

External Submissions



30.06.2020

Submitting External Applications

Land Use Applications



INTEGRATED PROPERTY, VALUATION, ASSET & PROJECT PORTAL



Overview

OVVIO includes the ability for external users to access applications (or components there-of) and to remotely load submissions, including Building Plan and Land Use Applications.

This document will show you how to access the OVVIO portal, view your existing application(s) and guide you through the steps of submitting your own **land use applications**.

Note: Building Plan Submissions are addressed in a separate manual.

Contents

1. How to Access the OVVIO Portal	3
2. Viewing your Land Use Applications	4
3. Submitting a Pre-Consultation Application.....	6
4. Submitting a Land Use Application	6
5. Upload Documents (Documents Required for an Application)	12

Document Change Log

Date	Update
	•
	•
	•

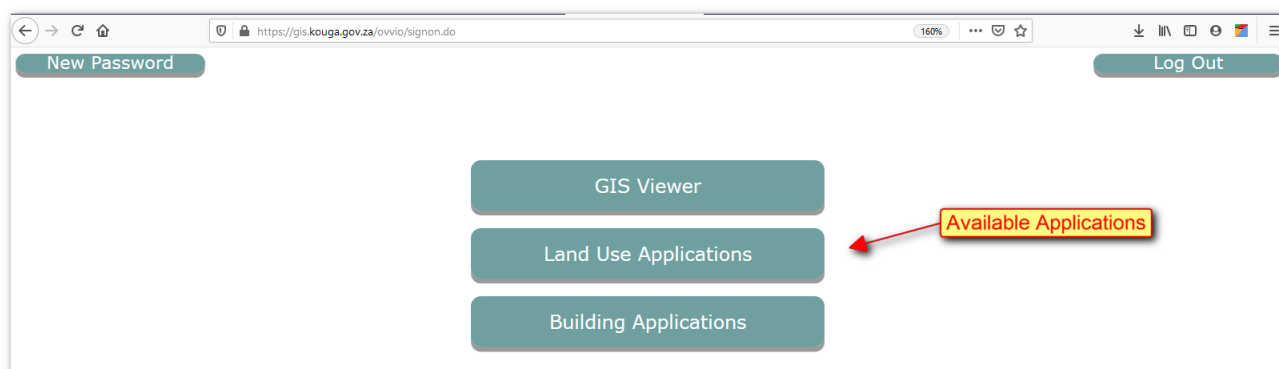
1. How to Access the OVVIO Portal

To access the OVVIO Portal, navigate to **<https://gis.kouga.gov.za/ovvio/>** in a Google Chrome, Mozilla Firefox internet browser (OVVIO is optimised for use on screens which are 7 inch and larger at a minimum resolution of 800×600).

Once the landing page of the portal has been reached, login with the credentials you have received.

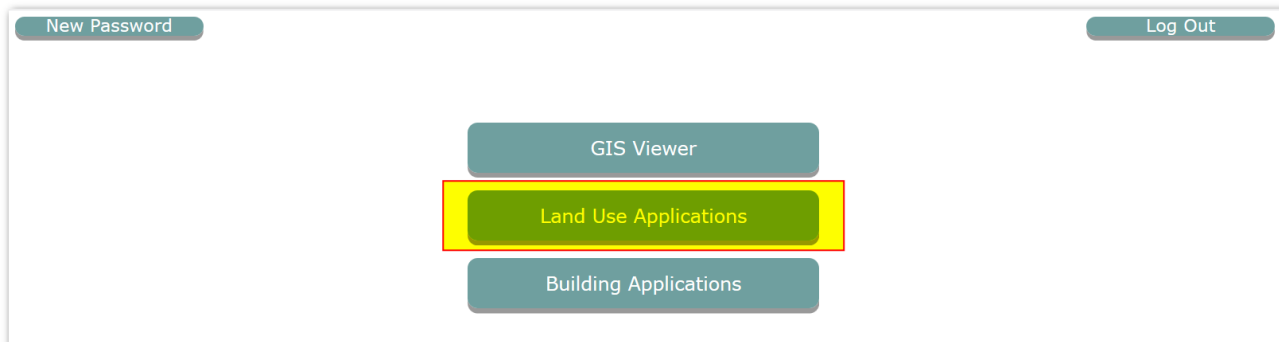


You will see the OVVIO dashboard containing links to the applications you can access



2. Viewing your Land Use Applications

From the dashboard select the "Land Use Applications" button to view a list of your Land Use Applications (you will only be able to see your own Land Use Applications submitted via the portal).



