CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

USER GUIDE FOR ECD CENTRES:

APPLICATION TO PURCHASE THE CITY-OWNED PROPERTY ON WHICH THEY OPERATE

PROPERTY TRANSACTIONS

SEPTEMBER 2026

Making progress possible. Together

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Overview

This guide has been developed to support qualifying early childhood development (ECD) operators who wish to apply to purchase the City-owned property on which they currently operate. The guide forms part of the City's ECD Regularisation Programme and accompanies the simplified application form introduced for ECD centres situated on municipal land.

The application form is structured to capture essential information and supporting documentation required by the City to assess whether the property may be transferred, and under what conditions. This assessment is conducted in line with municipal property management policies and applicable legislative requirements.

The application form consists of four parts, **Sections A - D.** All sections must be completed in full to ensure that your application can be properly assessed. This guide follows the same structure. Sections A – D in the guide correspond directly to the same sections in the application form, making it easier to complete each part step by step. Additional figures and detailed instructions on how to use the City Map Viewer are provided in the annexure at the end of this guide.

The application form is available online: capetown.gov.za/City-Connect/Apply/City-housing-and-properties/City-property-tenders/apply-to-buy-or-lease-city-owned-land

Select "Apply to buy City-owned land for ECD Centre purposes" on the left. The application form will be available in the downloads section at the bottom of the page.

Purpose

The guide provides step-by-step guidance, practical explanations, and clarity on the information and documentation required for a complete application. By using this guide, applicants will be better equipped to:

- Understand the application requirements and assessment process
- Complete all sections of the application form correctly
- Submit all necessary supporting documents
- Reduce delays caused by incomplete or incorrect applications

This guide aims to make it easier for ECD operators to participate in the City's programme for regularising ECD centres operating on municipal land. The application form and accompanying guide are only applicable to ECD centres operating on City land who wish to purchase, and the form cannot be used for any other purpose.

Role of the ECD Regularisation Programme

The programme aims to support the long-term sustainability of ECD centres operating on City land.

It seeks to:

- support ECD centres on City land in attaining legal certainty and security of formal tenure;
- promote safer, more stable environments for early childhood development;

- promote compliance with municipal, provincial and national regulatory requirements; and
- enable access to external funding and improve long-term planning.

Section A: Minimum criteria

This section outlines the **basic eligibility requirements** ECD operators must meet to apply to purchase the municipal land on which they operate. Applicants must demonstrate that they are an existing ECD operator currently occupying City-owned property, and that they comply with the minimum criteria set by the City. The supporting documentation required to demonstrate these requirements are met is contained in **Sections C and D** of the application form.

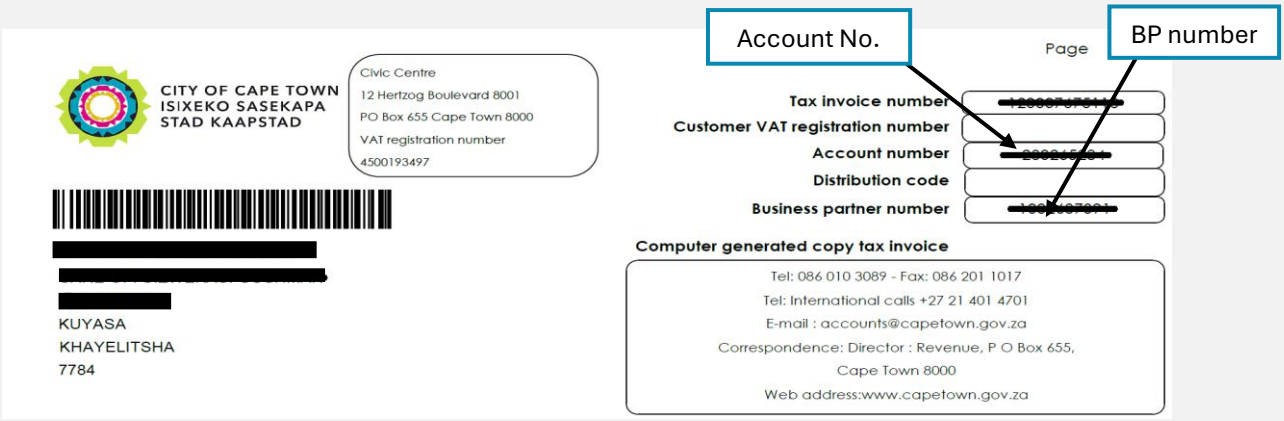
Minimum criteria:

- Must have a valid City business partner (BP) number
- Must be registered as a Non-Profit Organisation (NPO) registered with the National Department of Social Development, or Non-Profit Company registered with the CIPC, or be a Voluntary Association with a constitution
- Municipal accounts must be up to date, where applicable (see info box below for further information)

Only applicants who meet all minimum criteria will be considered further.

Where to find your BP and account numbers

- A **BP number** is a 10-digit number used by the City to identify an individual or organisation. The number is located in the top right corner of a City services account, under the tax invoice and account numbers.
- For ECD centres that are already billed for municipal services, the **municipal services account number** can be found at the top right-hand corner of the invoice, as illustrated below.



How to get a new BP number: If the applicant does not have an existing BP number, an application must be lodged with the Revenue Department. For enquiries regarding the application, please email *revenue.eservices@capetown.gov.za*

How to get an account number: If the operator does not have a registered account number, it can be provided at finalisation of the application process, so the application may still be submitted stating they do not have a service account.

For queries related to municipal accounts, email ***accounts@capetown.gov.za***

Section B: Property details

This section focuses on the **specific municipal property** the ECD centre wishes to purchase. The purpose is to clearly identify the land under occupation and ensure that the City has accurate property information.

Applicants must provide:

- **Property address** details
- **Erf details:** Erf number and allotment
- **Extent (size)** of the property in square metres

Accurate property details are essential for the City's technical, legal, and valuation assessments. See example of application form section B below, demonstrating how to complete this section.

SECTION B: PROPERTY DETAILS

Street address	734 Andy Street, Nyanga			Postal code	7755
Extent (sqm)	1 609 (sqm)	Erf number	734	Allotment	Nyanga

ECD applicants should first verify their details on the ECD database to confirm the Erf number. If the ECD is listed on the database, all relevant information will be available there. View the ECD database available for download at the following link: capetown.gov.za/City-Connect/Apply/City-housing-and-properties/City-property-tenders/apply-to-buy-or-lease-city-owned-land. Select "Apply to buy City-owned land for ECD Centre purposes" on the left. The file is available for download at the bottom of the page, titled **ECD Centres on City owned land qualifying for inclusion in the tenure regularisation programme.**

If the centre is not listed, the property details must be searched using the City Map Viewer and applicants must notify cacd.ecd@capetown.gov.za.

What is an allotment?

An allotment is the official land or township name used by the City to describe a specific area within a suburb or development. This information helps identify where the erf is situated, as there are multiple erven in the city with the same Erf number. However, together with the allotment, it is a unique individual identifier of the property.

How to use City Map Viewer to locate Erf number, allotment and extent

There are different ways to locate an Erf number, identify the corresponding allotment, and confirm the property extent using the City Map Viewer, available at: https://citymaps.capetown.gov.za/EGISViewer. These can be grouped into the following methods, each explained in more detail below.

B1. Searching when you know the Erf number and allotment

Use this option if you already have the official Erf number for the property. This is the preferred and most accurate search method.

