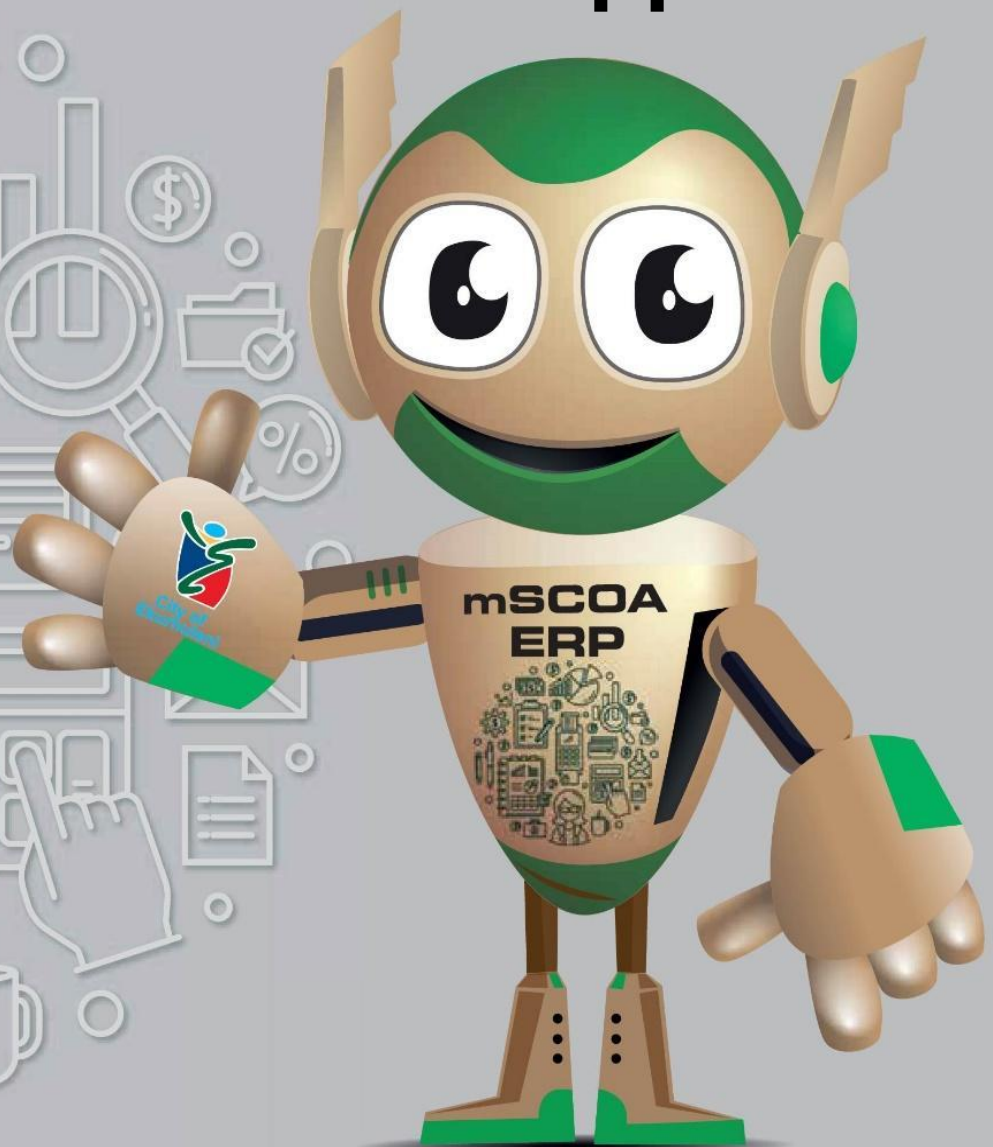


# ERP Functional USER MANUAL

## Training Manual

### Wayleave Applicant



OUR JOURNEY  
TO A SMART DIGITAL CITY



City of  
Ekurhuleni

# TABLE OF CONTENTS

<b>1</b>	<b>OVERVIEW .....</b>	<b>2</b>
<b>1.1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
<b>1.2</b>	<b>mSCOA ERP.....</b>	<b>3</b>
<b>2</b>	<b>GENERAL SYSTEM INFORMATION.....</b>	<b>4</b>
<b>3</b>	<b>LEARNING REQUIREMENTS.....</b>	<b>5</b>
<b>4</b>	<b>LEARNING EXPECTATIONS.....</b>	<b>5</b>
<b>5</b>	<b>LEARNING JOURNEY .....</b>	<b>6</b>
<b>6</b>	<b>KEY AREAS OF LEARNING .....</b>	<b>7</b>
<b>7</b>	<b>LEARNING OUTCOMES.....</b>	<b>7</b>
<b>8</b>	<b>KEY ICONS WITHIN THE LEARNING MATERIAL .....</b>	<b>8</b>
<b>9</b>	<b>REGISTERING ON WAYLEAVE.....</b>	<b>9</b>
<b>10</b>	<b>LOGIN TO WAYLEAVE AND THE DASHBOARD .....</b>	<b>18</b>
<b>11</b>	<b>APPLYING FOR A WAYLEAVE .....</b>	<b>22</b>
<b>12</b>	<b>PENDING PAYMENT .....</b>	<b>33</b>
<b>13</b>	<b>REJECTED APPLICATION .....</b>	<b>37</b>
<b>14</b>	<b>APPROVED APPLICATION .....</b>	<b>39</b>
<b>15</b>	<b>UPDATE USER PROFILE .....</b>	<b>41</b>
<b>16</b>	<b>LOG OFF.....</b>	<b>43</b>
<b>17</b>	<b>HELPFUL HINTS .....</b>	<b>45</b>
<b>18</b>	<b>ASSESSMENTS OF SPECIFIC LEARNING OUTCOMES.....</b>	<b>46</b>
<b>19</b>	<b>NEXT STEPS.....</b>	<b>46</b>

# 1 OVERVIEW

## 1.1 INTRODUCTION

City of Ekurhuleni (COE) has a mandate to promote the Smart City concept for transformation, growth, development and ensure that all Ekurhuleni's citizens derive sustainable benefit from technology development. The Information and Communication Technology (ICT) department has a responsibility to ensure that ICT goals are aligned to and support the City's mission and strategic objectives of becoming a Smart, Creative and Developmental City, and that optimum business value is realized from ICT related investment services and assets. Information and Communication Technology (ICT) is one of the key strategic enabling departments within the City. It uses and leverages on the implementation of technology to enable the City to deliver services effectively and efficiently.

