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How to submit on the Collaborator portal

First Time User

Step 1:

Use the hyperlink below, to access the portal:

<https://westerncapecollab.collaboratoronline.com/SignIn.aspx??wa=wsigin1.0&wtrealm=https://WesternCape.collaboratoronline.com/ trust/&wctx=https://westerncape.collaboratoronline.com/ layouts/15/Authenticate.aspx?Source%3d%252F>

Step 2:

Create a New Account & Follow The Easy Steps.

Collaborator software™

Sign In

Email address

Password

Sign In

Forgot password? **Create account**

Step 3:

Log in, using the requested particulars (*Email Address & password*)



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Step 4:

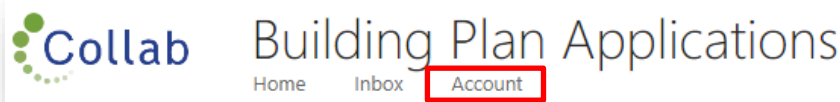
After logging into the Portal click on: **“BUILDING CONTROL”** (on the left hand side **‘Solutions’** column)

Step 5:

Then click on: **“BUILDING PLAN APPLICATIONS”** (on the left hand side **‘Sites’** column)

Step 6:

Register a Partner (once-off process) by clicking on the **“ACCOUNT”** tab (top of screen)



Step 7:

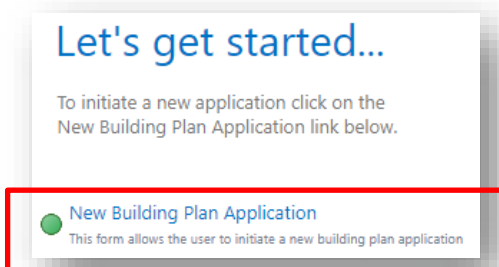
- The account which was created, will appear under **‘User Accounts’**
- On the left hand side of the created account, will be an **‘action tab’** (three dots) with a drop down – Click on **“REGISTER PARTNER”**
- Follow the Three(3) Easy Steps to complete.



Step 8:

Once the Partner has been created, you may proceed to **SUBMIT** a New Building Plan.

- On the right-hand side, click **“NEW BUILDING PLAN APPLICATION”**





Step 9:

Make sure all the required fields are completed, as indicated below:

- Press "Submit" when completed (**Note:** when a field was missed, the applicant will have to navigate to the highlighted areas)

The screenshot shows a web application form with several tabs: Location, Owner, Application, Checklist, Architectural Practitioner, and Invoicing. The 'Location' tab is selected and highlighted with a red box. Below the tabs, there are several input fields: 'Municipal Area *' (with a dropdown arrow), 'Land Type *' (with a dropdown menu showing 'Erf'), 'Erf Number *' (with a text input field), 'Unit Number' (with a text input field), 'Property Type *' (with a dropdown arrow), and 'Area of Erf / Farm (m2) *' (with a text input field). Below these are three more text input fields: 'Town *', 'Suburb / Estate *', and 'Street / Access Road Name *'. At the bottom of the form, there is a red error message: "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." Below the error message are three buttons: 'Submit', 'Save', and 'Close'.

Step 10

(Already a registered Partner):

When the application has been submitted, click on the Registered "PARTNER", until it is highlighted & wait a few seconds. The created application will appear under the Building Plan.

The screenshot shows a table with the following columns: Action, Registration Number, Practice / User Name, and Professional Entity. The 'Partner' column header is highlighted with a red box. The table contains one row of data:

Action	Registration Number	Practice / User Name	Professional Entity
...	1	Drakenstein Municipality	SACAP



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Step 11:

Click on the newly created “Building Plan Application”, until it is highlighted & wait a few seconds. The Requested Folders will appear under the “**OUTSTANDING SUPPORTING DOCUMENTS**”.

Building Plan Applications

Action	Object Ref	Owner	Street Name	Erf / Farm	Stage	Registration
...						

Building Plan Applications - Are related to the selected Partner. Once an application is submitted, corresponding data.

Outstanding Supporting Documents

Action	Object Ref	Checklist Item Code	Checklist Item Name	Checklist Item Description
...	2076570	1	Title Deed	Title Deed
...	2076571	2	SACAP	SACAP
...	2076572	3	SANS 10400 Form 1	SANS 10400 Form 1
...	2076573	4	SANS 10400 Form 2	SANS 10400 Form 2
...	2076574	5	Power of Attorney	Power of Attorney and/or Legal Entity Resolution signed by owner/s if an agent is appointed
...	2076575	7	Building Plan	Building Plan
...	2076576	9	Abstract from relevant General Plan and Servitude Diagrams	Abstract from relevant General Plan and Servitude Diagrams
...	2076577	10	Municipal Application Form	Municipal Application Form
...	2076578	17	SANS 10400 Form 2 (other than Architect)	SANS 10400 Form 2 (other than Architect)

Step 12:

Each Folder needs to be submitted individually, by selecting “**ADD DOCUMENT**” - ‘action tab’ (three dots) & complete by clicking submit after each file has been uploaded.

