



**Directorate Planning and Development**  
**City Planning & Property Management**

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**INTERIM MEASURES AMID COVID-19 LOCKDOWN IN TERMS OF SECTION 6.7 OF THE DISASTER MANAGEMENT ACT 2002: AMENDMENT OF REGULATIONS ISSUED IN TERMS OF SECTION 27(2) AS GAZETTED ON THE 29 OF MAY 2020**

**BACKGROUND**

The Business Units City and Regional Planning in its role to support essential services has initiated measures to implement a number of services during the current COVID-19 National Lockdown Level 3.

**OPERATIONS**

The COVID-19 pandemic has undoubtedly changed the way we live our lives and the way we do business. The Department understands the necessity of its services and will make the following available:

***CITY PLANNING AND PROPERTY MANAGEMENT SBU***

**A. Land Use Management**

Processing of applications in terms of Clause 33 of the Polokwane/Perskebut Town Planning Scheme 2016 and Clause 22 of the Polokwane Land Use Management Scheme 2017 that are currently in the system, complete and do not require outstanding comments from internal departments, State Departments and no public participation will be processed. Electronic submission on Land Use Applications in terms of Clause 33 of the Polokwane/Perskebut Town Planning Scheme 2016 and Clause 22 of the Polokwane Land Use Management Scheme 2017 will as well be accepted.

All other applications that require pre-consultation and advertisement will also be accepted through electronic submission to the email provided for Rezoning and Township Establishment, amendment of the general plan, removal of restrictive conditions and other applications that requires public participation will be accepted and be issued with the permission for advertisement thereafter through registered mail to individual physical addresses. All application, that are already in the system and complete will be processed and concluded by the Municipal Planning Tribunal as guided by COVID 19 regulation.

The Department will accept new applications and also be processing all certificates from January 2021. The applications can be submitted to the following email [LDA@polokwane.gov.za](mailto:LDA@polokwane.gov.za) through a link if the file is more than 10mega bites (mb) or in part.

Once the applications are submitted, an invoice will be issued to applicants, with details for an EFT payment. Applications will only be processed once proof of payment is received and the public participation conducted.

Submission of application or any objections to applications should be submitted to [LDA@polokwane.gov.za](mailto:LDA@polokwane.gov.za) and copied to the Managers as per the email below on table.

**That any objection that may be lodged, an objector will be able to view the file during working hours and will have to schedule for such viewing in order to be provided with a viewing place for application. No copies will be issued out to the objectors.**

In case of public participation, the applicant should take note that all the application that requires public participation will be sent to the adjacent neighbour through a registered mail, Newspaper advertisement and Gazette notice. For in case of those applications that demand only adjacent owners consent, the following will be considered for serving of the adjacent owners notice or consent:

- The use courier or registered mail for the serving of notice and proof be provided.

NB: Enquiries and follow-ups on applications will be limited to email or telephone call to the contacts listed below or agreed as per appointment but subject to COVID 19 regulation compliance. Additional supporting documents or outstanding documents must be communicated through email as provided above.

Applications from our Rural area will be communicated once arrangements with the Traditional Local Authority for submission for eg. Spaza and general dealers etc in terms of section 74 of the By-Law 2017 or forms can be downloaded from the municipal website or be requested telephonically or through email with details under section of Land Use Management Officials as provided below.

General communication with applicants will be done through email or telephone to the provided contacts below.

## **B. Convening of Municipal Planning Tribunal (MPT)**

The MPT will reconvene under Level 3 for all applications as guided by the stipulations of Covid-19 essential municipal services will then only be convened and conducted using media platforms, such as teleconferencing and videoconferencing, where practically possible; unless on exceptional circumstances, tribunal hearing will then only be convened and conducted using media platforms.

For more information, please contact Trevor Maenetja, on [LDA@polokwane.gov.za](mailto:LDA@polokwane.gov.za) or [trevorm@polokwane.gov.za](mailto:trevorm@polokwane.gov.za) or 067 166 4684 and the Manager City Planning below.