To view all your applications, leave the Filter Screen blank and click the **"Select"** button. Alternatively, complete some of the fields on the filter to receive a filtered list of all your applications.

A screenshot of a web application titled 'Select Land Use Applications where ...'. It features a 'New' button and links for 'Help', 'Messages', 'Home', and 'Return'. The interface has two tabs: 'Standard Filter' (selected) and 'Custom Filters'. The 'Standard Filter' section contains a list of fields with dropdown menus and text input boxes for filtering:

- Planning Office: [=] [dropdown]
- Type: [Contains] [dropdown]
- Appl. No: [Contains] [text input]
- Status: [=] [dropdown]
- Author of LUPR: [=] [dropdown]
- Registered Planner: [=] [dropdown]
- Reference No: [Contains] [text input]
- Date: [Between] [text input] and [text input]
- Description: [Contains] [text input]
- First Names: [Contains] [text input]
- Surname: [Contains] [text input]

Below the filters is a '+ More ...' link. At the bottom right is a large 'Select' button.

A list of your Land Use Application submissions will be displayed.

Select Land Use Application			
Click to Select			
Messages Home Return			
Appl. No	Status	Date	Applicant
JC1415-00001	Not linked to Application	4 Nov 2015	Joe Soap
JC1415-00002	Not linked to Application	10 Nov 2015	Deidre Duvenhage
JL1415-00001	Incomplete	26 Oct 2015	
JL1415-00002	Open	6 Nov 2015	Demo Application
JL1415-00003	Appeal Decision	8 Nov 2015	Henry Smit
JL1415-00004	Open	1 Sep 2015	Mr Willie Fourie
JL1415-00005	Decision	10 Nov 2015	Susan Botha
JL1415-00006	Appeal Decision	11 Nov 2015	Mr Willie van Zyl
JL1516-00001	Decision	9 Dec 2015	test stet
JL1516-00002	Missing Documents	24 Feb 2016	Joe Soap
PC1516-00001	Not linked to Application	24 Feb 2016	Mlungisi Misa

Click on a Land Use Application to view the specific application details

Land Use Application Information

[Edit](#)
[Delete](#)

[Home](#)
[Return](#)

Planning Office	Jeffreys Bay	Applicant	Joe Soap
Consultation No	JC1920-00001	Address	
Reference No	200 Aston Bay	Phone	0828743234
Status	Not linked to Application	Email	Joe@soap.co.za
Date	13 Apr 2020		
Description	Rezoning from Res 3 to Bus 1		

Comments

Tasks and Questions and eForms

Land Parcels for Land Use Application

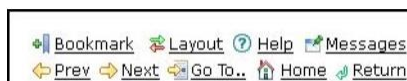
Erf	Address	Sectional Title Scheme	Farm Name	Extent
202 of Aston Bay	39 Flamingo Road			487sqm
203 of Aston Bay	37 Flamingo Road			487sqm

Types and Fees for Land Use Application

Type	Amount Due	Amount Paid
68 Rezoning of Land	6,359.00	0.00
Total	6,359.00	0.00

Please note following Navigation Tools which help you to move between the various screens / views in OVVIO (all the tools might not be available for use at the same time)

- [Bookmark](#) button allows you to add/remove a bookmark for the current record
- [Layout](#) button changes the layout view of record between list and tab view
- [Help](#) opens up the OVVIO help menu
- [Messages](#) opens up a tool where you can send messages to other users
- [Prev](#) button to view the previous record in the list
- [Next](#) button to view Next record in the list
- [Go To..](#) button will open up your bookmark list & allow quick navigation to a record
- [Home](#) button to return to the Dashboard
- [Return](#) button to return to the previous page.