Steps:

1. Open the **City Map Viewer**
2. Click the **I Agree** button to agree with the disclaimer
3. Select the **Query Tools** tab
4. Click the **Search** tab
5. Click on the **Erf/Farm** tab
6. Click **Select Allotment** and select from the drop-down menu
7. Enter the Erf number
8. If the Erf number includes the words "remainder" or "RE" then toggle the **Remainder (RE)** button on
9. Select **Apply**
10. Click on the zoom  button below to access the map
11. The map will zoom directly to the relevant property
12. Confirm that the highlighted parcel matches the required site
13. Confirm the Erf number and property extent displayed indicated in the table on the right-hand toolbar

Refer to Annexure Figures A1.1-A1.8 for a practical demonstration of these steps

B2. Searching when you know the property address

Use this option when you only have the street address.

Steps:

1. Open the **City Map Viewer**
2. Click the **I Agree** button to agree with the disclaimer
3. Select the **Query** tool
4. Click the **Address** tab
5. Enter the street name and number (include the suburb if prompted)
6. Select the correct address from the search results
7. Select **Apply**
8. Click on the zoom  button below to access the map

9. Once zoomed in, identify the associated Erf and property extent indicated in the table on the right-hand toolbar

Refer to Annexure Figures A2.1-A2.4 for a demonstration

B3. Searching when you do not know the Erf number or property address

Locating an ECD centre using aerial imagery: use this option if the site does not have a **formal address,** or the **Erf number** is unknown (e.g. informal or stand-alone ECD sites).

Steps:

1. Open the **City Map Viewer**
2. Click the **I Agree** button to agree with the disclaimer
3. Turn on the **Aerial / Imagery** layer
4. Click on the map by zooming in to locate your area
5. Navigate manually to the general location using known landmarks or nearby roads until you find the correct location of the property
6. Click the **Imagery** tab, choose aerial imagery and then choose the most recent year
7. Visually locate the site on the aerial imagery
8. Identify the land parcel or erf on which the site is located
9. Click the **Identify** tab on the right tool bar, then select "**click on map**"
10. Left click on the property in question
11. Click on the **Property** sub heading on the right-hand toolbar (as per figure A3.5) and the property information will be contained in the drop-down table

Refer to Annexure Figures A3.1-A3.6 for a practical demonstration

B4. How to determine the size or extent of a property in an informal settlement

- The applicant should provide an approximate estimate of the size of the area that is utilised by an ECD centre, which may include buildings and a play area.
- Please include a simple sketch indicating the layout of the property on an aerial image and any informal boundaries or fencing that may be in place.
- Capture and submit photographic images of the site.
- Provide the street name and the property number.

Refer to Annexure Figures A3.1-A3.4 and Figures A4.1- A4.2 for a practical demonstration

Section C: Information about the operator

This section collects information about the ECD operator and organisation applying to purchase the property. It allows the City to verify the entity's legal status, operational history, and compliance with the minimum criteria. The applicant is required to complete Section C and provide the BP number, as well as the relevant municipal services account numbers.

SECTION C: INFORMATION ABOUT THE OPERATOR

ECD centre's name	Andy's Educare		
Name of centre's representative	Zethu Hlongwa		
NPO number (If applicable)	123-456-NPO	VAT number (If applicable)	4123456789
Business partner number	1000745732		
Address	734 Andy Street, Nyanga	Erf number	734
Suburb	Nyanga	Postal code	7755
Telephone number	021 400 3534	Cell number	083 454 5984
Email address	Zethuhlongwa@gmail.com		
Municipal services account numbers	230285490		
How long has the centre been operating from the premises?	18 Years		

Reason for your application (if there is insufficient space here, please attach a motivation letter)

***** *Details included in the form above are examples for illustrative purposes only*

Make sure that you include the motivation letter as a separate document. The motivation should explain the centre's background and demonstrate how it contributes to the community.
It should include information such as:

- How long the applicant has been operating from the site
- The level of support it provides to the surrounding community
- The range of services and developmental programmes it provides as well as the number of children attending the centre
- Provide any information available about who built the facilities, how they were funded, and any major improvements or upgrades that have been made to the property, including any investments made by the applicant. Please also provide related supporting documentation under Section D
- Additional maintenance investments the applicant has made
- Whether the centre has a budget available for purchasing land or if they have secured donor funding
- Any future plans for upgrades, particularly if it is linked to donor funding

- Confirm whether the centre has access to municipal services, including electricity, water, and sanitation

Section D: Supporting information to be supplied by the applicant

This section specifies the mandatory supporting documents that must be submitted with the application. Incomplete applications will not be processed. A completed sample of the section is shown below and guidance on developing a property sketch, which must be attached to the application, follows.

SECTION D: SUPPORTING INFORMATION TO BE SUPPLIED BY THE APPLICANT Incomplete applications will not be processed

- ☑ Land / property sketch to include the following:
  - Approximate size of land being applied for (extent and dimensions)
  - Street name and numbers
  - Erf numbers
  - Position of buildings/structures
  - Approximate direction of north
- ☑ Supporting information indicating who originally funded and/or constructed the ECD facility (e.g. funding approval letter or project reports)
- ☑ Copy of applicant and/or representative's identity document
- ☑ Certified proof of one of the following:
  *Certificate of registration with National Department of Social Development; or
  *Certificate of registration as a Non-Profit Company registered with CIPC; or
  *Constitution of the organisation if a Voluntary Association.
- ☑ SARS pin for compliance status confirmation: 12345678
- ☑ Letter of authority / power of attorney to act on behalf of the applicant is attached

SECTION E: DECLARATION

I/we, the applicant/s am/are aware that the application will be subject to a credit control and debit profile verification and the application will not be finalised until municipal accounts have been settled or arrangements have been made to settle the amount in arrears.

I acknowledge and agree that, if my application is successful the following conditions will apply:

- The property will be sold voetstoots, i.e. in its current condition, and I, as the purchaser, will be responsible for all repairs and maintenance necessary to bring the property to a compliant standard.
- Certificates of Compliance - electrical, plumbing, beetle, and gas (where applicable) - must be provided prior to registration of the transfer at the Deeds Office. Obtaining these certificates, and covering all associated costs, will be my responsibility as the purchaser.
- I will also be responsible for obtaining an Occupancy Certificate for the property.

I acknowledge that the submitted application does not constitute approval of any land transaction.

Signatory name and surname	Zethu Hlogwa		
Date	2 0 2 6 0 7 1 2	Signature	
Witness name and surname	Bulumko Foca		
Date	2 0 2 6 0 7 1 2	Signature	

The land/property sketch

As part of **Section D,** the applicant must complete a property sketch which indicates:

- The size of the land being applied for
- Street name and numbers
- Erf numbers
- Position of building/structures
- Approximate direction of north

To obtain the extent and dimensions, street name and property number, Erf numbers, the applicant must follow the **City Map Viewer** procedure outlined in **Annexure A** of this guide. A screenshot of the property may be used for the property sketch.

You may further **mark the position of buildings/structures using the Map Viewer** by following the steps below:

- Click on map tools tab (**A**)
- Draw and measure (**B**)
- Select one of the icons **(C)** 
- Position the cursor on the map and left click to start drawing.

Please refer to Annexure figures A3.1-A3.4, contained in the annexure, for further demonstration

Supporting information about who funded construction and maintenance of the ECD facility

If your organisation contributed towards or received funding for construction upgrades or maintenance of the ECD facility, please provide supporting information and documentation showing who funded the work and how the funding was used.

