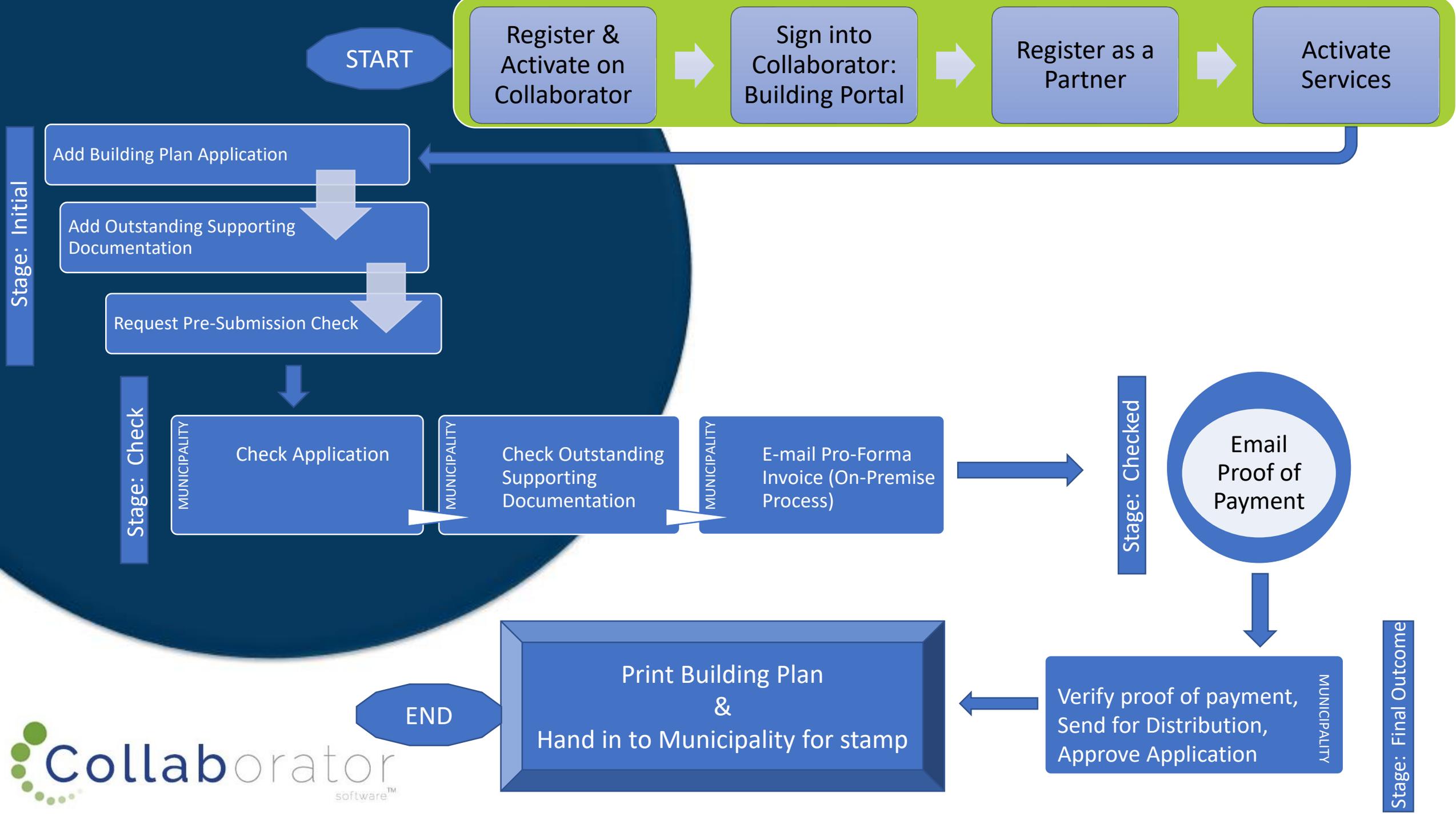


GEORGE MUNICIPALITY
BUILDING PORTAL: ARCHITECT



REGISTER



<https://westerncape.collaboratoronline.com/default.aspx>



User Name

Password

[Forgot password?](#) [Create an account](#)