NOTE: Do not use the back & forward buttons on your browser to return to previous pages

3. Submitting a Pre-Consultation Application

NB: Make sure that your municipality is utilising this function before submitting a pre consultation.

This section will be updated when the Municipality adopt the on-line pre-consultation process.

4. Submitting a Land Use Application

To submit a new Land Use Application, select the **"New"** button.

Select Land Use Applications where ... **New** Help Messages Home Return

Standard Filter Custom Filters

Planning Office = []
Type Contains []
Appl. No Contains []
Status = []
Author of LUPR = []
Registered Planner = []
Reference No Contains []
Date Between [] and []
Description Contains []
First Names Contains []
Surname Contains []

+ More ...

Select for new submission

Select the Application option. If you select to submit an Application you can link your Application to a previously completed Pre-Consultation Application.

Land Use Application Add Help Messages

☐ Consultation
☒ Application

Pre-Application Consultation

Complete the required information and click on the **Add** button.

Note: If a Pre-Application Consultation (See the relevant section dealing with Pre-Consultations) was linked the previously completed Application information will be automatically populated.

The following mandatory information must be provided for both a Pre-Application Consultation and an Application

- First Name
- Surname
- Description
- Phone Nr or Cell No

Complete the required information and select the Add button

Add Land Use Application

Help Messages

Type Application

Planning Office Jeffreys Bay

Reference No

Date 13 Apr 2020

Applicant

First Names Nceba

Surname Zakhe

Company John Doe Development

SACPLAN Registration No A49834/1993

Address P.O. Box 15495
John Doe City
56400

Phone No

Cell No 0828743234

Fax No

Email nceba@johndoe.co.za

Applicant is owner ☐

Add Cancel

The Land Use Application Information screen will be displayed with the completed information. Select the Edit button to change / update the information.

Proceed with your submission by linking it to a Land Parcel and specifying the Type of Application being submitted.

Land Use Application Information

Edit Delete

Home Return

Planning Office Jeffreys Bay

Appl. No JL1819-00002

Status Incomplete

Date 13 Apr 2020

Description Subdivision of Erf 150 Jeffreys Bay into 10 portions and rezoning of from Agriculture 1 to Residential 2

Error(s) No Types have been linked to this Land Use Application
No Land Parcels have been linked to this Land Use Application

Applicant Nceba Zakhe

Address P.O. Box 15495
John Doe City
56400

Phone 0828743234

Email nceba@johndoe.co.za

Proposed Zoning Jeffreys Bay Zoning Scheme - General Residential

Select to link your Application to a Land Parcel

Land Parcels for Land Use Application

Types and Fees for Land Use Application

Land Use Application Miscellaneous Payments

Select to specify the Type of Application you are submitting

Click on the Land Parcel link button to open the Land Parcel search screen

Land Parcels for Land Use Application

[Messages](#) [Home](#) [Return](#)

Land Use Application 1C1920-00001

Select to search a Land Parcel

☐ **Available Land Parcels**

☐	1 of Amaninzi	Street Unknown
☐	53 of Amaninzi	Street Unknown
☐	75 of Amaninzi	Street Unknown
☐	76 of Amaninzi	Street Unknown
☐	77 of Amaninzi	
	118 of Amaninzi	Street Unknown
	120 of Amaninzi	Street Unknown
	124 of Amaninzi	Street Unknown
	125 of Amaninzi	Street Unknown

Selected Land Parcels

Specify your search criteria

Select Land Parcels where ...

