

KNYSNA BUILDING CONTROL PORTAL

BC PORTAL

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Open the site as indicated below:

<https://westerncape.collaboratoronline.com>

Contact Details for Support:

Shanelle Pretorius

082 392 4196

shanellep@be.co.za

CREATE AN COLLABORATOR EXTENSION ACCOUNT

HOW TO LOG IN

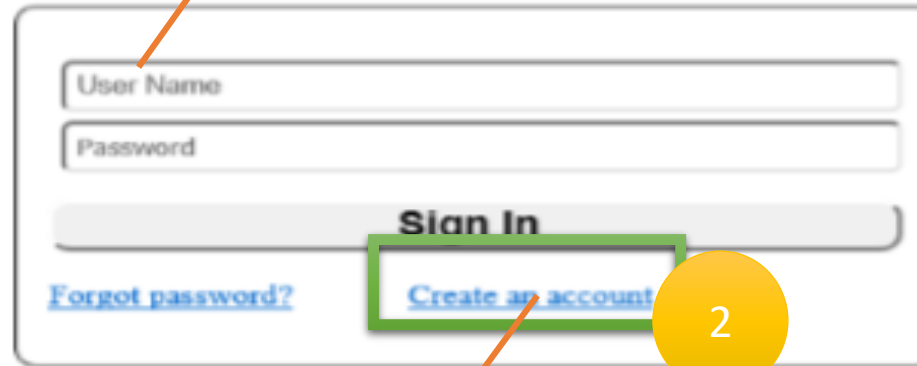
In Internet Explorer open the Extension site. When selecting 'Create an Account' please note that the Username will be the Email Address you set.

This is so that you can easily reset your password via the 'Forgot Password?' option.

You will receive an email confirming your account is now active. You will now be able to log in.

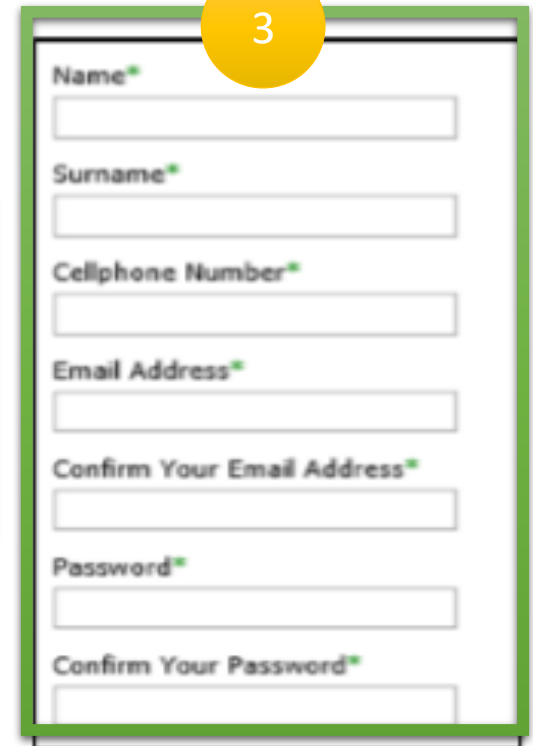
**(if no email is received, please check the Spam or Junk Folder of your email)*

If an existing user: User Name = Email Address



A login form with two input fields: 'User Name' and 'Password'. Below the fields is a 'Sign In' button. To the left of the button is a link 'Forgot password?'. To the right of the button is a link 'Create an account' which is highlighted with a green box and a yellow circle with the number 2. An orange box with the text 'If an existing user: User Name = Email Address' has an arrow pointing to the 'User Name' field.

Click – to create new Account if not already registered on the portal



A registration form with several input fields: 'Name', 'Surname', 'Cellphone Number', 'Email Address', 'Confirm Your Email Address', 'Password', and 'Confirm Your Password'. The 'Email Address' field is highlighted with a green box and a yellow circle with the number 3.

Note

For a New User: You will receive a mail to welcome you.

