
MATATIELE LOCAL MUNICIPALITY

DEVELOPMENT PLANNING UNIT: STANDARD OPERATION PROCEDURE MANUAL



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DEVELOPMENT PLANNING UNIT: STANDARD OPERATION PROCEDURES

1. For Town Planning processes and Accommodation establishment

A.: special consent, rezoning, consolidation, subdivision, Removal of restrictions, Departure (on existing erf) AS PER SPLUMA

1. Application received by the Municipal Manager
2. Referred to EDP Department (2 days)
3. Allocation to the Unit Manager (3 days)
3. Allocation to Coordinator: FFP for Senior Town Planner for processing-
 - Check if all the requirements are included (Checklist) (14 days)
 - If requirements are not complete, acknowledge the application & return the application to the applicant
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4. If application requirements are complete, process the application:
 - + notice of application (14 days)
 - + open for comments/objections (30 days), Circulate to the relevant Departments and Units (60 days)
 - + Applicant to respond (30 days)
5. Application referred to Authorised Official(AO) /Municipal Planning Tribunal (MPT)
6. Consideration phase (3 months) e.g is application submitted lawfully (above steps) and in line with legislation, compliance to legislation, etc
7. decision phase (30 days)
8. Grant / refusal letter dispatched to the applicant (1 day)
9. Objectors are informed (if there were any)

B. Land Acquisition procedure (new land acquisition) (same as below)

STANDARD OPERATION PROCEDURES

2. PROCESSING OF LAND DISPOSAL APPLICATIONS

1. Application received by the Municipal Manager
 2. Referred to EDP Department(Development Planning Unit) (2 days)
 3. Review of application by Unit Manager (2 days)
 3. Allocation to Senior Chief Land Administrator for Senior Land Administrator for processing.
 10. Check if all the requirements are included (Checklist) and forward to Environment Unit for screening
 11. If requirements are not complete, acknowledge the application & return the application to the applicant/ inform the applicant for resubmission of additional information
 12. If application requirements are complete, process the application through:
 13. Prepare report for consideration by Asset Disposal Committee (ADC) -Quarterly
 14. Convening of Asset Disposal Committee
 4. preparation of the report (ADC proceedings)
 5. Reporting to Management Team Meeting (MTM)
 6. Reporting to EDP Standing Committee
 7. Reporting to EXCO
 8. Reporting to Council for approval/refusal
 9. inform the applicant of the Council decision/resolution
 10. if approved; advertisement on the local newspaper for comments
 11. if no comments; undertake the relevant processes:
 - + subdivision (survey) and valuation of the site (by Municipality)
 - + registration at deeds office (by Municipality)
 - + rezoning, closure of POS, removal of restrictions (by the applicant)
 13. deed of sale/ lease agreement
- N.B.** if there are public comments, matter is referred back to ADC to Council as per steps 4-12, excluding 10(advertising).
- Then inform the objectors
13. Transfer of site to the applicant

3. APPLICATION FOR OUTDOOR ADVERTISING SIGNS (BILLBOARDS, BANNERS, SIGNS)

1. Applicant submit application to the Municipality
2. Application received by the Municipal Manager
3. Referred to EDP Department (2days)
4. Referred to the Manager: Development Planning (2 days)
5. Allocate Coordinator-Forward Planning for Senior Town Planner for assessment - (4 days)
 - +Check if all the requirements are included (Checklist)
 - +If requirements are not complete, return the application to the applicant
 - +If application requirements are complete, acknowledge and process the application
 - +Conduct Site inspection
 - +Circulation to the Relevant Departments and Units (within 14 days)
6. Recommendations of the Manager: Planning (2 days)
7. Recommendations of GM EDP (3 days)
8. Submission to MM for decision making (within 5 days)
9. submission to SANRAL (if on national road)
10. Grant / refusal letter dispatched to the applicant (1 day)
11. Contract drafting (10 Days)

Compliance Monitoring

1. Inspections by the Senior Town Planner
2. Serving of compliance notices (within 7 days of identification)
3. If no compliance-serve a final notice
4. submission to Law Enforcement Office for enforcement (within 7 days)if there is non-compliance after final notice

Policy number

Council Resolution (CR) Number **CR**



MR. L. MATIWANE
MUNICIPAL MANAGER

28/07/2022

DATE



CLLR. S. MNGENELA
MAYOR

28/07/2022

DATE



CLLR. N. NGWANYA
SPEAKER OF COUNCIL

28/07/2022

DATE