



WAYLEAVE APPLICATION

Contents

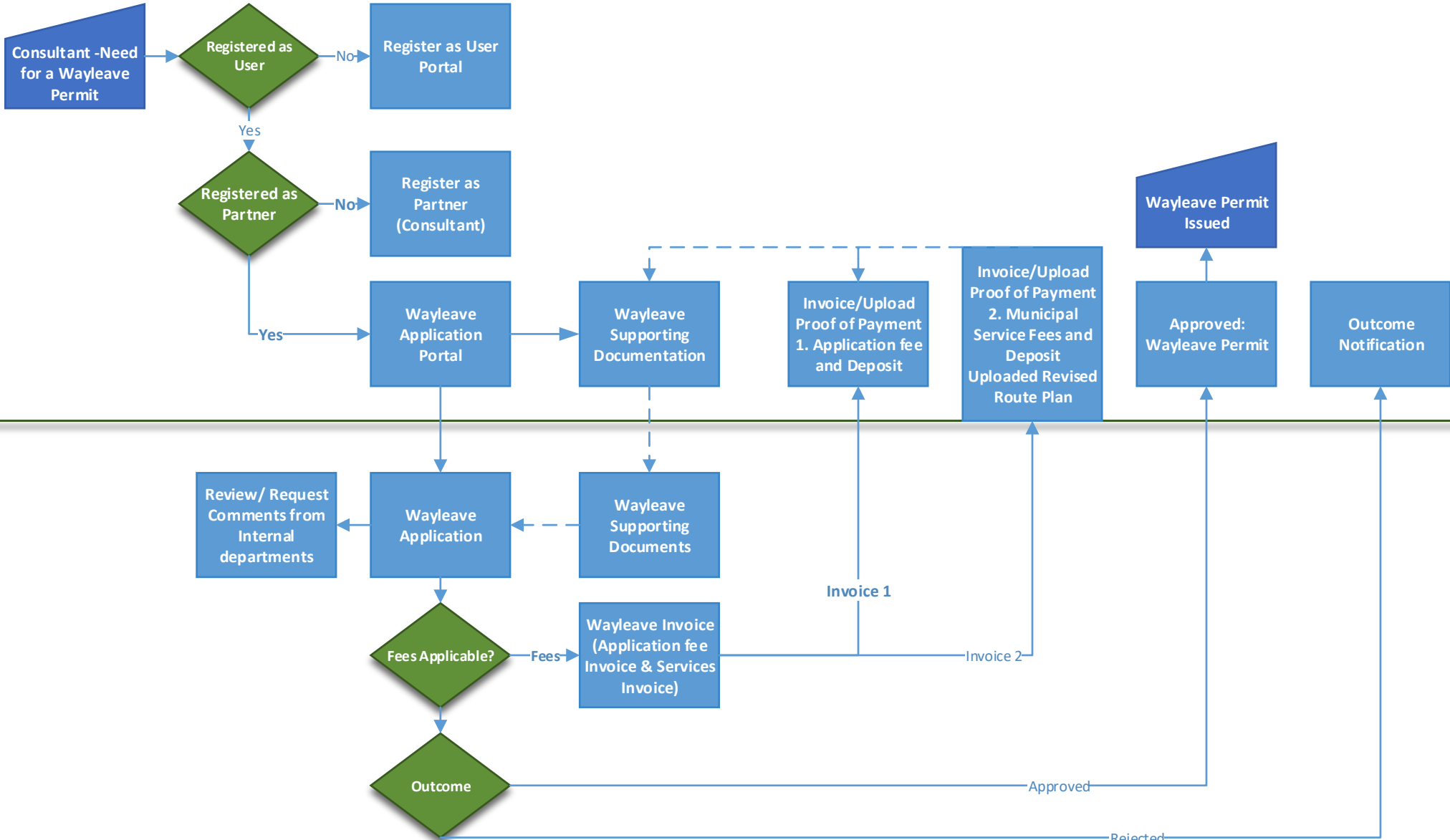
- User Registration
- Account Setup User Account Activation
- Account Setup Partner (Company) Registration
- Complete Wayleave Application (Original of Extension)
- Upload Supporting Documents
- Proof of Payment
- Closure and Reimbursement

Wayleave Application

Phase

External Portal

Internal (On-premises)



User Registration

Step 1: Copy link and paste into web browser

<https://westerncapecollab.collaboratoronline.com/> or

<https://westerncapecollab.collaboratoronline.com/SignIn.aspx>

Step 2: Select 'Create New Account'.

