



City of Johannesburg
Department of Development Planning

Metro Centre
158 Civic Boulevard
Braamfontein

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Appeal Process

Internal appeals

An owner of land, any person that submitted an objection and any person who's petition to intervene has been granted, whose rights may be adversely affected by a decision taken by the Municipal Planning Tribunal, the authorised official or any of its sub-delegates in respect of-

- (a) any land development application envisaged in Chapter 5 of the By-law;
- (b) a change of circumstances application;
- (c) any engineering services- and/or parks or open spaces contributions imposed or levied in terms of any provision of this By-law,

1. The appeal must be addressed to the City Manager
2. The appeal must be submitted within 28 days from the date when the decision was received by the Applicant and / or objector. If and when the decision was received late, proof thereof must be submitted.
3. A comprehensive grounds of appeal and written notice must be submitted to the Registration Section, Registration Counter, Department of Development Planning, Room 8100, 8th Floor A- Block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein within the period mentioned in (2 above)
4. Prescribed fee. (Refer to fees schedule).
5. Should reference be made to a specific document, policy, framework, copies of the Document should be attached (only the specific pages of the document and not the whole Document). These documents must be marked as annexures to the appeal.
6. Should the applicant of an application be the appellant, the Applicant would be responsible in the notification of all objectors and interested parties of such an appeal.
7. Should the objector be the appellant, the Council would be responsible in the notification to the applicant and other objectors to the application.
8. An appeal is invalid if it is not lodged within the time period mentioned in (2) above.

9. The notice of an appeal must allow all parties concerned 21 days from the date of notification to oppose or comment on the appeal.
10. The appellant must provide the City with proof of notification within 14 days from the date of the notification as in (6) above.
11. The appeal will be captured on the date of submission in the Council Application system and a file will be opened for the appeal. The appeal will be allocated a reference number and all documents related to the appeal will be placed on file.
12. The appeal will be processed by the Department of Development Planning.
13. Once finalised the appeal will be forwarded to the Legal and Compliance.
14. Thereafter the appeal will be submitted for consideration to Legal Section where the Appeal Committee will discuss the appeal.
15. A Recommendation will be made to the MMC Development Planning.
16. Once a decision has been made by the MMC Development Planning, the Appellant and objectors/applicant will be informed in writing of the decision taken.