

Notice: Electronic Submissions

Dear professionals, owners & competent persons

Immediately after this training session, the electronic submission process will be open to anyone wanting to submit a building plan application to the Mossel Bay Municipality. Herewith follows some rules and guidelines to be followed:

1. PDF files

All files uploaded for submission must be in PDF format.

1. All documents and forms to be uploaded separately, as indicated on the Portal
2. All PDF's to be named appropriately & accurately:
 - Start each file name with "Erfxxx" followed by a brief description, ex. "Erf6618 Application"
3. 1 PDF-file to be uploaded for each document required, i.e. 1x PDF for SANS form, 1x PDF for building plans
4. All PDF pages to be the right way up

As manageable PDF's will be of great importance in further applications, I can recommend the following 2 tools:

1. To reduce the size of (compress) a PDF, you can use the following website:
https://www.ilovepdf.com/compress_pdf
2. For merging, splitting, rotating, re-ordering, etc. download PDFTools (free) from the following link:
https://www.pdfill.com/pdf_tools_free.html

2. HOA approval

In order to assist the process, it has been agreed that HOA approval will not be required on the initial building plan, as it has in the past. Instead, obtaining HOA approval will be noted as a requirement and can then be obtained once all other requirements have been met, especially where HOA's do not yet work with electronic stamps.

NOTE: Please ensure that the HOA is contacted and communicated with in advance, as the Municipality cannot be held responsible for work done & costs incurred in the event that the HOA does not allow or does not approve the proposed work. Please follow HOA processes as you have in the past – submitting a letter from the HOA with the initial application will be to your advantage.

3. Title deeds

In the case of new ownership and the unavailability of an updated Title deed, we will require at least:

- A letter from the attorney to confirm that (1) registration has taken place and (2) no changes were made to the existing title deed
- a copy of the previous title deed (in the previous owner's name)

4. Application forms & documentation

Please ensure that each form is legible and contains all

- signatures
- ID numbers OR business/company/trust registration number
- erf numbers
- telephone and cell phone numbers
- email addresses
- SACAP and/or ECSA registration numbers.

Only new documentation, as was distributed to all professionals, will be accepted as of 1 July 2018. These are also available for download on the Portal.

5. Revisions

Building plans and application documents will all be reviewed & examined electronically. Feedback or outstanding requirements will be sent via email, as in the past, in combination with electronic comments on the building plan files themselves.

Where revisions are required, the initial building plan must be deleted and a complete set of revised plans uploaded.

The building plan file available must always be contained in one complete file.

4. Implementation process

Although the Portal will be open for all to use with immediate effect, the municipality will be running parallel application processes for at least 6 months to accommodate those who still submit hard copies. In this time, staff will be able to assist with electronic submissions on request, specifically for those that do not have access to a computer and/or the internet.

Building Control will communicate intended cut-off dates to all in advance.

Conclusion

You can access the portal at the following address:

<https://westerncapecollab.collaboratoronline.com>

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