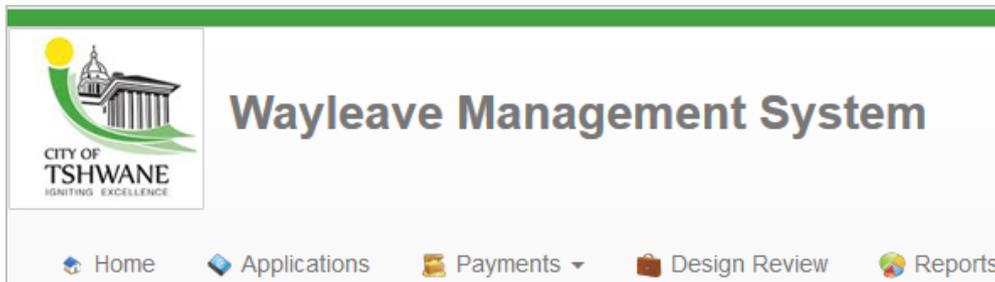




Training Manual: Tshwane Wayleave Management System

Version 1.1

Prepared by:
GESS (Pty) Ltd



Revision: 1
Prepared On: 13 June 2019
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FIGURES

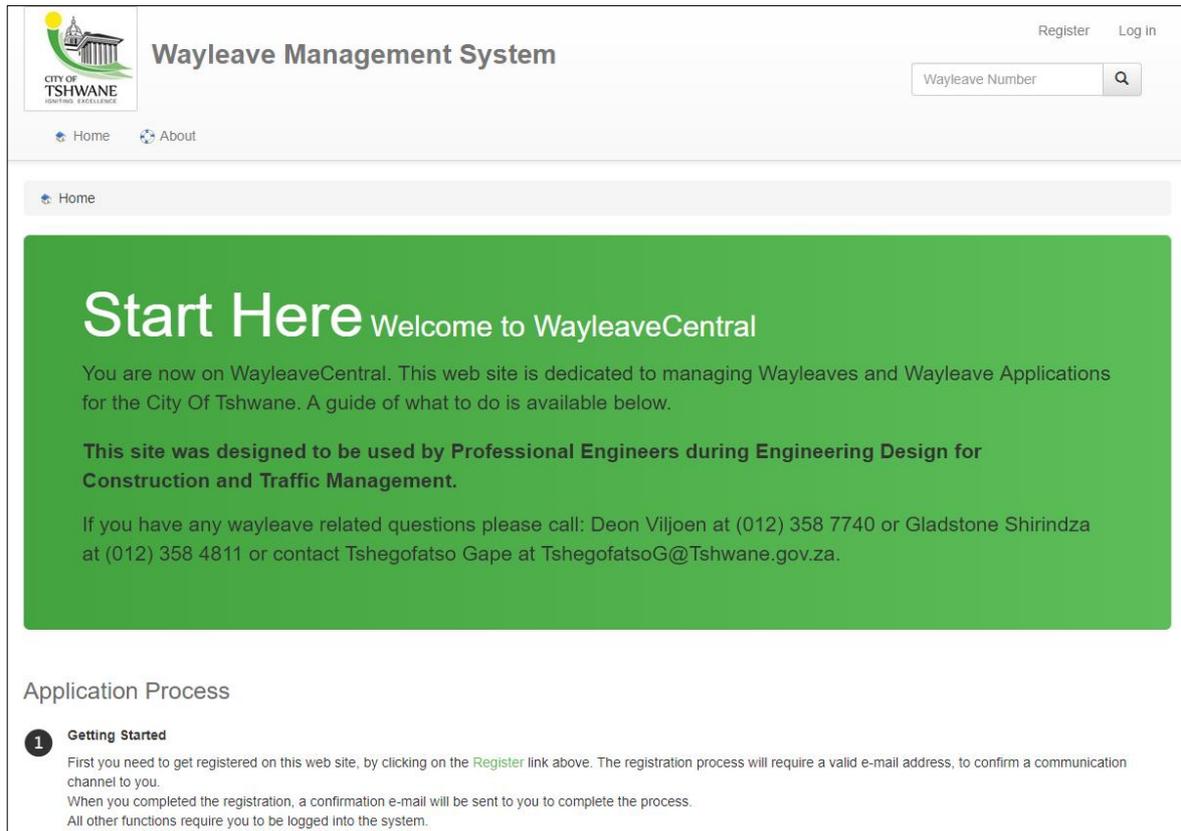
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TABLES

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1. HOME PAGE

The home page can be accessed by typing <https://wayleave.tshwane.gov.za/> on the address bar of an internet browser and pressing enter. The Recommended browser is Google Chrome. The content of the home page will appear as illustrated in the image below.



Users are able to register and login profiles, create, manage, submit and review Wayleave applications or applicable administrative functions on the website. A list of useful resources is also included, such as the Government Gazettes and a list of applicable Design Review Questions that will be checked on each application submission.

1.1 Tshwane Reference Links to Documents

7 Reference Links				
Reference / Drawing Number	Name	Description	Version	Accept Terms and Conditions: <input type="checkbox"/>
0	Design Review Question List	Design Review Question List	2019-03-04	
0	Standard Construction Details and Design Standards	Roads and Stormwater Design Details	2019/05/16	
0001	Fees and Tariffs 2021 2022_.pdf	2021/2022 Fees and Tariffs	2021/07/01	
1	Approval Administrator.pdf	Administrator Approval	2020/10/13	
1	CoC.docx	Region 1 Wayleave Completion Certificate Roads and Stormwater	2021/05/04	
0002	Water loss and repair cost 2021 2022_.pdf	Water loss and repair cost 2021 2022	2021/07/06	
2	CoC.docx	Region 2 Wayleave Completion Certificate Roads and Stormwater	2021/05/04	
3	CoC.docx	Region 3, 5 and 7 Wayleave Completion Certificate Roads and Stormwater	2021/05/04	
3 and 6	CoC.docx	Certificate of Completion Region 3 and Region 6	2021/05/04	
4	CoC.docx	Region 4 Wayleave Completion Certificate Roads and Stormwater	2021/05/04	
26	TRH26 South African Road Classification and Access Management Manual.pdf	TRH26 South African Road Classification and Access Management Manual	2019-03-04	
27	TRH27 South African Manual for Permitting Services in Road Reserves.pdf	TRH27 South African Manual for Permitting Services in Road Reserves	2019-03-04	
38	Work in the Public Road Reserve By-Laws (Approved in Dec 2013).pdf	Work in the Public Road Reserve By-Laws (Approved in Dec 2013)	2019-03-04	
256	Fines Schedule.pdf	Fines Schedule	2019-03-04	
1415-0000	Wayleave Site Nameboard.pdf	Wayleave Site Nameboard	2019-03-04	
0518159	Payment to criminal organisations or allowing work to continue_City of Tshwane.pdf	Letter concerning payment to criminal organisations for allowing work to continue	2019-03-04	
Content_v1.0	User Training Manual - CoT Wayleave Management System Website Content_v1.0 20190613.pdf	User Training Manual - CoT Wayleave Management System Website	2019/06/25	
ECN CoC	Electronic Communication Network Certificate of Completion.docx	Electronic Communication Network CoC	2020/12/14	
V1.4	Micro Trenching Policy.pdf	Micro Trench Policy	2020/10/13	

All reference documents are listed on the home page to be downloaded and accessed. Accepting the Terms and Conditions is mandatory to download any of the reference documents.

7 Reference Links				
Reference / Drawing Number	Name	Description	Version	Accept Terms and Conditions: <input checked="" type="checkbox"/>
0	Design Review Question List	Design Review Question List	2019-03-04	Navigate
0	Standard Construction Details and Design Standards	Roads and Stormwater Design Details	2019/05/16	Navigate
0001	Fees and Tariffs 2021 2022_.pdf	2021/2022 Fees and Tariffs	2021/07/01	Download
1	Approval Administrator.pdf	Administrator Approval	2020/10/13	Download
1	CoC.docx	Region 1 Wayleave Completion Certificate Roads and Stormwater	2021/05/04	Download

2. GENERAL

Selected Wayleave resources are open to the public, which includes new and existing users. These resources include social media for the Wayleave Central and useful documentation about wayleave or wayleave-related information. For example, the “Government Gazette Approved Tariffs 2018 - 2019” in PDF file format.

2.1 About Tshwane Wayleave Management Services

New and existing users may obtain additional information about the Wayleave system on the About page, which is illustrated in the image below. A detailed description of available additional services (for example, subscribing as a Professional User and booking training sessions) are also available on the About page. Other internal web links are also provided on the About page as well as the website Copyright Specifications and Version Information.

Wayleave Management System

Register Log in

Wayleave Number

Home About

Home / About

About WayleaveCentral. Version 5.1.0.0.

WayleaveCentral is a product of Graphic Engineering Solutions and Services (Pty) Ltd.

The product is used to record and manage the approval process of Wayleave Applications. It provides tools and functions to assist Authorities responsible for the issuing of Wayleaves

Need Training?

Book a course!

Contact CoT to book a seat on the next training course for the system.

Links

- Home
- Contact
- WayleaveCentral Product

Version Information

- Product: WayleaveCentral
- Assembly Version: 5.1
- Assembly Build: 7835
- Assembly Revision: 29104
- Deployment Number: 430
- Created On: 2021/06/14 16:10:12
- Build Type: Retail Release
- Database Version: 5.9.8
- Database Version Date: 2021/07/28 11:06:22

Copyright ©

Copyright for components in this software is owned by:

- Graphic Engineering Solutions & Services (Pty) Ltd
- City of Tshwane
- Open Source Contributors

For a full list see [Copyright and Licenses](#)

3. ACCOUNT REGISTRATION, ACTIVATION AND LOGIN FOR NEW USERS

New users to the Tshwane Wayleave Management System are required to successfully register and have their email address verified prior to utilizing the Tshwane Wayleave services. Users who are already registered may Login by entering their user credentials. New users will be directed to the profile page on login to supply needed information about themselves and the business entity that they work for before they are allowed to participate in the process.

3.1 Register

In order to register, the new user will be required to accurately provide an email address (this will serve as the user's account name), password and a re-enter the password. Register as a new by doing the following:

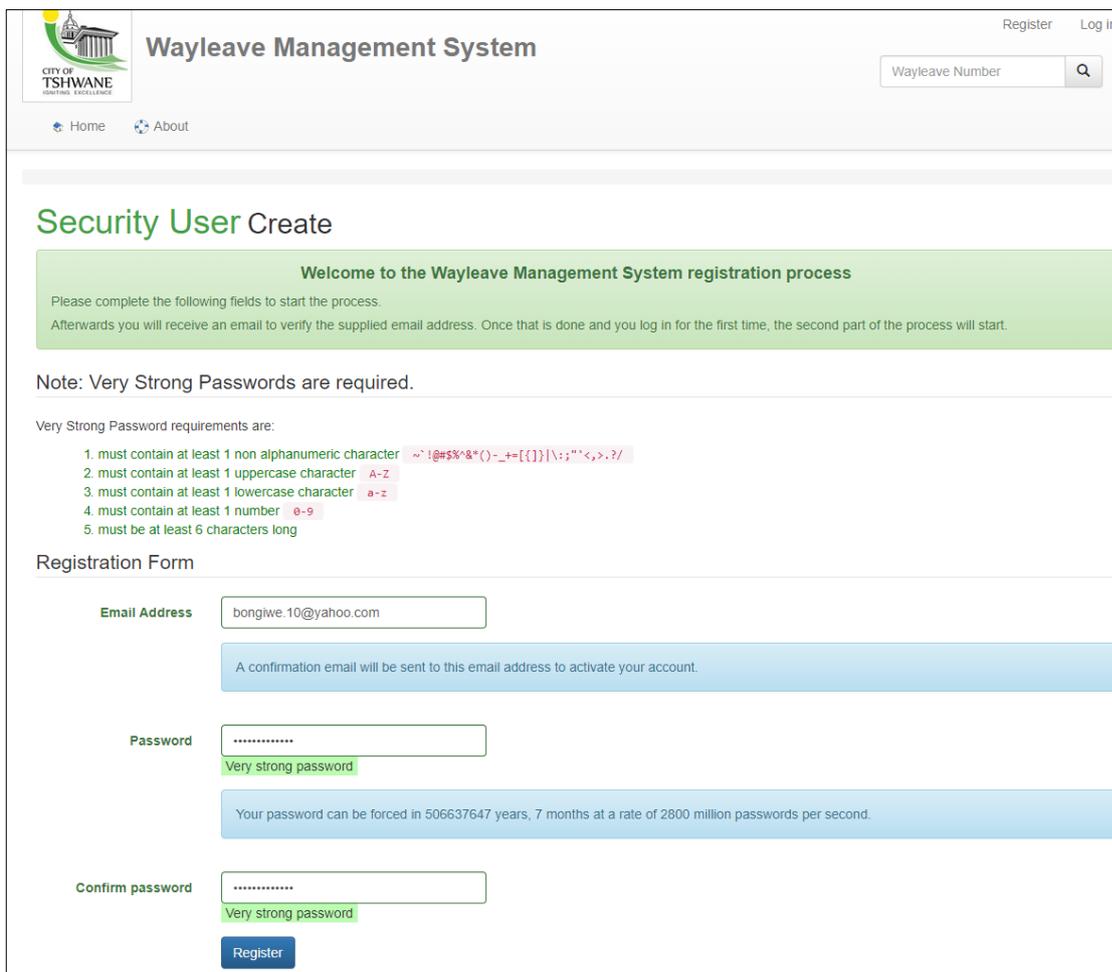
1. Click on 'Register' at the Top-Right side of the Home Web Page.



2. Populate the 'Email Address', 'Password' and 'Confirm Password' fields (*Illustrated below*).

Note: Should any entered data not be compliant, a red text box containing an error message will appear above the heading 'Registration Form'. Apply applicable corrections and click on 'Register'.