Collaborator Log-in Details Inbox x



wc@collaboratoronline.com via be.co.za
to me ▾

Dear Pieter Pietersen

Thank you for registering with Collaborator. Please find your log-in details below.

Username: testing4allen2020@gmail.com

You access the Collaborator Portal by using this link:

<https://westerncape.collaboratoronline.com/>

Kind Regards, Your Collaborator Team

*** This is an automatically generated e-mail, please DO NOT REPLY ***



Account ▸

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Home Inbox **Account** Reports

Search this site...



Recycle Bin

All Site Content

User Guide

To complete the registration process atleast one Partner must be registered against your user account. You can register a partner by selecting the Action Button next to your user account below and then "**Register Partner**". Once registered, the new partner will be listed in the Partner WebParts where you can update information as needed.

Additionally, you can Activate Services against your user which will allow functionality for the applicable service activated.

User Account

Click

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Partner Profiles

Action	Name	Email	Mobile Number
...	Action	admin@be.co.za	0832503051
Register Partner			
Activate Services			

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Create Partner and Activate Services

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Click on the tabs
- Step 1, 2, 3

675696,

000001, Admin

UserId ADMIN

Primary User Email admin@be.co.za

Step 1: Update Partner Details Step 2: Update Primary Contact Details Step 3: Active Services

Partner Type *

Individual Name / Legal Company Name *

Note: A red highlighted field indicates a duplicate registration number which is not allowed. Please request the primary user to grant you access to their practice.

Registration Number *

Trading As *

Company Type *

Professional Entity * Not Applicable

Professional Entity Number *

Duplicate Professional Entity Number

Only click submit if you've completed step 1,2 and 3.

Submit Save Close

Activate Services

000001, Admin

Reference Number 1
User ID ADMIN
First Name Admin
Surname Administrator
Mobile Number 0832503051
Email admin@b

The selection here will give you the functionality to use these portal processes at any Municipality which make use of these Services.

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Activate Services
Activate Building Plan Application Services * Yes
Activate Events and Film Services * Yes
Activate WayLeave Services * Yes
Activate AQ Services * Yes
Activate Waste Services * Yes
Activate Land Use Application Services * Yes

Submit Save Close



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Western Cape Local Government

[Home](#)[Inbox](#)[Account](#)[Reports](#)[Sites](#)[Building Control](#)[Administrators](#)[Event & Film Management](#)[Environmental management](#)[Air Quality Control](#)[Central Catalogue Management](#)[Wayleave Applications](#)[Recycle Bin](#)[All Site Content](#)

Welcome!

This Western Cape Portal enables you to interact electronically with local municipalities to perform various services.

You can activate these services from your [Account](#)

Once activated you can navigate to the particular site on the left to proceed with you application.

Note that all applications are best processed using the latest version of Internet Explorer.

Click

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Building Control

[Home](#)[Inbox](#)[Account](#)[Reports](#)[Sites](#)[Building Plan Applications](#)[Base Plan Applications](#)[Building Plan Inspections](#)

Click

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Building Plan Applications

Home Inbox Account Reports

Search this site...

Partner

Click

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Application Guide

Actions are available for each application. Please note that the actions are only available for the application you are viewing.

Building Plan Applications

Drag a column header to the left to add it to the table.

Action	Object
	Add Building Plan Application
	Add Base Plan Project
	Grant Access
	New__Register Application to Film_1291983
	Add Wayleave Application

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Practice / User Name	Professional Entity
shanelle	
Shanelle Test	n/a
Shanelle Test	n/a

You can view these actions by selecting the Action Button on the left of the application.
k, Submitted, Distributed and Re-Circulated Stages.

Erf / Farm	Stage	Registration Number	Plan Number	Age
12345	Initial	123456789		27
12345	Final Outcome	123456		0
12345	Submitted	123456789		0
123	Checked	123456		0

Message Guide

Messages will disappear once responded to. You can respond to a message from the applicable Action Button.

