CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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Development Management Department

Invoice Guide

Application fees and tariffs are set annually by Council and are applicable from 1 July to 30 June the following year. Fees will vary from application to application, and depend on complexity, the need to advertise, etc. Once calculated, an invoice is generated for payment. It displays important information as highlighted on the right;

- the **payment reference number,** and
- the **business partner number** when you submit your proof of payment.

Captured correctly, this information ensures that payment can be traced to the correct service.

Payment Reference	**123456789**
Proforma Date	
CRM Reference number	
Business Partner Number	**123456789**
Customer VAT Reg Number	
Erf Number	
Allotment	
Service Type	LUM or BDM Application

All Tariffs include 15% VAT

Important notes:

1. **Electronic Payments (EFT):**
   - Select the City of Cape Town as a bank listed beneficiary on your bank's website.
   - **Use your 9 - digit reference number in the beneficiary account number / payment reference field.**
2. **Direct deposit at NEDBANK:**
   - Present your account number to the bank teller.
   - Insert the payment reference number on the deposit slip.
3. **Cash, debit and credit card payments:**
   - The City recovers the bank costs on cash, debit and/or credit payments on an amount above R7000.00 per transaction, per account number.
   - The City absorbs such costs in respect of single payments of R7000 and below.

Payment options:

- Checkers
- EasyPay
- Nedbank
- PayCity
- Pep
- Pick 'n Pay
- Post Office
- Shoprite
- Spar
- Woolworths

You can also pay at any City of Cape Town Cash Office/ Walk-in Centre.

Amended: 15 September 2022