3. Click on 'Register'. The content of the registration window is illustrated in the image below.



Wayleave Management System

Register Log in

Wayleave Number

Security User Create

Welcome to the Wayleave Management System registration process

Please complete the following fields to start the process.
Afterwards you will receive an email to verify the supplied email address. Once that is done and you log in for the first time, the second part of the process will start.

Note: Very Strong Passwords are required.

Very Strong Password requirements are:

1. must contain at least 1 non alphanumeric character `~!@#$%^&*()-_+=[{}]\|:;'"<>.,?/`
2. must contain at least 1 uppercase character `A-Z`
3. must contain at least 1 lowercase character `a-z`
4. must contain at least 1 number `0-9`
5. must be at least 6 characters long

Registration Form

Email Address: bongiwe.10@yahoo.com

A confirmation email will be sent to this email address to activate your account.

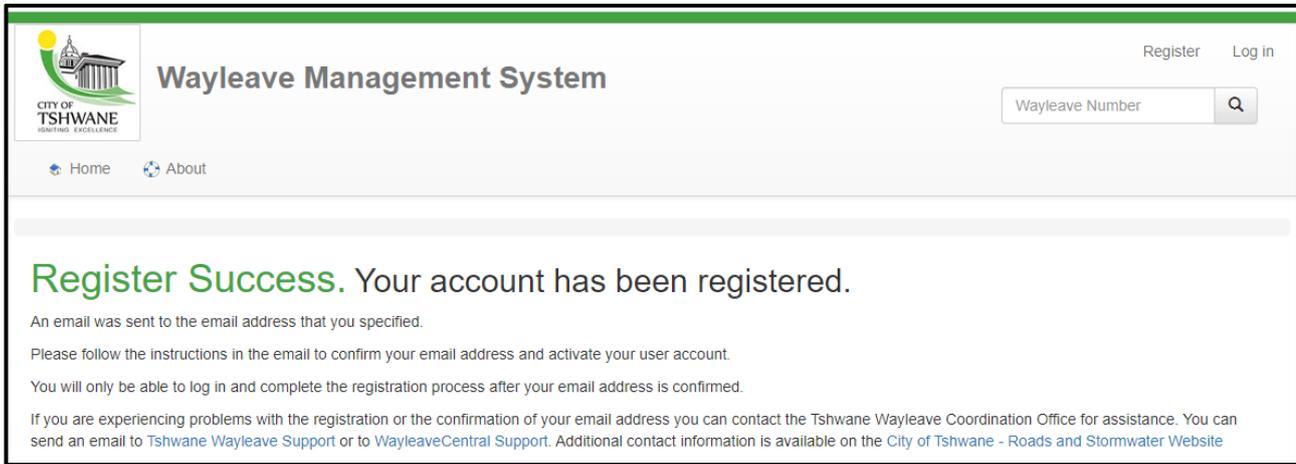
Password: [masked] Very strong password

Your password can be forced in 506637647 years, 7 months at a rate of 2800 million passwords per second.

Confirm password: [masked] Very strong password

Register

Upon successful registration, the user will see an onscreen message stating that the account was registered successfully. The newly registered user will receive instructions via their registered email on how to activate their account.



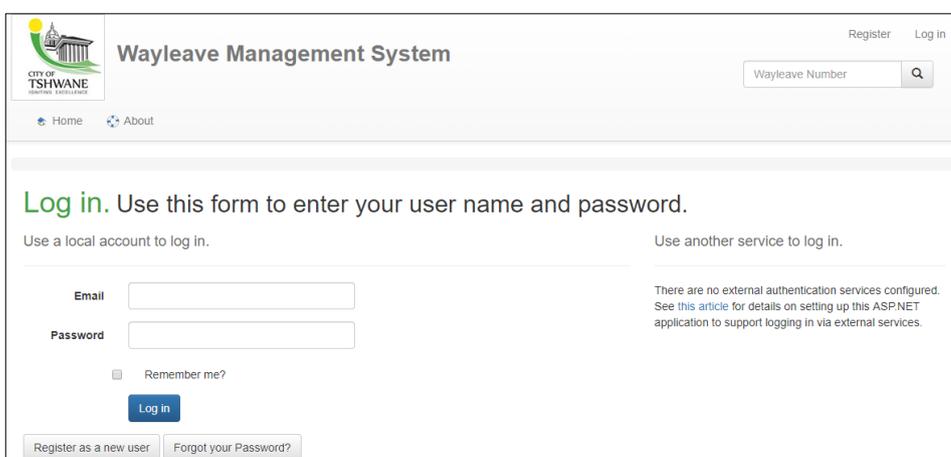
3.2 Activating Account

Access the registered email account (entered during registration) and open the system-generated e-mail. The e-mail contains further instructions on how to validate the e-mail address and the newly registered user account.

The account activation email will contain an “Activate My Account” link. Click the link and the user’s web browser should automatically open the below webpage. This will activate the user’s account. The system-generated e-mail also contains a link that loads the Login webpage.

3.3 Login

Access the email used to activate your account and click on the Login link or enter the URL: <https://wayleavecentral.gessnet.co.za/account/login/> in the internet browser’s address bar. In the web page that appears (*Illustrated below*), populate the fields ‘Email’ and ‘Password’ and click on ‘Log In’. The fields are case sensitive, therefore should be case identical to the entered registration details.



3.4 Profile completion (Existing users and New users)

Upon first time login for a user which has not logged in before the profile screen will appear which must be completed before the user can continue to utilize the system. The options selected here will also

further dictate how the user will interact further with the system. The user can either choose to only want public information available on wayleaves, like an applicant for example, or whether they will participate in the process as either an service owner, engineer, design reviewer or any other official participating in the wayleave process

Wayleave Management System

hva.gma@gmail.com is logged in. Log o

Wayleave Number

Home Design Review Search Map About

Security User Profile Edit

Update your profile

Welcome

The user profile system has determined that there are problems/outstanding items on your profile.
Please have a look at the following:

- Your personal profile data is not yet complete.

My information

I would like information about wayleave(s) that affect me.
(I am either a Contractor, Property owner or other interested party)

I am participating in the wayleave application process.
(I am an Engineer responsible for the application (or capturing on behalf of the engineer), a Service owner, a Design reviewer or other official participating in the process)

Name

Surname

Contact number

Alternate email address (Optional)

Date of birth (Optional)

Change Avatar

Click to select

Save and Close

3.4.1 My Information

This section is completed with the Name, Surname and Contact Number as mandatory. Further this is where the user chooses between being an applicant or if they need to participate in the process

- I would like information about wayleave(s) that affect me.
(I am either a Contractor, Property owner or other interested party)
- I am participating in the wayleave application process.
(I am an Engineer responsible for the application (or capturing on behalf of the engineer), a Service owner, a Design reviewer or other official participating in the process)

If the user choose to participate in in the process two further section will open up which the user has to complete.

3.4.2 My Employer information

The user will now need to enter the business entity that they are working for. They first have to choose the type of entity (company/government/private).

My employer information

- I work for a company or organisation eg. (Pty) Ltd, SOC Ltd, NPC, Ltd, Inc, International company, Partnership, Business Trust or Consortium.
- I work for either National Government, Provincial Government or a municipality.
- I am a sole proprietor.

Once this is done the user will need to search for the company via the Company registration number (xxxx/xxxxxx/xx) or if they choose government they will have to search through the name of the relevant department or municipality (City of Tshwane) or if they are a sole proprietor through their id number.

My employer information

Please enter the registration number of the primary company that you work for in the format xxxx/xxxxxx/xx and select the best fit from the results.
If nothing is found click on "No company found. Create new company" that will appear below the field.

- I work for a company or organisation eg. (Pty) Ltd, SOC Ltd, NPC, Ltd, Inc, International company, Partnership, Business Trust or Consortium.
- I work for either National Government, Provincial Government or a municipality.
- I am a sole proprietor.

Current employer

9 more characters needed

[Employer](#)

If the business entity doesn't exists the user can then choose to register the entity on the system by selecting the hyperlink "No company found Create new company"

Create a new business entity □

Name	<input style="width: 90%;" type="text"/>
Company Type	<input style="width: 90%;" type="text" value="v"/>
Trading As	<input style="width: 90%;" type="text"/>
Registration Number	<input style="width: 90%;" type="text"/>
VAT Number <i>(Optional)</i>	<input style="width: 90%;" type="text"/>
Website <i>(Optional)</i>	<input style="width: 90%;" type="text"/>

After this is done the user should clear the field and enter the number again to search for the newly added company. Below is how a successfully completed employer information is supposed to look

Current employer	Graphic Engineering Solutions And Services x		
	0 more characters needed		
Employer			
Name	Graphic Engineering Solutions And Servi	Trading As	GESS
Company Type	Private Company - (Pty) Ltd	VAT Number	4710205735
Website	gess.co.za		

Please note that upon subsequent iterations a new button will appear that will allow users to add linked employers. This is for engineers that work for themselves but are hired by different companies. Note that these companies can't be created only joined.

3.4.3 My registrations information

This section of the profile is completed by either a) users with a professional engineering registration at ECSA or b) officials from the city of Tshwane. The option to indicate that the user is registered with ECSA will be available for all users however the option to indicate that the user is a city official will only be available to accounts on the Tshwane domain

My registrations information

I am/or use a registered professional engineer that will be responsible for applications and wayleave execution

Applications can only be owned by an engineer with a verified ECSA registration. In order to complete this registration please use the information as shown on the relevant ECSA registration certificate.

The business entity you have selected currently has 1 engineer(s) attached to it. Please note that if you are not an engineer there is no need to complete this registration.

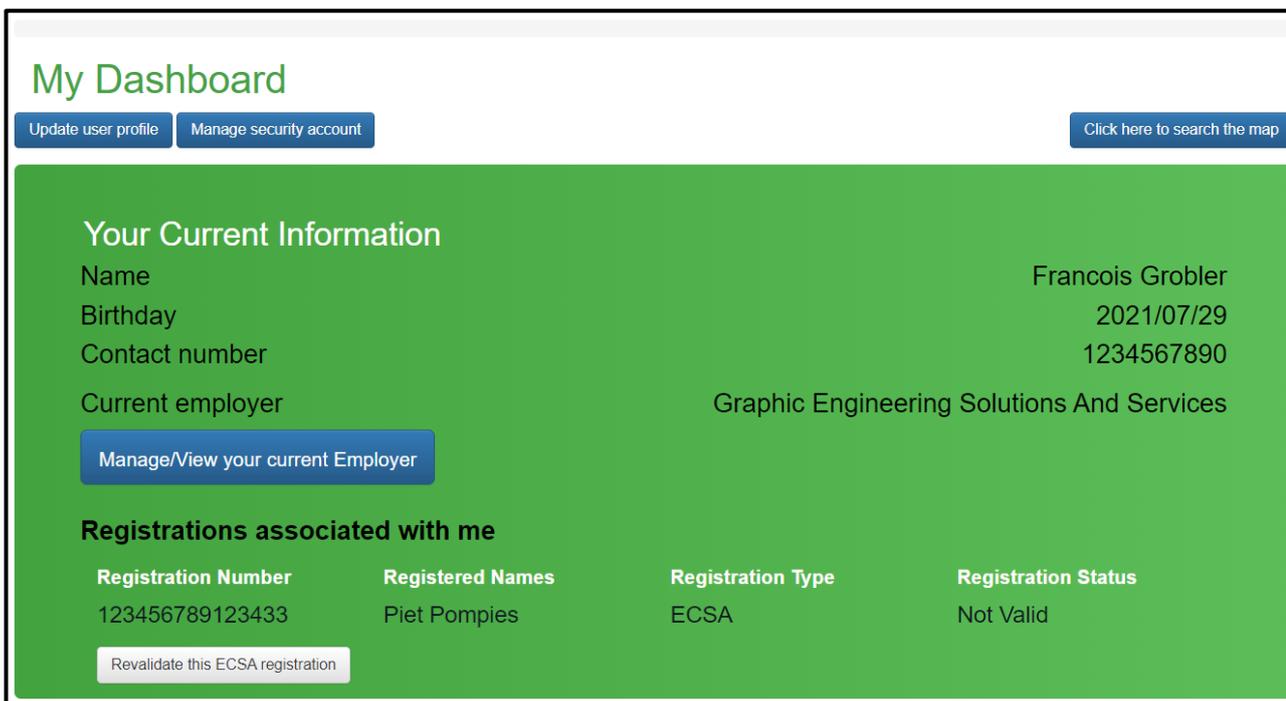
ECSA registration number	<input type="text"/>
Registered name(s)	<input type="text"/>
ECSA registration type	<input type="text"/>
Engineer email	<input type="text"/>

This information can usually be found on the relevant certificate from ECSA. Please note that this section matches information with what ECSA has available and if that doesn't match then the system will not allow the user to access those options only available to registered engineers. User can see the status of the match on the dashboard. It usually takes the system about 10 minutes to retrieve the data from ECSA. After that period the user can refresh their screen to see what the result of the match was. Please note it is strongly encouraged those users who are engineers register with their own accounts, so the Engineer email is usually the same as the current account. However, if that is not possible an account will be

created for the email that was specified in that field. An email will be sent to the email address to complete the process.

3.5 Dashboard

After successfully logging in, the user's dashboard will appear. The dashboard summarises the user's application and shows their personal details (Name, Contact Number and Current Employer). The user may update their profile and user settings from the dashboard. To enter the dashboard from another wayleave webpage, click on the avatar at the top right (*Illustrated below*).



3.5.1 View and Update User Profile

To Update your own User Profile, click on [Update user profile](#) which will load the Profile Update page. The user can select whether he/she is either just an Applicant or alternatively an Engineer/Service Owner/Design Reviewer in the Wayleave Application Process. The user can further update/correct the following profile information via this page: Name & Surname, Contact Number, Alternative email address, Date of birth, Avatar image. If the user has made an error in their registration information this is where it can be updated. After the page has been saved the user can use the [Revalidate this ECSA registration](#) button to force

3.5.4 Employer management screen

Click on [Manage/View your current Employer](#) to access the employer management screen. This screen can be used to view information regarding the company as well as manage items related to the company. Documents that are shared across the company's applications can be managed on this screen. Users who have linked to the company can also be seen here. Other users can also view this information needs to contact the company administrator which is shown on the screen

In order to change/update any values of this company please contact your company administrator Francois Grobler at wllms-support@gess.co.za.