Message

Action	Town	Erf Number	Titel	Date
...				2018-10-19
...				2018-10-19
...				2018-10-19

New Building Plan Application

689464, 

321988, Admin 

Extension Reference 689464
UserId ADMIN
User Name System Administrator
User Email
Name
Completed Application Task

Click on the tabs & complete all the fields

- Location
- Owner
- Application
- Checklist
- Architectural Practitioner
- Invoicing

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Location Owner Application Checklist Architectural Practitioner Invoicing

Municipal Area *	Land Type *
	Erf
Erf Number	Unit Number
Property Type *	Area of Erf / Farm (m2) *
Town *	
Suburb / Estate *	
Street / Access Road Name *	

Datasource: Click to select from a list (do not type)

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Submit Save Close

Only click submit if you've completed all the tabs

Note

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.

New Building Plan Application

337885,     

322137, Admin     

Extension Reference 337885

UserId ADMIN

Name

Location

Owner

Application

Checklist

Architectural Practitioner

Invoicing

Municipal Area *

Knysna Municipality

Land Type *

Erf

Erf Number

234

Unit Number

Property Type *

Residential

Area of Erf / Farm (m2) *

6000.00

Town *

Bezuidenhoutskraal

Suburb / Estate *

Suburb Test

Street / Access Road Name *

Mel Str

Submit

Save

Close

New Building Plan Application

337885,      
322137, Admin      

Extension Reference 337885

Userid ADMIN

Name



Location **Owner** Application Checklist Architectural Practitioner Invoicing

Owner Name * Mei Knysna

Owner Postal Address * PO BOX 36
LA LUCIA



Owner Discrepancies Disc



Submit

Save

Close

337885,



322137, Admin



Extension Reference

337885

UserId

ADMIN

Name

234 - Mel Knysna



Location

Owner

Application

Checklist

Architectural Practitioner

Invoicing

Main Type of Building *

NEW STABLE/BARN/HANGER



Description of Building Works *

Desc test



Additions *



Alterations *



Additions and Alterations *



New Structure *



Boundary wall *



Swimming Pool *



Gas Installations *

Area of Proposed
Building Works
(m2) *

1000.00

Boundary per
Running Meter

Swimming Pool m2

Estimated Building
Cost (SA Stats)

1500.00

Housing Project *

Private



Housing Project Detail

New Building Plan Application

337885,      

322137, Admin      

Extension Reference 337885

UserId ADMIN

Name 234 - Mel Knysna

Location Owner Application **Checklist** Architectural Practitioner Invoicing

Applicable Checklist Template 00;07

Will any construction take place over private combined services (Development / Estates) *

No ▼

Is a Competent Person, other than an Architect, appointed for rational design or assessment *

No ▼

Are there any Listed Activities in terms of NEMA (National Environmental Management Authority) *

No ▼

Are there any Title Deed parameter encroachments requiring neighbour's consent *

Yes ▼

Was any land use planning approvals granted within the last 10 years *

No ▼

Is this property part of a home owners association *

No ▼

Can you confirm if the building is older than 60 years *

No ▼

Are there any land use parameter encroachments requiring neighbours consent *

No ▼

Would you like to upload additional documentation? *

No ▼

Submit

Save

Close

Owner Name Mel Knysna

New Building Plan Application

337885,      

322137, Admin      

Extension Reference	337885
UserId	ADMIN
Name	234 - Mel Knysna

Location Owner Application Checklist **Architectural Practitioner** Invoicing

Registration Number	123456789
Architectural or Engineering Practice	admin@be.co.za
Language Preference *	English
Practitioner Name *	Building Knysna Test
SACAP / ECSA Practitioner Registration Number *	REG101
Contact Person Name *	Bennie
Contact Email *	benny@gmail.com
Contact Mobile Number *	0824564898
Contact Land Line Number *	0860104889

Submit Save Close

New Building Plan Application

337885,      

322137, Admin      

Extension Reference 337885

UserId ADMIN

Name 234 - Mel Knysna

Location Owner Application Checklist Architectural Practitioner **Invoicing**

Invoice Client *

Owner
Practice

Invoice made out to *

Invoice made out to address *

VAT Registration Number To Display On Invoice * 2349/1999

Submit

Save

Close



Building Plan Applications

Home Inbox Account Reports

Partner

Action	Registration Number	Practice / User	Professional Entity
...	123456789	Shanelle Test	n/a

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Click on the Registration number field, it will be highlighted in blue which means you've selected the relevant Practice.