[Help](#) [Messages](#) [Home](#) [Return](#)

Standard Filter **Custom Filters**

Municipality =

Erf/Farm Area =

Erf/Farm Number Between and

Portion Between and

SG Number Contains

Township/Holding: Title Deed =

Suburb: Financials =

Address Contains

Sectional Title Scheme Contains

Extent (SQM) Between and

Zoning: Financials Contains

Zoning =

Ward: Financials =

Ward: Demarcation Board =

Keywords Comma separated tag:

[+ More ...](#)

Select

Select the applicable Land Parcels and click on Add to link them to your Application

Land Parcels for Land Use Application

Messages

Home

Return

Land Use Application

JC1920-00001

Available Land Parcels

200 of Aston Bay

43 Flamingo Road

201 of Aston Bay

41 Flamingo Road

202 of Aston Bay

39 Flamingo Road

203 of Aston Bay

37 Flamingo Road

204 of Aston Bay

35 Flamingo Road

205 of Aston Bay

33 Flamingo Road

206 of Aston Bay

31 Flamingo Road

207 of Aston Bay

29 Flamingo Crescent

208 of Aston Bay

27 Flamingo Road

Add

Selected Land Parcels

Select the Return button to return to your Application

Land Parcels for Land Use Application

Messages

Home

Return

Land Use Application

JL1819-00002

Available Land Parcels

140 of Jeffreys Bay

14 Schelde Street

141 of Jeffreys Bay

9 Oosterland Street

142 of Jeffreys Bay

5 Jeffrey Street

144 of Jeffreys Bay

32 Da Gama Road

145 of Jeffreys Bay

21 Schelde Street

146 of Jeffreys Bay

24 De Reyger Street

147 of Jeffreys Bay

19 Schelde Street

148 of Jeffreys Bay

22 De Reyger Street

149 of Jeffreys Bay

17 Schelde Street

Return to you Application

Selected Land Parcels

150 of Jeffreys Bay

20 De Reyger Street

Proceed with your Application by selecting the Application Type link

Land Use Application Information

Edit
Delete

Home
Return

Planning Office	Jeffreys Bay	Applicant	Nceba Zakhe
Appl. No	JL1819-00002	Address	P.O. Box 15495 John Doe City 56400
Status	Incomplete		
Date	13 Apr 2020		
Description	Subdivision of Erf 150 Jeffreys Bay into 10 portions and rezoning of from Agriculture 1 to Residential 2	Proposed Zoning	Jeffreys Bay Zoning Scheme - General Residential

Error(s)

No Types have been linked to this Land Use Application

Error message updated

Comments

Linked Land Parcel

Land Parcels for Land Use Application

Erf	Address	Sectional Title Scheme	Farm Name	Extent
150 of Jeffreys Bay	20 De Reyger Street			1487sqm

Types and Fees for Land Use Application

Select to specify Type of Application

Land Use Application Miscellaneous Payments

Select the Application Type from the list and select the Update button. The Fees for the Application Type will be displayed when the Application Type is selected.

Types and Fees

Messages

Application Types

	Fees	Received	Receipt No	Payment Date
2(a) Rezoning ☒	5800			
2(b) Permanent departure ☐				
2(c) Temporary departure ☐				
2(d) Subdivision ☒	2580			
2(e) Extension of the validity period of an approval ☐				
2(f) Approval of an overlay zone ☐				
2(g) Consolidation ☐				
2(h) Removal, suspension or amendment of restrictive condition ☐				
2(i) Permissions in terms of zoning scheme ☐				
2(j) Amendment, deletion or imposition of conditions in respect of existing approval ☐				
2(k) Amendment or cancellation of an approved subdivision plan ☐				

Fees automatically populated

Specify Application Type(s)

A summary of your Application is displayed with an updated Status of: "Missing Documents"

Land Use Application Information

 [Edit](#)  [Delete](#)

 [Home](#)  [Return](#)

Planning Office	Jeffreys Bay	Applicant	Nceba Zakhe
Appl. No	JL1819-00002	Address	P.O. Box 15495 John Doe City 56400
Status	Missing Documents	Phone	0828743234
Date	13 Apr 2020	Email	nceba@johndoe.co.za
Description	Subdivision of Erf 150 Jeffreys Bay into 10 portions and rezoning of from Agriculture 1 to Residential 2	Proposed Zoning	Jeffreys Bay Zoning Scheme - General Residential