Company Management

[Transfer Ownership](#)

Name: Trading As:

Company Type:

Registration Number: VAT Number:

Website:

[Open Company](#)

COMPANY CONTACTS ^

[Create New](#)

Title	First Name	Surname	Initials	Identity Number	Cell Number	Email
-------	------------	---------	----------	-----------------	-------------	-------

LINKED USERS ^

FirstName	Surname	BirthDate	ContactNumber	Email	
Francois	Grobler	2021/07/29	1234567890	wllms-support@gess.co.za	
Henning	van Aswegen		[REDACTED]	[REDACTED]	Remove user
Rico	Hein		[REDACTED]	[REDACTED]	Remove user

COMPANY - DOCUMENTS ^

[- Please select a document type -](#)

Name	Description	Version	Document Type	CreatedOn	Expires On
------	-------------	---------	---------------	-----------	------------

[Company Applications](#)

[Back To My dashboard](#)

4. APPLICATIONS

The application process consists of 3 Phases: Service Inquiry, Cross-Cut, and Wayleave.

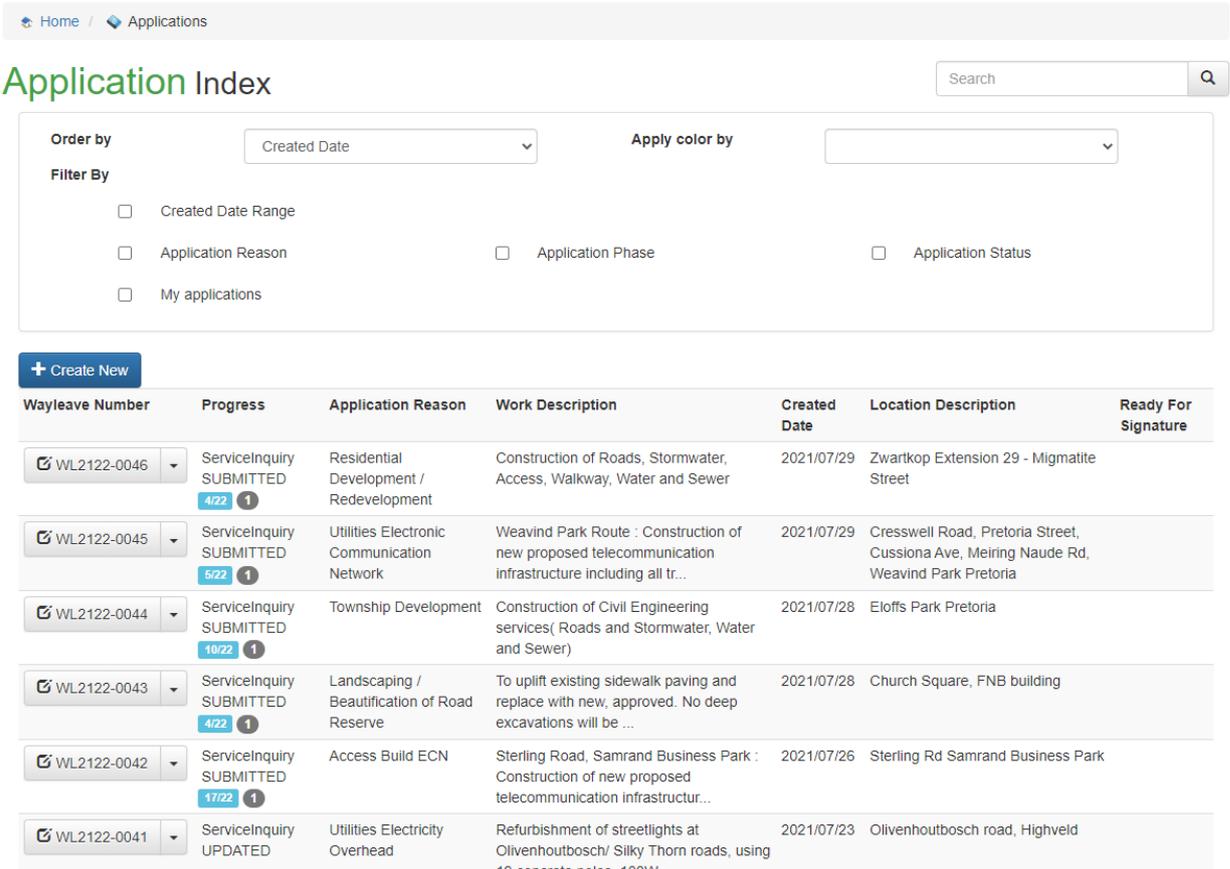
- 1) **Service Inquiry** - During this phase you will conduct a preliminary investigation to find which services might be affected. The system will assist you by submitting your application information to all the service owners registered on the system.
- 2) **Cross-Cut** - During this phase you will plan targeted cross-cuts with the purpose of confirming and pin-pointing the services identified during the Service Inquiry Phase. The cross-cuts requires approval from the City before the planned excavations can be executed. Only after approval has been received can process progress. The information obtained is to be used to finalize your detailed design that will be required for the Wayleave phase.
- 3) **Wayleave** - During this phase you will submit a detailed design along with any other required documents to the city for review and approval by their team. Only after the city approves the wayleaves can the projected be executed with comments from the city included in the final execution of the project.

The consultant submits a Service Inquiry to CoT and pays the application fee. The authorities verifies the details and Issues a Cross-cut Wayleave. The consultant pays the refundable deposit and finishes detail design repeat Submission Process until completion Closeout.

The requirements of the documents to be submitted will increase as the phases progress toward the Wayleave, with more and more details to be submitted as it is practically available.

4.1 General

After logging in, select the  Applications menu tab which will load the **Application Index** page. The index/list will reflect all current wayleave applications already captured to the system by the logged-in user.



The screenshot shows the 'Application Index' page. At the top, there is a breadcrumb 'Home / Applications' and a search bar. Below the search bar, there are filter options: 'Order by' (set to 'Created Date') and 'Apply color by'. Under 'Filter By', there are checkboxes for 'Created Date Range', 'Application Reason', 'Application Phase', 'Application Status', and 'My applications'. A '+ Create New' button is located above the table. The table has columns: 'Wayleave Number', 'Progress', 'Application Reason', 'Work Description', 'Created Date', 'Location Description', and 'Ready For Signature'. The table contains six rows of application data.

Wayleave Number	Progress	Application Reason	Work Description	Created Date	Location Description	Ready For Signature
 WL2122-0046	ServiceInquiry SUBMITTED 4/22 1	Residential Development / Redevelopment	Construction of Roads, Stormwater, Access, Walkway, Water and Sewer	2021/07/29	Zwartkop Extension 29 - Migmatite Street	
 WL2122-0045	ServiceInquiry SUBMITTED 5/22 1	Utilities Electronic Communication Network	Weavind Park Route : Construction of new proposed telecommunication infrastructure including all tr...	2021/07/29	Cresswell Road, Pretoria Street, Cussiona Ave, Meiring Naude Rd, Weavind Park Pretoria	
 WL2122-0044	ServiceInquiry SUBMITTED 10/22 1	Township Development	Construction of Civil Engineering services(Roads and Stormwater, Water and Sewer)	2021/07/28	Eloffs Park Pretoria	
 WL2122-0043	ServiceInquiry SUBMITTED 4/22 1	Landscaping / Beautification of Road Reserve	To uplift existing sidewalk paving and replace with new, approved. No deep excavations will be ...	2021/07/28	Church Square, FNB building	
 WL2122-0042	ServiceInquiry SUBMITTED 17/22 1	Access Build ECN	Sterling Road, Samrand Business Park : Construction of new proposed telecommunication infrastrucur...	2021/07/26	Sterling Rd Samrand Business Park	
 WL2122-0041	ServiceInquiry UPDATED	Utilities Electricity Overhead	Refurbishment of streetlights at Olivenhoutbosch/ Silky Thorn roads, using 12 concrete poles, 100W	2021/07/23	Olivenhoutbosch road, Highveld	

The Progress for each wayleave application is shown under the Progress column of the Application Index. The Application Status description is shown, e.g. ServiceInquiry SUBMITTED, together with the Feedback Request count () and Phase () the application is currently in.



This close-up shows the 'Wayleave Number' and 'Progress' columns. The 'Wayleave Number' is 'WL1819-0938' with an edit icon. The 'Progress' is 'ServiceInquiry SUBMITTED' with a feedback count of '10/20' and a phase indicator '1'.

4.2 Application Create

All of the application related details including the wayleave specific information is to be entered under this section of the application form. The following is a list of all the application data field names, including a brief description of their purpose and the content to be captured/entered thereto.

Home / Applications / Create

Application Create

Application

Ready For Signature

Application Type: Wayleave for work in the Road Reser

Created Date: 2019/06/13 11:21:19 AM

Application Reason: Access Filling Station

Use this when you are creating a new access from the road to a Filling Station where the property already had the correct landuse zoning. (No rezoning was done as part of the process)

Wayleave Number: To be assigned.

Work Description

Location Description

Elevation Range: Height or Depth of Installation. Positive is above ground, negative is below ground. The Elevation is relative to the ground level, and not sea level.

Min (m) Max (m)

Location Type: LineString

Location Coordinates

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

Map Satellite

Reference Point: The Reference Point is used to locate the Works on a Map, and to lookup the location information from the GIS. Information such as the Farm Number, Erf Number, Township, and Township

4.2.1 Application Type

From this drop down the user must select the appropriate application type which matches the application being applied for.

Examples of application types are:

- Wayleave for Work in the Road Reserve Application
- Temporary Road Closure Application (*not currently in use for selection*)

Application Type

Wayleave for work in the Road Reser

Wayleave for work in the Road Reserve

4.2.2 Application Reason

For every application type a corresponding application reason needs to be selected. The application reason defines the main purpose or intent of the application and will control the type and number of documents that will be required as part of the application submission. Please note that if there any special fees associated with the application reason selected the reason can't be changed after the application has been submitted.

Application Reason	Access Business Rights
Use this when you are creating a new access from the road to a development or redevelopment of a Business zoned property where the property already had the correct landuse zoning. (No rezoning was done as part of the process)	

- Access Business Rights
- Access Filling Station
- Access Other Authority
- BRT A re Yeng
- Commercial / Office Development
- CoT Capex stormwater pipe line
- Landscaping / Beautification of Road Reserve
- Lane Rental / Using the Road Reserve
- Re surfacing of Roads done by CoT
- Residential Development / Redevelopment
- Road / Intersection Modification
- Road markings for CoT official only
- Signs Advertising
- Signs Tourism
- Township Development
- Tshwane Broadband Network Applications
- Utilities Electricity Overhead
- Utilities Electricity Underground
- Utilities Electronic Communication Network
- Utilities GAS
- Utilities Petrochemical
- Utilities Sewer
- Utilities Water

4.2.3 Created Date

Created Date	2019/06/13 11:21:19 AM
---------------------	------------------------

The “*Created Date*” is the date assigned by the system to the wayleave application on the date it is created by the user/applicant. This date in conjunction with the other dates within the system will be used for application progress tracking, turnaround time management and reporting.

4.2.4 Work Description

The applicant has to provide a summary description of what the work for the application will involve.

Work Description	
-------------------------	--

E.g. for an application Reason related to Utilities Electricity Underground, the Work Description could read as follows: *Installation of 10.5m streetlight poles along Matt Street in Sunnyside, making use of underground electrical network cables and connections.*

4.2.5 Location Description & Coordinates

Location Description	
Elevation Range	Height or Depth of Installation. Positive is above ground, negative is below ground. The Elevation is relative to the ground level, and not sea level.
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> Min (m) <input type="text"/> </div> <div style="text-align: center;"> Max (m) <input type="text"/> </div> </div>
Location Type	LineString
Location Coordinates	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="button" value="Add Point"/> <input type="button" value="Delete Point"/> </div> <input type="button" value="Clear Points"/>
Reference Point	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="button" value="Add Point"/> <input type="button" value="Delete Point"/> </div>

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

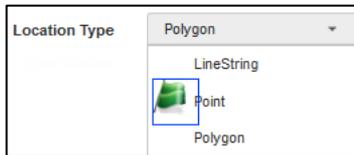
a) Location Description

The applicant/user has to provide details regarding the physical location(s) of where the work is to be undertaken. Information such as the affected streets, suburb and the main point of reference or address (e.g. erf number) should all be stated within this text block. Although there is provision for location coordinates further down in the form, the applicant/user could provide such coordinate information under this location description field, especially when it relates to multiple segregated work areas and locations for the same wayleave.

b) Elevation Range (Min / Max)

In this data field the applicant/user needs to state the service/infrastructure installation depth (in meters) using the physical ground level as zero level reference. Underground installations should be stated with a minus (-) sign in front of the value being entered. All elevations are to be captured relative to the ground and not relative to mean sea level.

c) Location Type



Location types relate to the geographical method used to define, mark and record the actual wayleave works location on a map. The applicant/user has to select the location type that will best represent the actual wayleave works location on a map. This field will be populated based on the user's action on the map.

- Point – A single point on a map, for instance for an advertisement sign installation
- Line – A line string with a start and end point, for instance for a pipeline
- Polygon – Multiple points following on each other to define an area, (the starting point and very end point will meet up / close the mapped path), for instance for an intersection upgrade, or road construction.

To add location coordinates: (GPS Coordinates):

1. Use one of the following icons to add the relevant geography on the map. Use this button  on the map for point. To draw a line string use this  button on the map, and for a polygon use this button .

a. Polygon coordinate points must be entered in an anti-clockwise sequence otherwise the entry will be invalid and rejected.

2. Please don't use the manual buttons as it is far too easy to make a mistake in manually inputting the co-ordinates.
3. For line strings and polygons, repeat the two above steps until all of the points are entered/created.