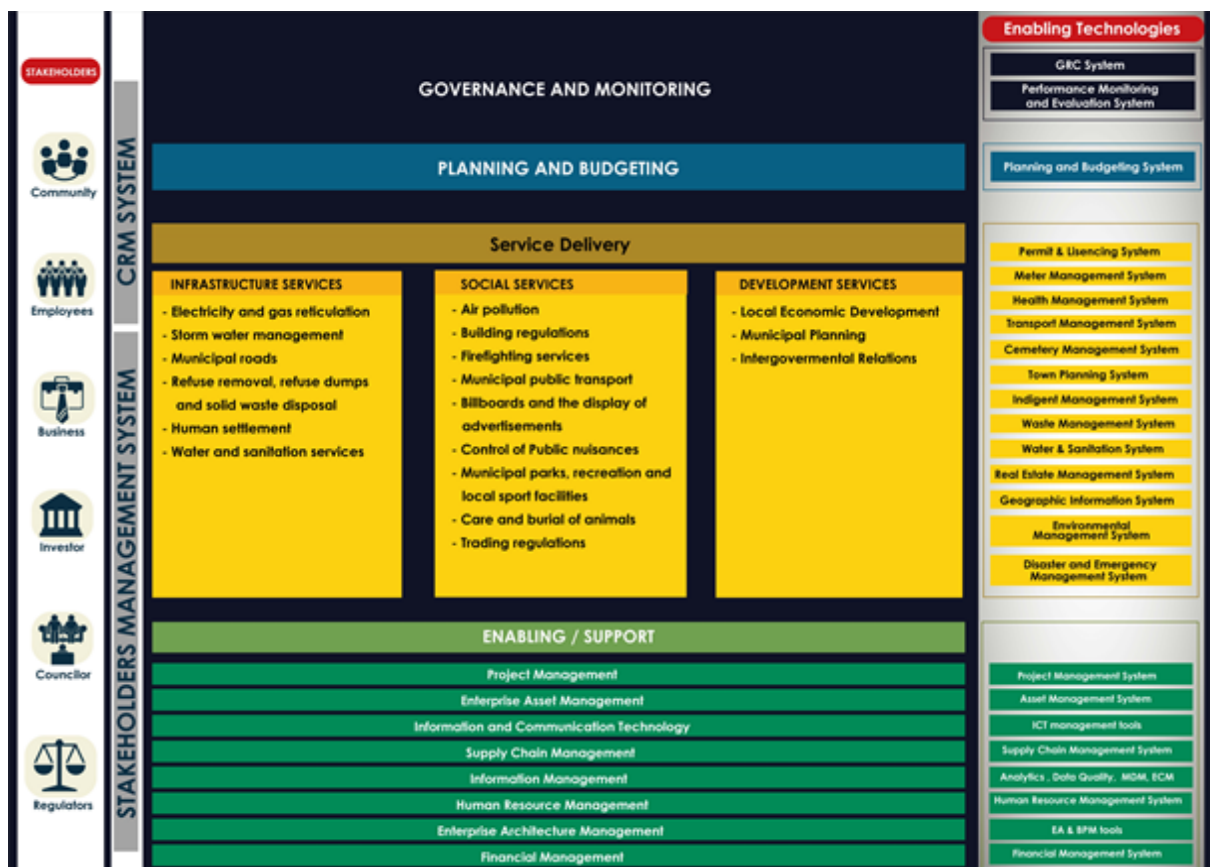
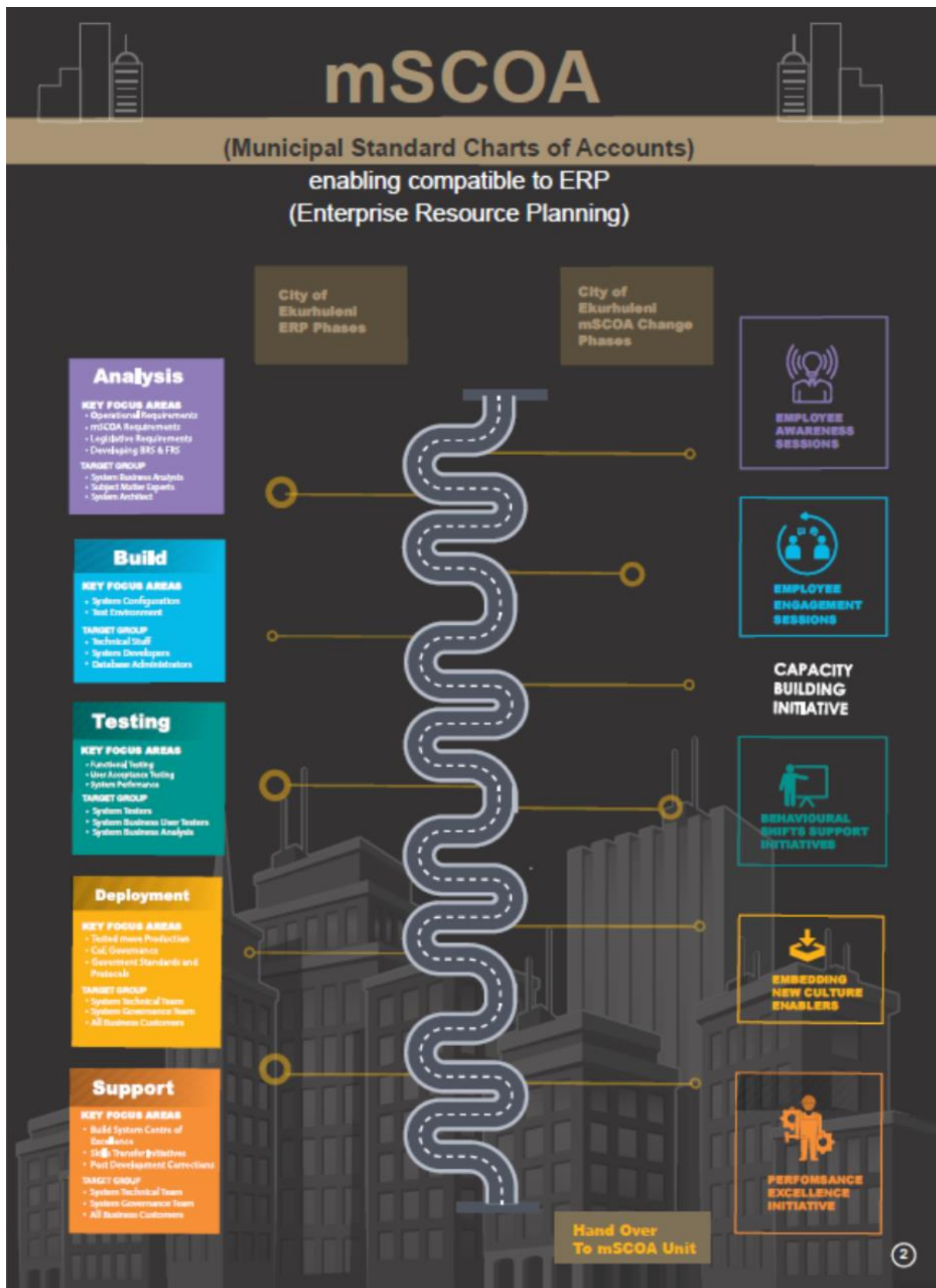


Figure 1 - City of Ekurhuleni Reference Model



## 2 GENERAL SYSTEM INFORMATION

The E-Wayleave Management Solution is developed and supported web-based Wayleave Solution.

In addition to automating the entire wayleave application process from receiving to approval of the application, the system enables full integration with all other key areas of business.

The E-Wayleave Management Solution automates the entire process of a wayleave application, from the commencement of the application process until the final approval of the application is given. Each step of the process can be monitored and controlled by providing users with their required access rights and business process rules. The E-Wayleave Management Solution is the link between external consultants, contractors, and the internal business departments.

All information is transparent, and everyone is always aware of where each application is in the process and what additional information is required. The E-Wayleave Management Solution is now giving added value of increasing service delivery and transparency between all stakeholders.

### 3 LEARNING REQUIREMENTS

It is expected that learners have the following pre-requisites:

- Computer literacy
- A good understanding of the Wayleave system.
- Learners with special learning needs are required to inform their manager and the trainer.