Comments



Land Parcels for Land Use Application 

Erf	Address	Sectional Title Scheme	Farm Name	Extent
150 of Jeffreys Bay	20 De Reyger Street			1487sqm



Types and Fees for Land Use Application 

Type	Amount Due	Amount Paid
2(a) Rezoning	5,800.00	0.00
2(d) Subdivision	2,580.00	0.00
Total	8,380.00	0.00

Continue with your application submission by scrolling down and uploading the **Documents Required for the Application**:

5. Upload Documents (Documents Required for an Application)

On submission the **Status** of the Application will be marked as **Missing Documents**

Proceed with your application by attaching the required documentation to the application.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Motivation Report	Yes				
	Payment Receipt	Yes				
	Power of Attorney	Yes	Yes	6		
	Copy of Title Deed	Yes	Yes	1	19 Jun 2020	
	Application Form	Yes	Yes	2	19 Jun 2020	
	Locality Map	Yes	Yes	9		
	Site Plan	Yes				

To attach a document, select the Document Name from the list of **Documents Required for Application** section

Document Required for Application Information
Edit Delete Audit Trail

Bookmark Layout Help Messages
Prev Next Go To.. Home Return

Land Use Application JL1920-00141
Document Motivation Report
Required Yes
Provided
Error(s) Document is required

Print
Export
Documents
Comments
Tasks and Questions

Select the **Documents** option from the Toolbar on the right. This will open the Document Manager window.

Start by selecting the Submissions folder (under LAND USE APPLICATION) then select the New button to add a Document.

Document Management - add a new document that is linked to JL1920-00141/ Health and Safety Regulations? Help Messages
Home Return

Folder Structure
KOUGA FILE STRUCTURE
1 DOCUMENTS
2 LAND USE MANAGEMENT
2.1 General
2.2 Pre Consultation
2.3 Submissions
2.3.1 Correspondence
2.3.2 Public Participation
2.3.3 Comments
2.3.4 Assessment
2.3.5 Decision
2.3.6 Appeal
3 BUILDING CONTROL
4 VALUATIONS

2.3 Submissions
1. Select the Submissions Folder
2. Select to add a document
Select the correct folder in which to save the document and then click on the button above.

Select the Browse option and locate the files you want to upload from your device (you can also drag and drop the files in the space provided)

Add A Document To 2.3 Submissions

Click the browse button to select a file, or drag and drop a file into the area below

The document will be automatically linked to the Document Required for Application JL1920-00141/ Motivation Report.

Drag and drop a file here or click the browse button

Browse... No file selected.



Cancel

Select to browse for a file on your device

Once selected, you must edit the file name and complete the optional fields listed. Select the Update button to start uploading the selected Document.

Add A Document To 2.3 Submissions

File Name Mot Report.pdf

Mime Type application/pdf

Size 29129 bytes

Last Modified 6/19/2020

Name Mot Report

Change filename if required

Type

Reference No

Source

Author

Compiled On

Keywords Comma separated tags

Optional data fields

Update

Cancel

After the document upload is complete the Document will be displayed as a Linked Document.

Document Required for Application Information

Edit Delete Audit Trail	Bookmark Layout Help Messages
Prev Next Go To.. Home Return	
Land Use Application	JL1920-00141
Document	Motivation Report
Required	Yes
Provided	
Error(s)	Document is required

Linked Documents

📁 KOUGA FILE STRUCTURE/2 LAND USE MANAGEMENT/2.3 Submissions

📄 Mot Report

Uploaded and linked document

Next, you need to confirm that the Document has been provided. This will remove the red 'error' text in the above image. To do this select the Edit option.

Document Required for Application Information

Edit Delete Audit Trail	Bookmark Layout Help Messages
Prev Next Go To.. Home Return	
Land Use Application	JL1920-00141
Document	Motivation Report
Required	Yes
Provided	
Error(s)	Document is required

Linked Documents

📁 KOUGA FILE STRUCTURE/2 LAND USE MANAGEMENT/2.3 Submissions

📄 Mot Report

Select the Edit button and confirm that the Document has been provided

Select the **Yes** option from the Provided field and specify a Document Reference Nr (Completion of the Document Date is option).

