

PED: BUILDING DEVELOPMENT MANAGEMENT

Molo

Dumela

Ndaa

Hello

Avuxeni

Lotjhani!

Sawubona

Goeie Dag

...and Welcome to this Presentation
on how building plan application **BPAMS process works**

(Download our FAQ's on our website for more info.)



STELLENBOSCH

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1. PRE- BUILDING PLAN APPL. PHASE (PREPARATION)

- Download Plan Application Forms from Stellenbosch Municipal website
- Complete Plan Application with checklist documentation (Sections A-E)
- Add other pre-scrutiny consents e.g. HWC, Town Planning, EIA, etc.
- Prepare plans according to Administration SANS 10400, Part A
- Applicant to upload application to the AFLA portal link to get ID no.

Important Legislation:

- NBR, Act 103, 1977, s4(1)
- SANS 10400 – Part A (A2)
- **Spatial, Heritage, Town Planning**
- **Other impact assessments**

Application ID number is/2022

APPLICANT SUBMITS PLANS ONLINE ONLY

- Building plan application will be received by Client Interface (C/I) Officer at Building Development Admin, sign the checklist for correctness, to next stage...
- **If not correct, STOP!, AND the plan application will be returned to applicant to complete application in full before proceeding on BPAMS**

- NBR, Act 103, 1977, Part A
- SANS 10400 – Part A: 2011
- Stellenbosch Municipality SOP
- JD /SOP procedure
- BPAMS –**B**uilding **P**lan **A**dmn. **M**anagement **S**ystem.



2-3 working days

FEE CALCULATION

- Customer Interface Officer e-mails plan application to Plan Examiner to...
- Calculate scrutiny fees according to council Tariff structure
- Plans Examiner fee calculations form is verified by the BCO before...
- C/I Officer e-mails a formal scrutiny fee invoice to applicant for payment to the applicant for POP (proof of payment).

- Council Approved Tariff Structure
- JD /SOP procedure



Time pending on Applicant

FEE PAYMENT DONE BY APPLICANT/OWNER

- Applicant to pay invoice via EFT or at cashier
- Applicant to send proof of payment (POP) to client officer
- After proof of payment has been verified by our Finance Department
- then the interdepartmental circulation process can start on BPAMS.
- End of Administration process.

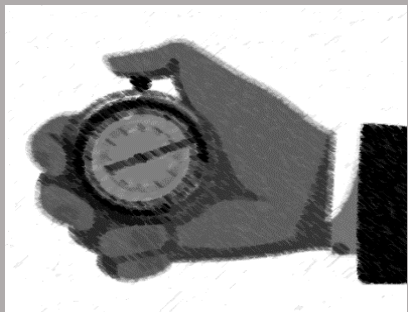
- NBR & SANS 10 400, Section 7(1)
- **Plan Appl. <500msq = 30 days**
- **Plan Appl. >500msq = 60 days**



IMPORTANT NOTE!!!

The legislation timeframe for
processing of the Building Plan
Applications
(New or Revised)
only starts now...

1



1 day

THE CLOCK STARTS NOW!

- The Plan Application starts circulating on BPAMS to all departments
- This application number also appears on the invoice/2022
- This stage also activates the **online tracking App. %** for applicants/owners to check plan progress **IN REAL TIME**
- This tracking feature will be better developed in v2 during 2022

2



DEPARTMENT PLAN CIRCULATION PROCESS

- Building plan applications will circulate to applicable departments (via BPAMS internal email system) for 14 days.
- The Client Officer/BPAMS will send a reminder follow up email after the first 7 days of the circulation process and again after 14 days.
- All the application documentation remains on the BPAMS portal for safe-keeping and Archive purposes.

(for Legislative time frames)

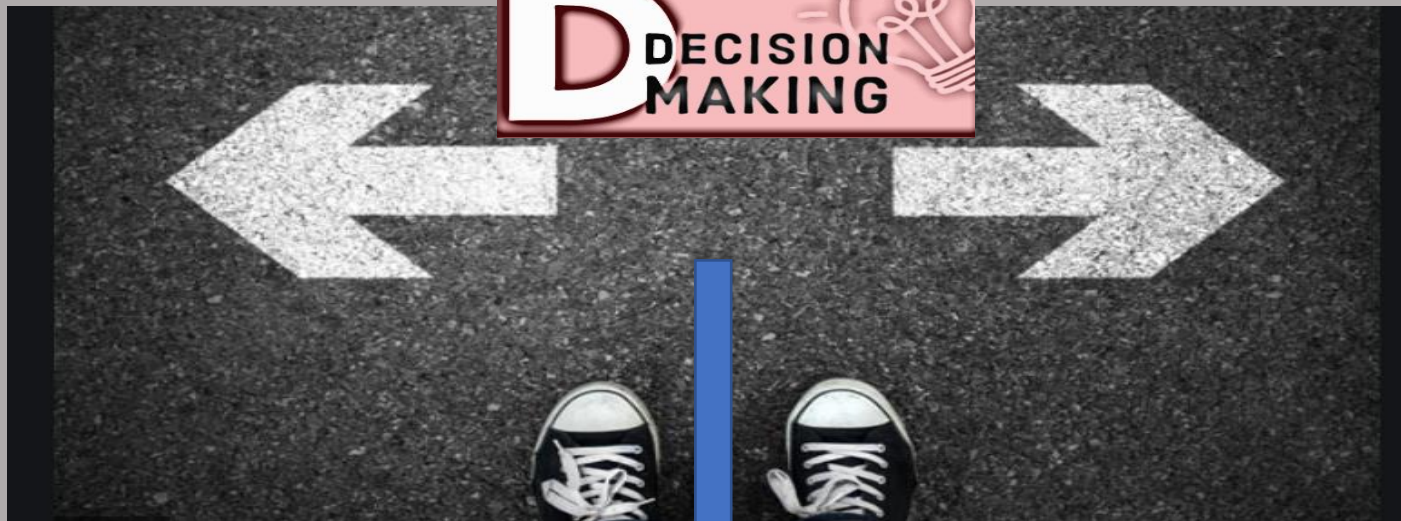
Important Legislation:

- NBR, Act 103, 1977 (7(1))
- **Plan Appl. <500msq = 30 days**
- **Plan Appl. >500msq = 60 days (working days – Mon to Fri)**

Internal Departments: PAC, Town Planning, Engineers (Roads & Elect.), Fire, Greening, Traffic, Roads, incl. Plans Examiner.

External Departments: HWC, Health at Cape Winelands

D DECISION MAKING



3



BCO

10 working days

DEPARTMENTS RECOMMENDATIONS COLLECTED

- Building Plan Administrators to collect recommendations via BPAMS
- Once recommendations are received, it is forwarded to the Building Control Officer (BCO) for recommendation in terms of Section 7, NBR of Act 103 of 1977.
- BCO recommendations letter compiled for approval/refusal with department comments.

Important Legislation:

- NBR, Act 103, 1977(Section 6 & 7)
- System of Delegations

4



BDM MANAGER

4 working days

FINAL DECISION-MAKER – BDM MANAGER

- The BCO recommendation letter is forwarded to the Building Development Manager for final decision-making as per council-approved delegations
- Manager will check processes and all departmental recommendations & make the final refusal/approval decision (with signed stamp)
- Discrepancies between recommendations to be discussed with the BCO for amendments and adjusted before dispatching.

- NBR, Act 103, 1977(Section 7)
- System of Delegations (2015)

5



BPA

1 day

OUTCOME RETURNED TO APPLICANT

- Building Plan Admin. (BPA) informs the **applicant and the registered owner** of the outcome via email.

- NBR, Act 103, 1977(Section 7)
- PAJA, Act 3, 2000



LEGISLATIVE CLOCK STOPS!!

REFUSED

APPROVED!!

Applicant collects plans and complies with NBR (Section 4(1))



6



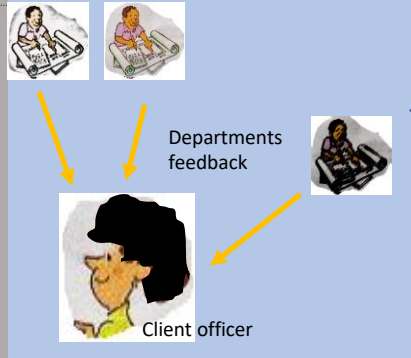
APPLICANT GETS NOTIFIED & AMENDS PLANS

- Applicant is emailed Notice of Refusal with noted amendments required
- Applicant to discuss items with applicable departments (contacts on Notice) & re-submits **ALL** completed amendments on amended plans to Building Plan Administrator for re-circulation as a REVISED PLAN APPLICATION.

2nd CLOCK STARTS!!

1 day

7

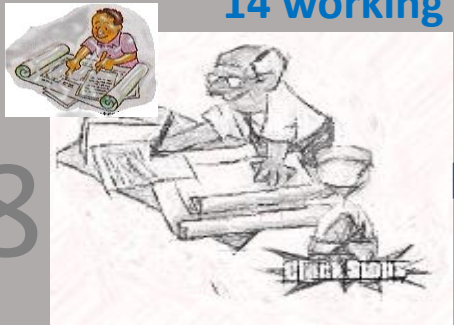


RE-CIRCULATION OF PLANS

- Only plan submissions will circulate to applicable departments and inter-departments (via BPAMS internal email system) for 7-14 days
- Building Plan Administrators will send a reminder follow up email after the first 7 days of the circulation process & after 14 days again.
- All the application documentation remains on the BPAMS portal for safe-keeping and Archive purposes.

14 working days

8



BCO RECOMMENDATION & MANAGER FINAL DECISION

- The BCO amends recommendation letter that is forwarded to the Building Development Manager for final decision-making as per council-approved delegations.
- Manager will re-check processes and all departmental recommendations, making the final refusal/approval decision (with signed stamp).
- Discrepancies between recommendations to be discussed with the BCO for amendments and adjusted before dispatching.

14 working days

9



OUTCOME RETURNED TO APPLICANT

- The Client Officer informs the applicant of the outcome via email

2nd CLOCK STOPS!!

REFUSED again → Back step 6

Important Legislation:

- NBR, Act 103, 1977 (Section 5)
- 12 months allowed to complete amendments
- **Note that NEW or REVISED plan applications take the same legislative timeframe to process i.t.o. s7, NBR.**

- Plans only to circulate to applicable departments for re-evaluation.

- NBR, Act 103, 1977(Section 7)
- System of Delegations
- 12 months allowed to complete amendments

APPROVED!!

Applicant receives approved plans and complies with NBR (Section 4(1))