This User Guide is intended for the following audience:

- Applicant (Consultant/ Contractor)

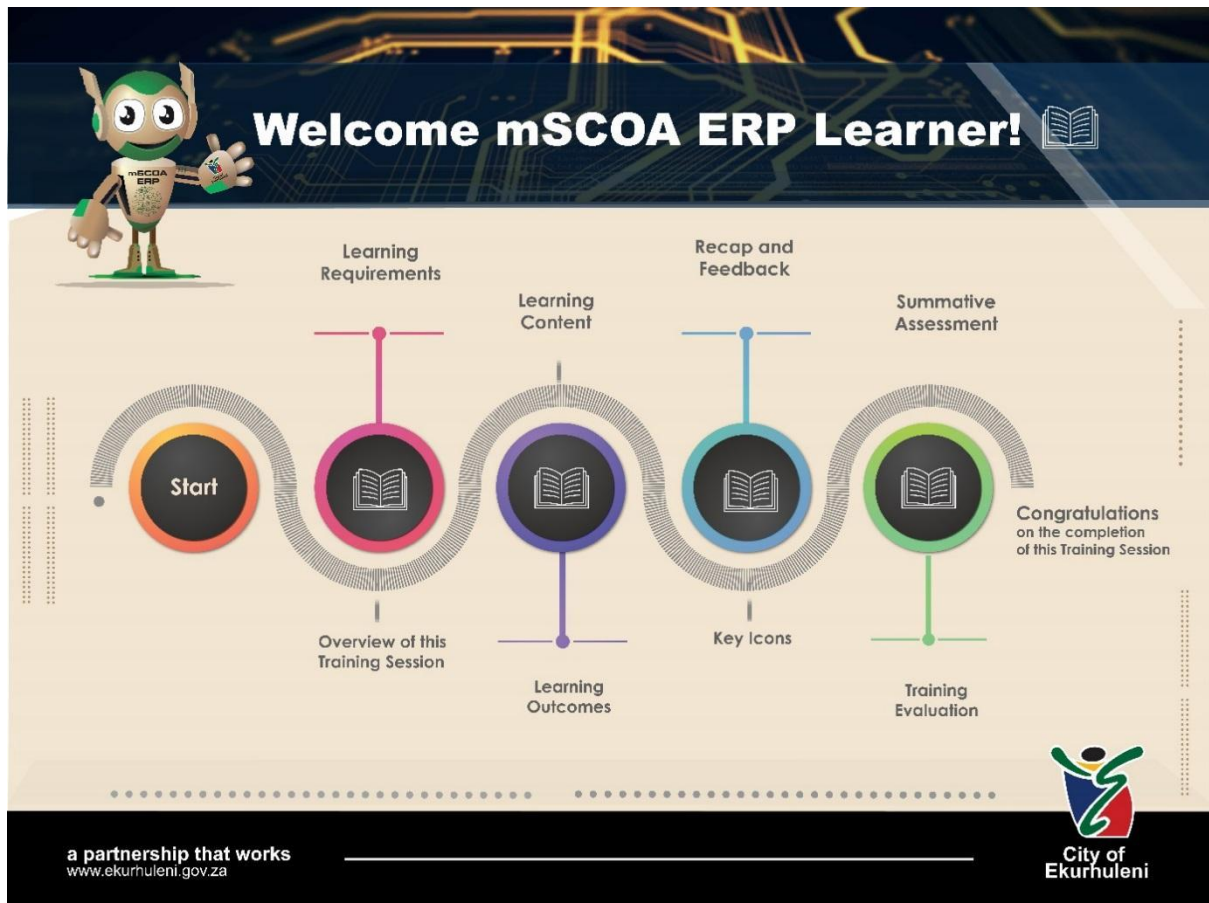
### 4 LEARNING EXPECTATIONS

#### **Understand System Concepts:**

- System login
- Registering as a new applicant
- Applying for a Wayleave
- Document Uploads



## 5 LEARNING JOURNEY



## 6 KEY AREAS OF LEARNING

1	REGISTERING ON WAYLEAVE
2	LOGIN TO WAYLEAVE AND THE DASHBOARD
3	APPLYING FOR A WAYLEAVE
4	PENDING PAYMENT
5	REJECTED APPLICATION
6	APPROVED APPLICATION
7	UPDATE USER PROFILE
8	LOG OFF





## 7 LEARNING OUTCOMES

At the end of this module, you will be able to:

- Navigate the Wayleave system.
- Apply for a Wayleave
- Upload documents
- Learn how to access information in the system



## 8 KEY ICONS WITHIN THE LEARNING MATERIAL

	Note
	Activity
	Information
	Learning Outcomes

## 9 REGISTERING ON WAYLEAVE



After completing this sub-section, you will be able to register as a consultant/contractor on the Wayleave system.



The process begins when the consultant/ contractor opens the Google chrome web browser and browse the following link in the browser search pane;  
<http://102.130.114.194:9006/> , where they will be navigated to the City of Ekurhuleni Wayleave System Landing page.

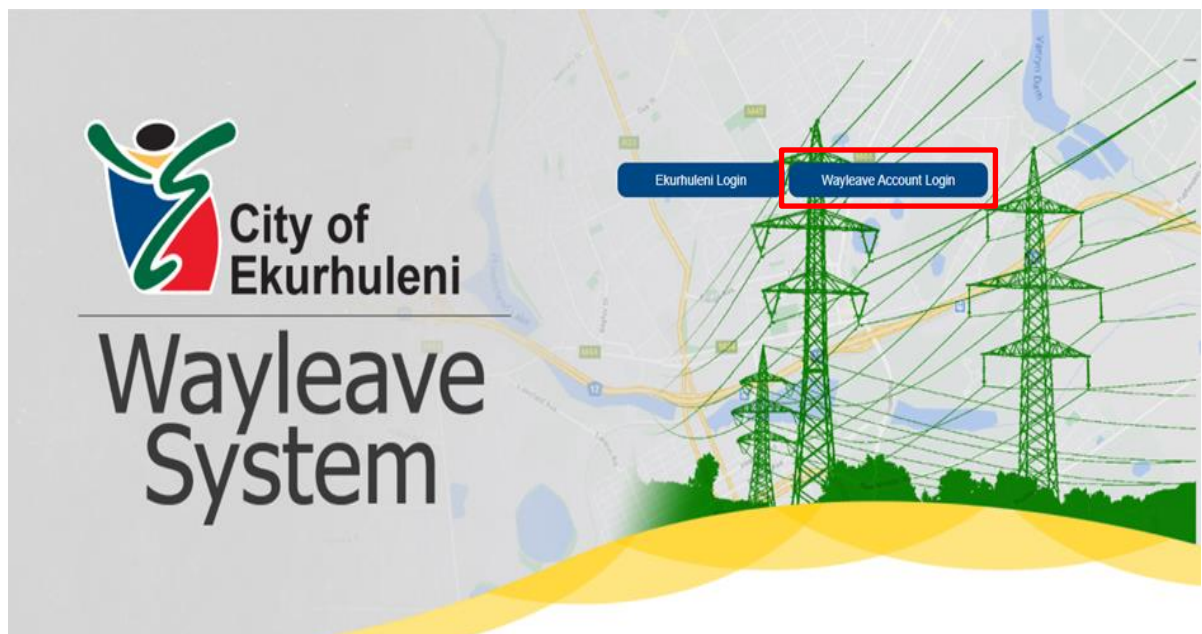
### Navigate



On this screen:

- Click on **Wayleave Account Login**
- You will be navigated to the **Wayleave Account Login** page.