REGISTER

★ Complete Information & Submit



Name*

Surname*

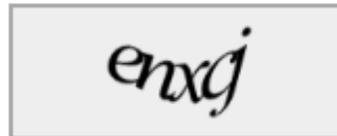
Cellphone Number*

Email Address*

Confirm Your Email Address*

Password*

Confirm Your Password*



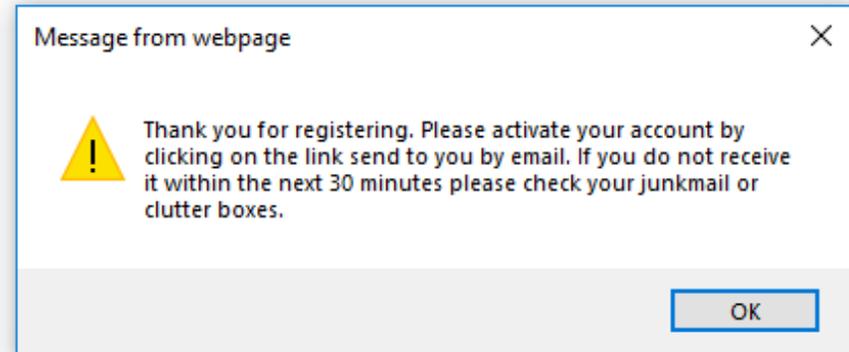
Type the code shown:

[Show another code](#)



REGISTER

- ★ You will receive an E-mail
- ★ Click on the link you will receive in the E-mail
- ★ Look in your Junk mail or Clutter Boxes if you don't receive it in your Inbox within 30 minutes



ACTIVATE YOUR USER ACCOUNT

★ Open E-mail

Focused		Other							
!	🗑️	📧	📧	FROM	SUBJECT	RECEIVED	C..	SIZE	CATEG
▲ Date: Today									
				Activate User.	Activate Your Collaborator User.	Fri 2019/05/03 09:40		52...	📧
Please click on the link to activate your user.									
				Heinrich Schnautz	contacts	Fri 2019/05/03 07:51		98...	📧
O ja en daar moet nog velde bykom asb Sal jou die lys stuur Heinrich Schnautz ICT Manager Oudtshoorn Municipality									

★ Click on link to activate account

Activate User. <wc@collaboratoronline.com> | Alida Erasmus 09:39

Activate Your Collaborator User.

Please click on the link to activate your user. <https://westerncapecollab.collaboratoronline.com/EmailActivation.aspx?id='c94e949b-d393-497c-ad45-4d000731b76d'&brk=0&%3fwa=wsignin1.0&wtrealm=https%3a%2f%2fwesterncape.collaboratoronline.com%2f trust%2f&wctx=https%3a%2f%2fwesterncape.collaboratoronline.com%2f layouts%2fAuthenticate.aspx%3fSource%3d%252F>

SIGN INTO THE BUILDING PORTAL

★ Sign into the Building Portal with your Username and Password



[Forgot password?](#) [Create an account](#)

BUILDING PORTAL HOME PAGE

★ You are now signed into the Building Portal

★ Next step: Register yourself/business as a Partner on the site.

** Note: There can be different Partners registered under one Business Account.*

The screenshot shows the Western Cape Local Government Building Portal home page. The header includes the logo and name 'Western Cape Local Government'. Below the header is a navigation menu with 'Home', 'Inbox', 'Account', and 'Reports'. The main content area is divided into two columns. The left column contains a 'Sites' section with links for 'Building Control' and 'Environmental management', and an 'All Site Content' link. The right column features a 'Welcome!' message, followed by a paragraph explaining the portal's purpose, a link to the 'Account' page, and a note about navigating to specific sites. A red note at the bottom states: 'Note that all applications are best processed using the latest version of Internet Explorer.'

REGISTER PARTNER

★ Click on the 'Account' tab

★ Click on the 'Action' button next to your Account Name or Business Account Name.

★ Click on 'Register Partner'

The screenshot shows the 'Account' management interface. At the top, there is a navigation bar with 'Home', 'Inbox', and 'Account' (highlighted with a blue box and a '1' in a blue circle). Below the navigation bar, there is a 'User Guide' section with instructions on how to register a partner. Below the user guide, there is a 'User Account' section with a table of user accounts. The table has columns for 'Action', 'Name', 'Email', and 'Mobile Number'. The first row is highlighted in blue and contains the name 'Alida', email 'alidae@be.co.za', and mobile number '0745895500'. The 'Action' button for this row is highlighted with a blue box and a '2' in a blue circle. A dropdown menu is open for this row, showing two options: 'Register Partner' (highlighted with a blue box and a '3' in a blue circle) and 'Activate Services'. Below the table, there is a 'Partner Profiles' section with a table that has columns for 'Action', 'Register', and 'Practice / User Name'.

Action	Name	Email	Mobile Number
...	Alida	alidae@be.co.za	0745895500

Action	Register	Practice / User Name

CREATE PARTNER

★ Complete Information

STEP 1: Update Partner Details

1

Create Partner and Activate Services

687225,      

687167, Alida      

Userid 687167

Primary User Email alidae@be.co.za

Step 1: Update Partner Details | Step 2: Update Primary Contact Details | Step 3: Active Services

Partner type Individual ▾

Individual Name / Legal Company Name * Alida Test Company|

Note: A red highlighted field indicates a duplicate registration number which is not allowed. Please request the primary user to grant you access to their practice.

