



# 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



**LegalAdminApplications@joburg.org.za**

All Application requirements and process are available on the website:

[www.joburg.org.za/landuse](http://www.joburg.org.za/landuse)

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

Hector Makhubo	011-407-6559	HectorMa@joburg.org.za
Thabo Underman	011-407-6707	ThaboU@joburg.org.za



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[www.joburg.org.za](http://www.joburg.org.za)

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# 1. APPLICATION PROCESS

# City of Johannesburg



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## LEGAL ADMINISTRATION APPLICATION SUBMISSION

**LegalAdminApplications@joburg.org.za**

This new application process is in response to the Coronavirus (COVID-19) National Lockdown regulations.

### 1 MAKE PAYMENT

#### EFT Payment and Submit Proof of Payment

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

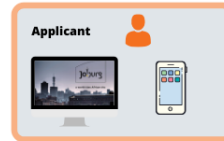
**Bank:** Standard Bank  
**Account Name:** City of Johannesburg  
**Account Number:** 000 363 235  
**Branch Code:** 00-205

**Email Proof of Payment:** DPPayments@joburg.org.za

*\*Application will only be processed once payment made*



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### 2 APPLICATION SUBMISSION

From anywhere, anytime

Submit your application to the email address:  
**LegalAdminApplications@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](http://www.joburg.org.za/landuse)



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### 3 SCREEN APPLICATION & PROVIDE FEEDBACK

#### CoJ Official Generates Invoice

Once CoJ Official screens application for legal compliance. Feedback is then provided to the applicant.

If application satisfies all requirements it is forwarded to the relevant Unit for processing.



**Application is processed and reference number generated.**

**\*Applicant will use this reference number to track status of their application.**



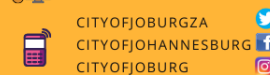
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## **2.LIST OF DOCUMENTS**

1. Certificate Re-Consolidation
2. Extension of Time
3. Notarial Deed of Servitude
4. Notarial Tie of Erven
5. Release of Gaurantee
6. Section 34.5) or 37.(1) Create Re-Subdivision
7. Section 29.(1) Certificate