### Screen



Wayleave Landing Page

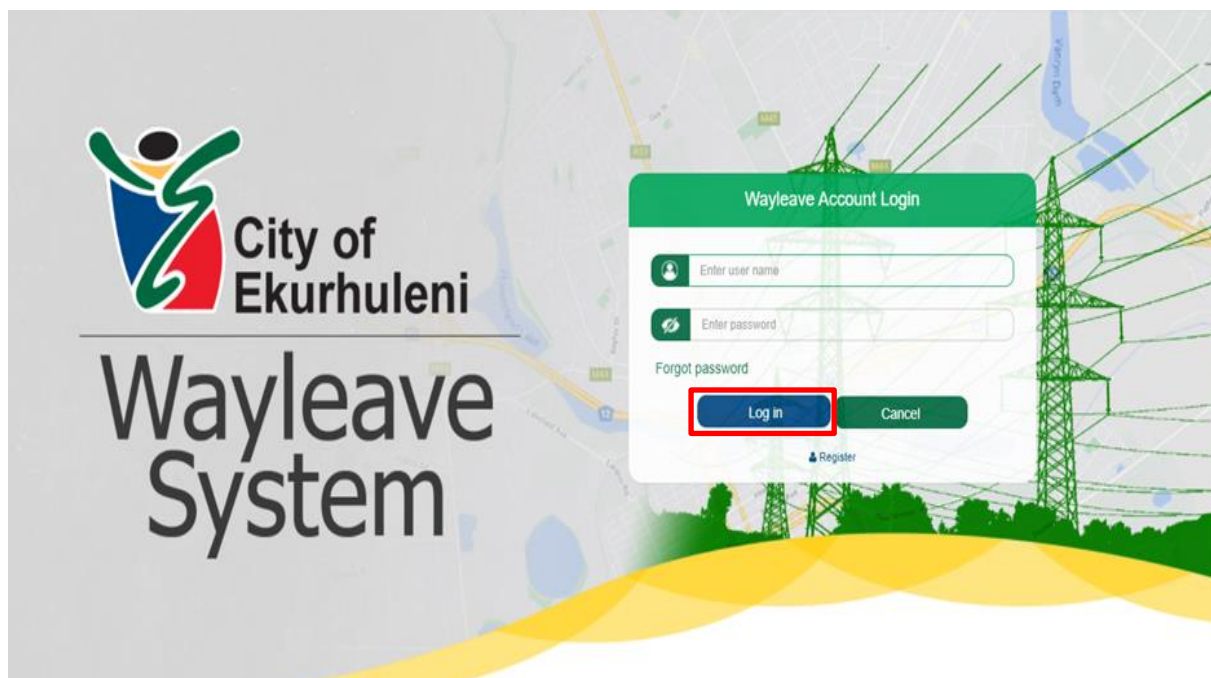
### Navigate



On this screen:

- Click **Register**
- You will be navigated to the **Wayleave Account** page.

### Screen



Wayleave Account Login



All fields that are mandatory are marked with a Red Asterisks \*


### Navigate




On this screen:

- Select the **Type of User** from the dropdown list, which is:
  - Consultant
  - Contractor
- Under the **Company Information** section, capture the following:
  - Company Name
  - Company Full Name
  - Company Registration Number
- For the **Expiration Date of Trade License**, click on the **Calendar** and make a selection of the year, month and date from the calendar picker.
- To **Upload Trade License**, click on **Choose File** button.
- Select the necessary document from the computer browser.
- Click on the **Open** button
- The uploaded document will be displayed in the field provided.

## Screen





Ekurhuleni Login

WL Account Login

Wayleave Account

New Account

Type of User \*

Make a selection

Company Information

Company Name \*

Company Full Name \*

Company Registration Number

Expiration Date of Trade License

Upload Trade License

yyyy/mm/dd

Choose File

No file chosen

Contact Person Information

Identification Number \*

Contact Person First Name \*

Contact Person Last Name \*

Gender \*

Designation \*

Telephone Number

Mobile Number \*

Email \*

Fax No

Address Information

Alternative Contact Information

Supporting Documents

Submit

Cancel

### Wayleave Account

Wayleave Account

New Account

Type of User \*

Consultant

Company Information

Company Name \*

Company Full Name \*

Company Registration Number

Edge

Edge Solutions

Reg7785

Expiration Date of Trade License

Upload Trade License

yyyy/mm/dd

Choose File

No file chosen

### Company Information

Expiration Date of Trade License

yyyy/mm/dd

September 2021

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

Clear

Today

Contact Person

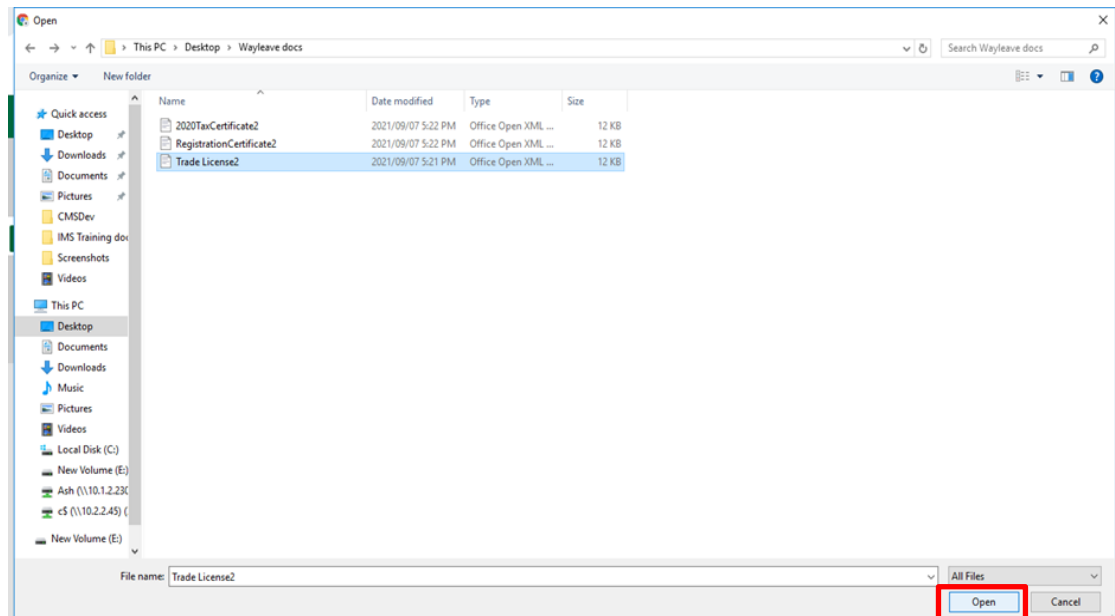
Telephone Num

### Expiration Date of Trade License – Calendar Picker

**Company Information**

Company Name *	Company Full Name *	Company Registration Number
Edge	Edge Solutions	Reg7785
Expiration Date of Trade License	Upload Trade License	
2021/10/11	<input type="button" value="Choose File"/> No file chosen	

### Upload Trade License – Choose File



### Computer Browser – Trade License Upload

**Company Information**

Company Name *	Company Full Name *	Company Registration Number
Edge	Edge Solutions	Reg85
Expiration Date of Trade License	Upload Trade License	
2025/11/10	<input type="button" value="Choose File"/> Trade License2.docx	

### Trade License Uploaded

## Navigate



On this screen:

- Under the **Contact Person Information** section, capture the following:
  - Identification Number
  - Contact Person First Name
  - Contact Person Last Name
  - Gender
  - Designation
  - Telephone Number
  - Mobile Number
  - Email
  - Fax no.