***Note:** Currently only a single Location with associated Location Type is supported. Multiple locations require multiple and separate Wayleave applications.*

Please see below example of Location Coordinates Populated by selecting the Line String on the Satellite Map (green line string visible).

Location Type LineString

Location Coordinates

-25.7435567373339 28.1877620735907
 -25.74345043363992 28.188620380475
 -25.74339244976677 28.189516238286
 -25.743368289811276 28.19022434146
 -25.74307836996208 28.190229705884
 -25.74258550459502 28.190186790540

Add Point Delete Point

Clear Points

Reference Point

The Reference Point is used to locate the Works on a Map, and to lookup the location information from the GIS. Information such as the Farm Number, Erf Number, Township, and Township Extension is obtained from the GIS using the Reference Point Coordinates.

-25.743387844275272 28.189676903818

Add Point Delete Point

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)



d) Reference Point

The reference point is a single point on the map, used to represent the specific reference location of a wayleave. This point is normally on one of the same coordinates, or within the area covered by the Location Type and defined Location Coordinates. The location of the Construction Camp or Onsite Office is often used as reference point.

The Reference Point is important in that it is used as the main location point to obtain GIS information from the Tshwane GIS Systems. This will control which parties will receive the application for review, where the closest depot is, who are to receive notifications, etc.

To add the Reference Point:

1. Click the button  to draw reference point on the map.
2. Please don't use the manual buttons as it is far to easy to make a mistake in manually inputting the co-ordinates.

4.2.6 Estimated Start & End Dates

State the Estimated Start Date of when the start of works is envisaged. State the Estimated End Date of when the end/completion of works is envisaged.

Estimated Start Date 2019/07/15 **Estimated End Date** 2019/10/30

Oct 2019 November 2019

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	5					1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

4.2.7 Submission or Approval Requires Payment

Submission Requires Payment	 Yes	Approval Requires Payment	 No
--------------------------------	---	------------------------------	--

Submission Requires Payment

This item is for information purposes and intended to inform the applicant/user whether a *submission processing fee* is applicable and payable. Required payment of the fee and amount linked thereto will be governed by the City of Tshwane's By-Laws. A system generated email will be sent to the applicant with details of the payment requirements upon submission of the application for services enquiry processing.

Approval Requires Payment

This item is for information purposes and intended to inform the applicant/user whether any payment will be required upon final approval of the *construction wayleave application*.

4.2.8 Value of the Work

This is the value of the works to be conducted inside of the Road Reserve only and is used to calculate the percentage-based value of the refundable security deposit before issuing the Wayleave Approval.

4.2.9 Applicant

The Applicant is the Person or Company that commissioned the Consulting Engineer and who pays for the design and construction project. (NOT The agent/person/company that completes the application form on behalf of the Applicant or Consulting Engineer)

APPLICANT ▲

The Applicant is the Company or Person that pays for the project design and construction and that commissioned the Consulting Engineer. (NOT The agent/person/company that completes the application form on behalf of the Applicant or Consulting Engineer)

Company Person

Search for an existing company using name or registration number

Company Name

Company Type ▼

Trading As

Registration Number

VAT Number

Telephone Number

Fax Number

Email

Website

COMPANY CONTACT ▲

Search for an existing contact using name, surname or email

Title ▼

First Name

Surname

Initials

Professional Registration Number

Telephone Number

Fax Number

Cell Number

Email

4.2.10 Consulting Engineer

The Consulting Engineer is the responsible Registered Professional Consulting Engineer appointed by the applicant for the specific wayleave.

CONSULTING ENGINEER ▲

The Consulting Engineer is the responsible Registered Professional Consulting Engineer.

Company Person

Search for an existing company using name or registration number

Company Name

Company Type

Trading As

Registration Number

VAT Number

Telephone Number

Fax Number

Email

Website

COMPANY CONTACT ▲

Search for an existing contact using name, surname or email

Title

First Name

Surname

Initials

Professional Registration Number

Telephone Number

Fax Number

Cell Number

Email

4.2.11 Consulting Engineer Reference

The purpose of this field is for the Consulting Engineer to populate his own project number or other reference description for the specific wayleave application. This is not a compulsory field.

Consulting Engineer Reference

4.2.12 Contractor

The contractor can only be added in the cross-cut and wayleave application phase. The Contractor is the party that executes the construction activities as designed by the Consulting Engineer, under supervision of the Consulting Engineer.

For all three of the above listed contacts, the following information also needs to be entered:

- ✓ Company Contact Details
- ✓ Physical Address Details
- ✓ Postal Address Details

Upon populating all of the above wayleave application related information, click on the “Next” button which will save the application data to the system, calculate the required documents for the Application Reason selected and allocate a Wayleave Number for the application. The user will be taken to the Application Edit screen to allow the attachment of the Required Documents.

Any outstanding actions to be taken before submission will be allowed will be listed at the bottom of the application edit screen.

4.2.13 Required Documents

For each of the application types and application reasons combinations, there are certain applicable required documentation to be submitted/uploaded by the applicant.

After creating a wayleave application and upon selecting **Edit** of the application as listed in the Application Index, the required documentation items will be displayed at the bottom of the edited application form.

See the below screen capture and example of what the required application documents section in the application form looks like.

Name	Document Type	Reference / Drawing Number	Version	Revision	
C1767-202-1 Wayleave.pdf	Layout Map A1/A2	C1767-202-1	-	1	Download
Created On: 2013-09-06 10:00:24 AM Submitted On: 2013-09-06 10:00:24 AM					
C1767-202-1 Wayleave.pdf	Wayleave Approval	C1767-202-1	-	0	Download
Created On: 2013-09-06 07:53:35 AM Submitted On: 2013-09-06 07:48:18 AM					
	Cross-cut Design Drawing	Outstanding			Attach
	Traffic Management Plan	Outstanding			Attach
	Site Overview (Layout)	Outstanding			Attach
	Proof of Public Liability Insurance	Outstanding			Attach
	Proof of Professional Liability Insurance	Outstanding			Attach
	Site Photo	Outstanding			Attach

Submission of the application for processing will not be allowed until all of the required documents for the application is uploaded to the system. The applicant will also be able to upload any other additional supporting documents by clicking on the **Add New Document** button.

Upon clicking on the **Attach** button, a file upload screen (as seen below) will load where the applicant/user can enter a file description, version and drawing reference number for the file to be uploaded. Next, click on the **Browse** button in this screen whereupon a popup window will open allowing the user to browse to the file location. Click on the file and then on the **Open** button which will then upload the selected file to the system.

Application Documents

A PDF design drawing indicating the location, width and depth of a planned cross-cut to expose services for the purpose of finalising the detailed design. The design drawing should always show surface contours, a north arrow, and a coordinate reference grid.

Description

Version

Reference / Drawing Number

File types allowed are: docx,pdf,images. The Maximum file size allowed is 7MB
Please note that if no file is submitted, then the current file will be used if it exists.

Upload File **Browse...**

Date Submitted

Revision

Date Approved

Attach

Close

The user will be required to complete the following information as per the file upload screen and regarding the uploaded file:

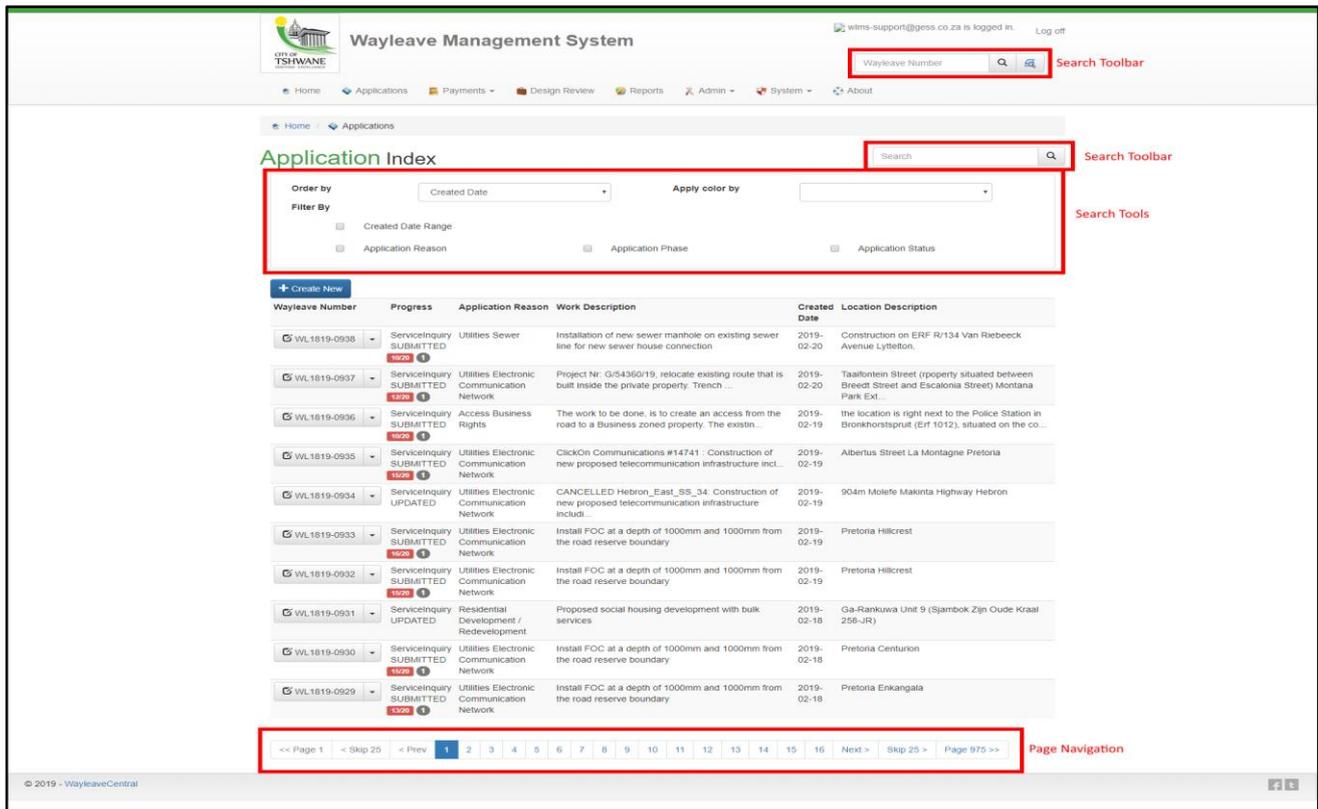
- Description
- Version
- Reference / Drawing Number

The **Date Submitted** and **Revision Number** will be assigned as attributes to the uploaded file and stored/used for record keeping, reporting and versioning control.

Note that documents can now have an expiry date. **Expires On** . This is the date on which for example the insurance is no longer valid. The user must enter this date before uploading the document. The system will email the user within two weeks of the expiration date and once more on the expiration date. Note that the workflow can't proceed once a document has expired.

4.3 Search Application

Applications can be shortlisted using the search tools. After selecting the ordering and filter settings, the 'Apply Filter' button must be clicked to apply the settings. The sorting and filtering settings available for existing applications are explained in this section.

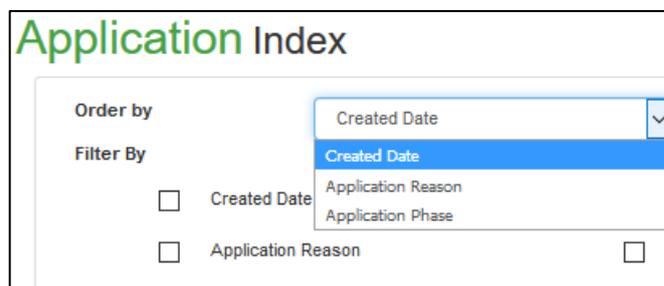


Search box

In the Search Text Box, enter any number or text related to an existing wayleave application you wish to search for and click on the “magnifying glass” button. The index/list of wayleave applications will then be filtered to show only those wayleave applications containing the entered search data.

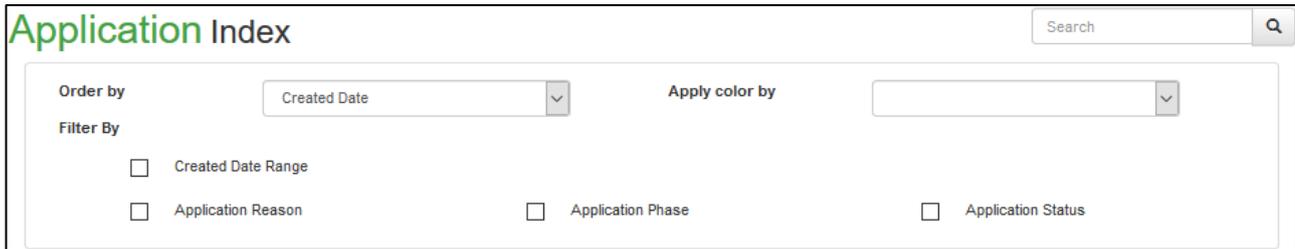
Ordering

The index of wayleave applications shown can also be Ordered by Created Date, Application Reason or Application Phase.



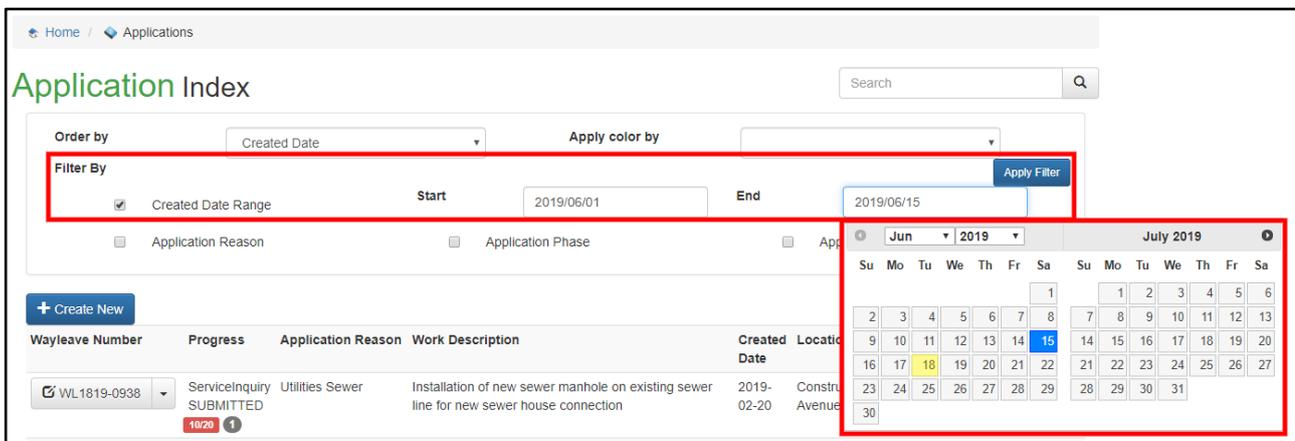
Filtering

The index can further be Filtered by Created Date Range, Application Reason, Application Phase or Application Status.