Examples of supporting documents may include:

- Funding approval letter(s)
- Project progress/completion reports or completion certificates
- Grant or donor agreements / correspondence with the funder
- And any supporting documents that you mentioned on your motivation letter

No previous funding contributed to construction:

If your organisation has not previously received or contributed funding towards the construction, upgrading or maintenance of the facility please state this in your motivation letter. In this case, no additional supporting documents are required in respect of construction, upgrading, or maintenance funding.

Sample of SARS pin for compliance status confirmation

An ECD operator can request their tax compliance status (TCS) on:

- The SARS Online Query Service
- Online via e-Filing

See SARS website for further details: https://www.sars.gov.za/individuals/manage-your-tax-compliance-status/how-to-request-your-tax-compliance-status/

If successfully requested SARS will provide a TCS result letter displaying the tax status and a confirmation pin, as shown in the sample letter below. The pin should be used to complete the form and the letter submitted as an attachment to the application.

TAX COMPLIANCE STATUS
PIN Issued

ANDY'S EDUCARE CENTRE
MZANSI AVENUE
NYANGA
7535

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number: 1234567890

Always quote this reference number when contacting SARS

Issue Date: 2026/04/13

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

Taxpayer Name	Noni Tom
Trading Name	Andy's Educare Centre
Tax Reference Number(s)	IT – 5415745179 Vat - 1839452064 PAYE - 8529120437
Purpose of Request	Good Standing
Request Reference Number	0010342334GS1304211739075
PIN	2A7143333X
PIN Expiry Date	13/04/2028

Submission of the application form and related queries

Once you have completed the application form, submit the completed form along with the relevant supporting documents to **cacd.ecd@capetown.gov.za**. The Community, Arts and Culture Development (CACD) Department will receive your application and will acknowledge receipt in due course. CACD will then check that its minimum criteria are met. Once verified, CACD will forward the application to the Property Transactions Department for further processing.

Enquiries and further information

If you have any queries regarding the minimum criteria, contact CACD using the email address above.

If you have any queries regarding the application process, or require clarification on the information or documents needed, contact **property.transactions@capetown.gov.za**

For further information on the application process, timelines and points of contact, please refer to the Sale Process Information Guide, which is available on the City's website: capetown.gov.za/City-Connect/Apply/City-housing-and-properties/City-property-tenders/apply-to-buy-or-lease-city-owned-land

Annexure A: How to access property information on City Map Viewer

Detailed instructions on the City Map Viewer procedures mentioned in the guide are demonstrated in these annexures. This includes examples and visuals showing how to obtain and confirm property information required for the application, such as the Erf number, allotment, and property boundaries.

To access the information, you will need an Erf number or the property address you want to look up. You can search for the property using the Erf number or address on the external City Map Viewer.

A1. Search using an Erf number

Step 1: Access City Map Viewer via this link: https://citymaps.capetown.gov.za/EGISViewer/

Step 2: Click the **I agree** button indicated by the arrow below to agree with the disclaimer

