

# Western Cape Portal Workflow

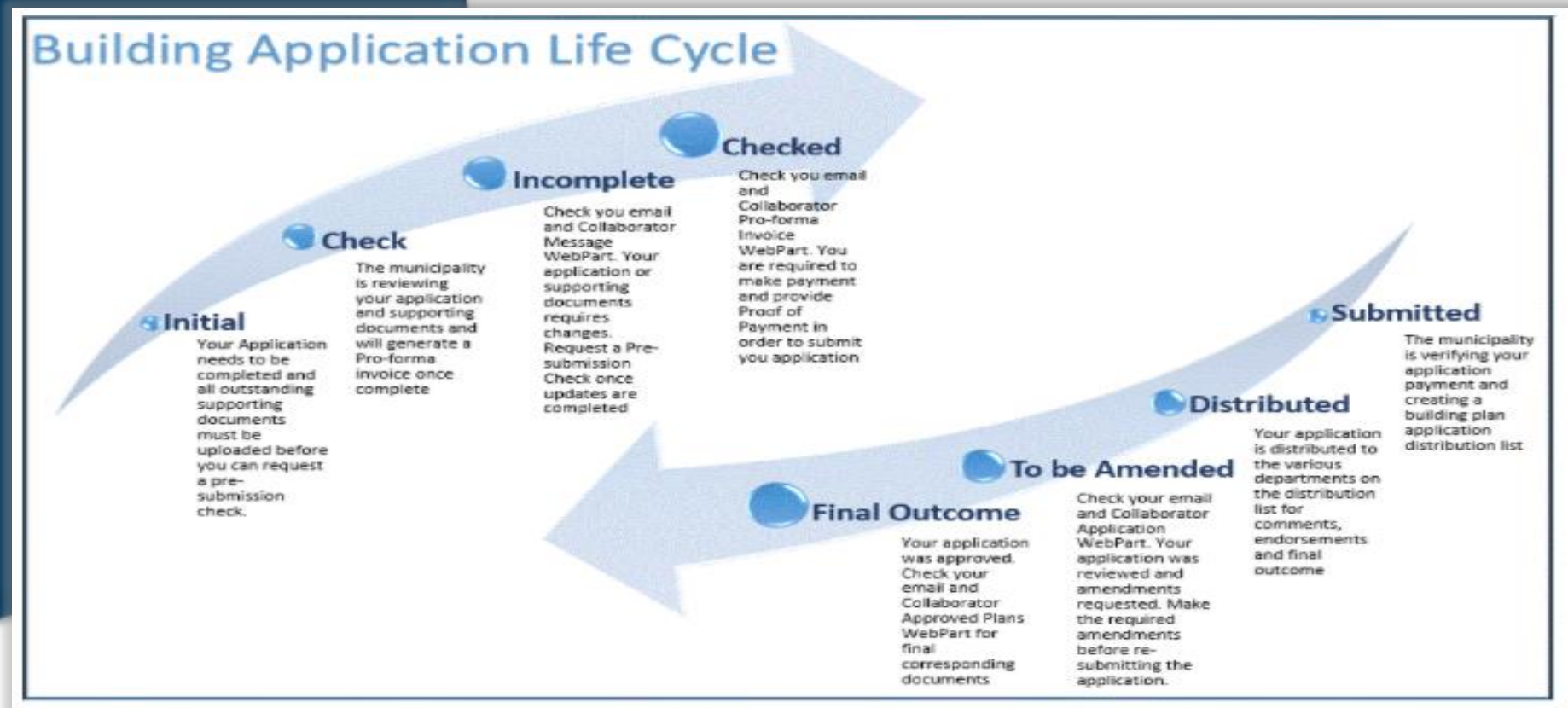


# THE AIM OF THE ELECTRONIC BUILDING PLAN APPLICATION

The aim of the online Building Application Process is to allow for a more efficient way to register a building plan. The online application allows homeowners/architects to log onto the website and monitor the progress of the online applications without having to physically come to the Municipality.