## Screen

Contact Person Information			
Identification Number *	Contact Person First Name *	Contact Person Last Name *	Gender *
8903175800082	Calvin	Buthelezi	Male
Designation *	Telephone Number	Mobile Number *	Email *
Manager		0826047852	add/3915@gmail.com
Fax No			

### Contact Person Information

## Navigate



On this screen:

- Click on **Address Information** to expand the section and capture the following:
  - Street Name
  - City
  - Suburb
  - Province
  - Country
  - Post Code
- Click on **Alternative Contact Information** to expand the section and capture the following:
  - Contact Name
  - Contact Surname
  - Contact Number
  - Email
  - Designation

## Screen

Address Information		
Street Name *	City *	Suburb *
14 Everton Avenue	Boksburg	Comet
Province *	Country *	Post Code *
Gauteng	South Africa	1459

+ Alternative Contact Information

+ Supporting Documents

Submit

Cancel

### Address Information Section

Alternative Contact Information						
Select	Contact Name	Contact Surname	Contact Number	Email	Designation	
<input type="radio"/>	James	Ndlovu	0014247891	jndlovu@gmail.com	Supervisor	

+ Supporting Documents

Submit Cancel

### Alternative Contact Information



#### File Name Convention:

- Use Capital or lower letters to delimit words, not spaces. e.g.: RegistrationCertificate.
- Keep file names short but meaningful. E.g.: 2020TaxCertificate
- Don't save files containing any special characters. e.g., \*:/\<>|"?'[];=&%\$#()

### Navigate



On this screen:

- To upload **Registration Certificate**, click on **Choose File** button.
- Select the necessary document from the computer browser.
- Click on the **Open** button.
- The uploaded document will be displayed in the field provided.
- To upload **Tax Certificate**, click on **Choose File** button.
- Select the necessary document from the computer browser.
- Click on the **Open** button.
- The uploaded document will be displayed in the field provided.
- Click on the **Submit** button to complete the registration.

### Screen

+ Supporting Documents

Registration Certificate
Tax Certificate

Choose File No file chosen
Choose File No file chosen

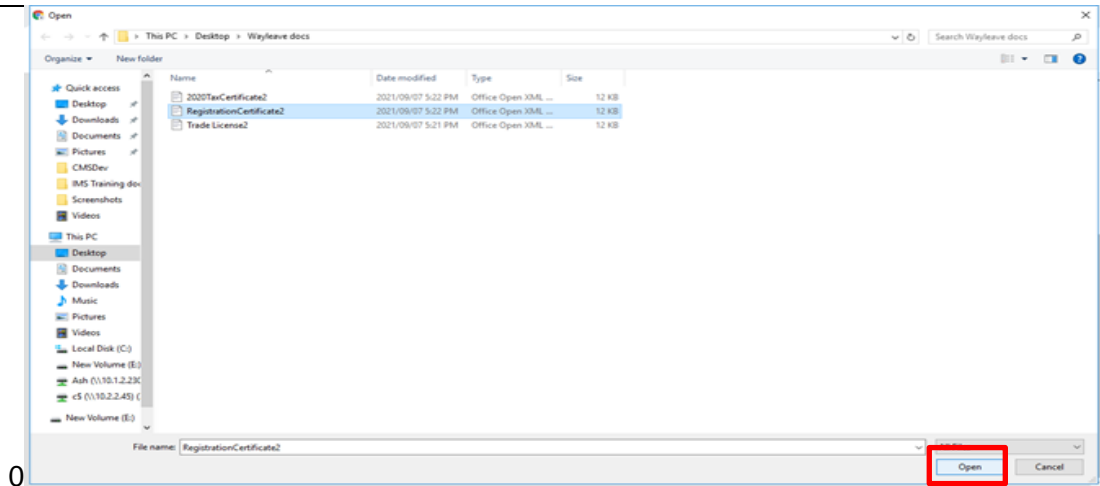
File Name Convention

Use Capital or lower letters to delimit words, not spaces. e.g.: RegistrationCertificate  
Keep file names short but meaningful. e.g.: 2020TaxCertificate  
DON'T save files containing any special characters. e.g. \*/\<>|"?'[];=&%\$#()

Submit Cancel

### Supporting Documents





**Computer Browser – Registration Certificate Upload**

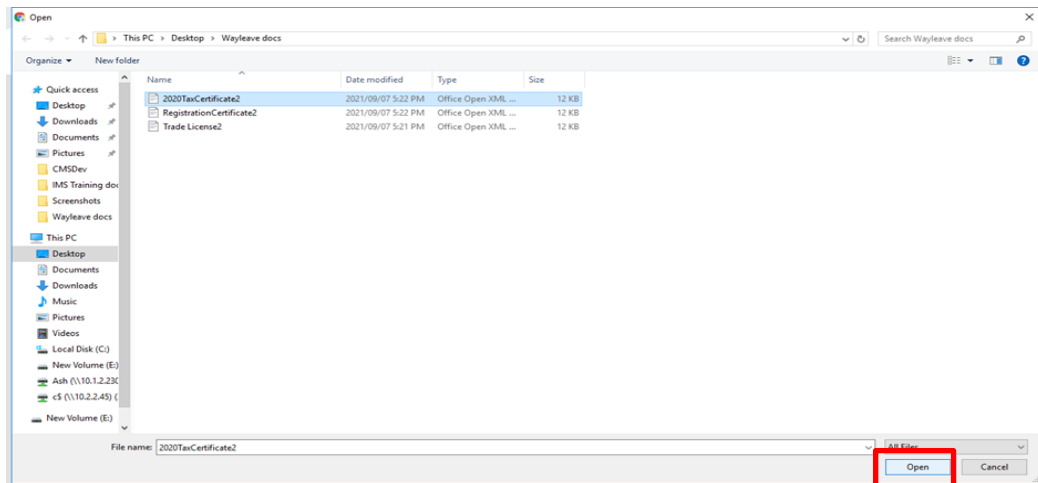
Supporting Documents

Registration Certificate:

Tax Certificate:

**File Name Convention**  
 Use Capital or lower letters to delimit words, not spaces. e.g. RegistrationCertificate  
 Keep file names short, but meaningful. e.g. 2020TaxCertificate  
 DON'T save files containing any special characters. e.g. \*/\<>[?],~&%\$#()

**Registration Certificate Uploaded & To Upload Tax Certificate**



**Computer Browser – Tax Certificate Upload**

Supporting Documents

Registration Certificate:

Tax Certificate:

**File Name Convention**  
 Use Capital or lower letters to delimit words, not spaces. e.g. RegistrationCertificate  
 Keep file names short, but meaningful. e.g. 2020TaxCertificate  
 DON'T save files containing any special characters. e.g. \*/\<>[?],~&%\$#()

**Tax Certificate Uploaded**



- A **Success popup** will be displayed, notifying you that the Wayleave Account is created successfully and for future reference write down the following details:
  - Account Number
  - Username
  - Password
- After a few seconds, you will be re-directed to the **Wayleave Account Login** page.
- You will also receive an **email** with the **Wayleave account credentials**.

