

## To whom it may concern

### **COVID-19 CIRCULAR 7: UPDATE WITH REGARDS TO CITY PLANNING AND DEVELOPMENT OPERATIONAL ARRANGEMENTS**

This circular is in addition to replace Circular 6 issued on 3 July 2020 except for where the context and content is relevant and requires reference to the said Circular. The following arrangements applicable to the City Planning & Development (CP&D) Division is herewith effective, subject to change as may be required.

#### **1. Access to offices:**

- CP&D offices and information counters are occupied by staff on a rotation basis.
- Public access to CP&D offices will be allowed to the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room and First Floor Lobby) and Akasia (Information Counter) by prior appointment.
- Public access to Geomatics information counters will be per the arrangements prior to the lockdown.
- All visitors will be required to wear a face mask and apply hand sanitiser.
- Should a Covid-19 positive case be reported in a building of the division, the city will close such building for sanitising for a period of approximately 48 hours, during which period staff will not be able to access such building.

#### **2. Availability of staff:**

- CP&D staff are able to access the office for normal duties on a rotation basis, with specific arrangements made for staff who are over 60, or have comorbidities or are pregnant.
- CP&D staff as indicated in Circular 6 are available during normal office hours by cell phone, email, office phones or on appointment.
- Office email, office phone contact and appointments are limited given that Directors need to rotate staff at the office in the interest of social distancing.
- Staff who are able to work from home may be allowed to do so by the responsible Director.
- Should you experience difficulty in reaching staff, please escalate the matter to the responsible Deputy Director or Director.

#### **3. Submission of new land development applications**

As per Circular 6

#### **4. Enquiries, Submission and collection of other documentation**

As per Circular 6

#### **5. Advertising, commenting and other compliance periods**

The CP&D Division will not calculate the period of "lockdown" from 26 March up to and including 14 July 2020, 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 or the CP&D Division, 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 thus be extended by 111 days as indicated above for purposes of compliance and submission of documents to this division. New applications and applications submitted but not advertised, may be advertised from 15 July 2020.

Advertising procedure: The intention of the City of Tshwane Land Use Management By-law, 2016 ("LUM By-law") is to ensure that all interested and affected parties and is most concisely captured in Section 41(7) of the LUM By-law:

*"(7) Where any notice is required in terms of this By-law which has the purpose of soliciting public participation, such notices shall be substantially in accordance with the Schedules and Forms to this By-law; provided that;*

*public participation and notices shall comply with **the intention of soliciting comments and objections through public participation is to ensure that the public is properly informed of the land development application brought** in terms of this By-law the Municipality may require the applicant to amplify or supplement the notices in terms of the Schedules and Forms to this By-law."*

There are many challenges not only from the city's side, but also from the side of the applicants and interested and affected parties in having to deal with applications and to ensure that having dealt with these applications, decisions are not challenged based on procedural issues. In view thereof the advertising process set out in Schedule 23 attached hereto has been approved in order for applications to be advertised as set out therein.

## 6. Arrangements wrt meetings

As per Circular 6

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**

**14 July 2020**