Registration Number * 687225

Duplicate Registration Number

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

Submit Save Close

CREATE PARTNER

★ Complete Information

STEP 2: Update Primary Contact Details

Create Partner and Activate Services

687225,      

687167, Alida      

UserId	687167
Primary User Email	alidae@be.co.za
Step 1: Update Partner Details Step 2: Update Primary Contact Details Step 3: Active Services	
Primary Contact Title *	MRS
Primary Contact Person *	Alida Erasmus
Id Number *	8405300245084
Duplicate ID	No
Primary Contact Land Line *	n/a
Primary Contact Mobile Number *	0745895500
Primary Contact Email *	alidae@be.co.za
Physical Address: Building/Street Number	53
Physical Address: Street	Hoop
Physical Address: Suburb	Wesbank

CREATE PARTNER

★ Complete Information

STEP 2: Update Primary Contact Details cont.

Physical Address: City/Town	Oudtshoorn
Physical Address: Province	Western Cape
Physical Address: Code	6625
Postal Address: PO Box / Private Bag	n/a
Postal Address: Suburb	n/a
Postal Address: City/Town	n/a
Postal Address: Province	n/a
Postal Address: Code	n/a
Billing Address same as Postal Address *	Yes
Billing same as Physical Address *	Yes
Billing Address: Line 1	n/a
Billing Address: Line 2	n/a
Billing Address: Suburb	n/a
Billing Address: City /Town	n/a
Billing Address: Province	n/a
Billing Address: Code	n/a

CREATE PARTNER

★ Complete Information

STEP 3: Update Primary Contact Details cont.

Note: Only choose Services applicable to you, you don't have to choose all Services. You can always go back to your account at a later stage to amend this.

★ Once you click on 'Submit' you have created a Partner (yourself) and have activated the applicable services you will use

Create Partner and Activate Services

687225,      

687167, Alida      

UserId	687167
Primary User Email	alidae@be.co.za

Step 1: Update Partner Details | Step 2: Update Primary Contact Details | **Step 3: Active Services** 3

Activate Building Plan Application Services *	Yes ▼
Activate Events and Film Services *	Yes ▼
Activate AQ Services *	Yes ▼
Activate Waste Services *	Yes ▼
Activate Land Use Application Services *	Yes ▼
Activate WayLeave Services *	Yes ▼

Registration Process Completed

Submit Save Close

PARTNER DETAILS

★ You can always go back and update your Partner Details by clicking on the 'Action' button next to your name and choose 'Update Partner Details'