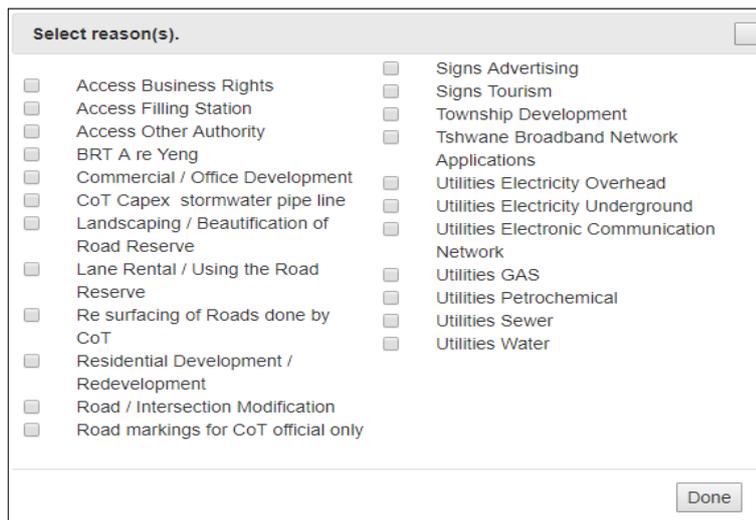
1. Created Date Range

The 'Created Date Range' tool allows the user to list applications only created in the selected start and end dates in the format (YYYY/MM/DD). The dates are selected from a calendar pop-up wizard.



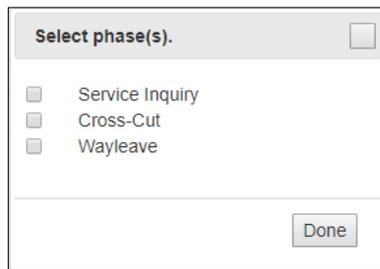
2. Application Reason

Existing Applications will be filtered to show those applicable to the selected application reason(s) like those listed in the image below. More than one application reason may be selected.



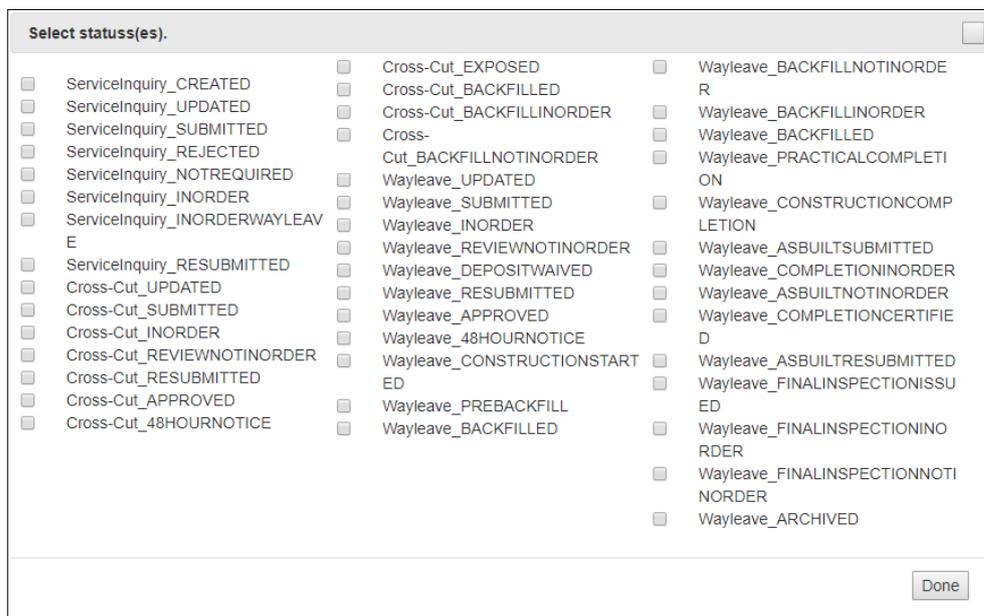
3. Application Phase

Existing Applications will be filtered to show those applicable to the selected application phase(s) like those listed in the image below. More than one application phase may be selected.



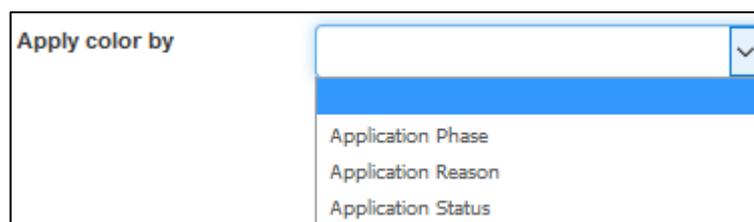
4. Application Status

Existing Applications will be filtered to show those applicable to the selected application status(es) like those listed in the image below. More than one application status may be selected.



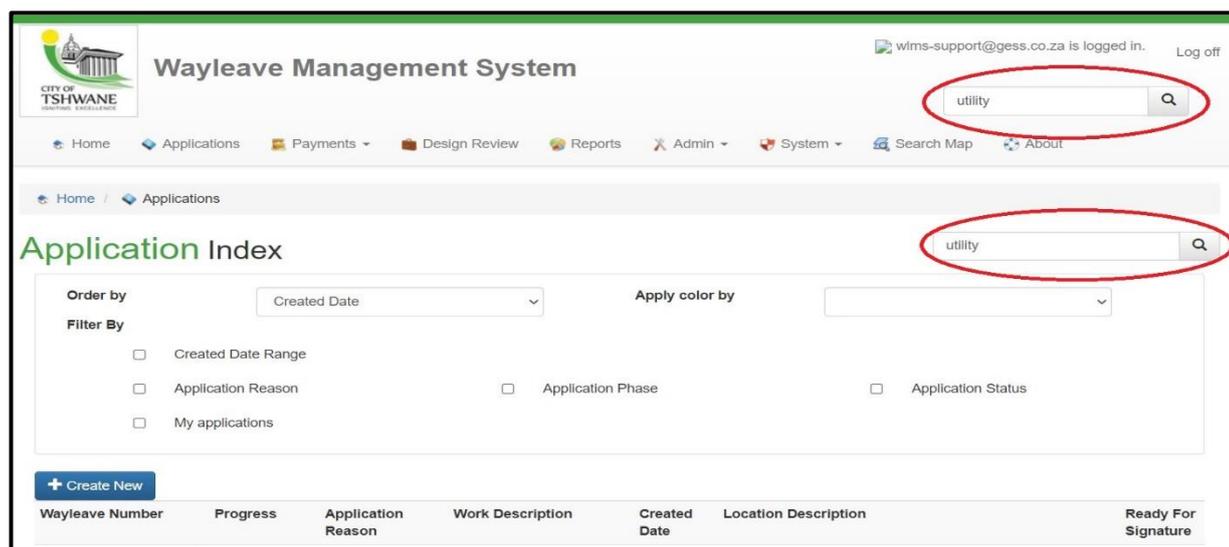
Colour Code

A highlight colour can be applied to displayed wayleaves based on their matching Application Phase, their Application Reason or Application Status.



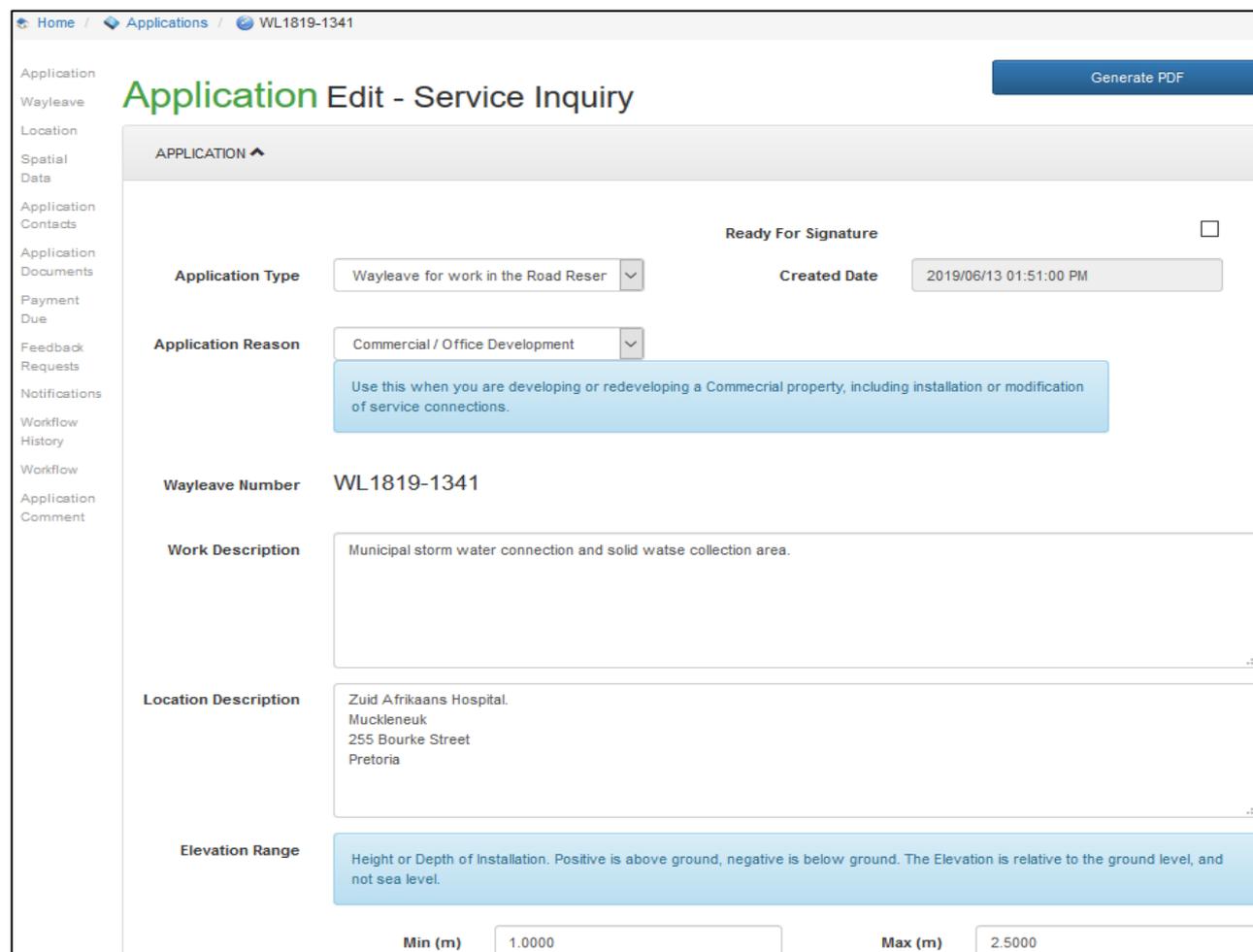
Any wayleave contained text (alpha and numeric) can be searched for via either of the two search boxes as circled below. The upper search box is visible all the time while navigating through different menus, while the Application Index Search box is only available when selecting the Applications tab. In the below

example we searched for any wayleaves containing “Utility” in either the Application Reason or Work Description, with four Wayleave results returned to choose from and view.

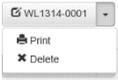


4.4 View or Edit Application

Search for, or scroll to the wayleave application to be edited and select it by clicking on the wayleave number in the left column. The editable wayleave application will then load and can be updated, saved or submitted to the next processing step.

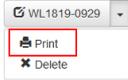


4.5 Delete Application

Search for, or scroll to the wayleave application to be Deleted and select the  (Delete) button which appears after clicking on the dropdown arrow to the right of the wayleave number.

An Application Delete page will load showing the application information summary and asking the user: “Are you sure you want to delete this?” If the user then selects the Delete button at the bottom of the page, the application will be deleted.

4.6 Print Application

Search for, or scroll to the wayleave application to be Printed and select the  (Print) button which appears after clicking on the dropdown arrow to the right of the wayleave number.

An expanded **Application View** page will load showing the overview information of the specific wayleave. This is therefore not a printable display that loads, but rather an overview/summary of the selected wayleave application.

4.7 Road Closures / Alternative Routes / Extension of Time

Any wayleave related Road Closures can and should be stated during the Wayleave Phase (phase 3). The Road Closure Application follows a similar application process to that of the Wayleave Application and has its own process and different stages of application, review and approval it goes through.

To close a road on the ‘Application Edit’ screen you will see a Construction Road Closures Block that looks like below:



The screenshot shows a web interface for 'CONSTRUCTION ROAD CLOSURES'. At the top, there is a header with the text 'CONSTRUCTION ROAD CLOSURES' and an upward-pointing arrow. Below the header is a button labeled 'Add New Construction Road Closure'. Underneath the button is a table with the following columns: 'Number', 'Closed Road Name', 'Closed From Road', 'Closed To Road', 'Closing On', 'Opening On', and 'Status'. The table is currently empty.

To add a new Road Closure, click button  which will open a Construction Road Closure Create page as shown below:

Home / Applications / Construction Road Closures / Create

Construction Road Closure Create

Construction Road Closure

Number

Location Description

Closed Road Name

Closed From Road **Closed To Road**

Number Of Affected Properties/Residents

Description

Closing On
(yy-mm-dd)

Opening On
(yy-mm-dd)

Please capture point co-ordinates to indicate the polygon of the area affected by the road closure.