## **C. Building plan assessment and OC under City Planning**

### **1. Building plan assessment**

Building plans are received from the Housing and Building Inspectorate for Town Planning comments/scrutiny in line with the Polokwane Perskebult Town Planning Scheme, 2016

Building plans are circulated to the Town Planning unit in the form of hard copy files, an electronic platform of submission and circulation of plans will be implemented once the system is in place.

There are pending hardcopy building plans still circulating at Town Planning, those will have to be finalised and electronic comments will be circulated back to Housing and Building inspectorate.

There are number of applications that result from building plans scrutiny namely;

- Relaxation of Building lines,
- Relaxation of Coverage. Height and F.A.R (Those will follow the Land Use application process provided for under **subsection A** above)

For Relaxation of Building lines application, an invoice will be issued to applicants and attached in the Building plan file, with details for an EFT payment. The Building plan will only be processed once proof of payment is received

## 2. Outdoor Advertisement and Illegal Land Uses

Outdoor advertising applications can be submitted electronically to [LDA@polokwanegov.za](mailto:LDA@polokwanegov.za)

The reporting of Illegal Outdoor advertising and Illegal Land Uses must be made to the Planning Control and Outdoor advertising officials which will be forwarded to law enforcement to enforce as mandated by the **Disaster Management Act 2002 and Amendment of Regulations issued in terms of Section 27(2)**

Enquiries and follow-ups on Building plan comments/ outdoor advertising applications and projects will be limited to email or telephone call to the contacts listed below. Additional supporting documents or outstanding matters must be communicated through email as attached to outdoor advertisement and control Division..

### D. Spatial Planning

All policies will be sent electronically for comments and inputs. This will include internal and external stakeholders.

Internal stakeholders will be sent policies through email for comments and inputs, whilst for external stakeholder's public participation will be done in terms of section 21 of the Municipal System Act, 2000. This includes placing notices on local newspapers, municipal websites, cluster offices and any other media platform in order to obtain comments and inputs. Communication and Legal services Support SBU will also assist with the process.

All comments and inputs should be forwarded to Spatial Planning as attached above to the table..

Name	Designation	Contact	Email
Edwin Shika	Manager City and Regional Planning and Authorised Official (AO)	081 387 0876	<a href="mailto:edwins@polokwanegov.za">edwins@polokwanegov.za</a>
Prudence Raletjena	Chief Town Planner: Spatial Planning	081 783 0903	<a href="mailto:prudencer@polokwane.gov.za">prudencer@polokwane.gov.za</a>

Tshepo Sebola	Senior Planner: Planning	Town Spatial	083 667 8538	tshepos@polokwane.gov.za
Donald Mazwi	Assistant Planner: Planning	Town Spatial	067 103 7828	donaldma@polokwane.gov.za

## E. Property Management

The office will be operating through appointments and observe COVID 19 regulation. No consultation without appointment.

The team shall not receive members of the public for fear of Covid-19 infection. Should the need arise at a later date for physical close contact, that could only be possible if the employer had put in place measures as so advised by the Minister of Employment and Labour, compliant to OHS regulations.

NAMES OF EMPLOYEES: WEEK ROTATIONAL PROGRAM				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Marco Nolte	Marco Nolte	Takalani Nemukombane	Takalani Nemukombane	<b>LEDILE MOHOLOLA</b> <b>MAHLOGONOLO MATSOMANE</b> <b>MR META</b> <b>ISAAH MONYAI</b>
Azwi Ramala	Azwi Ramala	Kgaogelo Kgatjepe	Kgaogelo Kgatjepe	
Nare Sebola	Nare Sebola	Judith Mariri	Judith Mariri	
Sydwell Mabapa	Sydwell Mabapa	Pheegane Matlakala	Pheegane Matlakala	
Donald Mazwi	Donald Mazwi	Mavis Vele	Mavis Vele	
Kabi Thamaga	Kabi Thamaga	Tshepo Sebola	Tshepo Sebola	Mulaudzi Tshifhiwa Portia
Mulaudzi Tshifhiwa Portia	Suzan Dibakwana	Mulaudzi Tshifhiwa Portia	Suzan Dibakwana	Suzan Dibakwana