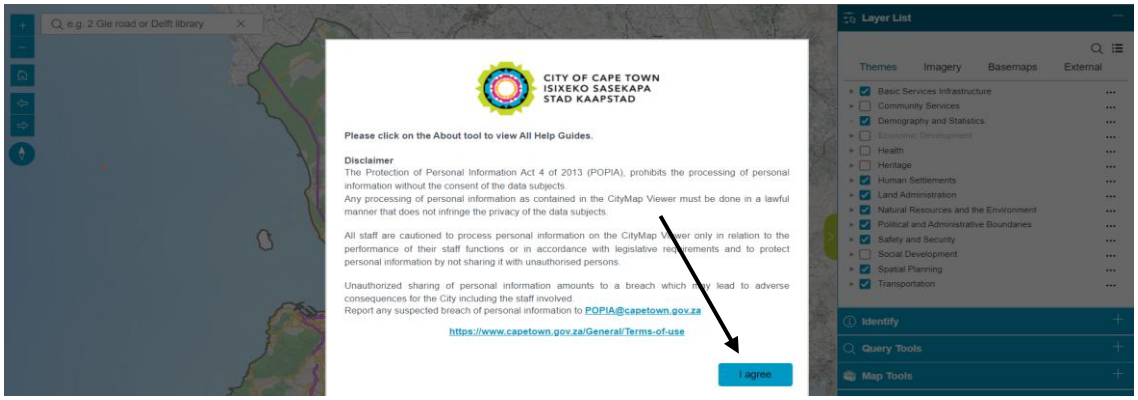


Figure A1.1

Step 3: Click on the **Query Tools** tab

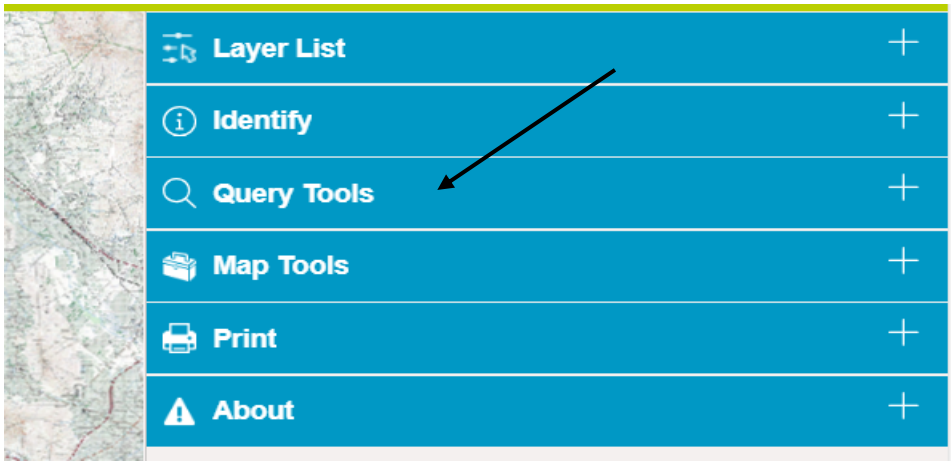


Figure A1.2

Step 4: Click on the Search tab

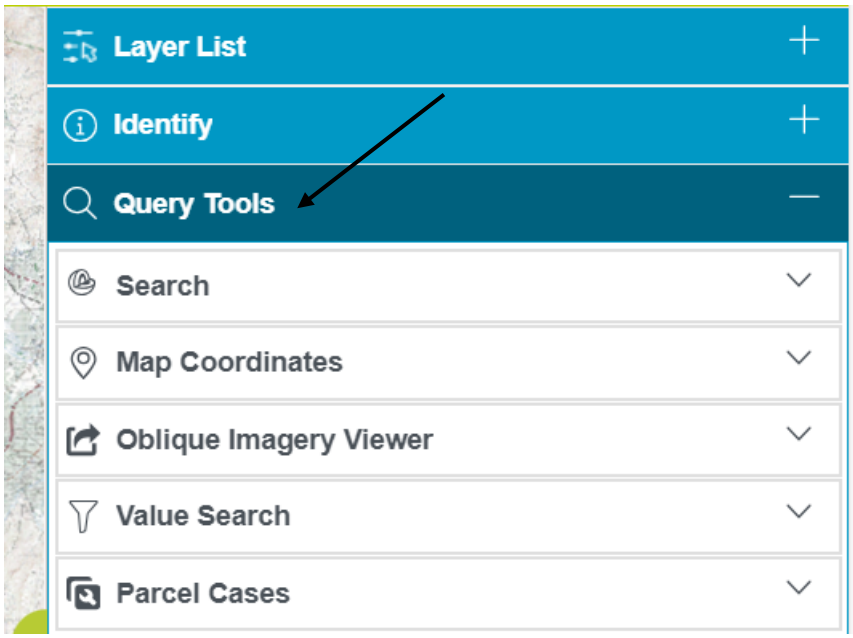


Figure A1.3

Step 5: Click on the Erf/Farm tab

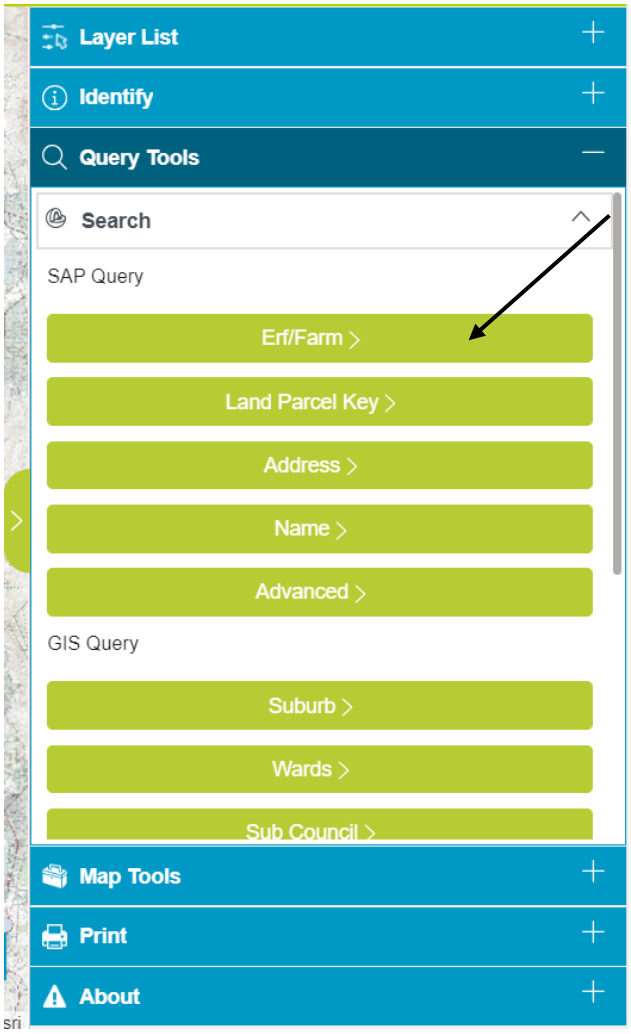


Figure A1.4

Step 6: Insert Erf number, allotment and click "**apply**"