The GPS Coordinate Reference System should be: NAME: Hartebeesthoek94; DATUM: Hartebeesthoek94; ELLIPSOID: WGS84; (EPSG ID: 4941)

Location String



After Creating the Road Closure, alternative routes need to be supplied upon submitting the Road Closure as shown below:

Add New Document

Name	Document Type	Reference / Drawing Number	Version	Revision
Pages from IS_Hatfield Precints_Topo_20141125 V1 (3) (2).pdf	Road Closure Document		2015-11-04	0

Download

ALTERNATIVE ROUTES ^

Add Alternative Route

Name	Description	Location Description

Remember to save first if you made any changes before clicking on any other buttons or links.

Save and Close Save

Next Steps Available

Push your application through the application process by following the workflow actions below.

You cannot continue with the workflow because:

1. You have to supply alternative routes for the road closure.
2. Your application has not been submitted for processing.

Back To List

To add Alternative Routes, click on the  button which opens up a Alternative Routes create page as shown below:

Once the Road Closure is approved the Approval/Extension of Time can be applied for, should an extension of time be required. This will show on the Road Closure page below the Alternative Route group.

Name	Description	Location Description
 Open	Alternative routes to take whilst Oak Avenue is closed for construction purposes	Combretum Cres

CONSTRUCTION ROAD CLOSURE: APPROVAL/EXTENSION OF TIME ▲

Add New Construction Road Closure: Approval/Extension Of Time

Applied On	Request Extension Until	Extended Until	Approved On

Remember to save first if you made any changes before clicking on any other buttons or links.

[Save and Close](#) [Save](#)

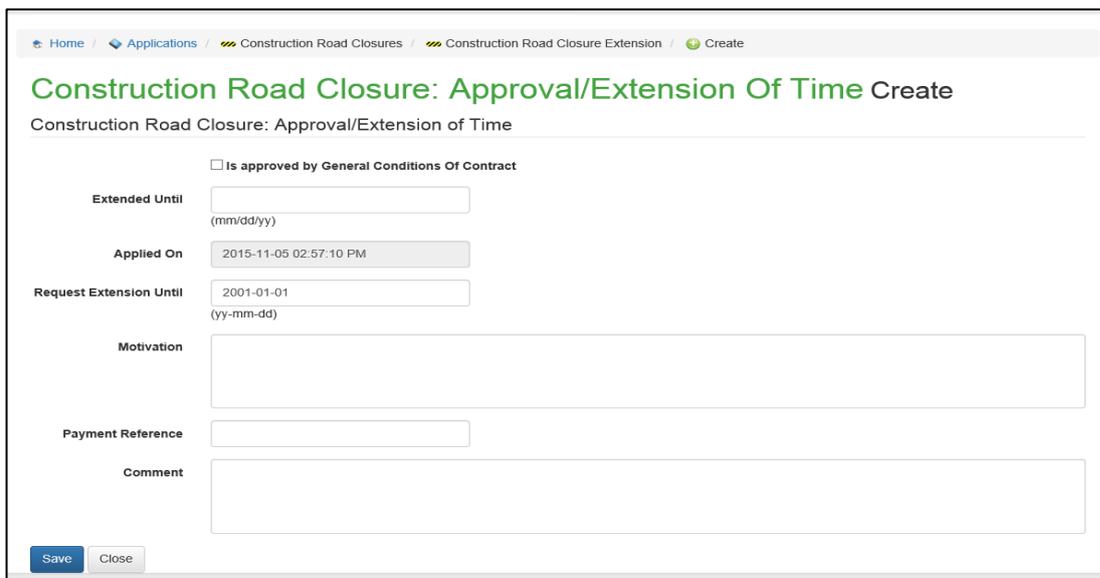
Next Steps Available

Push your application through the application process by following the workflow actions below.

You cannot continue with the workflow because:

1. You are awaiting action from the Service Coordinator.

To add new Approval/Extension of Time click the  button then Construction Road Closure: Approval/Extension of Time Create, which will open the below page. Simply complete the fields in the page and submit.



Home / Applications / Construction Road Closures / Construction Road Closure Extension / Create

Construction Road Closure: Approval/Extension Of Time Create

Construction Road Closure: Approval/Extension of Time

Is approved by General Conditions Of Contract

Extended Until
(mm/dd/yy)

Applied On 2015-11-05 02:57:10 PM

Request Extension Until
(yy-mm-dd)

Motivation

Payment Reference

Comment

Save Close

5. SERVICE INQUIRY

When the wayleave application and the required documents are successfully submitted, the application is reviewed as a Service Inquiry application. An email from WLMS will be sent to the applicant for an application fee to be paid prior to processing the application. Once the payment is received, the Service Coordinator will review the wayleave application and declare it as compliant or non-compliant.

5.1 Non-compliant Application

An email will be sent to the applicant if the wayleave application is declared 'Non-Compliant' by a Service Coordinator. The email will state what information is missing and a re-submission of the wayleave application will be allowed. The re-submitted wayleave application will be reviewed again for compliancy.

5.2 Compliant Application

A notification email is sent to all Service Agencies that could be affected by the wayleave. The Service Agencies will be allocated a time period to review the wayleave application and will be required to declare if the wayleave will affect their services. An email will be sent to the applicant of the feedback from service agencies. The details pertaining to their feedback can be found by doing the following:

1. The status of the wayleave is changed to 'Service Inquiry not required' on the WLMS under 'Application Index'. Go to 'Application Index' and click on the application.

WL1819-0938	ServiceInquiry SUBMITTED	Utilities Sewer	Installation of new sewer manhole on existing sewer line for new sewer house connection	2019/02/20	Construction on ERF R/134 Van Riebeeck Avenue Lyttelton,
	10/20				

2. Navigate to the tab titled 'Feedback Requests' > 'Service Inquiry' and the following information is available pertaining to the feedback from Service Agencies.

SERVICE INQUIRY 19/20							
	DestinationGroup	Name	Feedback Request Type	Due Date	Response Date	Days Left	Answered
Print	Cell C	Andries Staats	Service Impact	2018/09/10	2018/09/05		◆
Print	CoT Electricity	Celeste du Preez	Service Impact	2018/09/10	2018/09/05		◆
Print	CoT Electricity	Mary Langa	Service Impact	2018/09/10	2018/09/06		◆
Print	CoT Electricity	Toinette Van Schalwyk	Service Impact	2018/09/10	2018/09/06		◆
Print	CoT Environmental Services	Chantelle Saunders	Service Impact	2018/09/10	2018/09/07		◆
Print	CoT Roads and Stormwater	Mary Msiza	Service Impact	2018/09/10	2018/09/05		◆
Actions	CoT Urban Management	Phumzile Lukhuleni 0825779697	Service Impact	2018/09/10		-203	◆

The name of the Service Agency and the due date their feedback is required is displayed. A Service agency that has already sent feedback will show a symbol  if they object to the wayleave, symbol  if their services are affected and symbol  if their services are not affected. If the service coordinator finds the Service Agencies feedback must be overruled, and email will be sent to the applicant.

5.2.1 Feedback

The service coordinator will declare the wayleave application as one of the following statuses:

Rejected Application

The wayleave application is rejected by the service coordinator and an email is sent to the applicant. The status of the wayleave is changed to 'Service Inquiry rejected' on the WLMS under 'Application Index'.

WL1819-0743	ServiceInquiry REJECTED	Township Development	Tswailing (Extension 9): Installation of services, i.e. Water, Sanitation, Stormwater and Roads Cons...	2019/01/29	Tswailing: New Eersterust Extension 9: Area east of the M35 (Soutpan Road), with Marikana 1st Ave ma...
	19/20				

When the user clicks on the application under 'Application Index' (*Illustrated below*), more information may be found on the rejected application. Here is an example of two cases:

WL1819-0743	ServiceInquiry REJECTED	Township Development	Tswaling (Extension 9): Installation of services, i.e. Water, Sanitation, Stormwater and Roads Cons...	2019/01/29	Tswaling: New Eersterust Extension 9: Area east of the M35 (Soutpan Road), with Marikana 1st Ave ma...
	19/20	1			

1. Example 1: This applicant may contact the service coordinator to get more information as the grounds for rejection require a new application to be created.

You cannot continue with the workflow because:

1. The current record was rejected by the Service Coordinator please contact the Service Coordinator for more details.

2. Example 2: This applicant may follow the instructions sent via email/notification in the application. Their rejection status may change if their adhere to the notification and make the necessary adjustments. The application will be reviewed again.

You cannot continue with the workflow because:

1. Some Required Documents are still outstanding.
2. Your application has not been submitted for processing.

Accepted Application

The wayleave application is approved by the service coordinator and an email is sent to the applicant. The approval email is to be printed and kept on site during the cross-cut works.

1. The status of the wayleave will be changed to 'Cross-Cut Updated' or 'Wayleave Updated' on the WLMS under 'Application Index'.

WL1819-0742	Cross-Cut UPDATED	Road / Intersection Modification	Construction of a road - Achilles Road from Km 0,253 949 to Km 0,352 128	2019/01/28	Farm Tweefontein 372 JR, Achilles Road
	20/20	2			

WL1819-0654	Wayleave UPDATED	Residential Development / Redevelopment	Heidelberg Heights Residential development - Phase 2	2019/01/07	Erf 832 Hatfield - 1293 Burnett Street, Pretoria & Sport campus Brunette Street Entrance
	22/22	3			

2. When the user clicks on the application under 'Application Index' (*Illustrated below*), more information may be found on the accepted application.

WL1819-0742	Cross-Cut UPDATED	Road / Intersection Modification	Construction of a road - Achilles Road from Km 0,253 949 to Km 0,352 128	2019/01/28	Farm Tweefontein 372 JR, Achilles Road
	20/20	2			

- Under 'Application Documents', a list of required documents will show and a notification will show that the documents are required in order to continue. The user must click on 'Attach' next to the relevant document type and upload the document. A notification to upload the documents will also be shown.

Detailed Road and Access Design Drawing	Outstanding	Attach
Development Conditions	Outstanding	Attach

You cannot continue with the workflow because:
1. Some Required Documents are still outstanding.

Application is Not Required

The wayleave application is declared unrequired by the service coordinator and an email is sent to the applicant.

- The status of the wayleave is changed to 'Service Inquiry not required' on the WLMS under 'Application Index'.

WL1819-0598	ServiceInquiry NOTREQUIRED	Road / Intersection Modification	Widening the intersection by Prestige College in R101 .	2018/11/16	Prestige College - Hammanskraal
	19/20	1			

- When the user clicks on the application under 'Application Index' (*Illustrated below*), more information may be found on the unrequired application.

WL1819-0598	ServiceInquiry NOTREQUIRED	Road / Intersection Modification	Widening the intersection by Prestige College in R101 .	2018/11/16	Prestige College - Hammanskraal
	19/20	1			

- A notification will also be shown (it is similar to that of a rejected application).

You cannot continue with the workflow because:
1. The current record was rejected by the Service Coordinator please contact the Service Coordinator for more details.

5.2.2 Accepted Applications

The Service Coordinator will send an email to the application to notify them of their successful application. From henceforth the applicant will be directed to the cross-cut phase. The nature of the wayleave application may not require a cross-cut therefore, the application will be directed to the wayleave phase.

6. CONSULTING ENGINEER DESIGN REVIEW

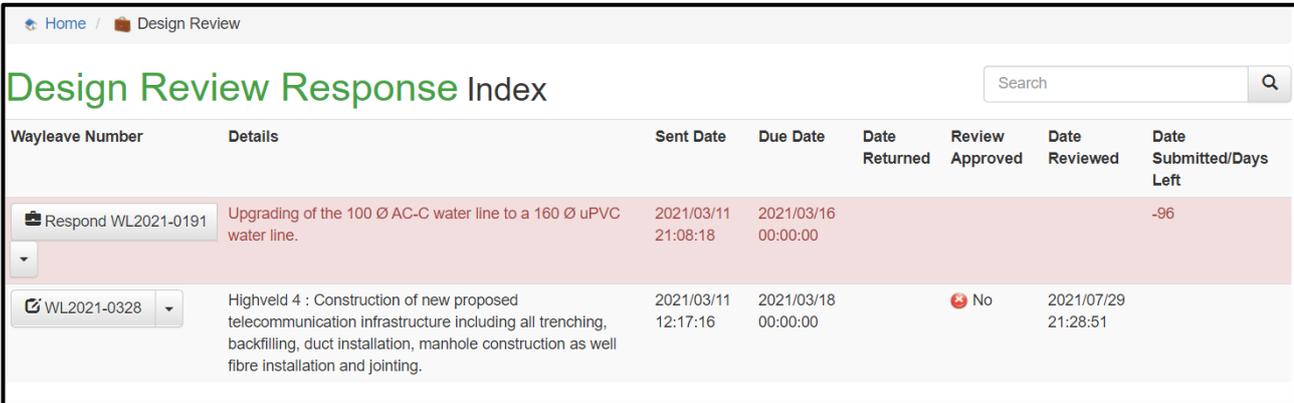
A new part of the wayleave process that has been implemented is the engineer review. The consulting engineer on the system must complete a checkpoint list review that the city uses. This process is started in the “Next Steps Available” section of the application.



. A mail will be to the engineer with details regarding the review. They can access the reviews that they need to do through this menu item  [Design Review](#) .

6.1 Design Review Response Index

This is where outstanding reviews are shown. This is also where reviews which have not yet been submitted as completed are shown.

A screenshot of the "Design Review Response Index" web application. The page has a breadcrumb "Home / Design Review" and a search bar. The main content is a table with columns: Wayleave Number, Details, Sent Date, Due Date, Date Returned, Review Approved, Date Reviewed, and Date Submitted/Days Left. Two rows are visible. The first row is highlighted in red and has a "Respond" icon next to the Wayleave Number "WL2021-0191". The second row has a "WL2021-0328" icon next to the Wayleave Number. The "Review Approved" column for the second row shows a "No" with a red "X" icon.

