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City of Johannesburg
Department of Development Planning :
Land Use Development Management

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PLANNING CIRCULAR 2/2021/LUDM

Guidelines Regarding Submission and Advertising of Land Development Applications in Land Use Development Management (LUDM)

The purpose of this circular is to provide guidelines to applicants on the steps to be followed when land use development applications are submitted in terms of the COJ Municipal Planning By laws 2016 and the COJ Land Use Scheme 2018 to the Registration section of Land Use Management.

This circular is effective from **01 December 2021**.

Director Land Use Development Management

Date: 18 November 2021

APPROVED / ~~NOT APPROVED~~

Executive Director: Development Planning

Date: 22 November 2021

CONFIRMATION OF THE LAND DEVELOPMENT APPLICATION SUBMISSION PROCESS:

1. Land Development Applications are submitted via e-mail to the Land Use Applications e-mail address LandUseApplications@joburg.org.za
2. The Department prefers the submission via e-mail, as all further processes after submission are done electronically, and applications not submitted via e-mail must first be converted to electronic copies.
3. Applicants that do however have no option and need to submit hard copies, can do so at Thuso House Customer Services Centre, located at 61 Jorissen Street Braamfontein.
4. Manual hard copies of applications cannot be submitted at the Registration Section at the Metro Centre in Braamfontein, as there are currently no cashiers to receive payments.
5. On verifying complete submissions on e-mail submitted applications, the Registration Section will e-mail an invoice to the applicant. The e-mail also includes the payment process.
6. **The process includes the step that the applicant must e-mail proof of payment to the Finance Department at DpPayments@joburg.org.za.**
7. **Once the Finance Department confirms that payment has been received, a journal entry, is send back to the applicant. It looks like this:**

01/04/2021	LUM5057/205471	30/03/2021	973,00	104109725
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8. **The Applicant must send this journal entry back to LandUseApplications@joburg.org.za.**
9. At this point the application is deemed **complete** for submission and registration purposes and can be registered.
10. The Registration Section requires this journal entry to complete the process, if the proof of payment is not sent to the Finance Department, application cannot be registered.
11. Once the application is registered, the circulation officers send the applicant the acknowledgment letter that will include the application reference number.

12. The Applicant can now proceed to do public participation / advertising if required as per the by-laws.
13. **Individual staff members e-mail addresses may not be used for the submission of applications as those e-mail address have limited capacity and cannot handle applications loads, it is therefore crucial that applications are submitted via the dedicated email for land use applications.**

ADVERTISING GUIDELINES DURING COVID-19

During the period affected by the national lockdowns, applications that are advertised shall comply with the following procedures:

1. Advertisements, letters, and site notices **must** include the CoJ LUM application reference number. You may only proceed to advertise once you have received the reference number.
2. Contact the Registration Section Operations Managers to assist with reference numbers if you have not received an acknowledgment letter that includes the reference number within 7 days from submitting your journal entry received from the Finance Department to the Land Use Applications e-mail address (LandUseApplications@joburg.org.za).
3. The Advertisements, letters, and site notices shall include a clause, with the necessary contact details, telephone number and e-mail address, that the owner / agent shall be responsible to provide any interested party free of any costs, on request, with a copy of such application documents.
4. The following e-mail address must be included for the submission of objections, ObjectionsPlanning@joburg.org.za.
5. **Individual staff members e-mail addresses may not be used for objections as those e-mail address have limited capacity and cannot handle objection loads. This is also to ensure that objections are coordinated at a central point and to avoid misplacement of objections.**
6. The advertisements, letters, and site notices shall include a clause indicating that objectors should use the CoJ LUM application reference number in objections. This will assist in allocating objections to the correct application.
7. Should the applicable national lockdown level restrict the day-to-day movement of the general public, advertising of land development applications, will not be permitted. Applications that require advertising for public participation during such strict lockdowns

are pending and will only be advertised once lockdown levels allow for general public participation on planning matters.

8. Should, for any unforeseen reason, the advertisements, letters, and site notices do not appear on the same date, please notify the Registration Section of the Department of Development Planning in this regard, that arrangement can be made to extend the advertising period to cover the full period of notifications. In some instances, application may require re-advertising.
9. Advertisement, letters, and site notices may not indicate the CoJ buildings such as the Metro Centre & Metro Link as venues for the viewing of applications, this is to avoid overcrowding of these buildings and regular decontamination has to take place. Applicants and agents shall be responsible to provide any interested party free of any costs, on request, with a copy of such application documents. The department has also made arrangements that viewing of applications is done via the City's e-platform indicated on point 11 below.
10. Applications advertised prior to registration, may require re-advertising.
11. Applications advertised in the Provincial Gazette will be placed on the City's e-platform for access by the public to inspect the application. (www.joburg.org.za). The Department will attend to this, once an application reference number has been allocated.