The following officials will be working from home and submit work on Fridays:

- LEDILE MOHOLOLA
- MAHLOGONOLO MATSOMANE
- MR META
- ISAAH MONYAI
- MAVIS VELE

NAME	DESIGNATION	CONTACT	EMAIL
<b>Manager city Planning and Property management</b>			
All submission or correspondence to the division must be sent to <a href="mailto:LDA@polokwane.gov.za">LDA@polokwane.gov.za</a> and copied to the relevant personnel email below.			
Edwin Shika	Manager City and Regional Planning and Authorised Official (AO)	081 387 0876	<a href="mailto:edwins@polokwanegov.za">edwins@polokwanegov.za</a>
<b>Land use Management contact</b>			
<b>All matters related to land development application can be queried to the following officials</b>			
Yasmin Gani	Chief Town Planner: land use management	083 669 5121	<a href="mailto:yasming@polokwane.gov.za">yasming@polokwane.gov.za</a>
Marco Nolte	Senior Town Planner: land use management	081 559 9575	<a href="mailto:marcon@polokwane.gov.za">marcon@polokwane.gov.za</a>
Takalani Nemukombane	Senior Town Planner: land use management	081 479 0336	<a href="mailto:takalanin@polokwane.gov.za">takalanin@polokwane.gov.za</a>
LedileMoholola	Town Planner: land use management	081 031 3914	<a href="mailto:ledilem@polokwane.gov.za">ledilem@polokwane.gov.za</a>
Azwinndini Ramala	Assistant Town Planner: land use management	081 373 5468	<a href="mailto:azwinndinir@polokwane.gov.za">azwinndinir@polokwane.gov.za</a>
Kgaogelo Kgatjepe	Assistant Town Planner: land use management	067 1027009	<a href="mailto:kgaogelok@polokwane.gov.za">kgaogelok@polokwane.gov.za</a>
<b>Outdoor Advertisement and building control</b>			
<b>All matters related to Building Plans can be queried to the following</b>			
Mavis Vele	Town Planner	083824 9866	<a href="mailto:MavisV@polokwane.gov.za">MavisV@polokwane.gov.za</a>
Tshepo Sebola	Acting Chief Town Planner	0836678538	<a href="mailto:Tshepos@polokwane.gov.za">Tshepos@polokwane.gov.za</a>
<b>Spatial planning</b>			
<b>All matters related to Policies can be queried to the following</b>			
Prudence Raletjena	Chief Town and Regional Planner	0817830903	<a href="mailto:PrudenceR@polokwane.gov.za">PrudenceR@polokwane.gov.za</a>
Tshepo Sebola	Senior Town Planner	0836678538	<a href="mailto:TshepoS@polokwane.gov.za">TshepoS@polokwane.gov.za</a>
Mahlogonolo Matsomane	Town Planner	0832707427	<a href="mailto:Mahlogonoloam@polokwane.gov.za">Mahlogonoloam@polokwane.gov.za</a>
Mazwi	Assistant Town Planner	0152902075	<a href="mailto:Donaldma@polokwane.gov.za">Donaldma@polokwane.gov.za</a>
<b>Property management</b>			
<b>All matters related to properties can be queried or get advice from the following</b>			
Morris Maleka	Assistant manager	0836240858	<a href="mailto:morrism@polokwane.gov.za">morrism@polokwane.gov.za</a>

	property management		
Judith Mariri	Senior Property Officer	0813586602	<a href="mailto:Judithm@polokwane.gov.za">Judithm@polokwane.gov.za</a>
Sydwell Mabapa	Senior Property Officer	0671608149	<a href="mailto:SydwellMa@polokwane.gov.za">SydwellMa@polokwane.gov.za</a>
Pheegane Matlakala	Property Officer	0671603010	<a href="mailto:PheeganeM@polokwane.gov.za">PheeganeM@polokwane.gov.za</a>
KabeloThamagana	Property Officer	0736234582	<a href="mailto:KabeloT@polokwane.gov.za">KabeloT@polokwane.gov.za</a>