



City of Johannesburg Electronic Landuse Application Submission

Department of Development Planning, 2020

Notice is all Land Use Applications can now be submitted electronically via the email address



LanduseApplications@joburg.org.za

All Application requirements and process are available on the website:

www.joburg.org.za/landuse

Any queries can be directed to the following telephone number or email queries 

Ridwan Mahomed	011-407-6202	Ridwanm@joburg.org.za
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www.joburg.org.za

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1. APPLICATION PROCESS

City of Johannesburg



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LAND USE EMAIL APPLICATION SUBMISSION

LanduseApplications@joburg.org.za

In light of the Coronavirus (COVID-19) National Lockdown regulations. **Advertising** is excluded in this new Land Use Application process. Further communication will be provided of new measures.

1 APPLICATION SUBMISSION

From anywhere, anytime

Submit your application to the email address:
LanduseApplications@joburg.org.za
via PC or Mobile device.

Attach Required Documents

Email Format:

- Names
- Company
- Contact Details
- Application Type

Application Template/ Requirements
Available www.joburg.org.za/landuse

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2 SCREEN APPLICATION & GENERATE INVOICE

CoJ Official Generates Invoice

Once CoJ Official is satisfied with the completion and legal compliance of the application, an Invoice is generated. Applicant is forwarded an Invoice for payment.



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3 MAKE PAYMENT

EFT Payment and Submit Proof of Payment

CoJ Official screens your application. Once satisfied, an Invoice will be generated and forwarded to you the Applicant for payment.

Bank: Standard Bank
Account Name: City of Johannesburg
Account Number: 000363 286
Branch Code: 000-205
Your Reference: Invoice Number
Email Proof of Payment: DPPayments@joburg.org.za



**Application will only be processed once payment made*

Application is processed and reference number generated.
***Applicant will use this reference number to track status of their application.**



WWW.JOBURG.ORG.ZA
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2. APPLICATION DOCUMENTS

As an Applicant, you are required to adhere to the stipulated naming convention when submitting your PDF documents. By following the stipulated guidelines when submitting your applications, you will greatly assist us in effectively and efficiently processing your documents.

2.1 DOCUMENT NAMING CONVENTION

The following tables are the naming conventions to be used when you submit an application.

Table 1: Application Naming Convention

Naming Convention	ApplicationType_Township Name_Erf Number_Doc Number
Example	Rezoning_Houghton_223_1

Please follow the same naming convention when submitting additional or updated documents.

2.3 ADDITIONAL REQUIRED DOCUMENTS

Along with the application form and required documents as shown on Table 4 a comprehensive Motivational report in support of the application is required. The Motivational report should include information on the existing development, current zoning rights and detail on the new requested zoning.

Table 2:

Naming Convention	Rezoning_Houghton_223_plans
Example	A locality plan of the area, a land use map and a zoning and density zoning plan surrounding immediate area.

Table 3

Naming Convention	Rezoning_Houghton_223_develop_proposal
Example	Proposed site development plan, where required, showing, inter alia and parking lay out.

Table 4 are the required documents specifically for Rezoning applications. Required documents differ according to an application type submitted.

Table 4: Additional Required Documents

Application Information (Form A)	
1.	Power of attorney (if applicable – Form B)
2.	Company Resolution (if applicable – Form C)
3.	Table of existing and proposed rights (Form D)
4.	Registered title deed for each erf that is included in the application.
5.	Details of bond holder as well as the bond holder’s consent relevant to the application. (if applicable)
6.	Comprehensive motivational report in support of the application, including, but not limited to information on the existing development on and zoning of the land, information on the proposed use and zoning of the land
7.	Locality plan of the area
8.	A land use map of the surrounding immediate area
9.	Zoning and density zoning plan surrounding immediate area
10.	The proposed scheme clauses, schedules, maps and annexures.

ADVERTISING OF APPLICATIONS

All applications that require advertising for public participation will be pended and will only be advertised once lockdown levels allow for general public participation on planning matters.

SUBMISSION OF OBJECTIONS

Objections to applications continue to be submitted to ObjectionsPlanning@joburg.org.za, but however needs to be read the rules pertaining to Advertising.

LAND USE MANAGEMENT FORMS (DOWNLOADS)

1. Appeal Process Information
2. Application Manual
3. Fee Schedule 2019 -2020
4. Township
5. Subdivision Consolidation
6. Division
7. Removal
8. Sectional Title
9. Excision
10. Borehole
11. Written Consent
12. Site Development Plan
13. Spaza House Shop
14. Consent Use
15. Building Line
16. Rezoning