



Economic Development and Spatial Planning City Planning & Development

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To whom it may concern

COVID-19 CIRCULAR 9: UPDATE WITH REGARDS TO CITY PLANNING AND DEVELOPMENT OPERATIONAL ARRANGEMENTS

Further to Circular 8 issued on 17 August 2020, the following arrangements applicable to the City Planning & Development (CP&D) Division are herewith effective, subject to change as may be required.

1. Access to offices:

- Public access to offices is restricted to the identified areas in Isivuno House (First Floor), Centurion Block F (Conference Room & First Floor Lobby) and Akasia (Information Counter).
- Public access to Geomatics information counters will be as prior to the lockdown.
- All visitors will be required to wear a face mask, apply hand sanitiser and keep a physical distance from each other and staff.
- Members of the public is still encouraged to deal with any enquiries electronically and through virtual meetings and communication.

2. Availability of staff:

- CP&D staff are recalled to the office for normal duties so as to have 90% attendance at the office.
- All CP&D staff are available during normal office hours by cell phone, email, office phones or by appointment.
- Staff who are able to work from home may be allowed to do so by the responsible Director.
- If a Covid-19 positive case is reported in a building of the division, the city will close such building/ floor for sanitising for a period of approximately 48 hours or until the building/floor has been confirmed as suitable for occupation again
- 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.

In the spirit of co-operation, applicants are requested to please abide by the protocols for the submission of e-applications to reduce the necessity of rejecting applications that do not comply.

4. Enquiries, Submission and collection of other documentation

As per Circular 6

5. Advertising, commenting and other compliance periods

As per Circular 6 and Schedule 23 of the Tshwane Land Use Management By-law.

6. Arrangements wrt meetings

As per Circular 6.

MPT/MAT hearings will be held as per the MPT Circular dated 13 July 2020.

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

[signed electronically]

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

8 October 2020