### Screen

The screenshot shows a web form for creating a Wayleave account. A green success popup is overlaid on the right side of the form. The popup contains the following text:

**Success**  
Wayleave account created successfully!  
Please write down below account number for future reference  
Account Number : ACC21090046  
User Name : addy3915@gmail.com  
Password : cAc3@TKx

The background form includes sections for Designation, Address Information, Alternative Contact Information, and Supporting Documents. The Designation section has fields for Designation, Telephone Number, Mobile Number, and Fax No. The Address Information section has fields for Street Name, City, Province, Country, and Post Code. The Alternative Contact Information section has a table with columns for Contact Name, Contact Surname, Contact Number, Email, and Designation. The Supporting Documents section has fields for Registration Certificate and Tax Certificate, each with a 'Choose File' button.

**Wayleave Account Created Successfully Notification**

The screenshot shows the Wayleave Account Login page. The page features the City of Ekurhuleni logo and the text 'Wayleave System'. The login form has fields for 'Enter user name' and 'Enter password', a 'Forgot password' link, and 'Log in' and 'Cancel' buttons. A 'Register' link is also present at the bottom of the form. The background of the page shows a map of Ekurhuleni with power lines and a yellow sun.

**Wayleave Account Login Page**



## 10 LOGIN TO WAYLEAVE AND THE DASHBOARD



After completing this sub-section, you will be able to login to Wayleave and view the Dashboard.



After registration, the consultant/ contractor can login to have access to Wayleave.

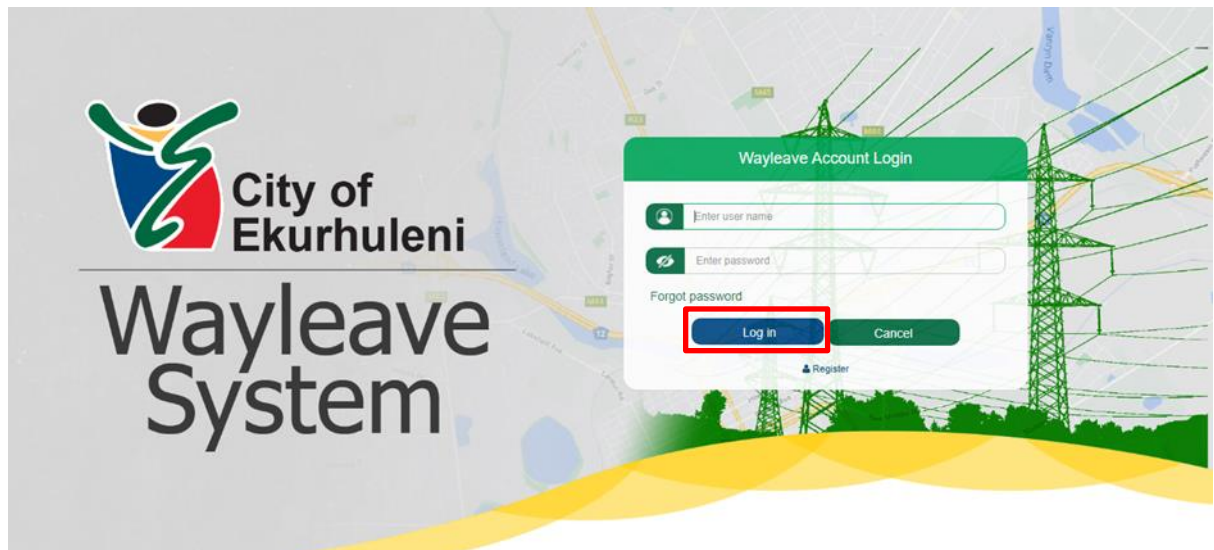
### Navigate



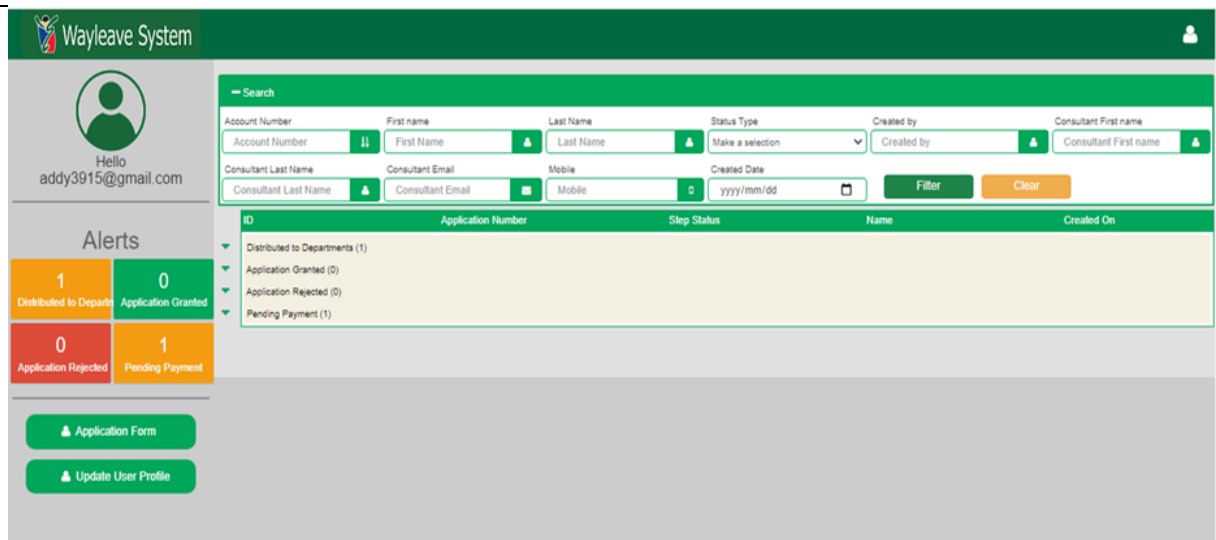
On this screen:

- Enter your valid **Username and Password**
- Click on the **Log in** button
- You will be navigated to the **Wayleave Dashboard**.

### Screen



Wayleave Account Login Page



The screenshot shows the Wayleave System dashboard. At the top, there's a green header with the 'Wayleave System' logo and a user profile icon. Below the header, on the left, is a sidebar with a user profile (Hello addy3915@gmail.com) and an 'Alerts' section. The 'Alerts' section contains four colored boxes: 'Distributed to Departments' (1), 'Application Granted' (0), 'Application Rejected' (0), and 'Pending Payment' (1). Below the alerts are two buttons: 'Application Form' and 'Update User Profile'. The main content area features a 'Search' section with various filters: Account Number, First Name, Last Name, Status Type (Make a selection), Created by, Consultant First name, Consultant Last Name, Consultant Email, Mobile, and Created Date (yyyy/mm/dd). There are 'Filter' and 'Clear' buttons. Below the search filters is a table with columns: ID, Application Number, Step Status, Name, and Created On. The table lists several items: 'Distributed to Departments (1)', 'Application Granted (0)', 'Application Rejected (0)', and 'Pending Payment (1)'.