Step 3: Complete user details. Your **email address** will be used as **Username**.

Step 4: You will receive an email to confirm the successful creation of the user account. Follow link on the e-mail and Sign in

Problems Signing In?

Close all browser windows, open browser again, copy site

<https://westerncapecollab.collaboratoronline.com/>

and sign-in with the new username and password.



Name*

Surname*


Cellphone Number*

Email Address*

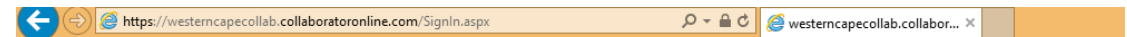
Confirm Your Email Address*

Password*

Confirm Your Password*

 Type the code shown:

[Show another code](#)



[Forgot password?](#) [Create an account](#)



Solutions

- Administrator
- Air Quality Control
- Building Control
- Capital Projects
- Central Catalogue
- Event & Film
- Environmental
- Land Use
- Wayleave
- Workforce
- Business Licence
- Transfers
- Properties
- Outdoor Dining
- Tourism Signage
- Test site

WESTERN CAPE

Welcome to the Collaborator Portal

The Portal enable users with registered accounts to create and submit applications online which helps to facilitate a quicker and more responsive application service from local municipalities.

To get started you will need to create the appropriate Portal Account.



Your rights and responsibilities

Complete Company/Individual Consultant Detail

Account Setup (Activate Service)

<https://westerncape.collaboratoronline.com/default.aspx>

Go to **'Account'**.

Click on the **'Action'** button next to your User Account name.

Select **'Activate Services'** from the Drop Down Menu.

Select **'Yes'** for services to be used.

When done click on **'Submit'**.



Account
Home Inbox **Account**

Western Cape Local Government > Account

User Account

Action	Name	Email	Mobile Number
...		ian@frogfoot.com	0832335914

- Register Partner
- Activate Services**

Partner Profiles

Action	Reference Number	Registration Number	Practice / User Name	Professional Entity
--------	------------------	---------------------	----------------------	---------------------

Activate Services

892452, Ian

Reference Number	892452
User ID	892452
First Name	Ian
Surname	Hendrikse
Mobile Number	0832335914
Email	ian@frogfoot.com

Activate Services

Activate Building Plan Application Services *	No
Activate Events and Film Services *	No
Activate WayLeave Services *	Yes
Activate AQ Services *	No

Account Setup and Company (Partner) Registration

<https://westerncape.collaboratoronline.com/default.aspx>

When signed in - go to 'Account'.

Click on the 'Action' button next to your
User Account name.

If the Partner (Company) is not yet registered -

Select '**Register Partner**' (Company) from the
Drop Down Menu.

This information will be reused with each application submitted.

Step 7: Complete all fields.

- Company Detail
- Contact detail
- Service Activation (Select the service applicable to your company).

When done click on '**Submit**'



Western Cape Local Government > Account

User Account

Action	Name	Email	Mobile Number
...		ian@frogfoot.com	0832335914

- Register Partner
- Activate Services

Partner Profiles

Action	Reference Number	Registration Number	Practice / User Name	Professional I

No data to display

Create Partner and Activate Services

693390,



000001, Admin



UserId ADMIN

Primary User Email admin@be.co.za



Step 1: Update Partner Details

Step 2: Update Primary Contact Details

Step 3: Active Services

Partner Type * Company

**Complete Company/Individual
Consultant Detail**

Individual Name / Legal Company
Name *



Note: A red highlighted field indicates a duplicate registration number which is not allowed. Please request the primary user to grant you access to their practice.