## Building Application Life Cycle

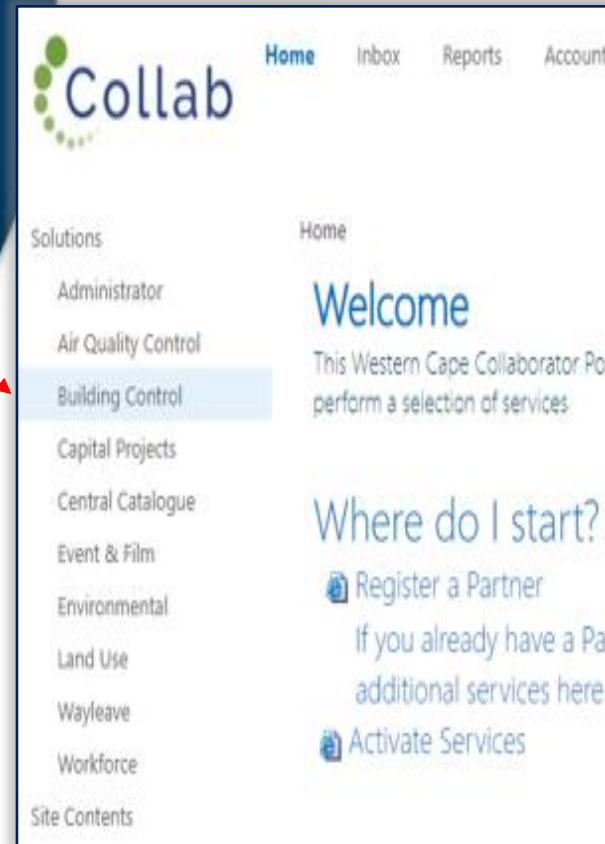


# REGISTER A BUILDING PLAN APPLICATION

After the user and partner account has been registered. You will be able to upload the Building Plan Applications.

On the Landing Page select Building Control, then Building Plan Application.

On the Web Part Practice, the Practice that was previously registered will appear.



# REGISTER A BUILDING PLAN APPLICATION

On the Web Part Practice, the Practice that was previously registered will appear.

Click on the Action Button, and select Add Building Plan Application. An online application will display

Action	Registration Number	Practice / User Name	Professional Entity
		business	
...	630789	Business Engineering (pty) LTD	Not Applicable
...	832266	Great Brak River Business Forum	Not Applicable

## Let's get started...

To initiate a new application click on the New Building Plan Application link below.

[Can't see the link?](#)

Activate Services against your User Account

### [New Building Plan Application](#)

This form allows the user to initiate a new building plan application

# REGISTER A BUILDING PLAN APPLICATION

The Task “Add Building Plan Application” will open  
All required fields will need to be completed, as well as all the blue tabs (Location, Owners, Application, Checklist, Architectural Practitioner and Invoicing).  
Click on Submit once done

Extension Reference	1331744	//
Userid	ADMIN	//
User Name	System Administrator	//
User Email		//
Name		//
Completed Application Task		//

**Location** | Owner | Application | Checklist | Architectural Practitioner | Invoicing

Municipal Area *	Land Type *
<input type="text"/>	Erf <input type="text"/>
Erf Number	Unit Number
<input type="text"/>	<input type="text"/>
Property Type *	Area of Erf / Farm (m2) *
<input type="text"/>	<input type="text"/>
Town *	<input type="text"/>
Suburb / Estate *	<input type="text"/>
Street / Access Road Name *	<input type="text"/>

This page can not be submitted. Move to the highlighted field(s) and hover with your mouse over the red asterisk next to the field to determine what the problem is.

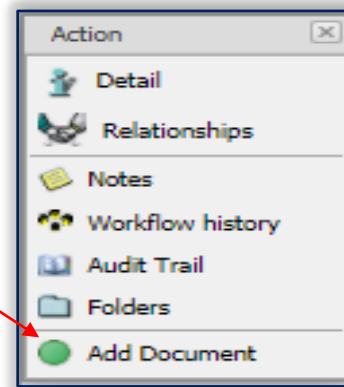


# UPLOADING SUPPORTING DOCUMENT

When the application has been loaded you will need to upload the supporting documents. Highlight the Application and the Web Part 'Outstanding Supporting Documents' will show all the documents that need to be uploaded

Select the Action Button and click on 'Add Document'.

