



Economic Development and Spatial Planning

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To whom it may concern

COVID-19 CIRCULAR 4: UPDATE WITH REGARDS TO CITY PLANNING AND DEVELOPMENT OPERATIONAL ARRANGEMENTS DURING LEVEL 4 AND LEVEL 3 OF THE NATIONAL LOCKDOWN

This circular serves as an update to the circulars issued on 18 March, 24 March and 1 May 2020. The following progress and arrangements applicable to the City Planning & Development (CP&D) Division are herewith shared. Arrangements for Level 3 are subject to change based on the final National Regulations for Level 3.

1. Readiness of offices for staff & PPE:

CP&D offices have been sanitised and are ready for occupation by 30% of staff on 25 May 2020.

2. Public access to offices:

- Level 4: Access to CP&D offices will be restricted to staff only.
- Level 3: Access to CP&D offices will be allowed by prior appointment only and only to the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room and First Floor Lobby) and Akasia (Information Counter). All visitors will be required to wear masks and hand sanitiser will be applied.

3. Availability of staff:

- Level 4:
 - 30% of CP&D staff will return to the office on 25 May 2020.
 - CP&D staff as indicated in Table A are available for enquiries during normal office hours by email, cell phone and/or office phone (indicated times).
- Level 3:
 - A further 30% of CP&D staff will return to the office, subject to National and City Regulations.
 - An updated Table A will be made available before Level 3 commences.

4. Submission of new land development applications

- Level 4: Submission of new land development applications will not be allowed.
- Level 3:
 - Submission of new land development applications will be allowed by email to CityP_Registration@tshwane.gov.za. (This is still subject to confirmation).
 - Applications fees to be paid by EFT.
 - SDPs and building plans will only be evaluated once the Built Environment & Enforcement Division accepts such applications.

5. Enquiries, Submission and collection of documentation

- Level 4: Submission and distribution of documentation will be by email only.
 - Section 28(9) confirmation requests can be emailed to LUS-STTS@tshwane.gov.za.
 - Documents that would normally be delivered to City Planning Registry may be emailed to CityP_Registration@tshwane.gov.za.
 - Enquiries for geo-info and address allocation can be directed to geoinfoservices@tshwane.gov.za and address@tshwane.gov.za.
 - Submission of PCP/Section 28(1) and other certificate applications must be emailed to CityP_Registration@tshwane.gov.za with a copy to the relevant Post Approval Specialist as per the regional allocation and contact list.
 - Enquiries regarding APS comments must be made to the responsible LUMA Deputy Director.
- Level 3: Submission and collection of documentation will be allowed as per Level 4 and in hard copy at the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room and First Floor Lobby) and Akasia (Information Counter) by prior arrangement only.

6. Advertising, commenting and other compliance periods

The CP&D Division will not calculate the period of “lockdown” from 26 March up to the date upon which Level 2 restrictions come into operation for purposes of compliance and submission of documents by any applicant, objector or interested and affected parties, with the number of days in which any action had to have been taken by them, in terms of the Spatial Planning and Land Use Management Act, 16 of 2013 or the Land Use Management By-law, 2016 or any condition imposed on a land development application. The calculation of days will be extended by the number of days as indicated above for purposes of compliance and submission of documents to this division. No new applications will be advertised during Level 4 and Level 3 of the lockdown.

7. Arrangements wrt meetings

The following meetings will resume. All meetings will be subject to social distancing, sanitising requirements and regulations as may be issued.

- Level 4:
 - MAT Hearings (written submissions only);
 - Essential SUD meetings; and
 - Essential meetings with suppliers.
- Level 3:
 - MPT Hearings (selected & prioritised);
 - SUD Project Management & Technical meetings; and
 - Directors & Deputy Directors may arrange essential meetings.

The city apologise for any inconvenience caused and requests your support and indulgence in fighting the Covid-19 pandemic.

[signed electronically]

Pieter Swanepoel, Pr.Pln
DIVISIONAL HEAD: CITY PLANNING AND DEVELOPMENT
20 May 2020

Table A: City Planning & Development contact list during Covid-19 Level 4



| Section | Sub-Section | Position | Employee Name | Office Tel nr [selected times] | Cell nr | Email |
|------------------|---------------------------------------|--------------------------|----------------------|-----------------------------------|--------------|-------------------------------|
| Office of the DH | Office of the DH | Divisional Head | Pieter Swanepoel | 012 358 0940 | 072 598 3971 | pietersw@tshwane.gov.za |
| Office of the DH | Office of the DH | Senior Secretary | Vivian Motsepe | 012 358 4513 | | vivianmot@tshwane.gov.za |
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| Spatial Planning | Regional Spatial Planning | Planning Professional | Mpho Morolo | 012 358 7646 | 072 077 5599 | mphomoro@tshwane.gov.za |
| Spatial Planning | Regional Spatial Planning | Planning Professional | Tebello Ramorapelli | 012 358 0991 | 076 187 8733 | tebellor@tshwane.gov.za |
| Spatial Planning | Capital Investment Planning | Deputy Director | Henriette Koch | 012 358 5756 | 082 781 3760 | heriettek@tshwane.gov.za |
| Spatial Planning | Spatial Research, Strategy & Planning | Deputy Director | Namugaya Kisuule | 012 358 7926 | 072 371 8790 | namugayak@tshwane.gov.za |
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| LUMA | Office of the Director | Director | Ashok Sudu | 012 358 7933 | 0833245823 | ashoks@tshwane.gov.za |
| LUMA | Office of the Director | Planning officer | Mariam Ismail | 012 358 8138 | | mariami@tshwane.gov.za |
| LUMA | LUM Region 1 | Deputy Director | Tiisetso Mdovu | 012 358 6588 | 0724033907 | tiisetsoomas@tshwane.gov.za |
| LUMA | LUM Region 1 | Planning Professional | InaMarie Hattingh | 012 358 3601 | 0828724457 | inamarieh@tshwane.gov.za |
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| DC&L | Office of the Director | Director | Nicolene Le Roux | | 0834170522 | nicolenelr@tshwane.gov.za |
| DC&L | Post Approval DC&L | Post Approval Specialist | Gert Muller | 012 358 7402 | | gertmu@tshwane.gov.za |
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| Geomatics | Cadastral Survey Management | Land Surveyor | Rikus Joubert | 012 3587868 | 082 450 3360 | rikusj@tshwane.gov.za |
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