**Wayleave Dashboard**

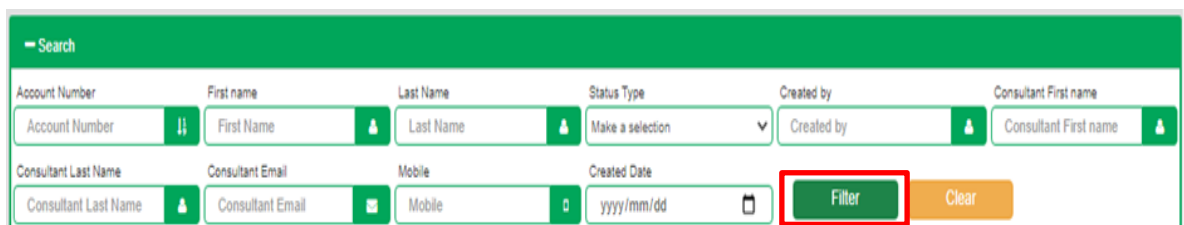
## Navigate

On this screen:

- You are able to search for applications using various filters in the **Search** fields.
- The filters are:
  - Account Number
  - First Name
  - Last Name
  - Status Type
  - Created By
  - Consultant First Name
  - Consultant Last Name
  - Consultant Email
  - Mobile
  - Created Date
- Click on the **Filter** button to get searched results.



## Screen



This screenshot is a close-up of the 'Search' section from the dashboard. It shows the search filters: Account Number, First Name, Last Name, Status Type (Make a selection), Created by, Consultant First name, Consultant Last Name, Consultant Email, Mobile, and Created Date (yyyy/mm/dd). The 'Filter' button is highlighted with a red box, and the 'Clear' button is also visible.

**Search Fields**



- Distributed to Department queue enables you to get a view of all applications which have already been distributed to the required departments for actioning.
- Application Granted queue enables you to get a view of all applications that have been approved.
- Application Rejected queue enables you to get a view of all applications that have been rejected.
- Pending Payment queue enables you to view all applications that require payment receipt to be uploaded in order to proceed with the application.

### Navigate



On this screen:

- To access an application, you will need to select dropdown arrow on the queue of choice.
- The list of applications in the queue of choice will display:
  - ID
  - Application number
  - Step Status
  - Name
  - Created on
- To select a particular application, click on the application **ID**.
- You will be navigated to the **Wayleave Application** page.

### Screen

ID	Application Number	Step Status	Name	Created On
▼ Distributed to Departments (1)				
▼ Application Granted (0)				
▼ Application Rejected (0)				
▼ Pending Payment (1)				

### Application Queues

ID	Application Number	Step Status	Name	Created On
▼ Distributed to Departments (1)				
▼ Application Granted (0)				
▼ Application Rejected (0)				
▼ Pending Payment (1)				
152	APP21090150	Pending Payment	Calvin Buthelezi	2021-09-29

### Application Queue Dropdown

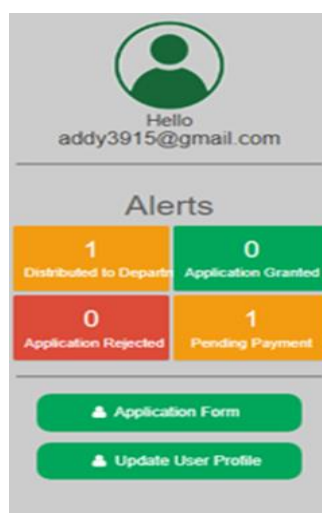


The Left Navigation Panel consists of:

- The User Icon which will navigate you back to the dashboard.

- The Alerts which display the total count of applications. The types of Alerts are listed below:
  - Distributed to Departments
  - Application Granted
  - Application Rejected
  - Pending Payment
- Application Form item
- Update User Profile item

### Screen



Left Navigation Panel

You have now successfully completed this sub-section



## 11 APPLYING FOR A WAYLEAVE



After completing this sub-section, you will be able to submit a Wayleave Application Form.



The Consultant/ Contractor needs to submit a Wayleave Application Form, in order to get a Wayleave approval/ permission to perform the work on site.

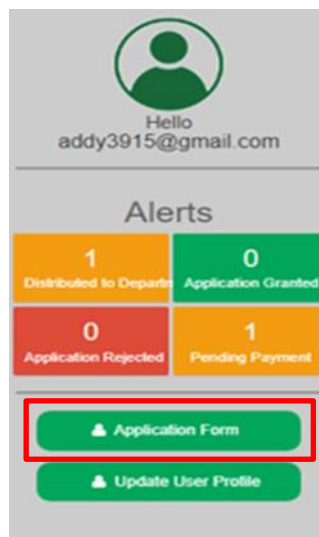
### Navigate



On this screen:

- Click **Application Form** on the left navigation panel.
- You will be navigated to the **Wayleave Application** page.

### Screen



Left Navigation Panel



All fields that are mandatory are marked with a Red Asterisks \*


### Navigate



On this screen:

- The **Applicant Details** and the **Consulting Engineer Details** are populated from the Wayleave Account.

## Screen




### Wayleave Application

APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO DO WORK IN THE ROAD RESERVE AS DETAILED BELOW  
The application undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. NO WORK SHALL COMMENCE BEFORE A WAYLEAVE IS ISSUED.

— Applicant Details

Account Number	Applicant Name	Applicant Surname	Tel Number	Mobile Number	Email
ACC21090046	Calvin	Buthelezi		0826047852	addy3915@gmail.com
Identification Number	Gender				
8903175800082	Male				

— Consulting Engineer Details

Name	Surname	Tel Number	Mobile Number	Email
Calvin	Buthelezi		0826047852	addy3915@gmail.com
Address				
14 Everton Avenue Boksburg G 				

+ Contractor Details

+ Provisional Dates

+ Project Details

+ Excavation Details

• NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.

• THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, I.e. A ROAD, STREET, PARK etc. NEITHER IS IT PERMISSION TO REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPERATELY.

• ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.

• NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

+ Supporting Documents

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

- ☐ Proposed work.
- ☐ Depth of proposed service below road level.
- ☐ Distance of proposed service from boundary.
- ☐ Position of all structures including underground.
- ☐ Extent of underground structures.
- ☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).
- ☐ A detailed method statement.


Submit
Cancel

## Wayleave Application

## Navigate



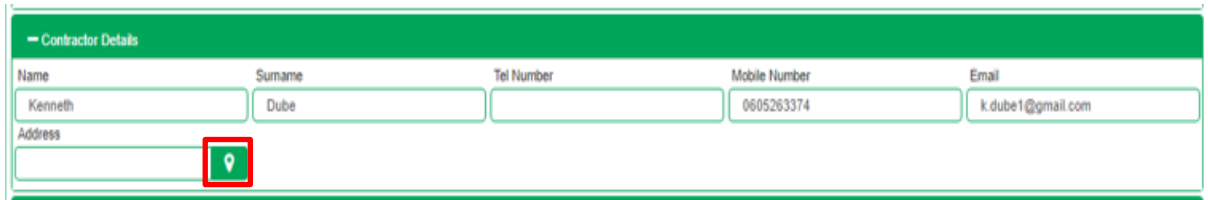
On this screen:

- Click on **Contractor Details** to expand the section and capture the following:
  - Name
  - Surname
  - Tel Number
  - Mobile Number
  - Email
- To capture the **Address**, click on the **location** icon .
- The **Address Location** will be displayed.
- Enter the address in the search field.
- Automatically the search field will start filtering addresses that are the