Registration Number * 693390

Duplicate Registration Number

Trading As * Trading As Company



Company Type * External Company

Professional Entity * Not Applicable

Submit

Save

Close

Step 1: Update Partner Details

Step 2: Update Primary Contact Details

Step 3: Active Services

Primary Contact Title *	Mrs
Primary Contact Person *	Charmaine du Plessis
Primary Contact Land Line *	044 606 0000
Primary Contact Mobile Number *	0823378026
Primary Contact Email *	Charmaine du Plessis
Physical Address: Building/Street Number	2
Physical Address: Street	Street
Physical Address: Suburb	Suburb
Physical Address: City/Town	City
Physical Address: Province	Province
Physical Address: Code	6539
Postal Address: PO Box / Private Bag	PO Box
Postal Address: Suburb	Suburb
Postal Address: City/Town	City

Verify Contact Detail obtained from registration information

Create Partner and Activate Services

693390,      

000001, Admin      

Userld ADMIN

Primary User Email admin@be.co.za

Step 1: Update Partner Details

Step 2: Update Primary Contact Details

Step 3: Active Services

Activate Building Plan Application Services * No ▾

Activate Events and Film Services * No ▾

Activate AQ Services * No ▾

Activate Waste Services * No ▾

Activate Land Use Application Services * No ▾

Activate WayLeave Services * Yes ▾

Registration Process Completed

Indicate which services will be used

Submit

Save

Close

Complete a Wayleave Application

<https://westerncape.collaboratoronline.com/default.aspx>

From the Home page – select the ‘Wayleave Application’ Site

The screenshot shows the Western Cape Collaborator Portal home page. The navigation menu on the left includes 'Solutions' and 'Wayleave'. The 'Wayleave' menu item is highlighted with a dark blue bar. A green callout box with the text 'Wayleave Application' points to this menu item. The main content area features the 'WESTERN CAPE' logo, a welcome message, and two buttons for 'Business Account' and 'Individual Account'. Below these buttons is a section titled 'Your rights and responsibilities' with a paragraph of text.

Wayleave Application

WESTERN CAPE

Welcome to the Collaborator Portal

...accounts to create and submit applications online which helps to facilitate a quicker and more responsive application

...get started you will need to create the appropriate Portal Account.

Business Account

Individual Account

Your rights and responsibilities

Please ensure that the information you submit is accurate and correct. Do not include personal information about third parties (including family members or sensitive information about an individual) unless you have told the individual concerned and they consent to it being supplied.

Western Cape Local Government > Wayleave Applications

Wayleave Applications

Consultant

If your company does not display – search by typing the Company name in the grid

Action	Reference Number	Company Name
	<input type="text"/>	<input type="text" value="way"/>
...	702899	Wayleave Consultancy
...	319284	Wayne michael design
...	454099	Wayne Terry

Click on 'Action' button, next to the company name to open options

Wayleave Messages

Action	Reference	Message	Title
No data to display			

Wayleave

Action	Reference Number	Work	Status
	<input type="text"/>	<input type="text"/>	<input type="text"/>
No data to display			

New Wayleave Application

751686, 
702899, 

Application Date	2024-03-25	//
Application Number	751686	//
Consultant Reference	702899	//
Municipal Area *	George Municipality	...
Source_id		
Original/Extention of Time *	Original	▼
Category *		▼
External Company Represented *	OPEN SERVE	
Application Type *	Wayleave for work in the Roa	
Construction Start Date *	2019-09-01	▼
Construction End Date *	2019-09-30	▼

Select the applicable Municipal Area from the data source

Select - Google Chrome

westerncapecollab.collaboratoronline.com/BusinessProcesses/DSSingleLookup.aspx?TaskID=316454&FieldID=F95&CallingFieldValue=George%20Municipality...

MUNICIPAL AREA
<input type="text"/>
George Municipality
Mosselbay Municipality
Prince Albert Municipality
TWK Municipality

New Wayleave Application

751686,      

702899,      

Application Date 2024-03-25 //

Application Number 751686 //

Consultant Reference 702899 //

Municipal Area * George Municipality

Specify if the Wayleave is an original (new) or an Extension of previous application

If an extension, the following field will display to select the 'Original application reference'

Original/Extention of Time *
Extension ▾
Original
Extension

Original Application Reference *

Category *

External Company Represented * OPEN SERVE

Application Type * Wayleave for work in th

Construction Start Date * 2019-09-01

Select - Google Chrome

westerncapecollab.collaboratoronline.com/BusinessProcesses/DSSingleLookup.aspx?TaskID=316454&FieldID=F94&CallingFieldValue=&CallingField

