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Ref: Pending S118 Applications for  
PBDM

2015-02-12

**Attention: Property Committee  
Cape Law Society**

Conveyancing Attorneys  
City of Cape Town

### **S118 Applications – Pending Planning and Building Development Management - Application**

A pending or error message will be sent by the City of Cape Town should a S118 application fail any of the validations. Some of these pending matters need to be investigated and resolved by other Departments other than Revenue, i.e. Planning and Building Development Management.

Below a list of the Pending matters that need to be resolved by Planning and Building Development Management, Cadastral Section, Head Office, before financial values can be issued. The below information includes the expected turnaround time, if additional documents are required to assist in resolving the issue as well as the e-mail address where the documents can be submitted to. An e-mail address is also provided where SG approved diagrams can be submitted to when a new Sectional Title scheme need to be created before S118 applications can be submitted. The agreed turnaround time with Planning and Building Development Management is 5 days depending that all the correct information was provided; if not the Conveyancer will be informed if further information or further investigation into the matter is required.

When sending an e-mail to Planning and Building Development Management, Cadastral Section, Head Office, on any of the matters as listed below, please note the following requirements for the e-mail:

- In the Subject Field - Please insert the wording RC followed by the applicable message as highlighted below
- E Mail contents - Please insert and highlight the Case Number as well as the property details

#### **Property Does Not Exist**

- Reason - Property not created on Land Use Management (LUM) system
- Require - SG Diagram
- Turnaround Time - 5 Working days
- E Mail Address - [PVCCadastral.Queries@capetown.gov.za](mailto:PVCCadastral.Queries@capetown.gov.za)

**Legal Status (Executable)**

Reason - Property Legal status on Land Use Management (LUM) is anything other than Registered / Confirmed / Approved

Require - Nothing

Turnaround Time - 5 Working days

E Mail Address - [PVCCadastral.Queries@capetown.gov.za](mailto:PVCCadastral.Queries@capetown.gov.za)

**Legal Status (Lineage)**

Reason - Parent erf values not pulling through to case on application of the sub divided (children) erf

Require - SG Diagram

Turnaround Time - 5 Working days

E Mail Address - [PVCCadastral.Queries@capetown.gov.za](mailto:PVCCadastral.Queries@capetown.gov.za)

**Property Remainder Mismatch**

Reason - Property description for application does not match City of Cape Town records

Require - SG Diagram

Turnaround Time - 5 Working days

E Mail Address - [PVCCadastral.Queries@capetown.gov.za](mailto:PVCCadastral.Queries@capetown.gov.za)

**Sectional Title Scheme Application Not Created**

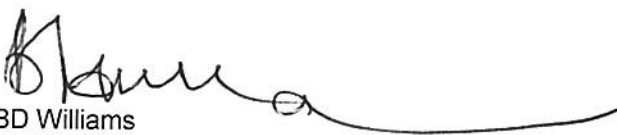
Reason - New Sectional Title Scheme not created on Land Use Management (LUM) system

Require - SG Diagram

Turnaround Time - 5 Working days

E Mail Address - [Sectitle.Sap@capetown.gov.za](mailto:Sectitle.Sap@capetown.gov.za)

Yours faithfully



BD Williams  
 Manager: Debtors & Cash  
 Revenue  
 City of Cape Town  
**OBO Chief Financial Officer**