Control's vote number.
- 3.33 For an EFT payment: SSO or Finance provides the SAO with the screen print as proof that the money is into Tshwane's account and in Building Control's vote number to put on the file.
- 3.34 AO updates payment on system, & sends Building Plan File to BS.
- 3.35 If application needs corrections or there is outstanding information BS confirms that all corrections have been adhered to and refers Building Plan File to CBS
- or
- BS evaluates Building Plan Application. Does not comply with all the requirements of the NBR, TPS and any other legislation. Refers Building Plan File to CBS
- 3.36 CBS check Plan File for correctness and refers to FH.
- 3.37 FH checks Building Plan for correctness and recommend Building Plan Application for approval or refusal to approve. Refers Building Plan File to AO.
- 3.38 AO capture data on System and sends Building Plan File DD.
- 3.39 DD considers the recommendation and is satisfied that the application complies with the requirements of this NBR and any other applicable law, approves the application and return to Admin Office.
- or
- 3.40 DD considers the recommendation and is satisfied that the application does not comply with the requirements of the NBR and any other applicable law or is satisfied that the building is to be erected in such manner or will be of such nature or appearance that-
- the area in which it is to be erected will probably or in fact be disfigured thereby;
 - it will probably or in fact be unsightly or objectionable;
 - it will probably or in fact derogate from the value of adjoining or neighbouring properties;
 - will probably or in fact be dangerous to life or property,
- DD consults with FH and refuse to grant approval in respect thereof and give written reasons for such refusal. Return Building Plan File to AO.
- 3.41 AO capture approval/refusal on the system and notify applicant.
- 3.42 File in Inspection or Refuse to approved Cabinet

4. 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
PPE	Personal Protective Equipment
SAO	Senior Admin Officer
SDP	Site Development Plan
SSO	Support Service Officer
TPS	Town Planning Scheme

5. SAFETY PROCEDURES

Use all necessary PPE as approved.

6. INSPECTIONS

Ad-Hoc if required to verify corrections of property as per application submitted.

7. WORK PROCEDURE

- Receive application:
 - AO verifies that all documentation required for submission is in order.
- Capture application:
 - AO captures information on Building Plan Administration (software).
- Evaluation of application:
 - BS evaluate an application in terms of National Building Regulations & Building Standards Act 103 of 1977 and other relevant legislations.
- Circulation of an application:
 - BS/CBS mark an application out for circulation to other relevant stakeholders by the applicant self.
- Re-evaluate Application:
 - Upon circulation of an application and comments are received, BS/CBS re-evaluate an application.
- Record of Decision
 - Application will be considered for approval only if complies with all requirements or else will be referred back to client to effect necessary corrections.

▪ Communication

- Communicated to applicant will be through an SMS, Telephonically or per email.

ISSUED BY:

DIRECTOR: BUILDING PLAN
MANAGEMENT:

MARTIN VAN NIEKERK
NAME (PRINT)


SIGNATURE

12/03/2018
DATE

APPROVED BY:

DIVISIONAL HEAD: BUILT ENVIRONMENT
AND ENFORCEMENT:

MARTIN VAN NIEKERK
NAME (PRINT)


SIGNATURE

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