CONSULTANT REFERENCE	APPLICATION NUMBER	APPLICATION TYPE	CATEGORY	EXTERNAL APPLICATION FOR	INTERNAL DEPARTMENT	WORK DESCRIPTIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
702899	707289	Wayleave for work in the Road Reserve	External (New Infrastructure)		Water and Sewerage	Test Charmaine

New Wayleave Application

751686,      

702899,      

Application Date	2024-03-25	//
Application Number	751686	//
Consultant Reference	702899	//
Municipal Area *	George Municipality	...
Source_id		//
Original/Extension of Time *	Original	▼
Category *	Municipal/Internal/SLA	▼
Application Type *	Wayleave for work in the Road Reserve	▼
Construction Start Date *	2019-09-01	▼
Construction End Date *	2019-09-30	▼
Work Description (Project Number) *	Work Description	
Deposit Payment *	▼	
Bank Guarantee - Cash in bank deposit is not required if t	Bank Guarantee. If this option is selected, a supporting document is required.	

- Cash
- Bank Guarantee**
- Not Applicable

Specify the deposit payment option applicable

Wayleave Specification and Indemnity

I hereby confirm that I understand and accept the specifications and Indemnity for Wayleave Applications *

Open Hyperlink to read documentation/specifications/terms and Conditions. Tick to confirm.

User

Shape (Select the MAP icon to draw a shape on the map) *

Location Description *

Town (Select Multiple Areas if more than one town is applicable)

Trench Length (m) (If Applicable) *

Trench Width (m) if applicable *

Number of Units (Stands, houses, flats) (If Applicable) *

westerncape.collaboratoronline.com/Wayleave%20Applications/Wayleave%20Specification/Forms/AllItems.aspx

collabonline\wadmin

BROWSE FILES LIBRARY

Collab Home Inbox Reports Account

Wayleave Specification

new document or drag files here

All Documents

✓	Name	Modified	Modified By
	2023-24 FINAL TARIFF LIST - MOSSELBAY MUNICIPALITYnew	July 18, 2023	collabonline\wadmin
	GEORGE WAYLEAVE APPLICATION (003)	October 11, 2023	collabonline\wadmin
	GEORGE WAYLEAVE CHECKLIST	April 3, 2023	collabonline\wadmin
	GEORGE WAYLEAVE CONDITIONS FOR EXCAVATIONS	April 3, 2023	collabonline\wadmin
	GEORGE WAYLEAVE POLICY	September 27, 2022	collabonline\wadmin
	MB_Rev3WAYLEAVE_CONSULTANTS_MANUAL (003)	March 31, 2023	collabonline\wadmin
	MOSSELBAY SPECIFICATION AND INDEMNITY	September 27, 2022	collabonline\wadmin
	TARIFF LIST 2023 - 2024 GEORGE MUNICIPALITY	August 4, 2023	collabonline\wadmin