Wayleave Number	Details	Sent Date	Due Date	Date Returned	Review Approved	Date Reviewed	Date Submitted/Days Left
 Respond WL2021-0191	Upgrading of the 100 Ø AC-C water line to a 160 Ø uPVC water line.	2021/03/11 21:08:18	2021/03/16 00:00:00				-96
 WL2021-0328	Highveld 4 : Construction of new proposed telecommunication infrastructure including all trenching, backfilling, duct installation, manhole construction as well fibre installation and jointing.	2021/03/11 12:17:16	2021/03/18 00:00:00		 No	2021/07/29 21:28:51	

This  Respond WL2021-0191 indicates an unanswered review and this  WL2021-0328 indicates an answered review but which has not yet been submitted as completed.

6.2 Design review

Below is how the review screen looks. The engineer has to complete all questions by either clicking on the Not Applicable answer  the Not Ok answer  or the Ok answers . The Not Applicable answer is used when the checklist question has no bearing on the current project, for example a traffic control plan for sign installation away from the road. The Not Ok answer is if the engineer sees that a requirement has not been met. The Ok answer is for when the enigneer is happy that the requirement has been met in their application.

Design Review Response Edit

Wayleave Approval Reference: WL2021-0328

[View Application Details](#)

Name: Engineer Review

Sent Date: 2021/03/11 Date Reviewed: 2021/07/29

Consulting Engineer

SPATIAL DATA ▾

QUESTIONS ▲

	Sent date
1 Documentation to be Submitted	2021/03/11
1.1 Layout Plan	
1.1.1 Sufficient information for setting out the works, ie coordinates, offsets, reference pegs, benchmarks and dimensions	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.1.2 Adjacent cadastral information must be shown.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.1.3 Correct geodetic system.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.1.4 Street names and Erf numbers (Not Street 1, Street 2...)	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.2 Traffic Control	
1.2.1 Traffic Control Plans showing how vehicles and pedestrians will be accommodated.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>
1.3 Environmental	
1.3.1 Proof of Authorisation to undertake the work as required under the National Environmental Management Act (Act 107 of 1998) and the Environmental Impact Assessment Regulations (2006).	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>
1.4 Other	
1.4.1 Plans of stormwater pipes/culverts/channels through park areas with proof of consent from relevant department.	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>

REMARKS ▲

Remarks:

Source

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Help.

test

This comment sections is required if the engineer has marked any question as Not Ok. This needs to be filled out with a description of what needs to be done to get the application ready. Next the engineer will need to give the approval status to the document. Either the review is in order, with no questions marked as Not Ok, or the review is not in order with some questions marked as Not Ok.

Once this option has been selected the engineer can then  or if they haven't finished everything yet they can  the review for later completion. Once the review has been submitted as final the process will continue on the review approval status. If the review is not in order the application will need to be fixed and then resubmitted to the engineer for review to see if the points raised where addressed or if the review was in order the application will be sent to the city for the required review and approval from the city.

7. APPLICATION ACCESS RIGHTS MANAGEMENT

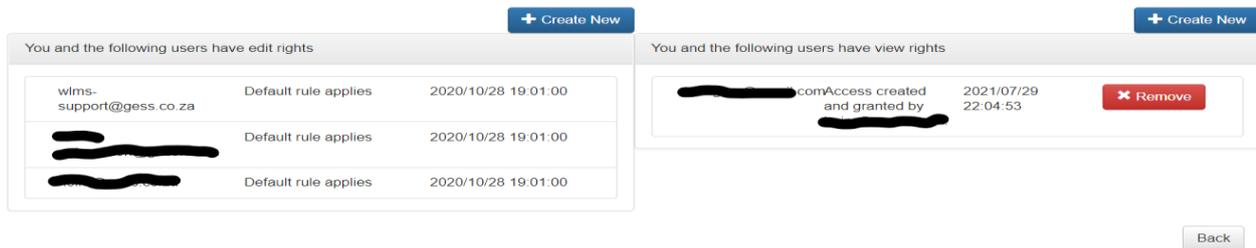
It is now possible to grant users which are not part of your company view rights and editing rights on the applications that you submitted. View rights and editing rights gives the relevant user access to your application dependant on what right you granted them. The application will show up in their list of application reached through this menu item . Please note that editing rights include view rights so it is not needed to grant the user both. Only the engineer of the application can access the needed screens through this button  that will appear below the Date fields of the application which the user can't edit.

Application Access Rights

WL2021-0328

Please take note of the following:

The default rule for access to an application is that the application owner always has full access. In addition, all users attached to the company of the owner will have full access. Unless specific access was granted by the owner, the default rule will apply



The screenshot shows two panels for managing access rights. The left panel, titled 'You and the following users have edit rights', contains a table with three entries:

User	Default rule applies	Date/Time
wlms-support@gess.co.za	Default rule applies	2020/10/28 19:01:00
[Redacted]	Default rule applies	2020/10/28 19:01:00
[Redacted]	Default rule applies	2020/10/28 19:01:00

The right panel, titled 'You and the following users have view rights', contains one entry:

User	comAccess created and granted by	Date/Time	Action
[Redacted]	[Redacted]	2021/07/29 22:04:53	

Buttons for '+ Create New' are present above each list, and a 'Back' button is at the bottom right.

Editing rights are granted on the left and viewing rights are granted on the left. The engineer can create a new user access list by clicking 



The dialog box has a title 'Add user to list' and a checkbox. Below the title is a text input field labeled 'Username'. At the bottom are 'Create' and 'Cancel' buttons.

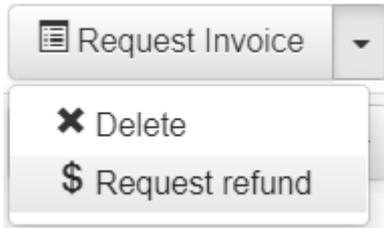
The engineer types in the email address of an account that has been registered on the system before and adds it to the list. If this option is chosen, the default access rule of all users in company is overridden with only the engineer plus the newly added users. The engineer will always have access regardless of other users granted access.

8. REFUNDABLE DEPOSIT REFUND REQUEST

Refundable deposits paid to the city can now be requested back by the engineer through the WLMS system. Once the wayleave has been certified as complete the engineer on the application can then create the refund request from the relevant refundable deposit on the system.

Status

Wayleave COMPLETIONCERTIFIED

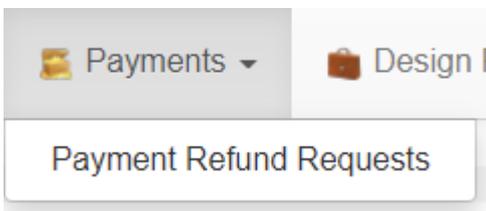


Payment Refund Request Create

Payment Refund Request

Tariff Type	<input type="text" value="Refundable Deposit"/>	Amount	<input type="text" value="5000.00"/>
Reference	<input type="text" value="W2190972701"/>		
Account Holder Name And Surname	<input type="text"/>	House Number And Street	<input type="text"/>
City	<input type="text"/>		
Name Of Bank	<input type="text" value="Please select your bank"/>	Bank Account Number	<input type="text"/>

Once the engineer has created the initial request, they need to access the created request through this menu item



There are still 7 documents that need to be attached to the request before it can be submitted to the city for approval of repayment.

9. WLMS NEW FEATURES

The latest release of WLMS has new added features for users. Users can now manage their profile, generate a PDF file of their application and add comments to their applications. Service Coordinators may also now configure their work state (in the office or out of the office). User can also now link applications together.

9.1 Profile

Please see section 3 for a full explanation of the new profile system

9.2 Generate PDF

Applications in the cross-cut or wayleave phase have a tool that can generate a PDF file that contains all information submitted for the application. This includes all documents, comments, entered data, payment details and notifications.

To generate a PDF, open the desired application from the 'Application Index' web page.

 WL1819-0742	Cross-Cut Road / UPDATED Intersection 20/20 2 Modification	Construction of a road - Achilles Road from Km 0,253 949 to Km 0,352 128	2019/01/28 Farm Tweefontein 372 JR, Achilles Road
---	--	---	---

Navigate below the 'Workflow History' tab and click on the button 'Generate PDF'.

WORKFLOW HISTORY ▾

Remember to save first if you made any changes before clicking on any other buttons or links.

[Save and Close](#) [Save](#)

Next Steps Available

Push your application through the application process by following the workflow actions below.

[Request Complete Application PDF](#)

[Notify Inspector: Ready to Backfill](#)

A link will be sent to the user once the PDF has been generated. The time taken to generate the PDF is dependent on the number and nature of uploaded documents. For example, PDF files that have drawing layers with the same naming convention may generate an error. The email sent will contain the PDF download link.

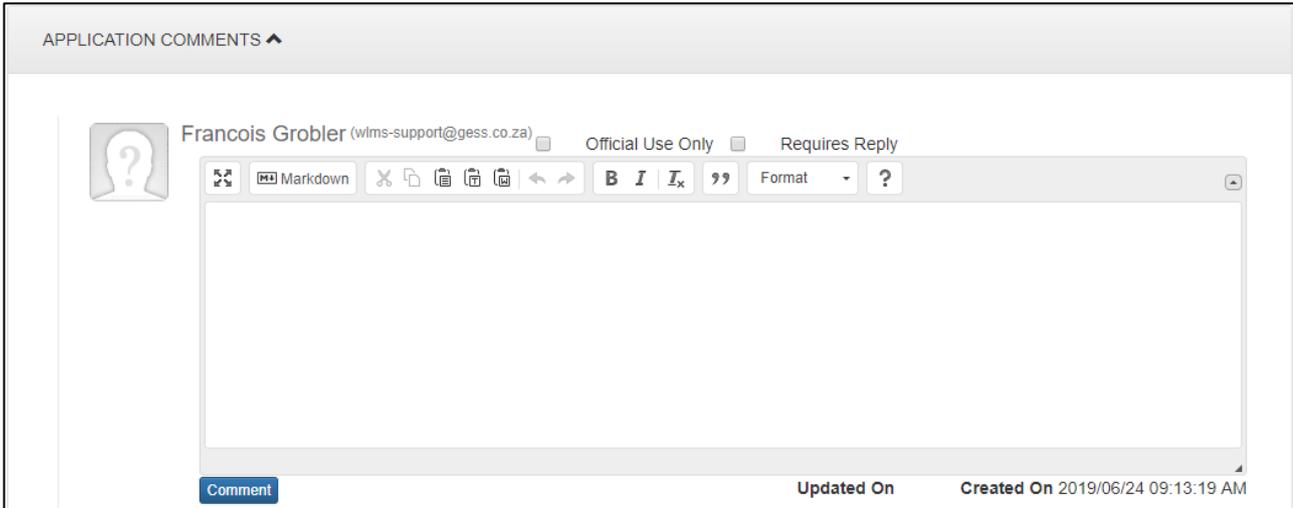
9.3 Comments

Users may now add comments within the wayleave application. The comment may be for the entire wayleave application or for an uploaded document.

1. To add a comment for an entire application, open the desired application from the 'Application Index' web page.

 WL1819-0742	Cross-Cut Road / UPDATED Intersection 20/20 2 Modification	Construction of a road - Achilles Road from Km 0,253 949 to Km 0,352 128	2019/01/28 Farm Tweefontein 372 JR, Achilles Road
---	--	---	---

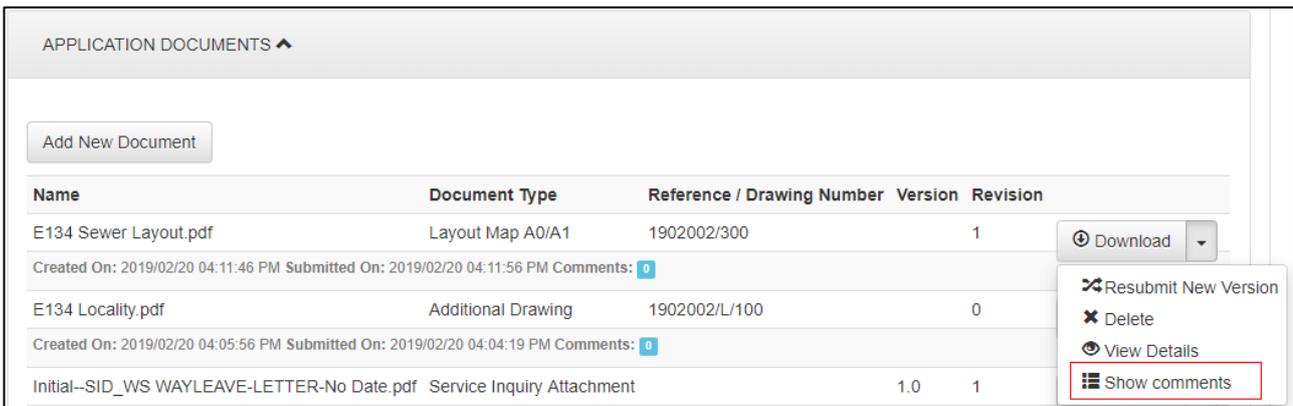
- Navigate to the tab 'Application Comments', in the text editor box type the comment. If the comment is for the service coordinator only, tick 'Official Use Only' and if the comment requires a reply, tick 'Requires Reply'. When complete populating the text editor, click on 'Comment' to send the comment.