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description
...	1331752	1	Title Deed	Title Deed
...	1331753	2	SACAP	SACAP
...	1331754	3	SANS 10400 Form 1	SANS 10400 Form 1
...	1331755	4	SANS 10400 Form 2	SANS 10400 Form 2
...	1331756	5	Power of Attorney	Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed
...	1331757	7	Building Plan	Building Plan
...	1331758	9	Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams
...	1331759	10	Municipal Application Form	Municipal Application Form



# UPLOADING SUPPORTING DOCUMENT

This will open a Task “New Supporting Document”. Click on the field ‘Choose File’ and Submit.

This will allow you to search your Computers File Explorer, attach the file and select Submit once completed. Do this for all Outstanding Supporting Documents on the list

1331789,		
1331752,		
Application Number	1331744	//
BC Application Stage	Initial	//
Checklist Item Code	1	//
Checklist Item Name	Title Deed	//
Document Date *	2021-07-23	//
Uploaded By	ADMIN	//
Status	Uploaded	//
File	<input type="button" value="Choose File"/> No file chosen	



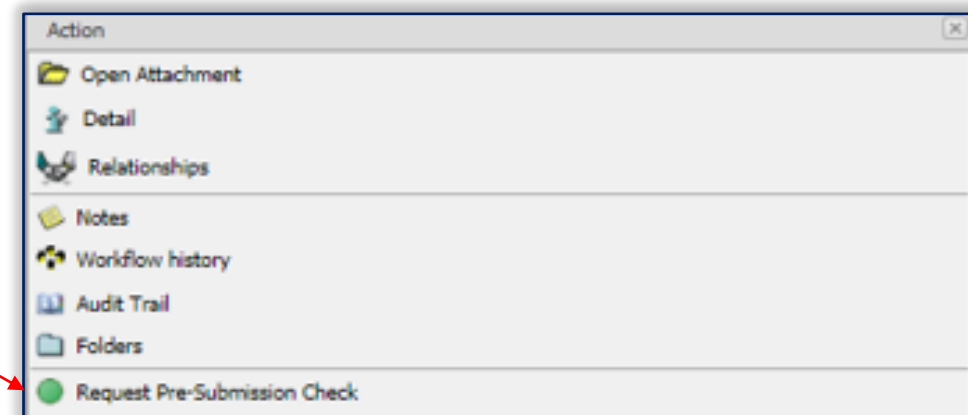
# REQUEST PRE-SUBMISSION CHECK

Once all the Outstanding Supporting Documents are attached, the application can be submitted for the Pre-Submission Check.

Select the Action Button and click on 'Request Pre-Submission Check'.

The stage of the application will change from INITIAL to CHECK

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Outcome Date	Age
...	1331744	Simone	123 Collab Street	123	Initial				0



# SUBMIT APPLICATION

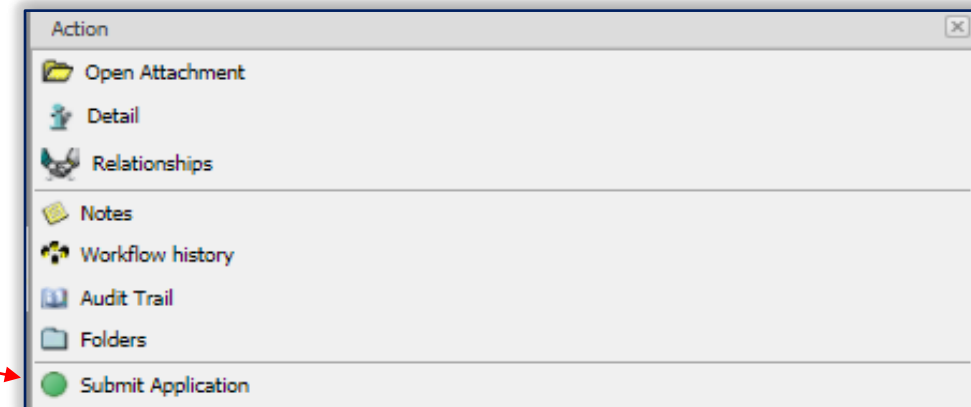
Once the Municipality has checked the application, the stage of the application will change from CHECK to CHECKED. Only on this stage can the Proof of Payment be added (See UPLOAD OUTSTANDING SUPPORTING DOCUMENTATION)

Once Proof of Payment is uploaded, highlight the application, select the Action Button and click on Submit Application.

