

SALTA

S I B A Y A

MT Cotton, SALTA Freehold and Capri Freehold

COUNCIL SUBMISSION PROCESS

1. Development Facilitation Department

Requirements:

- Forms
 - a) Building Plan Application Form
 - b) Form 1
 - c) Form 2

- Documentation
 - a) Identity Document of the owner
 - b) Title Deed of the property
 - c) Letter of Authority / Resolution (Trust/Company)
 - d) Latest Municipal Bill

- Plans (Not limited to)
 - a) Approved SG Diagram
 - b) SDP
 - c) Floor plan
 - d) Sections and Elevations
 - e) Area Schedule
 - f) XA Report

Submission: Dropbox submission to buddy.govender@durban.gov.za

2. LUMS submission

- Requirements: All Forms, Documentation and Plans that were issued to the Development Facilitation Department above.

- Submission: Via eThekweni eservices portal: <https://eservices.durban.gov.za/v2/>
- PA number will be issued for tracking.
- Plans will be allocated to an assessment officer.
- Referrals will be issued to the client and submitting architect for addressing.
- An Invoice will be issued once LUMS have cleared the submission.

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3. DAA Submission

- Submission will be passed on to DAA by LUMS upon payment of above fees.
- NR number will be issued for tracking.
- Plans will be allocated to an assessment officer.
- Referrals will be issued to the client and submitting architect for addressing.
- Plans will be stamped and returned upon approval.