Action	Object Ref	Checklist Item Code
...		1
Detail		2
Relationships		3
Notes		4
Workflow history		5
Audit Trail		7
Folders		9
Add Document		10
...	2076578	17

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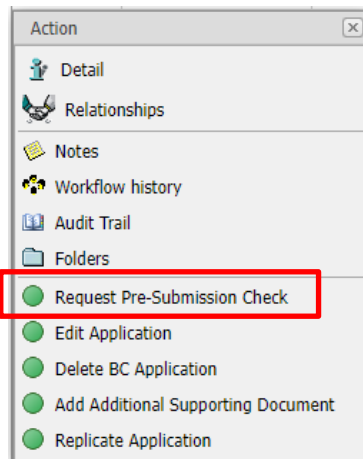
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Step 13:

Once ALL the documents has been uploaded, you may proceed to officially submit the building plan application to the Building Control Section, by clicking “**REQUEST PRE-SUBMISSION CHECK**” - ‘action tab’ (three dots) of the application & “**submit**”. The stage of the application should change from ‘Initial’ to “**Check**”.



Step 14:

The Building Control Section will now issue a “**Pro-forma invoice**” which will be emailed to the ‘contact email address’ of the application (**Note:** should both Primary & Contact email be the same, the pro-forma will be emailed to both).

IT WILL ALSO BE AVAILABLE ON THE PORTAL UNDER THE SUPPORTING DOCUMENTS – on the right hand side of the application. DOWNLOAD & OPEN WITH ADOBE)

NB!!! The stage of the application will be “**CHECKED**” until the Proof of Payment (POP) will be uploaded.

Step 15:

Click on the “**Building Plan Application**”, until it is highlighted & wait a few seconds.

The Proof of Payment (PoP) Folder will appear under the “**OUTSTANDING SUPPORTING DOCUMENTS**” at the bottom of application. Click on “add document” & upload the requested “Proof of Payment”. After this has been done, click on “Submit Application” under the ‘action tab’ (three dots) of the application.

(The stage should reflect “**Submitted**” after the proof of payment has been uploaded)

NB!!! The Application **WILL NOT CIRCULATE** until the proof of payment has been uploaded & the application officially submitted.



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Step 16:

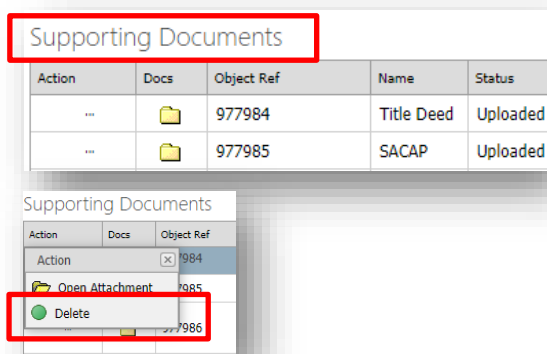
How to submit Amendments (Re-circulated Building plan application)

Click on the “Building Plan Application”, until it is highlighted & wait a few seconds.

All uploaded documents will appear on the right-hand side, under “Supporting Documents”.

NB!!! Whichever needs to be replaced, as per the amendment letter, must be deleted here first.

Click on the ‘action tab’ (three dots) of the document which needs to be deleted & click “delete”



Step 17:

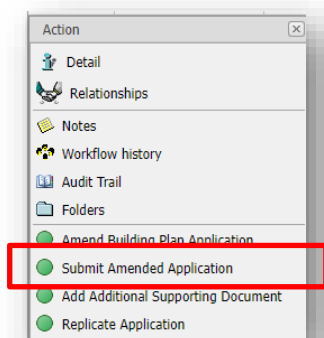
The folders you have deleted will appear under “Outstanding Supporting Documents”.

Upload the necessary documents again as per “STEP 11”.

Step 18:

After the requested/necessary Amendment documents have been uploaded, you may proceed to officially submitting the amended application by clicking “Submit Amended Application” & click ‘submit’

NB!!! The stage will reflect “Re-circulate”





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Step 19:

FINAL OUTCOME

Once you see the application has reached the “Final Outcome” stage, it means the application has reached its final point of Circulation & the [Approved Building Plan](#) with necessary inspection sheets has been emailed to both the Primary & Contact email address.

NB!!! The **Section 7** Approved application is only valid for 12months & **Section 13**(minor building works) Approved application is valid for 6months only.

“You’ve Done It”



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