The Application stage will change from CHECKED to SUBMITTED

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description
...	1331798	6	Proof of Payment	Proof of Payment



# AMENDED APPLICATION

Once the application has been Checked and Distributed by the Municipality and they find that the application requires amended Building Plan etc. Then you will be required to update the application with the correct document.

The stage of the application will then change from DISTRIBUTED to TO BE AMENDED

Action	Docs	Object Ref	Name	Status
...		1331769	Title Deed	Uploaded
...		1331771	SACAP	Uploaded
...		1331774	SANS 10400 Form 1	Uploaded
...		1331775	SANS 10400 Form 1	Uploaded
...		1331776	SANS 10400 Form 2	Uploaded
...		1331778	Power of Attorney	Uploaded
...		1331779	Building Plan	Uploaded
...		1331782	Abstract from relevant General Plan and Servitude Diagrams	Uploaded
...		1331783	Municipal Application Form	Uploaded
...		1331801	Proof of Payment	Uploaded

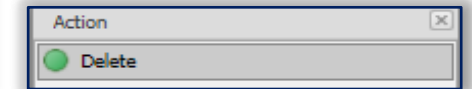
Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Outcome Date	Age
...	1331744	Simone	123 Collab Street	123	To Be Amended				0

# AMENDED APPLICATION

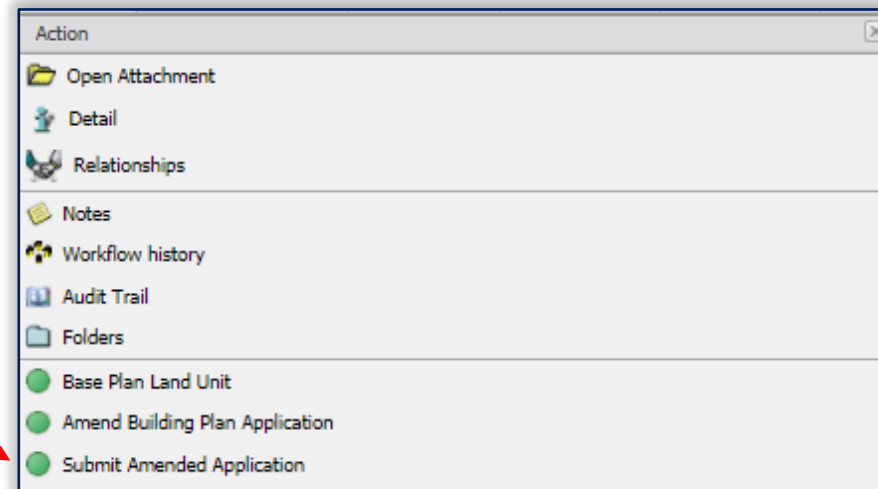
Click on the Action button of the SUPPORTING DOCUMENT you want to replace select the Action Button and click on Delete and upload as before (See UPLOAD OUTSTANDING SUPPORTING DOCUMENTATION)

Once all amended documents have been added, on the Action button a new option will appear. Select 'Submit Amended Application', then the application will move to Stage RE-CIRCULATE.

Action	Docs	Object Ref	Name	Status
--		1331769	Title Deed	Uploaded



Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description
--	1331752	1	Title Deed	Title Deed



## Collaborator Portal Training - Building Control

You are invited to attend our online training sessions. The training sessions aim to build up your understanding of the Collaborator Portal and will be based on the electronic submission of a building plan application.

[Join Zoom Meeting](#)

Tuesdays at 10h00

*Meeting ID: 610 052 1373*

*Passcode: Training*

Should there be any queries please send an email to:  
*[support @collaboratoronline.com](mailto:support@collaboratoronline.com)*

