

THE PURPOSE OF TECHNICAL PRE-LODGEMENT AND TECHNICAL LODGEMENT AT THE SURVEYOR-GENERALS OFFICE KWAZULU NATAL

Key words Prelodgement , SGO KwaZulu Natal, Examination, Approval

The Department of Land Reform and Rural Development comprises of several branches working in their different components to fulfil the departments mandate. Within the branch National Geomatics Management Services (NGMS) there is the Chief Surveyor General, Chief Directorate – NGI and the Surveyor – Generals Offices. The Surveyor General Offices are established through the Land Survey Act.

Since the opening of the SGO's in the country in 1829, these offices have been using manual lodgements. These manual lodgements used to require several papers to be submitted using post or through hand delivery. These manual lodgements required internal processing of the cadastral documents which was time consuming.

This paper aims to delve deeper particularly on the purpose of PRE-LODGEMENT and TECHNICAL LODGEMENTS in the SGO-KZN for sharing information about the operations of the SGO-KZN. It will outline why the SGO-KZN decided on having such a process. It will further unpack how this process benefits the SGO-KZN, the professional land surveyors lodging work at the SGO-KZN; the clients of the SGO- KZN and all stakeholders that form part of the Land Administration and land Information in Kwa-Zulu Natal.

The SGO-KZN forms a big part in the hierarchy of land registration at the Deeds office in Kwa-Zulu Natal. The SGO aims at making sure that service towards the main clients, being the land surveyors and citizens is proficient, while not neglecting the importance of all the stakeholders that are part of the land development process. Over the years, the invent of technology introduced the notion of digital lodgements. This became a compelling need during the covid-19 pandemic era. The SGO's started accepting digital lodgements from then till present. We will look at the advancement that comes with pre- lodgement and technical Lodgement at the SGO-KZN and how they are moving with the times by having electronic lodgement of cadastral survey information and how that efficiency is beneficial for the approval of cadastral documents.

The process of lodgement

The land surveyor compiles their work accordingly within all laws relevant for lodging work at the surveyor Generals office. Currently, most land surveyors lodge their work by emailing the SGO through the sgkznlodgemnt@dlrrd.gov.za email. This work is received by the

officials at the technical lodgement section. When the work is received, it is processed. This includes noting it as received in the “mail” spreadsheet. This is to make sure the official can account to the SG of all work received in case any problems arise. That email is then forwarded to the professional assistants (Professional land surveyors within the SG office) for the process of PRELODGE MENT examination.

CADASTRAL PRELODGE MENT

The professional Assistants receive work from the technical lodgement section. Work is the sorted by the nature of the survey lodged. Cadastral lodgements and/or Sectional title lodgements.

A spreadsheet was created to clearly define all that is needed for 1 job submitted by a land surveyor to be lodged into the document tracking system. The spreadsheet includes all information that is required from the land surveyor in terms of the land survey act and the office practices of the SGO for the full examination of cadastral diagrams and their survey records for the purpose of approval in the SGO.

The required documents at Pre-lodgement include:

Covering letter – The covering letter is a brief detail explanation from the PLS showing the contents of all that has been submitted to the SG office and the fees paid to the SGO. This letter is applicable for both the lodgement of cadastral and sectional title work. It is particularly important at pre-lodgement for the purpose of date stamping receipt of survey work to be examined. How many diagrams that job has? And the fees applicable to that job to be examined. This covering letter is used by the office's cashier to acknowledge payment alongside the proof of payment sheet the surveyor submits.

Fees – usually done by EFT, a copy of the proof of payment made must accompany the job. At pre-lodgement it is acknowledged for the job to be lodged and examined. Furthermore, the cashier acknowledges this proof of payment.

Diagrams – The number of diagrams submitted is acknowledged in accordance with the fees submitted. Cadastral diagrams are currently R425 per diagram. Diagrams are seen by the P.A's & quickly examining if the diagram has been signed by the land surveyor responsible and a true north has been indicated.

General plans – At pre lodge, the P.A shall check how many g.ps have been submitted and how many parcels/erven that GP has

The basic fees for GP's differ

- GP with 2-50 erven has a basic fee of R1330 at R80 per erven
- GP with 51-300 erven has a basic fee of R1765 at R75 per erven
- GP with 301-500 erven has a basic fee of R4670 at R70 per erven

- GP with 500+ erven has a basic fee of R6370 at R90 per erven

SPLUMA consents – this refers to the references that must be made to the proclaimed local authority in which area of jurisdiction the property falls on. Lodged jobs must be accompanied by their correct SPLUMA consent with the correct municipal name. If the P.A can see that a certain consent is missing, that job can be sent back to the land surveyor immediately before it is lodged until that land surveyor brings the required consent.

Pls affidavit – Serves as confirmation that the submitted layout from the municipality is authentic and valid.

Act 70/70 consent and plan – Unless exempted in terms of the definition of ‘Agricultural Land’, the consent of the minister of agriculture is required for any subdivision or lease of a portion of a farm or registration of certain servitudes over “Agricultural land” as defined in the act.

Appeals letter – serves as confirmation that as advertised within the stipulated period, no objections have been made about such lodgement of that land to the SGO

KZN Act 4 of 2001 consent & plan – This act controls the development of land situated within 95 metres of the centre lines of “Main Roads” and “building restriction roads” as defined in the act. Acknowledging the presence of such consent at pre lodgement stage helps with the fast examination of cadastral work when the job has ben lodged.

The survey records of the jobs to be lodged are also checked at pre -lodgement

Report – As stipulated by regulation 18(1) a comprehensive report must be lodged. The report must be signed and dated. It is important to note that this is one of the most important documents checked at prelodgement, as surveys will not be sent for lodgement unless accompanied by a report.

Co-ordinate list – A co-ordinate list showing trig stations, town survey marks with the official number of each point and the degree square used and the beacons placed and their values.

Working plan – A working plan showing the figure of the survey and where the beacons were placed and where they were placed with the correct descriptions matching the co-ordinate list.

Upon acknowledging that all the required documents are available and the process of lodging the “new job” into the system can continue. This is an indication of less administrative errors on submissions and is an indication that the land surveyor understands all that is required from them for the process of technical examination and approval to be swift and faster.

LODGEMENT FOR EXAMINATION

The lodgement into the document tracking system takes place after pre-lodgement. This means, the work already has less errors to it and can be attended to in time instead of constantly waiting on documents not submitted while the job is counting days in the system further increasing turn around time. This affects the staff in the office and the client waiting for their documents to be approved.

It is important to note that all submissions will be acknowledged via email. The email with the attached letter will be showing when was a job lodged, SG numbers of the diagrams lodged, the SR number will be shown and the batch number of that work for purposes of tracking work as it goes in all sections in the office for examination.

CONCLUSION

The Surveyor Generals Office in KwaZulu Natal aims at offering a professional and efficient service to the Land Surveyors, stakeholders and clients of the province. The purpose of prelodgement has efficiently omitted a burden of constantly having to reject work with errors that become a waste of time for both the staff and the clients. Much as the pre-lodgement is efficient, it must be noted that this is not to be observed as a checking service for land surveyors. It is still the responsibility of the land surveyor to ensure that his or her records submitted for the purpose of approval are correct, complete and are in alignment with all that governs the profession.

REFERENCES

Manual of Procedures Office of the Surveyor General: KwaZulu Natal

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