Shape and location

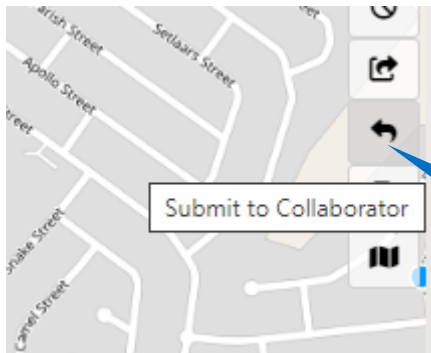
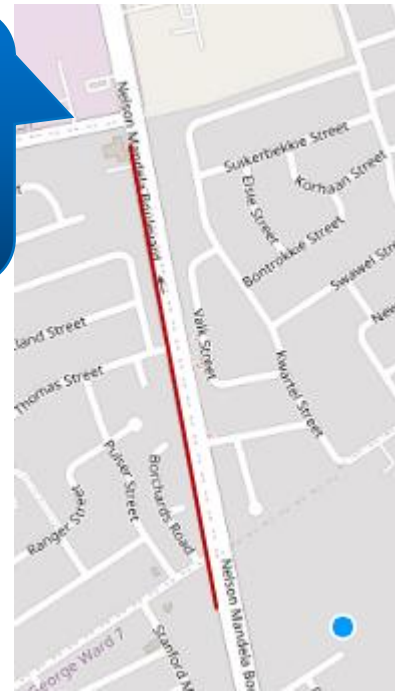
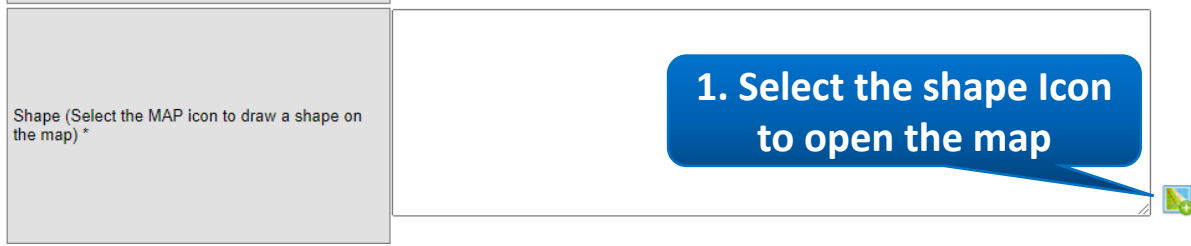
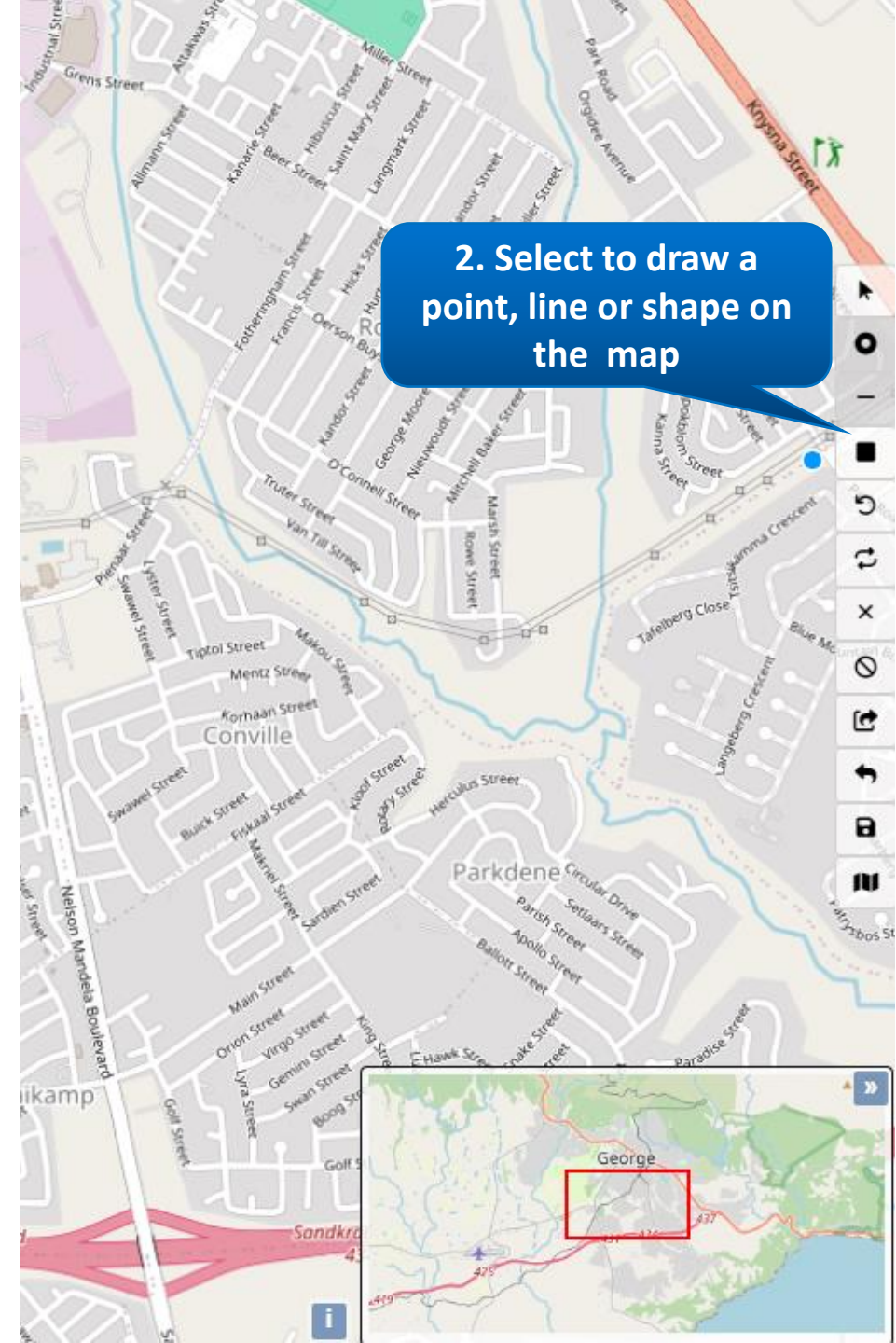
Shape (Select the MAP icon to draw a shape on the map)*