User Account

Action	Name	Email	Mobile Number
...	Alida Erasmus	alidae@be.co.za	0745895500

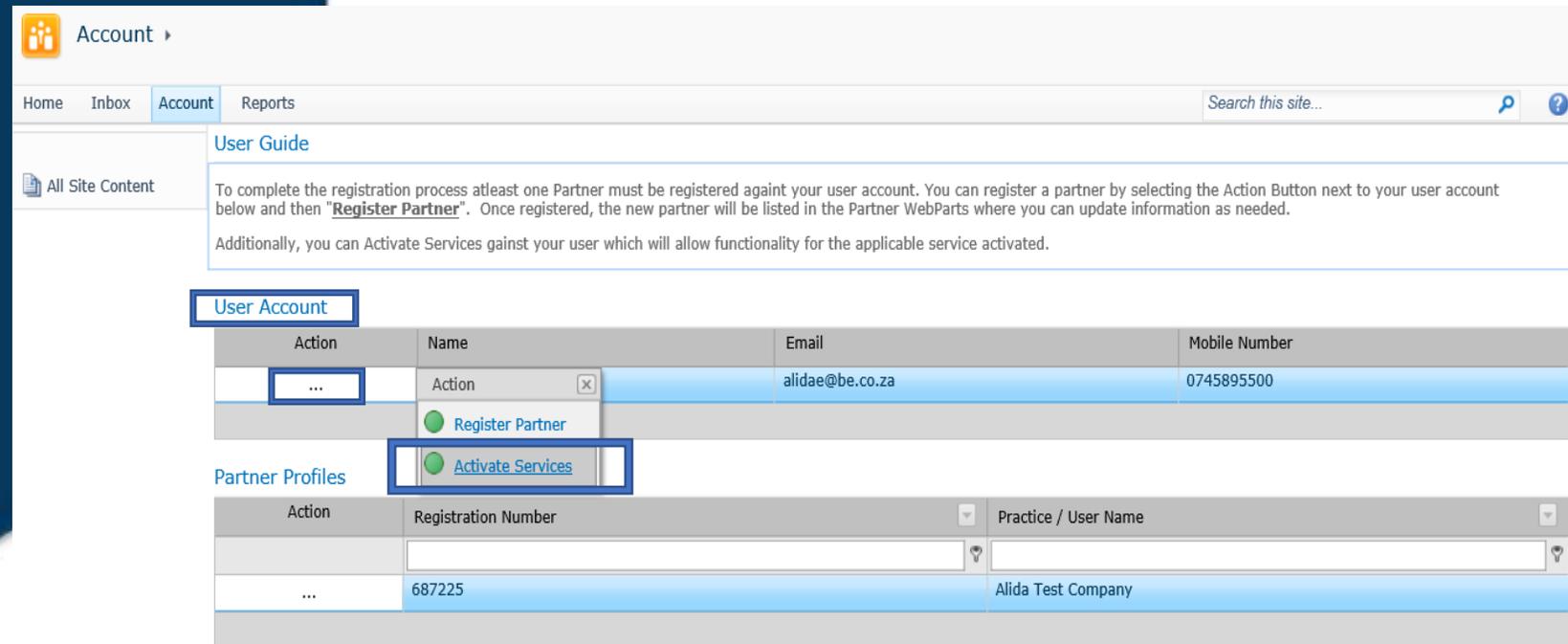
Partner Profiles

Action	Registration Number	Practice / User Name
...		Alida Test Company

- Action
- Add Building Plan Application
- Update Partner Details
- Grant Access
- Add Wayleave Application

ACTIVATE SERVICES

★ Click on the 'Action' button next to your User Account Name and click on 'Activate Services'



Account ▾

Home Inbox Account Reports Search this site... ?

User Guide

To complete the registration process atleast one Partner must be registered against your user account. You can register a partner by selecting the Action Button next to your user account below and then "Register Partner". Once registered, the new partner will be listed in the Partner WebParts where you can update information as needed.

Additionally, you can Activate Services against your user which will allow functionality for the applicable service activated.

User Account

Action	Name	Email	Mobile Number
...	Action	alidae@be.co.za	0745895500
	Register Partner		
	Activate Services		

Partner Profiles

Action	Registration Number	Practice / User Name
...	687225	Alida Test Company

ACTIVATE SERVICES

★ Choose 'Yes' or 'No' next to each Service and click on 'Submit'

Activate Services

687167, Alida      

Reference Number	687167
User ID	687167
First Name	
Surname	Erasmus
Mobile Number	0745895500
Email	alidae@be.co.za

Activate Services

Activate Building Plan Application Services *	Yes ▾
Activate Events and Film Services *	Yes ▾
Activate WayLeave Services *	Yes ▾
Activate AQ Services *	Yes ▾
Activate Waste Services *	Yes ▾
Activate Land Use Application Services *	Yes ▾