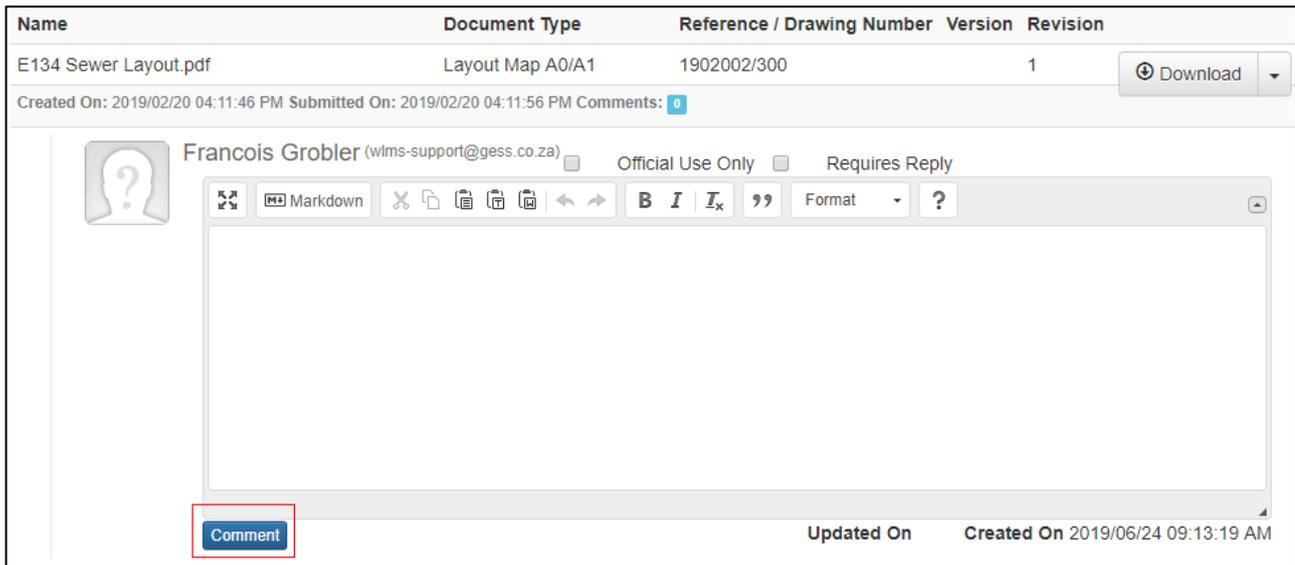
- To add a comment for a document, open the desired application from the 'Application Index' web page.



- Navigate to 'Application Documents' and click on the down arrow next to the desired document and then click on 'Show comments'.



- In the text editor box, type the comment and then click on 'Comment'.



9.4 Out of Office

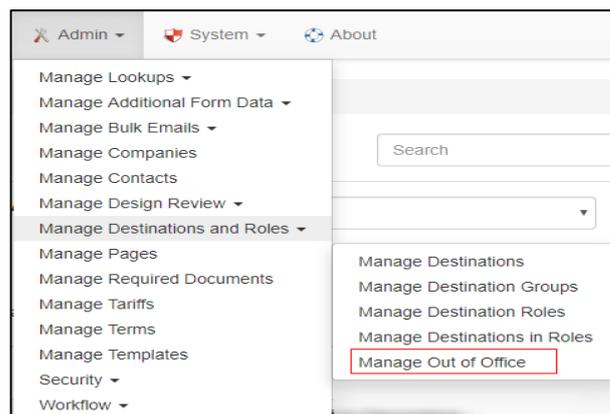
Service Coordinators and Administrators may configure WLMS to designate work to another individual when they are out of the office. For example, if the service coordinator is away on holiday and won't be able to go to field, they may use the new feature 'Manage Out of Office' to designate all their work to a relevant individual.

Note: The new feature treats the assignments as accumulative therefore, caution is advised when assigning tasks/destinations. For example, A Service Coordinator, who is person A, wishes to be away from the office. Therefore, Person A will set himself/herself as 'Out of the Office'. If Person A has work that is not complete, it will be assigned to the designated individual, who is person B. New work from person A will also be assigned to person B. If then person B goes out of the office, and designates their work to another service coordinator, who is person C, person C will receive all of their work. Therefore, person C will be assigned the new and incomplete work of person A and person B.

9.4.1 Create Out of Office

To configure an 'Out of Office' state,

1. Click on 'Admin' > 'Manage Destinations and Roles' > 'Manage Out of Office'



- Click on 'Create New'.

Out of Office Index Search

[+ Create New](#)

Reroute From	Reroute To	Reason	Start Date	End Date	
Cell C - Lourens Du Plessis	Tshwane Broadband Network Applications - Livhuwani Mufunwaini	Regional Office Meeting	2019/06/18	2019/06/20	Open

- Enter the start and end date using the calendar widget (date format is YYYY/MM/DD).

Out of Office

Start Date:

End Date:

Reroute From:

Reroute To:

Reason:

- Select from the drop-down list the user to be 'Out of Office' for the 'Reroute from' item. Select from the drop-down list the person to receive the new and incomplete work for the 'Reroute to' item.
- Enter the reason for the service coordinator to be out of office and then click on 'Create'.

9.4.2 Delete Out of Office

To delete an out of office entry,

- Locate the Out of Office entry in the 'Out of Office index' web page, click on the down arrow and click on 'Delete'.

Reroute From	Reroute To	Reason	Start Date	End Date	
Cell C - Lourens Du Plessis	Tshwane Broadband Network Applications - Livhuwani Mufunwaini	Regional Office Meeting	2019/06/18	2019/06/20	Open Print Delete

- Verify it is correct entry that is to be deleted and then click on 'Delete'. If you wish to no longer delete the entry, click on 'Back'.

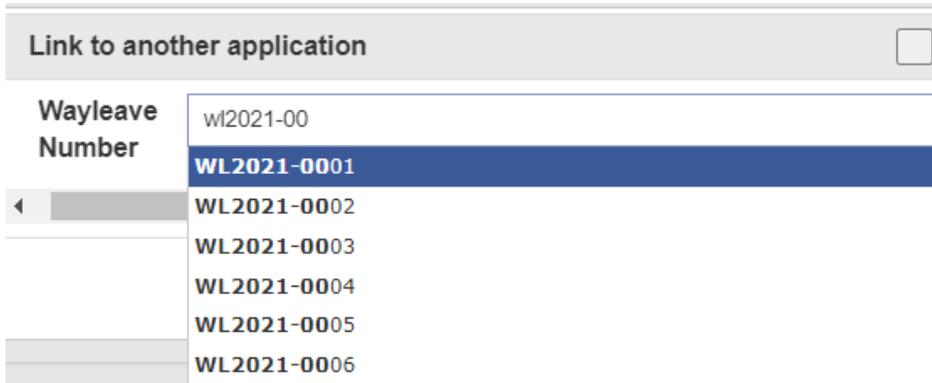
9.5 Linked applications

Users can now link applications together through this section in the application edit screen

LINKED APPLICATIONS [Create New](#)

Wayleave Number	Reference	Consulting Engineer	Application Reason

Users can use this button  to create a new link. The system will only show active wayleaves and access rules are still enforced.



The screenshot shows a dialog box titled "Link to another application" with a close button in the top right corner. Below the title is a dropdown menu labeled "Wayleave Number". The menu is open, showing a list of options: "wl2021-00", "WL2021-0001" (highlighted in blue), "WL2021-0002", "WL2021-0003", "WL2021-0004", "WL2021-0005", and "WL2021-0006".

If users link to a wayleave they don't have access to then they can request access through the dropdown menu.

10. WLMS MOBILE APPLICATION

The WLMS Mobile Application is developed to capture site observations by Mobile Inspectors. The application is available on the Android OS platform. Mobile Inspectors are the only personnel permitted to use the application. Registration of new users is not permitted on the mobile application. Only registered Mobile Inspectors who have a username and password for WLMS will be able to use the WLMS mobile application.



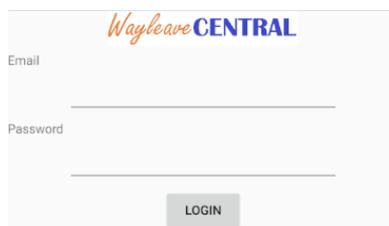
10.1 Login

The WLMS mobile application can be downloaded on the play store at:

<https://play.google.com/store/apps/details?id=za.co.wayleavecentral.mobile>

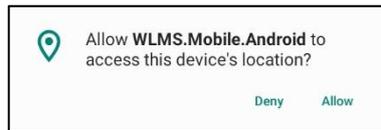
After opening the mobile application, the first screen is the login page (*illustrated below*) and login is as follows:

1. The user must first login by entering their email and password and press 'Login'.



The screenshot shows the login page of the mobile application. At the top, it says "Wayleave CENTRAL" in orange and blue. Below that are two input fields: "Email" and "Password". At the bottom, there is a "LOGIN" button.

- The mobile application will ask for permission to access the device's location. The location of the mobile is required to geotag the photos (add GPS location coordinates to the photos) that are taken on site. The user should press 'Allow' or 'Accept' (depending on the phone's OS).



10.2 Create Site Observation

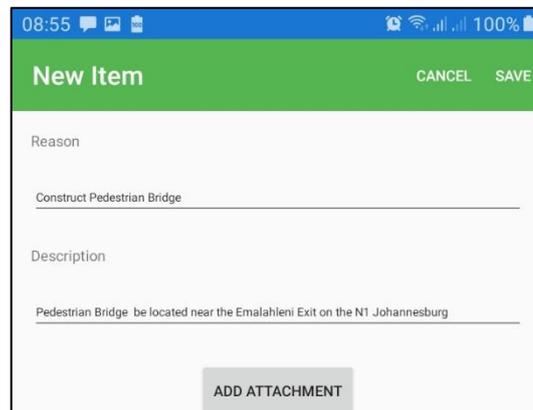
The Browse Tab lists all site observations added by the mobile inspector that have not yet been submitted. To add site observations, the user must do the following:

- Press the 'Add' at the top right of the mobile application



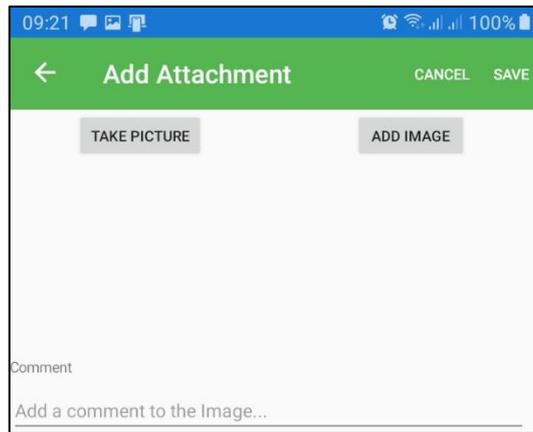
- Populate the reason for the site Inspection and the description of the task. Then press attachment to add pictures and accompanying notes.

Note: Press 'Save' to store current details and exit the creation module. Press 'Cancel' to delete the current details and exit the creation module. The landing page will be 'Browse'.



- After pressing 'Add Attachment', the mobile application will ask for permission to access the device's photos, media and files. The photos will be upload to WLMS as site observations.

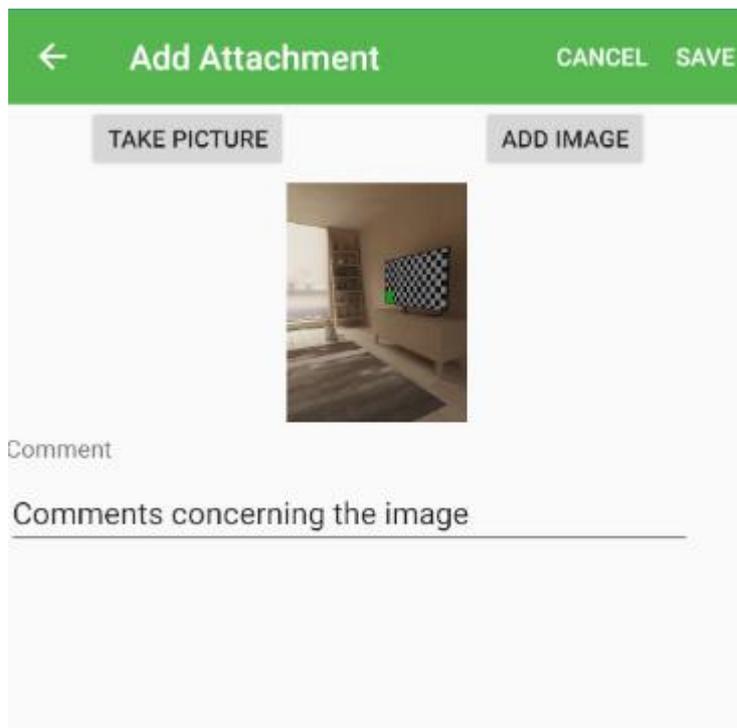
Note: Videos, voice recordings or documentation cannot be added on the mobile application.



Option A: Immediately take a photo according to your device's procedure. Press 'Retry' to retake the photo or press 'Ok' to accept the photo.

Option B: Do not take a photo, press on your phone's 'Back' or equivalent and the 'Add Attachment' will be the landing page. Press on 'Take Picture' and take a photo according to your device's procedure. Press 'Retry' to retake the photo or press 'Ok' to accept the photo.

Option C: Do not take a photo, press on your phone's 'Back' or equivalent and the 'Add Attachment' will be the landing page. Press on 'Add image'. Select image from gallery and press 'Ok'. Other phones may require the user to select an application first prior to selecting an image.



4. Once you've taken the photo, you will be able to add a comment associated with the image taken. Select the **SAVE** button located in the top right of the screen.

You will see the image you've taken, and the associated comment related to the image.

5. Selecting save in the top right will now create a draft of the inspection.

The inspection will now appear under the "Browse" section.

6. Once selected, you will be in the details screen of the inspection, where you can review all the changes you've made, or add more images.

7. Submitting the Inspection will take you to the Wayleave Linking screen, where you will select the associated Wayleave Number as shown below. Alternatively you can select no wayleave number, which will add the wayleave to be reviewed.

Link to Wayleave SUBMIT INSPECTION

Enter a wayleave number to link the inspection to an existing wayleave, or select 'no wayleave' if there is no associated wayleave.

Wayleave Number:
WL 2020 - 2020

No wayleave number:

1 2 3 -
4 5 6 ↵
7 8 9 ✕
, 0 . ✓

8. Submitting the Inspection will give the following message, and upon pressing “proceed”, the wayleave will be submitted to the WLMS System

You are about submit this inspection

You will not be able to make any further changes to the inspection.

RETURN TO DRAFT MODE **PROCEED**