1. Select the shape icon to open the map

3. Draw a *point* (click on the location).
A line (double click, drag line and double click to end line)

4. Submit shape data to Collab

Submit to Collaborator



Wayleave Specification and Indemnity

I hereby confirm that I understand and accept the specifications and Indemnity for Wayleave Applications *



User

Shape (Select the MAP icon to draw a shape on the map) *

```
GEOMETRYCOLLECTION(POINT(22.405821446696113  
-33.98407354059785),POINT(22.471337939403465  
-33.975823194897124),POINT(22.471210625650475  
-33.978638559382),LINESTRING(22.472759737787047  
-33.985003977271965,22.472759737787047 -33.985003977271965,22.473905561563992  
-33.990106205643386))
```

Shape information will display



Location description

Location Description *

Complete information related to the Location

Town (Select Multiple Areas if more than one town is applicable) Mosselbay

Use the data source for a lot of towns

Trench Length (m) (If Applicable) * 0

Trench Width (m) if applicable * 0

Number of Units (Stands, houses, flats) (If Applicable) * 0

Amount of Site Camps Applicable * 0

Site Camps Amount of Weeks * 0

Site Camp/Demarcation Size *

Please note: After submission of this application a detailed 'Layout Plan', ind

westerncapecollab.collaboratoronline.com/BusinessProcesses/DSMultiLookup.aspx?TaskID=316454&FieldID=F56&CallingFieldValue=&CallingFieldValue1=Mosselbay...
westerncapecollab.collaboratoronline.com/BusinessProcesses/DSMultiLookup.aspx?TaskID=316454&FieldID=F56&CallingFieldValue1=Mosselbay...

Select All

TOWN REF	TOWN NAME	MUNICIPAL AREA	TOWN REF	TOWN NAME	MUNICIPAL AREA
319313	GEORGE	George Municipality	319728	BLANCO	George Municipality
319729	HEROLDS BAY	George Municipality			
319730	HOEKWIL	George Municipality			
319731	PACALTSDORP	George Municipality			
319732	VAN ROOYENS RUS	George Municipality			
319733	WILDERNESS	George Municipality			
319734	TYOLORA	George Municipality			
	GROOTBRAK	George Municipality			
	HAARLEM	George Municipality			
	UNIONDALE	George Municipality			
	GEORGE RURAL	George Municipality			

Select Multiple Areas if applicable and specify this in the Location description

A detailed Layout/Site/Route Plan should be uploaded. This required document will display on the 'Supporting Documents' list after the application is completed.

Location **Consultant** Billing Address Physical Address Postal Address

Legal Company Name *	Wayleave Consultancy
Trading As *	Trading As
Company Type *	Private Company
VAT Number *	
Professional Registration Number	SACAP
First Name and Surname	Charmaine du Plessis
Email	charmainedp@be.co.za
Landline Number *	044 825 21254
Mobile Number *	082 337 8026

**Verify Company/Contact Detail.
Information obtained from
Company registration**

Submit

**Submit the
Application**

Consultant

Action	Reference Number	Company Name
...	<input type="text"/>	<input type="text" value="way"/>
...	702899	Wayleave Consultancy
...	319284	Wayne michael design
...	454099	Wayne Terry