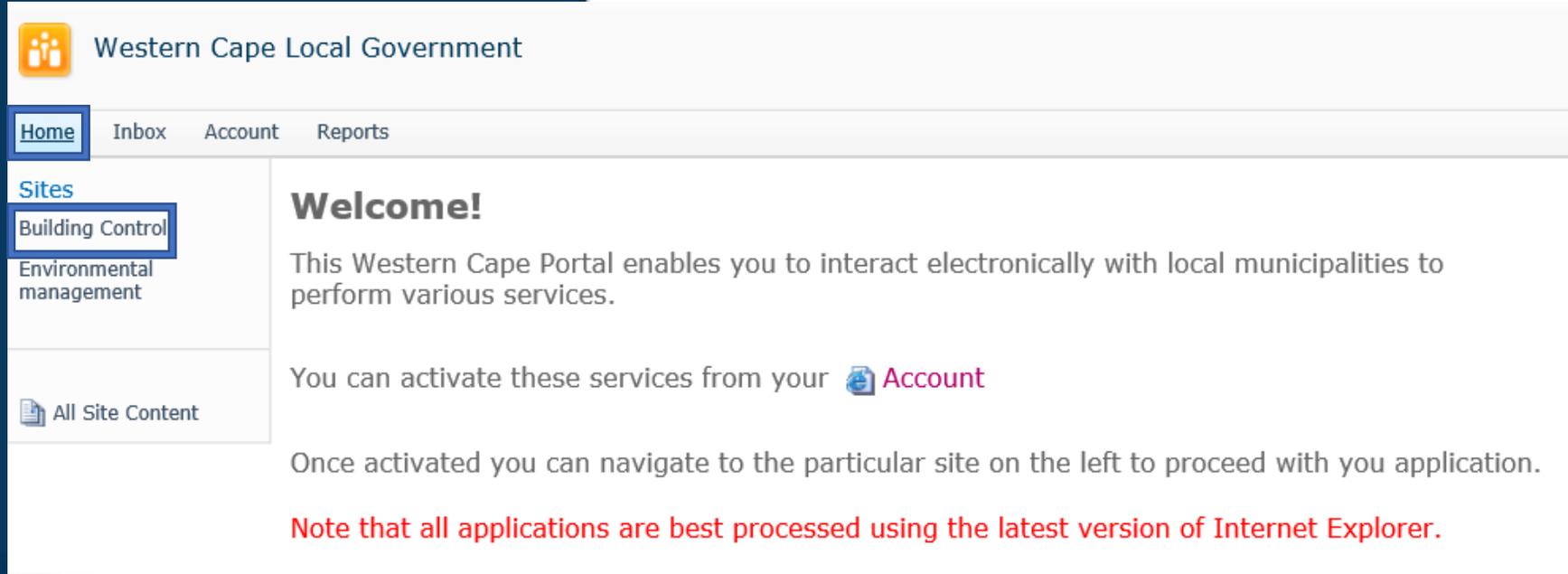
READY TO SUBMIT A BUILDING APPLICATION

★ Now you are ready to submit your Building Plan Application



HOME PAGE > BUILDING CONTROL

★ Click on the Home Page > Click on Building Control



The screenshot shows the Western Cape Local Government website. The header includes the logo and the text "Western Cape Local Government". Below the header is a navigation bar with "Home", "Inbox", "Account", and "Reports". The "Home" link is highlighted with a blue box. On the left side, there is a "Sites" menu with "Building Control" highlighted with a blue box. Below "Building Control" are "Environmental management" and "All Site Content". The main content area features a "Welcome!" heading, a paragraph about the portal's purpose, a link to "Account" with a user icon, and a note about using the latest version of Internet Explorer.

Western Cape Local Government

Home Inbox Account Reports

Sites

Building Control

Environmental management

All Site Content

Welcome!

This Western Cape Portal enables you to interact electronically with local municipalities to perform various services.

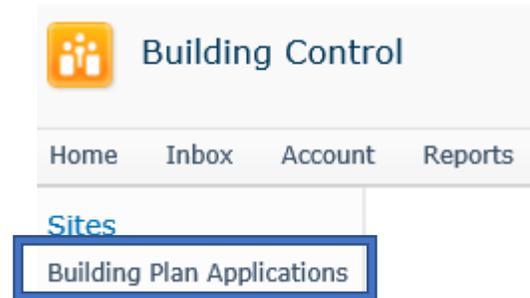
You can activate these services from your  [Account](#)

Once activated you can navigate to the particular site on the left to proceed with you application.

Note that all applications are best processed using the latest version of Internet Explorer.

BUILDING CONTROL PAGE > BUILDING PLAN APPLICATIONS

★ Click on 'Building Plan Applications' under Sites



ADD BUILDING PLAN APPLICATION

★ Click on the Action Button '...' next to your Partner name and click on 'Add Building Plan Application'

1

The screenshot displays the 'Building Plan Applications' interface. At the top, there are navigation tabs for 'Home', 'Inbox', 'Account', and 'Reports', along with a search bar. The main content area is divided into sections: 'Partner', 'Application', and 'Building Plan Applications'. The 'Partner' section contains a table with columns for 'Action', 'Registration Number', 'Practice / User Name', and 'Professional Entity'. A row for 'Alida Test Company' is highlighted, and the 'Action' column contains a dropdown menu with a blue box around the '...' button. The 'Application' section contains a table with columns for 'Action', 'Town', 'Erf Number', 'Titel', and 'Date', which is currently empty. The 'Building Plan Applications' section contains a table with columns for 'Name', 'Erf / Farm', 'Stage', 'Registration Number', 'Plan Number', and 'Age', which is also empty. A blue box highlights the 'Add Building Plan Application' option in the dropdown menu. The bottom of the screen shows a Windows taskbar with various application icons and a system tray with the date and time (10:05, 2019/05/03).

2

NEW BUILDING PLAN APPLICATION

★ Complete information under each tab:

Location

Owner

Application

Checklist

Architectural Practitioner

Invoicing

Understanding your icons:

-  Detail on the task
-  Folder – will show if any attachments are available...grey = no attachments, yellow = attachments
-  Workflow – all users involved, date and time, actions

New Building Plan Application

687239,						
687225,						

Extension Reference	687239
UserId	687167
User Name	Alida Erasmus
User Email	alidae@be.co.za
Name	
Completed Application Task	