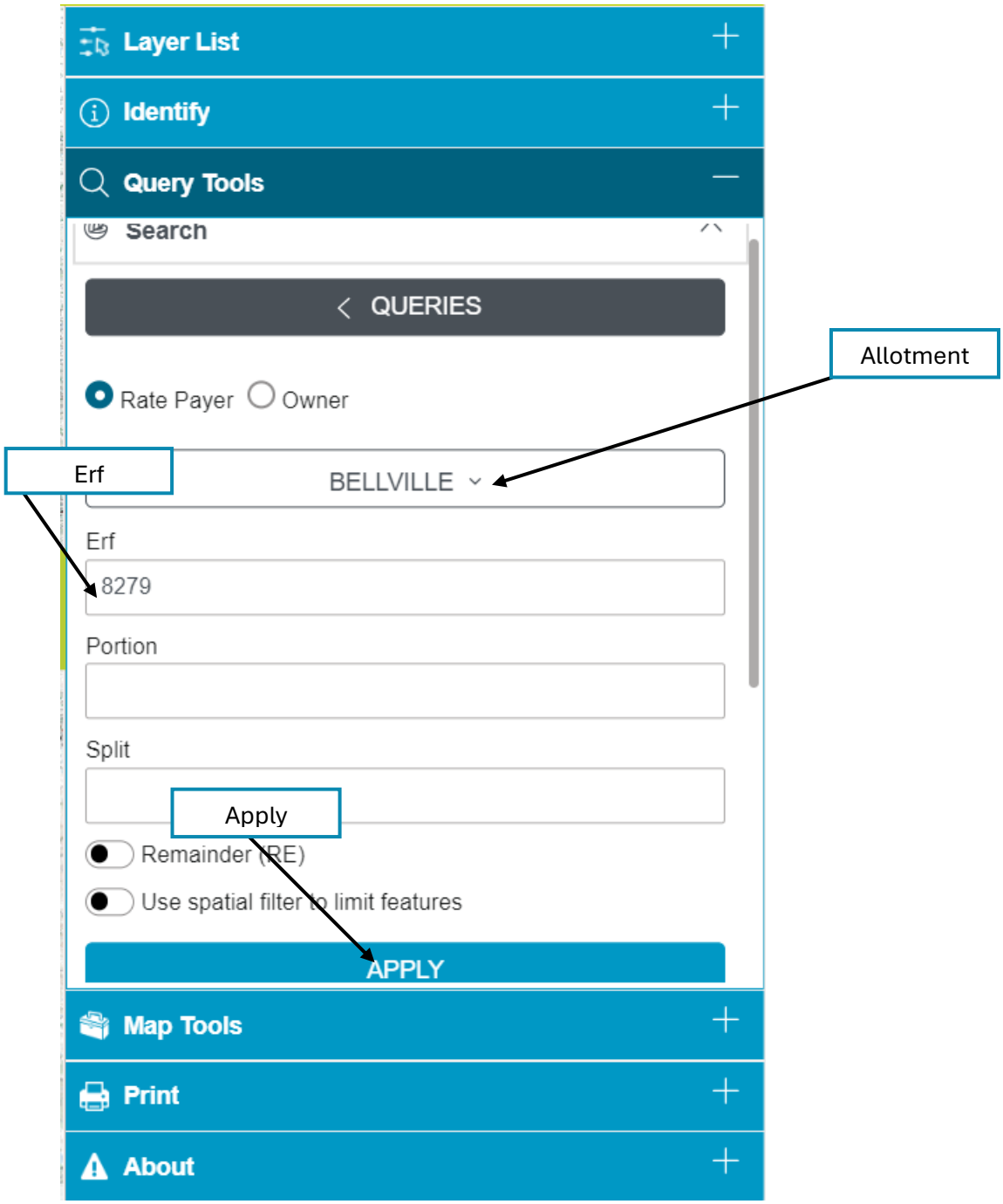


Figure A1.5

Click on the zoom button below to access the map

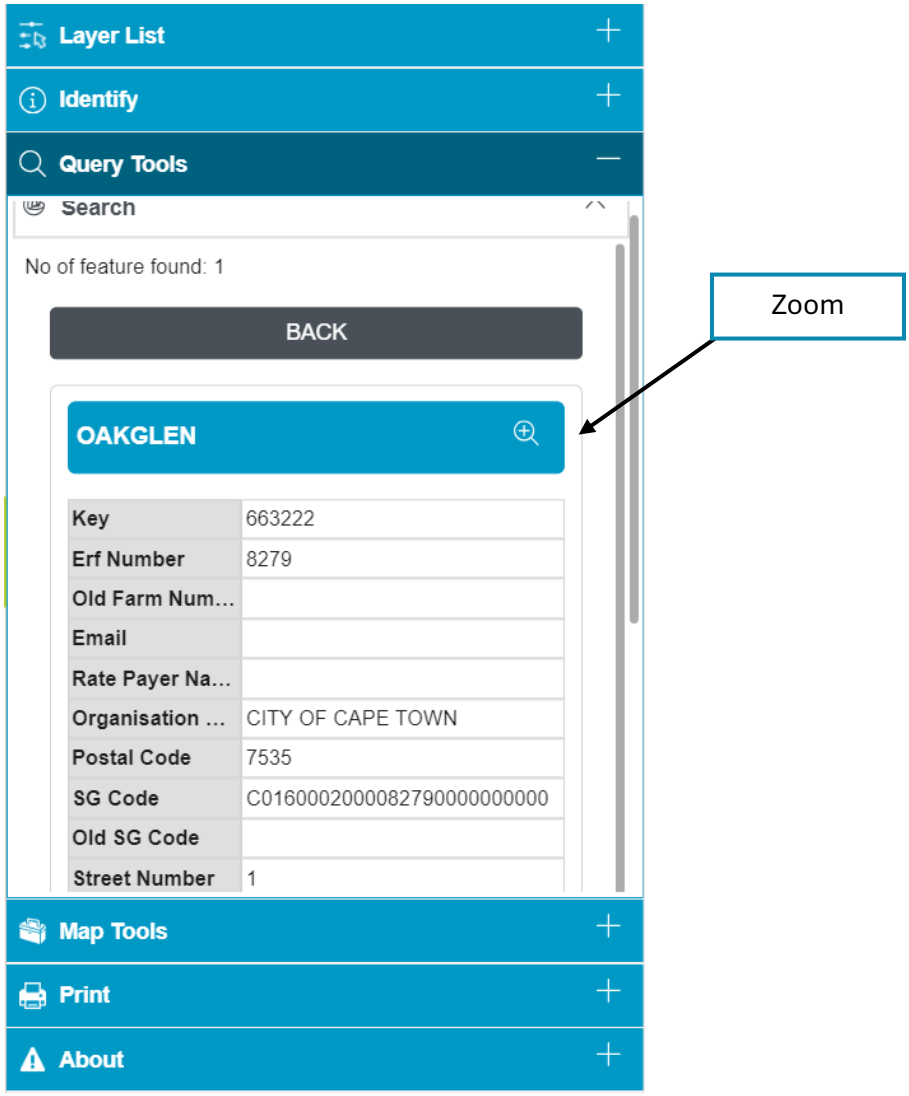


Figure A1.6

The extent and corresponding address will be shown in the image below.



Figure A1.7



Figure A1.8

A2. Search using property address

To access property information using the property address, Figures A1.1-A1.3 above must be repeated. Once these steps have been completed, Figure A2.1 below will appear.

Step 5: Click the address tab below

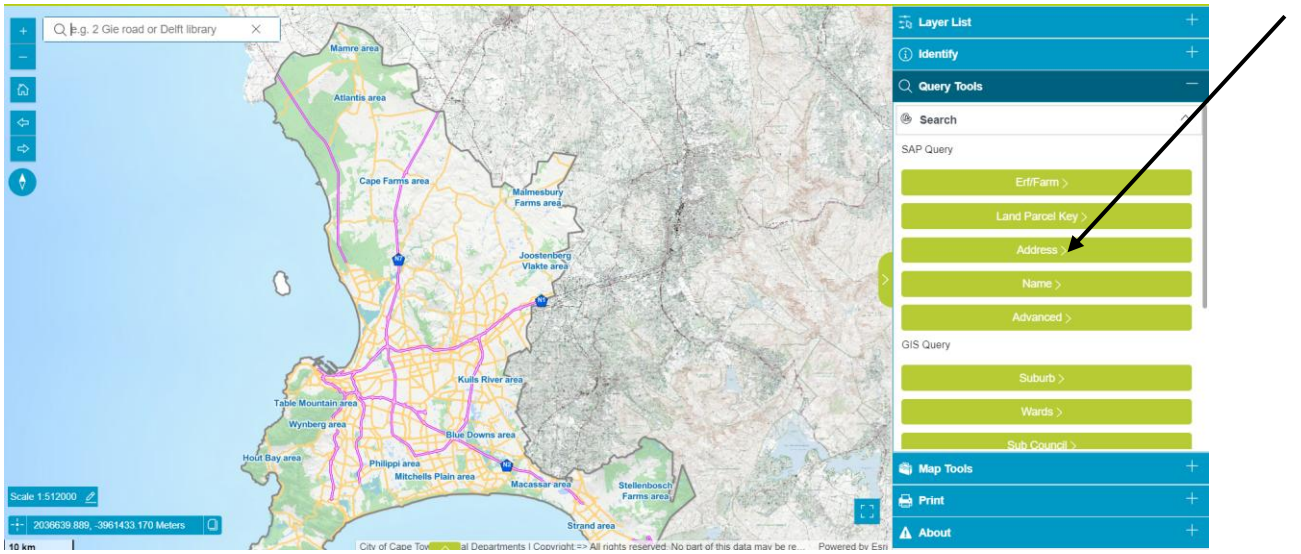


Figure A2.1

Step 6: Enter the street name and number, and a list of matching results will appear. Select the correct street name for the property you are searching for and then click apply.

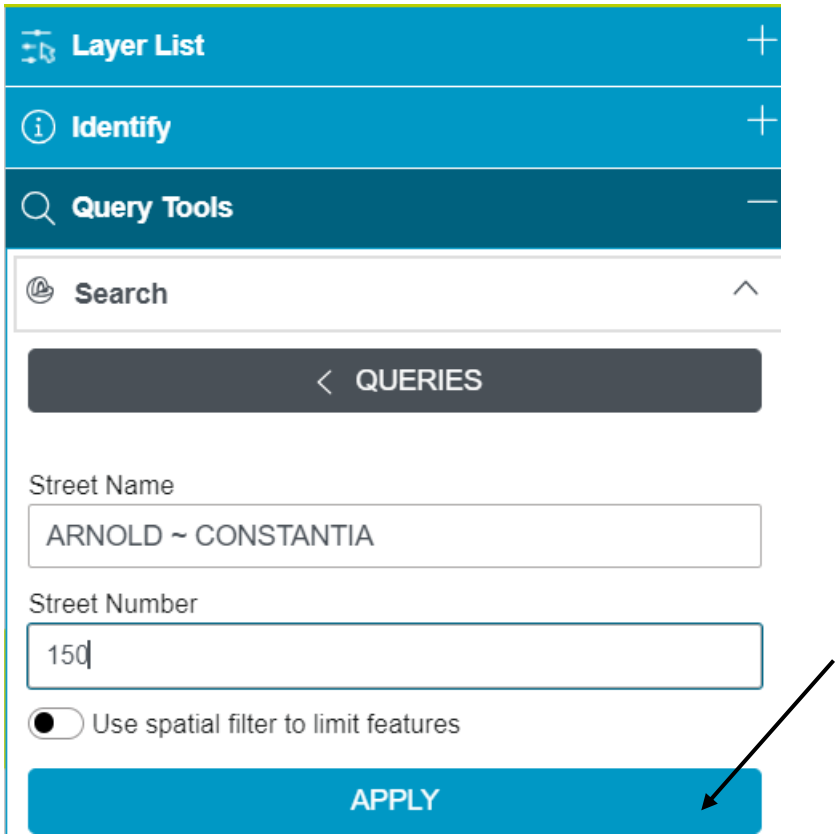


Figure A2.2

Refer to Annexure Figures A1.6 – A1.8 for practical demonstration

A3. Searching when you do not know the Erf number or property address

Locating an ECD using aerial imagery

Use this option if the site does not have a formal address, or the Erf number is unknown (e.g. informal or stand-alone ECD sites), **Step A1** above must be repeated. Once these steps have been completed, Figure A3.1 below will appear.