Application Guide

Actions are available based on the stage of your building plan application. You can view these actions by selecting the Action Button on the left of the application. Please note that the newly added age column only applies to Initial, Check, Submitted, Distributed and Re-Circulated Stages.

Building Plan Applications

Drag a column header here to group by that column

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	689464	Shanelle Pretorius	Bibbys Hoek	12345	Initial	123456		0
...	678325	Shanelle Pretorius	Bibby's Hoek	12345	Initial	123456789		27

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Click on the Object Ref field, it will be highlighted in blue which means you've selected the relevant Building Plan Application



Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...	689464	Shanelle Pretorius	Bibbys Hoek	12345	Initial	123456		0
...	678325	Shanelle Pretorius	Bibby's Hoek	12345	Initial	123456789		27
...	337885	Mel Knysna	Mel Str	234	Initial	REG101		360

All outstanding documents which must be uploaded for your application will appear below

Outstanding Documents Guide

All Outstanding Documents must be uploaded in order to proceed to the next stage in the application. If a correction is needed, the uploaded document can be allocated and deleted under the Supporting Documents Web Part after which a new Outstanding Document will become available for upload again.

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	689470	1	Title Deed	Title Deed	60
...	689471	10	Municipal Application Form	Municipal Application Form	100
...	689479	11	Heritage Record of Decision / Heritage Approval	Heritage Record of Decision / Heritage Approval	120
...	689480	12	Land Use Planning Approval Letter and Development Plan	Land Use Planning Approval Letter and Development Plan	150
...	689471	13	SACAP	SACAP	2
...	689472	14	SANS 10400 Form 1	SANS 10400 Form 1	110
...	689473	15	SANS 10400 Form 2	SANS 10400 Form 2	4
...	689474	16	Power of Attorney	Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed	50
...	689475	7	Building Plan	Building Plan	70
...	689478	8	Home Owner's association Consent Letter	Home Owner's association Consent Letter (construction over private combined services)	110
...	689476	9	Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams	40

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New Supporting Document

689511,     

689470,     

Application Number	689464
Checklist Item Code	1
Checklist Item Name	Title Deed
Document Date *	2019-05-09 
Uploaded By	ADMIN
Status	Uploaded
File	

Browse...

Add File 

Submit

Save

Close

- For 1 document upload click Browse. (PDF format)
- If you want to upload multiple, click on the open folder icon (PDF format)

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When document is uploaded it will appear on the righthand of your screen and disappear on as a outstanding supporting document.

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	689477	10	Municipal Application Form	Municipal Application Form	100
...	689479	11	Heritage Record of Decision / Heritage Approval	Heritage Record of Decision / Heritage Approval	120
...	689480	15	Land Use Planning Approval Letter and Development Plan	Land Use Planning Approval Letter and Development Plan	150
...	689471	2	SACAP	SACAP	2
...	689472	3	SANS 10400 Form 1	SANS 10400 Form 1	110
...	689473	4	SANS 10400 Form 2	SANS 10400 Form 2	4
...	689474	5	Power of Attorney	Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed	50
...	689475	7	Building Plan	Building Plan	70
...	689478	8	Home Owner's association Consent Letter	Home Owner's association Consent Letter (construction over private combined services)	110
...	689476	9	Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams	40

Supporting Documents

Action	Docs	Name	File Name	Size	Status
...		Title Deed	testing.pdf	30.47	Uploaded

Proforma Invoices

Action	Docs	Invoice	Invoice Date	Total
No data to display				

Approved Building Plan

Action	Docs	Object Ref	Extension Ref
--------	------	------------	---------------

Partner

Action	Registration Number	Practice / User Name	Professional Entity
...	123456789	Shanelle Test	n/a

Message Guide

Messages will disappear once responded to. You can respond to a message from the applicable Action Button.