Location Owner Application Checklist Architectural Practitioner

NEW BUILDING PLAN APPLICATION LOCATION

★ Complete 'Location' details

New Building Plan Application

687239, 53 - Owner Name Test

687225,

Extension Reference 687239

UserId 687167

User Name Alida Erasmus

User Email alidae@be.co.za

Name 53 - Owner Name Test

Completed Application Task

Location Owner Application Checklist Architectural Practitioner

Municipal Area * Beaufort Wes Municipality

Land Type * Erf

Erf Number 53

Unit Number

Property Type * Residential

Area of Erf / Farm (m2) * 1000.00

Town * Beaufort Wes

Suburb / Estate * Bergsig

Street / Access Road Name * Stander Street

Submit Save Close

NEW BUILDING PLAN APPLICATION OWNER

★ Complete 'Owner' details

New Building Plan Application

687239,      

687225,      

Extension Reference	687239
UserId	687167
User Name	Alida Erasmus
User Email	alidae@be.co.za
Name	- Owner Name Test
Completed Application Task	No
Location	Owner Application Checklist Architectural Practitioner
Owner Name *	Owner Name Test
Owner Postal Address *	Owner Postal Address Test
Owner Discrepancies	Owner Discrepancies Test

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

Submit Save Close

NEW BUILDING PLAN APPLICATION APPLICATION

★ Complete 'Application' information

New Building Plan Application

687239, 
687225, 

Extension Reference 687239
UserId 687167
User Name Alida Erasmus
User Email alidae@be.co.za
Name 53 - Owner Name Test
Completed Application Task No

Location | Own | **Application** | Checklist | Architectural Practitioner

Main Type of Building - PLEASE SELECT THE TYPE FROM THE ACTION BUTTON *
ADDITIONS TO OLD AGE HOME/FLATS/TOWN HOUSES/HOTEL/MOTEL/CHALET

Description of Building Works *
ADDITIONS TO TOWN HOUSE

Additions *
 Alterations *
 Additions and Alterations *
 New Structure *
 Boundary wall *
 Swimming Pool *
 Gas Installations *

Area of Proposed Building Works (m2) * 20.00
Boundary per Running Meter
Swimming Pool m2
Estimated Building Cost (SA Stats) 100000.00

Housing Project *
Private

Housing Project Detail

Submit Save Close

Click on Action button '...' to choose applicable Main Type of Building (see pop up on next screen)

NEW BUILDING PLAN APPLICATION APPLICATION

REFERENCE NUMBER	MAIN TYPE OF BUILDING WORK NAME	MAIN TYPE OF BUILDING WORK ABBREVIATION
278219	ADDITIONS TO STABLE/BARN/HANGER	ATF
278256	NEW STABLE/BARN/HANGER	BST
278257	ABBATOIR ON FARM	BUT
278258	SILOS	SIL
278259	WINERY	WIN
278263	NEW SHOP/BANK/OFFICE/RESTAURANT/SERVICE STATION/CASINO	BDO
278264	ADDITIONS TO SHOP/BANK/OFFICE/RESTAURANT/SERVICE STATION/CASINO	ACG
278265	NEW OFFICE/BANK	BCM
278266	ADDITIONS TO CLUBS/CHURCHES/CRECHE/PRIVATE	ACP
278267	SCHOOLS/DAYCARE CENTRES/PRIVATE HOSPITAL/SPORTS AN	ARG
278270	NEW PRIVATE SCHOOL/CRECHE/DAYCARE CENTRE/PRIVATE H	BCR
278272	NEW HALL/CHURCH/CLUB/SPORTS AND RECREATION	BHC
278273	ADDITIONS TO OLD AGE HOME/FLATS/TOWN HOUSES/HOTEL/MOTEL/CHALET	ATH
278274	ADDITIONS TO DWELLING	ADG
278275	ADDITIONS TO DWELLING - WITH NO SQ	ADL
278276	NEW OLD AGE HOME/HOTEL/MOTEL/CHALET	BBC
278277	NEW DWELLING	BDE
278278	NEW FLAT	BFL
278280	NEW OTHER - RESIDENTIAL	BOT
278281	NEW TOWNHOUSE	BTH

Page 1 of 2 (36 items) < [1] 2 >

NEW BUILDING PLAN APPLICATION CHECKLIST

★ Complete 'Checklist'

New Building Plan Application

687239,      

687225,      

Extension Reference	687239
User Id	687167
User Name	Alida Erasmus
User Email	alidae@be.co.za
Name	53 - Owner Name Test

Completed Application Task

Location Owner Application **Checklist** Architectural Practitioner

Applicable Checklist Template

Will any construction take place over private combined services (Development / Estates) *	Is a Competent Person, other than an Architect, appointed for rational design or assessment *
No ▾	No ▾
Are there any Listed Activities in terms of NEMA (National Environmental Management Authority) *	Are there any Title Deed parameter encroachments requiring neighbour's consent *
No ▾	No ▾
Was any land use planning approvals granted within the last 10 years *	Is this property part of a home owners association *
No ▾	No ▾
Can you confirm if the building is older than 60 years *	Are there any land use parameter encroachments requiring neighbours consent *
No ▾	No ▾
Is the application related to an Amnesty Project (Verify with the applicable Municipal Area if uncertain) *	Would you like to upload additional documentation? *
No ▾	No ▾