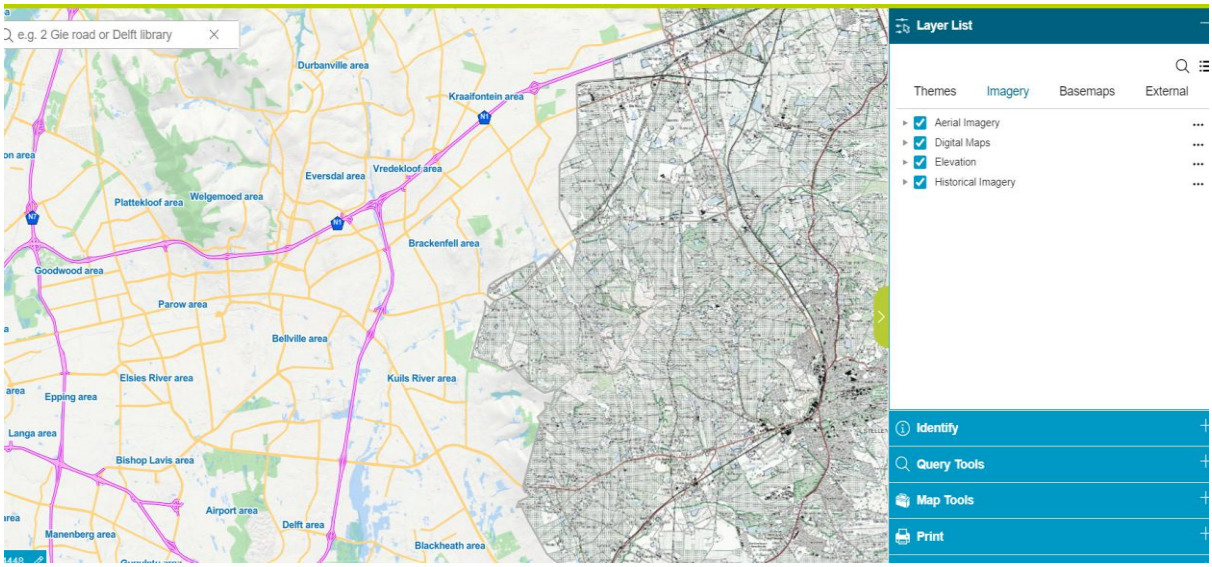


Figure A3.1

Continue navigating the map by **zooming in** until the Erf numbers become visible as shown in **figure A3.2**

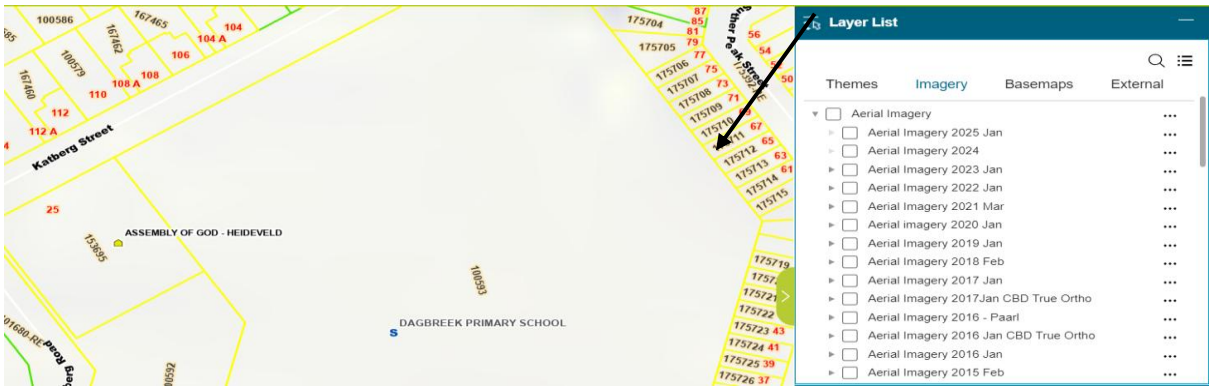


Figure A3.2

Step 7: Thereafter click on the **Imagery** tab, tick the box next to **Aerial Imagery** and then choose year.

