

Good day all RP

Your assistance is appreciated in observing the below procedure (very carefully) to avoid delays and frustrations:

Please ensure you inform your staff.

Option 2 is the quickest method.

1. EFT PAYMENTS:

(as eft is not an official receipt – please allow 4 workings day for Council to receipt)

- 1.1 Email the EFT and “Building Plan Submission” page which you have completed including the plan fees and deposit amounts. Please add the municipal account number of the relevant erf number – this is very important for the Building Deposit.

JEFFREYS BAY OFFICE: *(all kouga excluding st francis bay office areas)*

To: Imqina@kouga.gov.za; szondani@kouga.gov.za

Cc: Zimasa Daniso zdaniso@kouga.gov.za; Roelien Augustus raugustus@kouga.gov.za

Subject: erf Area: - eft vs receipting

don't forget to attach both the eft and Building Plan Submission Form.

Or if it is for:

ST FRANCIS BAY OFFICE: *(st francis bay, cape st francis, oyster bay, links, local farms, kromme river area)*

To: Imqina@kouga.gov.za; szondani@kouga.gov.za

Cc: athorne@kouga.gov.za, abezuidenhout@kouga.gov.za

Subject: erf Area: - eft vs receipting

don't forget to attach both the eft and Building Plan Submission Form.

2. CASHIER PAYMENT:

If you are sending your client or coming yourself to the cashier to make the payment.

- 2.1 Bring a paper copy (not on your mobile phone) of the “Building Plan Submission” page which you have completed including the plan fees and deposit amounts. Please add the municipal account number of the relevant erf number to the submission form to the cashier to make the payment. This is very important for the Building Deposit.

3. The official receipt must be loaded up under Item 18 on the OVVio system, until then the submission is regarded as premature.

Your attention to the above is appreciated in assisting us with service delivery.

Kind regards



Ann Bezuidenhout

Building Control

☎ 042 200 2200 | ✉ abezuidenhout@kouga.gov.za