Return to the Wayleave site

Wayleave Messages

Action	Reference	Message	Title
...	707289	Note we are waitinf for the payment of Invoice No012345	707289- Charmaine du Plessis

Application will display on the list

...	751686	New Test Wayleave for Mossel bay region	Active
-----	--------	---	--------

List of Outstanding Documents to be uploaded

Outstanding Documents

Action	Object Ref	Checklist Item Name	Checklist Item Description
...	751730	Cover Letter	Cover Letter
...	751731	Route Plan	Route Plan

Once uploaded documents will display here

Uploaded Documents

Action	Object Ref	Name	File Name	Size	Status
No data to display					

Upload Supporting Documents

Outstanding Documents

Action	Object Ref	Checklist Item Name	Checklist Item Description
...		Cover Letter	Cover Letter
...		Route Plan	Route Plan
...		Indemnity Form	Indemnity Form

Upload

- Cover letter
- Route Plan
- Indemnity Form

Uploaded Documents

Action	Object Ref	File Name	Size	Status
No data to display				

From Action button next to document, select 'Add Document' on Drop Down

Action	Object Ref	Checklist Item Name	Checklist Item Description
No data to display			

When all supporting documents are Uploaded the Application will be submitted to the Municipality

Uploaded Documents

Action	Object Ref	Name	File Name	Size	Status
...	752412	Cover Letter	TEST DOCUMENT.docx	12.50	Uploaded
...	752414	Route Plan	TEST DOCUMENT.docx	12.50	Uploaded
...	752416	Indemnity Form	TEST DOCUMENT.docx	12.50	Uploaded

Proof of Payment

Invoices will be issued for:

1. Application Fee and Deposit (After initial review)
2. Municipal Services (Prior to Permit issue)

Applicable Proof of Payment need to be uploaded

Outstanding Documents

Action	Object Ref	Checklist Item Name	Checklist Item Description
...	714849	Proof of Payment Wayleave Application Fee	Proof of Payment Wayleave Application Fee
...	714928	Proof of Payment Wayleave Municipal Services and Deposit	Proof of Payment Wayleave Municipal Services and Deposit

Click on the Action Button to Upload

Closure and Deposit Reimbursement

Consultant

Action	Reference Number	Company Name
...	702899	Wayleave Consultancy
...	319284	Wayne michael design
...	454099	Wayne Terry

Wayleave Applications

Action	Reference Number	Work	Status
...	707289	Water Pipeline in Road Reserve	Active
...	707933		
...	708908	-	Active
...	714762	test	Active
...	731676	Work Description	Active
...	733432	lighuoh	Active
...	733437	kjnl	Active
...	751686	New Test Wayleave for Mossel bay region	Active
...	752097	test work description for new application	Active

From Action button next to Application

Select Request Wayleave Closure and

Outstanding

Action	Obj	Item Description
...		
...		




Uploaded D

Action	Object Ref	Name	File Name	Size	Status
...	751760	Cover Letter	TEST DOCUMENT.docx	12.50	Uploaded
...	751763	Route Plan	TEST DOCUMENT.docx	12.50	Uploaded


Request Wayleave Closure and Deposit Reimbursement

751686,



Portal Reference Number	751686
On premise Reference Number	5560926
Application Date	2019-09-10
Application Number	751686
Category	External (New Infrastructure) 
External Company Represented	OPEN SERVE
Application Type	Wayleave for work in the Road Reserve 
Estimated Construction Start Date	2019-09-01
Estimated Construction End Date	2019-09-30
Work Description (Project Number)	New Test Wayleave for Mossel bay region 
Closure and Deposit Reimbursement Requested?	Yes

Bank/Reimbursement Detail | Location | Applicant | Billing Address | Physical Address | Postal Address

Bank Account Name *	<input type="text" value="Bank Name"/>
Bank Account Number *	<input type="text" value="123456789"/>
Bank Branch *	<input type="text" value="Pretoria"/>
Bank Code *	<input type="text" value="2222"/>
Re-imbusement Comment *	<input type="text" value="None"/> 

Complete Banking details and 'Submit'

CONTACT INFORMATION

Business Engineering (Pty) Limited

E-Mail: charmainedp@be.co.za

Phone: +27 823378026