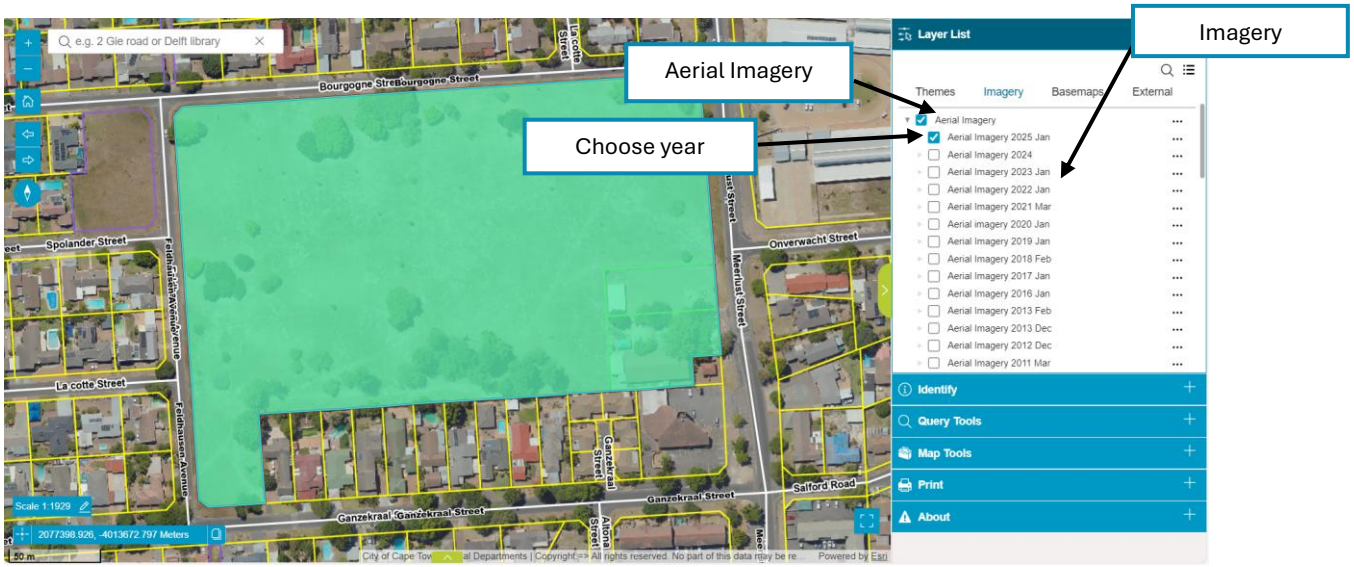


Figure A3.3

To view property information, click on the **Identify** tool shown below



Figure A3.4

Select **Click on Map**

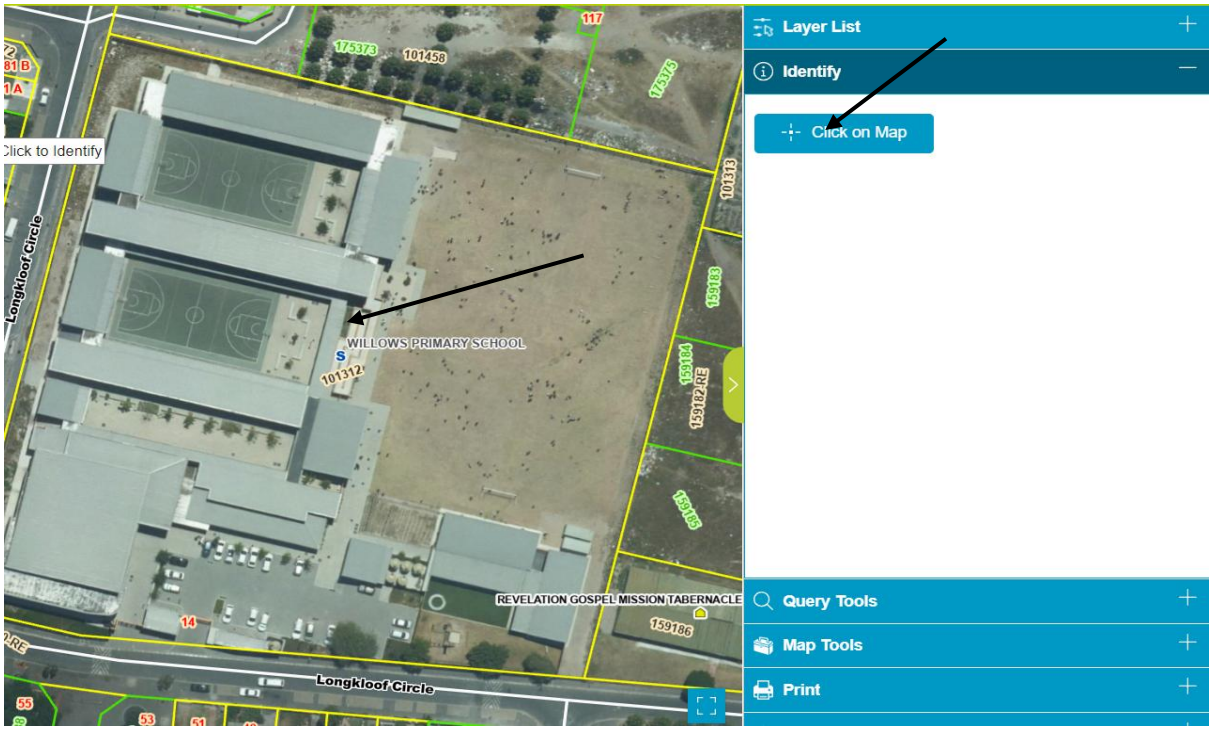


Figure A3.5

Select **Property** tab down arrow and the property information will appear.

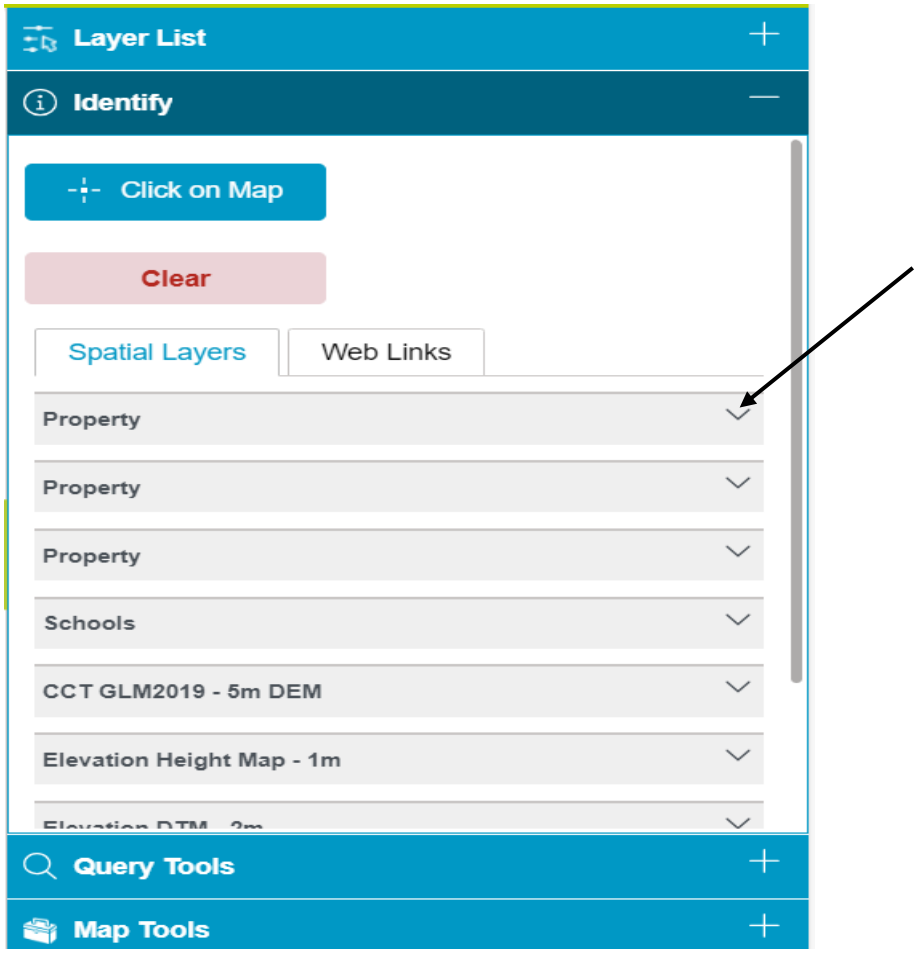


Figure A3.6

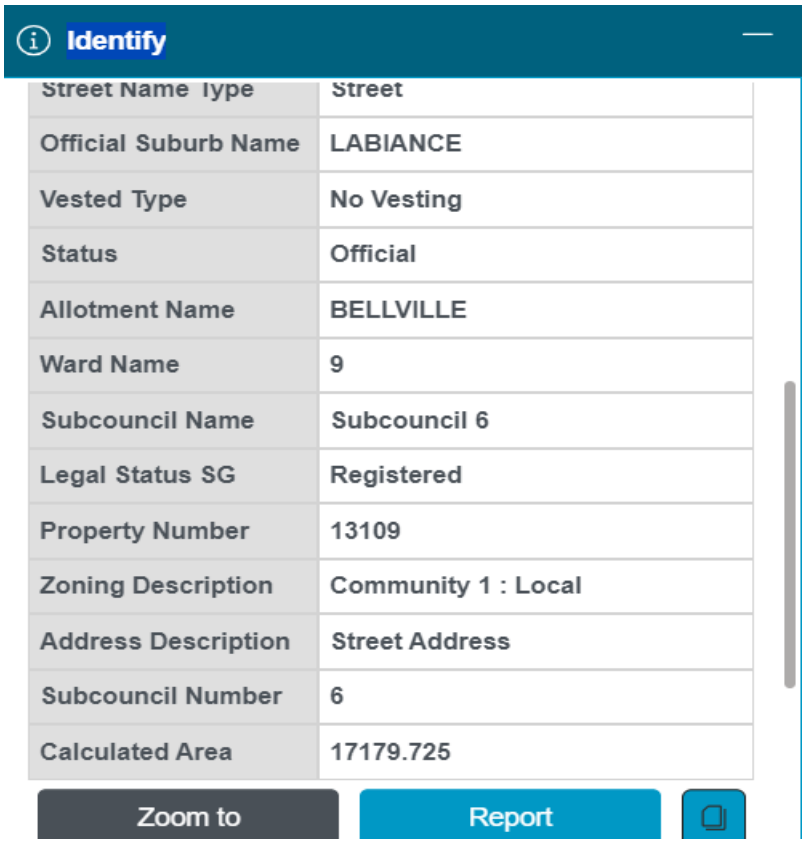


Figure A3.7

To determine the size or extent of a property in an informal settlement

To access property extent, size/calculated area in an informal settlement, Annexure Figures A3.1.1-A3.4 above must be repeated. Once these steps have been completed, you may further **mark the position of buildings/structures for the Property Sketch using the Map Viewer** by following the steps below:

- **Step1:** Click on map tools tab (**A**)
- Draw and measure (**B**)
- Select one of the icons **(C)**

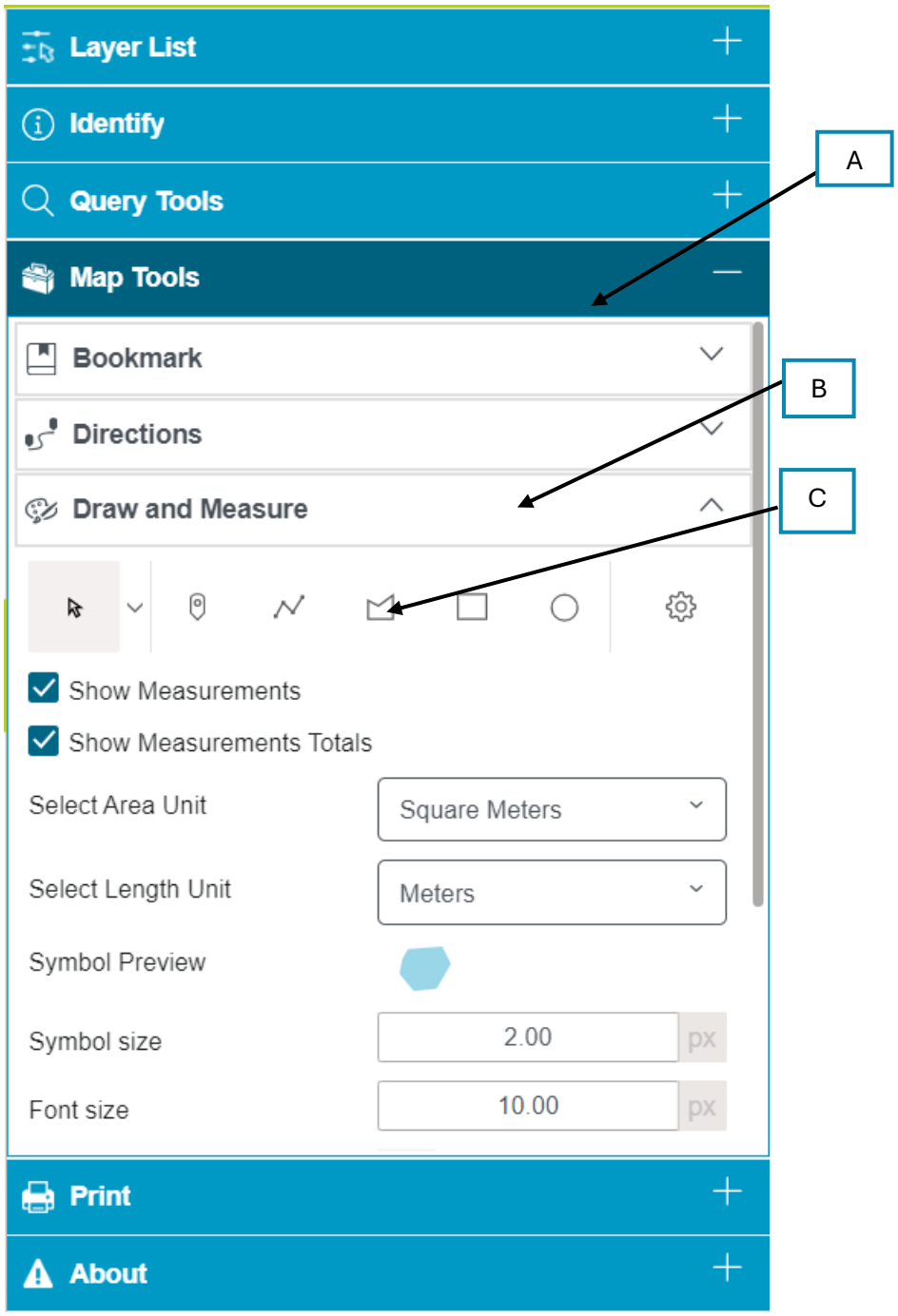


Figure A4.1

Position the cursor on the map and left click to start drawing. As shown in the image below, the total area extent will then be calculated which you can include in the application form.

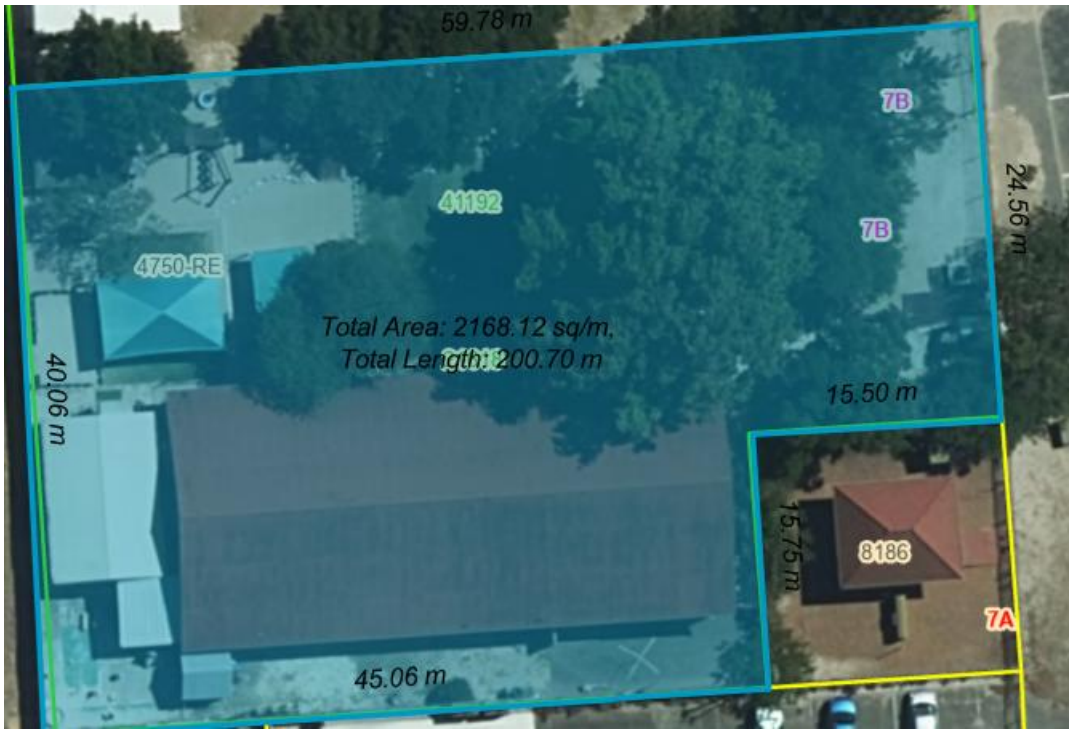


Figure A4.2