Submit Save Close

NEW BUILDING PLAN APPLICATION ARCHITECTURAL PRACTITIONER

New Building Plan Application

687239,	     
687225,	     
Extension Reference	687239
UserId	687167
User Name	Alida Erasmus
User Email	alidae@be.co.za
Name	53 - Owner Name Test
Completed Application Task	No
Location	Owner
Application	Checklis
Registration Number	687225
Architectural or Engineering Practice	alidae@be.co.za
Language Preference *	English
Practitioner Name *	Alida Test Company
SACAP / ECSA Practitioner Registration Number *	0
Contact Person Name *	Alida Erasmus
Contact Email *	alidae@be.co.za
Contact Mobile Number *	0745895500
Contact Land Line Number *	n/a

Architectural Practitioner

Submit Save Close

★ Complete 'Architectural Practitioner' information

BUILDING PLAN APPLICATION: SUPPORTING DOCUMENTATION

★ **Your Building Plan Application information will now be captured...next you will have to upload all the outstanding supporting documentation required to submit a Building Plan Application**



'BUILDING PLAN APPLICATIONS' PAGE

★ Click on your Partner Name
(not the Action Button, only your Partner Name so it highlights your name in blue)

 Building Plan Applications

Home Inbox Account Reports

Partner

Action	Registration Number	Practice / User Name	Professional Entity
...	687225	Alida Test Company	Not Applicable

Application Guide

Actions are available based on the stage of your building plan application. You can view these actions by selecting the Action Button on the left of the application.

Please note that the newly added age column only applies to Initial, Check, Submitted, Distributed and Re-Circulated Stages.

'BUILDING PLAN APPLICATIONS' PAGE

★ A new webpart will open under 'Building Plan Applications' and your new application you created will be displayed here

Building Plan Applications

Home Inbox Account Reports

Partner

Action	Registration Number	Practice / User Name	Professional Entity
...	687225	Alida Test Company	Not Applicable

Application Guide

Actions are available based on the stage of your building plan application. You can view these actions by selecting the Action Button on the left of the application.

Please note that the newly added age column only applies to Initial, Check, Submitted, Distributed and Re-Circulated Stages.

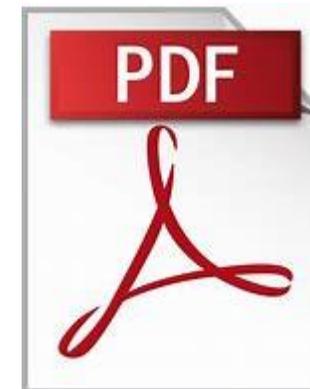
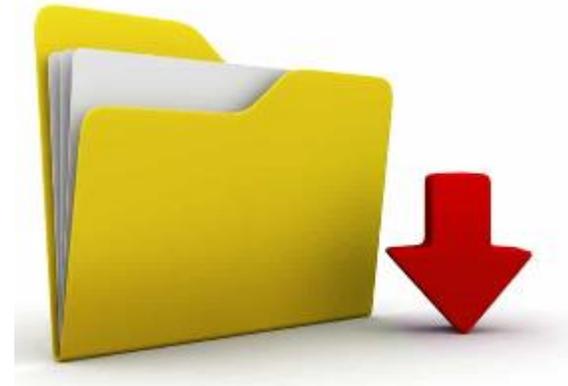
Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	687239	Owner Name Test	Stander Street	53	Initial	0		0

USER TIP

- ★ Create a folder on your computer for the specific application and save all supporting documentation in this folder.
- ★ ALL DOCUMENTS TO BE UPLOADED IN PDF



UPLOADING OUTSTANDING DOCUMENTATION

★ Each outstanding document has an 'Action' button

★ Click on the 'Action' button next to the Outstanding Document and click on 'Add Document' to upload the document to your Application

Outstanding Documents Guide

All Outstanding Documents must be uploaded in order to proceed to the next stage in the application. If a correction is needed, the uploaded document can be allocated and deleted under the Supporting Documents Web Part after which a new Outstanding Document will become available for upload again.