Message

Action	Town	Erf Number	Titel	Date
...				2018-10-19
...				2018-10-19
...				2018-10-19
...				2018-10-19
...	Caledon	Leanne Botha		2018-10-19
...				2018-10-19
...				2018-10-19
...				2018-10-19
...				2018-10-19
...	Middleton	SpiderMan		2018-10-19

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Supporting Documents Guide

During the 'To Be Amended' Stage the applicable Supporting Documents can be deleted here. Once deleted a new Outstanding Supporting Document will be available to upload the amended document again.

Supporting Documents

Action	Docs	Name	File Name	Size	Status
...		Title Deed	testing.pdf	30.47	Uploaded

Click on the Registration number field of the application you are busy with, it will be highlighted in blue which means you've selected the relevant Building Plan Application

Application Guide

Actions are available based on the stage of your building plan application. You can view these actions by selecting the relevant stage. Please note that the newly added column only applies to Initial, Check, Submitted, Distributed and Re-Circulated applications.

Building Plan Applications

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Drag a column header here to group by that column

Action	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...				initial			
...				Initial	123456		0
...				Initial	123456789		27
...				Initial	REG101		360

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Click

Outstar

All Outstar
under the

Outstar

Action

...	Request Pre-Submission Check
...	Edit Application

Click

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application. If a correction is needed, the uploaded document can be allocated and deleted become available for upload again.

Stage	Checklist Item Description	Sequence
	Municipal Application Form	100
stage	Heritage Record of Decision / Heritage Approval	120

Request Pre-Submission Check

689464, 12345 - Shanelle Pretorius



Request Check Date	2019-05-09
Reference	689464
Owner Name	Shanelle Pretorius
Land Type	Erf
Town	Rheenendal
Suburb	Bibbys Hoek
Street Name	Bibbys Hoek
Stage	Check

Click

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Submit

Save

Close

After the pre-check is done by the Municipality, an invoice will be issued and display on the portal for the applicant to view the invoice, for payment.

Proforma Invoices

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Action	Docs	Invoice Date	Total
...		Pro-Forma Invoice	2019-02-12
...		Pro-Forma Invoice	2019-05-01

Click to view the document

Once the Invoice is generated an outstanding supporting document checklist Item is created "Proof of Payment", which must be uploaded once the invoice payment has been made.

Outstanding Supporting Documents

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Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description	Sequence
...	341029	6	Proof of Payment	Proof of Payment	80

After the building plan's been approved, then the approved plan will be sent to the portal which can be viewed by the user. Note that all notification emails sent from the municipality will still be sent to the owner/architect etc.

Approved Building Plan

Action	Docs	Object Ref	Extension Ref
...		832966	771749

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Click to view the document

Stage of your application will display on the portal when you log in.
Initial; Checked; Submitted; Distributed; Final Outcome

Note

Building Plan Applications

Drag a column header here to group by that column								
Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration Number	Plan Number	Age
...		shanelle x						
...	689464	Shanelle Pretorius	Bibbys Hoek	12345	Checked	123456		0
...	678325	Shanelle Pretorius	Bibby's Hoek	12345	Initial	123456789		27
...	675657	Shanelle Pretorius	Bibby's Hoek	12345	Final Outcome	123456		0
...	471870	Shanelle Pretorius	Bibby's Hoek	12345	Submitted	123456789		0
...	471088	Shanelle Test	Bibby's Hoek	123	Checked	123456		0
...	389693	Shanelle Test	Saddle Down Farm	11223	Distributed	123456789		0