Update Document Required for Application

[Help](#) [Messages](#)

Land Use Application	JL1920-00141
Document	Motivation Report
Required	Yes
Provided	Yes
Document No	4
Document Date	30 Jun 2020
Reason	

Update

Cancel

Select the Update button to update the record.

Document Required for Application Information

[Edit](#) [Delete](#) [Audit Trail](#)

[Bookmark](#) [Layout](#) [Help](#) [Messages](#)
[Prev](#) [Next](#) [Go To..](#) [Home](#) [Return](#)

Land Use Application	JL1920-00141
Document	Motivation Report
Required	Yes
Provided	Yes
Document No	4
Document Date	30 Jun 2020

Linked Documents

[-] KOUGA FILE STRUCTURE/2 LAND USE MANAGEMENT/2.3 Submissions

[-] Mot Report

Click on the **Land Use Application reference number** or select the **Return** button to return to the Building Application Information.

The status of the Required Document will now be updated and indicated in **black** text. All remaining outstanding Documents will be indicated in red.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Motivation Report	Yes	Yes	4	30 Jun 2020	
	Payment Receipt	Yes				
	Power of Attorney	Yes	Yes	6		
	Copy of Title Deed	Yes	Yes	1	19 Jun 2020	
	Application Form	Yes	Yes	2	19 Jun 2020	
	Locality Map	Yes	Yes	9		
	Site Plan	Yes				
	Bond holders consent	Yes	No			na

Proceed to upload all the Documents Required by following the above process.

Should you deem a Document not to be required for submission as part of your application you can mark it as not provided.

To do this select the **Edit** button next to the Document Type.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes				
	Proof of Payment	Yes				
	Copy of Title Deed	Yes				
	Completed Form 1	Yes				
	Completed Form 2	Yes				
	Professional Indemnity Insurance	Yes				
	Building Plans	Yes				
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes				

Specify the "No" option under the Provided field and provide a motivation.

Update Document Required for Application

Building Application J1819-00104

Document Copy of RoD/EIA

Required Yes

Provided **Select "No" option**

Document No

Document Date **X**

Reason **Provide motivation**

The Document Required status for the Document will now be updated accordingly.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes				
	Proof of Payment	Yes				
	Copy of Title Deed	Yes				
	Completed Form 1	Yes				
	Completed Form 2	Yes				
	Professional Indemnity Insurance	Yes				
	Building Plans	Yes				
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes				

Once all the Required Documents have been uploaded and confirmed the Status of your application will change from **Missing Documents** to **Open**.

Documents Required for Application						
	Document	Required	Provided	Document No	Document Date	Reason
	Copy of Owner's ID	Yes	Yes	55f	12 Jun 2020	
	Power of Attorney	Yes	Yes	3		
	Proof of Payment	Yes	Yes	4		
	Copy of Title Deed	Yes	Yes	5		
	Completed Form 1	Yes	Yes	6		
	Completed Form 2	Yes	Yes	7		
	Professional Indemnity Insurance	Yes	Yes	8		
	Building Plans	Yes	Yes	9		
	Copy of RoD/EIA	Yes	No			Development not subject to an Environmental Assessment
	Energy Calculations - Fenestrations	Yes	Yes	10		

Building Application Information

Edit

Delete

Prev

Next

Home

Return

Plan No	J1819-00104	Designer	C. Oelofse
Application Date	12 Jun 2020	Work Type	General Building Work
Status	Open	Deposit Type	Other Zonings
Land Parcel		Floor Area	100.00
Owner Name	Van Zyl GA	Floor Area	100sqm
Owner Postal Address	Posbus 4289 Tzaneen 0850	Estimated Cost	650,000.00
Owner ID Number	6401035028087	Building Type	Alterations (Res)
Phone	0828743234	Public Sector	No
Owner EMail	support@ovvio.co.za	Scope	Internal
Title Deed	No		
SACAP Registration Attached	No		

The municipal officials will now be notified of your submission by the OVvio system.

Nothing stops you from sending them an email though.