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	Action		Title Deed	Title Deed	60
...	 Detail		Municipal Application Form	Municipal Application Form	100
...	 Relationships		SACAP	SACAP	2
...	 Notes		SANS 10400 Form 1	SANS 10400 Form 1	110
...	 Workflow history		SANS 10400 Form 2	SANS 10400 Form 2	4
...	 Audit Trail		Power of Attorney	Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed	50
...	 Folders		Building Plan	Building Plan	70
...	 Add Document		Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams	40

UPLOADING SUPPORTING DOCUMENTATION

★ Choose Document Date

★ Click on 'Browse' and choose applicable document from your folder on your PC (look at 'Checklist Item Name' to make sure you upload the correct document)

★ Note: Multiple documents can be added...click on 'Add File' and then on 'Browse' again

★ Submit document once it has been added

**REMEMBER: DOCUMENTS MUST BE
UPLOADED IN PDF**



New Supporting Document

687334,

687313,

Application Number	687239
Checklist Item Code	1
Checklist Item Name	Title Deed
Document Date *	2019-05-03
Uploaded By	687167
Status	Uploaded
File	C:\Users\Alida Erasmus\Desktop\Te

SUPPORTING DOCUMENTS

★ The uploaded documents will be displayed on the right hand side under 'Supporting Documents' and you have the option to delete a document by clicking on the 'Action' button next to the document.

Outstanding Documents Guide

All Outstanding Documents must be uploaded in order to proceed to the next stage in the application. If a correction is needed, the uploaded document can be allocated and deleted under the Supporting Documents Web Part after which a new Outstanding Document will become available for upload again.

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	687319	9	Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams	40

Archived Application Guide

The archive action is available against all applications in 'Final Outcome' stage from the Building Plan Application Web Part. Its purpose is to separate approved applications from those still in progress.

Archived Applications

Action	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number

Supporting Documents

Action	Docs	Name	File Name	Size	Status
...		Title Deed	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		Municipal Application Form	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		SACAP	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		SANS 10400 Form 1	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		SANS 10400 Form 2	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		Power of Attorney	TEST PDF - ALIDA.pdf	29.67	Uploaded
...		Building Plan	TEST PDF - ALIDA.pdf	29.67	Uploaded

REQUEST PRE-SUBMISSION CHECK

- ★ Next you request the 'Pre-Submission Check'
 - ★ When you submit the 'Pre-Submission Check', the Municipality will be able to review and check that all documents and information uploaded are correct
 - ★ If you would like to add additional documentation not listed, you will be able to do so when clicking on the action button: 'Add additional supporting documentation'
- See next page...



OPTION: ADD ADDITIONAL SUPPORTING DOCUMENTATION

★ Click on the 'Action' button next to your Building Plan Application and click on 'Add Additional Supporting Documentation'

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...								
			Street	53	Initial	0		0

- Open Attachment
- Request Pre-Submission Check
- Edit Application
- Delete BC Application
- Add Additional Supporting Document
- Replicate Application

Outstar
All Outstar
allocated

Outstar
proceed to the next stage in the application. If a correction is needed, the uploaded document can be
Web Part after which a new Outstanding Document will become available for upload again.

Action	Item Name	Checklist Item Name	Checklist Item Description	Sequence
--------	-----------	---------------------	----------------------------	----------

REQUEST PRE-SUBMISSION CHECK

★ Click on the 'Action' button next to your Building Plan Application and click on 'Pre-Submission Check'

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...								
			Street	53	Initial	0		0

- Action
- Open Attachment
- Request Pre-Submission Check**
- Edit Application
- Delete BC Application
- Add Additional Supporting Document
- Replicate Application

Outstar

All Outstar allocated

proceed to the next stage in the application. If a correction is needed, the uploaded document can be Web Part after which a new Outstanding Document will become available for upload again.

Outstar

Action	Checklist Item Name	Checklist Item Description	Sequence
--------	---------------------	----------------------------	----------

REQUEST PRE-SUBMISSION CHECK

★ Click on 'Submit' once all your Supporting Documentation is uploaded.

Request Pre-Submission Check

687239, 53 - Owner Name Test      

Request Check Date	2019-05-03
Reference	687239
Owner Name	Owner Name Test
Land Type	Erf
Town	GEORGE
Suburb	Bergsig
Street Name	Stander Street
Stage	Check

STAGE CHANGE TO CHECK

★ Once you submitted your 'Pre-Submission Check', the stage on your Building Application will change from 'Initial' to 'Check'. This means that the application must now be checked.

Before Pre-Submission Check was requested:

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	687239	Owner Name Test	Stander Street	53	Initial	0		0

After Pre-Submission Check was requested:

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	687239	Owner Name Test	Stander Street	53	Check	0		0

STAGE CHANGE TO FINAL OUTCOME

- ★ Once the Municipality approved the plan, the Stage will change to 'Final Outcome'

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	687253	Owner Name Alida Test	Street/Access Road Test	0123	Final Outcome	0	687253	0
...	683684	Melanie Bitou Test	Jakaranda Str	12312	Initial	REG123		8
...	682729	Melanie Witzenberg	Road	12312	Initial	REG234		10

THANK YOU