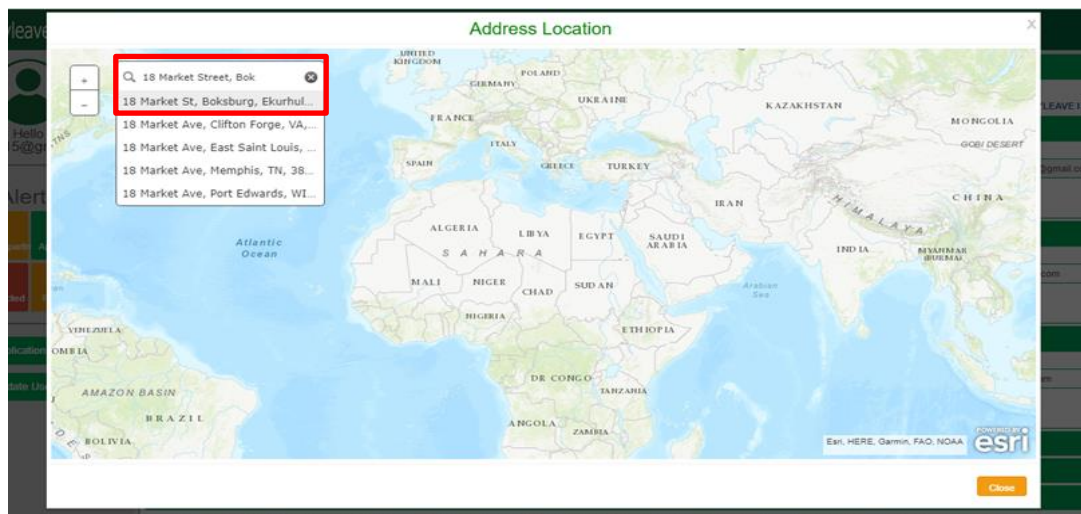
same/ similar to what you have typed in the search field.

- Click on the correct address from the list.
- The **Searched Results** will be displayed in the map.
- Click on the **Close** button.
- The address will be populated under **Contractor Details**.

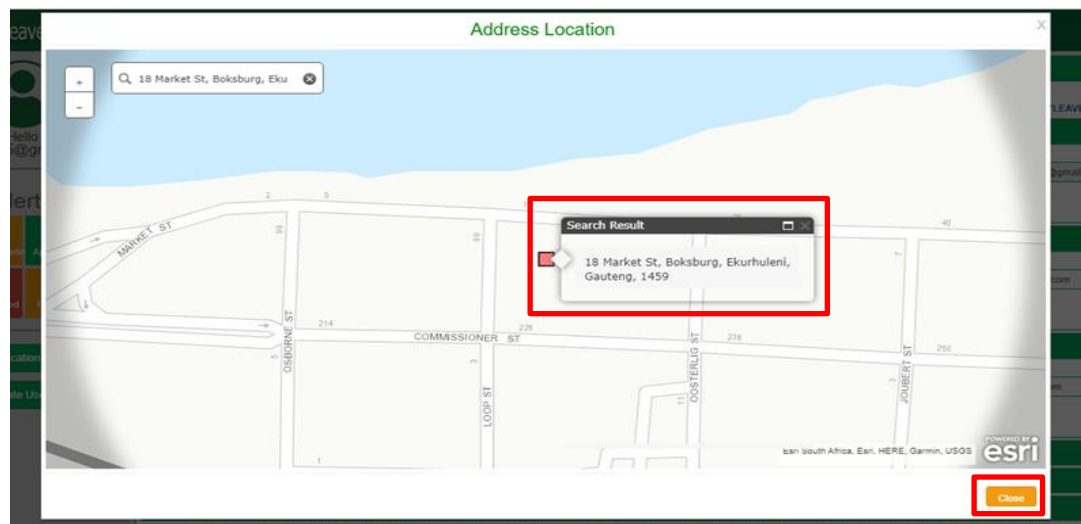
## Screen



## Contractor Details



## Address Location



## Search Results

**Contractor Details**

Name	Surname	Tel Number	Mobile Number	Email
Kenneth	Dube		0605263374	k.dube1@gmail.com
Address				
18 Market St, Boksburg, Ekurh.				

**Address Populated**

## Navigate



On this screen:

- Click on **Provisional Dates** to expand the section and input the Starting Date by clicking on the **Calendar Picker**.
- Make a selection of the year, month and date on the calendar picker.
- The **Starting Date** will be populated in the text field based on your selection.
- The **Estimated Completion Date** will be autofilled, once the Starting Date has been captured.

## Screen

**Provisional Dates**

Starting Date	Estimated Completion Date
yyyy/mm/dd	yyyy/mm/dd

**Provisional Dates**

Starting Date

yyyy/mm/dd

September 2021

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






Today

**Calendar Picker**

**Provisional Dates**

Starting Date	Estimated Completion Date
2021/10/11	2022/04/27

**Provisional Dates Completed**

Navigate	
	<p>On this screen:</p> <ul style="list-style-type: none"> <li>Click on <b>Project Details</b> to expand the section and enter the <b>Project Number</b>.</li> </ul>
Screen	
	 <p style="text-align: center;"><b>Project Details</b></p>
	<p>The guidelines/ terms and conditions regarding Excavation, will be displayed in blue.</p>
Navigate	
	<p>On this screen:</p> <ul style="list-style-type: none"> <li>Click on <b>Excavations Details</b> to expand the section and capture the following: <ul style="list-style-type: none"> <li>Type of Road Crossing</li> <li>Excavation Length</li> <li>Width</li> <li>Depth</li> </ul> </li> <li>To capture the <b>Starting Address</b>, click on the <b>location</b> icon .</li> <li>The <b>Address Location</b> will be displayed.</li> <li>Enter the address in the search field.</li> <li>Automatically the search field will start filtering addresses that are the same/ similar to what you have typed in the search field.</li> <li>Click on the correct address from the list.</li> <li>The <b>Searched Results</b> will be displayed in the map.</li> <li>Click on the <b>Close</b> button.</li> <li>The <b>Starting address</b> will be populated under Excavation Details.</li> <li>To capture the <b>Ending Address</b>, follow the same procedure as Starting</li> </ul>

	<p>Address.</p> <ul style="list-style-type: none"><li>• Provide a detailed <b>Description of Work</b> to be performed, in the text box field.</li></ul>
--	---

Screen

Excavation Details

Type of road crossing

Excavation Length

455

☒ Horizontal drilling

Width

33

☐ Open trench

Depth

50

☐ None

Starting Address

☒ Ending Address

Description of work:

NOTE: PLEASE PROVIDE A DETAIL DESCRIPTION OF THE WORK TO BE PERFORMED, HOW EXCAVATION WILL BE DONE AND HOW TRAFFIC WILL BE CONTROLLED (TO BE COMPLETED IN FULL).

• NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.

• THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, I.e. A ROAD, STREET, PARK etc. NEITHER IS IT PERMISSION TO REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPERATELY.

• ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.

• NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

Excavation Details

Address Location

+

-

16 Morton

16 Morton Cres, Parkdene, Ekur...

16 Morton Ave, Mindaloro, West...

16 Morton Rd, Rossburgh, eThe...

16 Morton Jaffray Drive, Eastlea...

16 Morton Way, Beverley Park, ...

214

226

238

250

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466

478

490

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622

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706

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790

802

814

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838

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3166

3178

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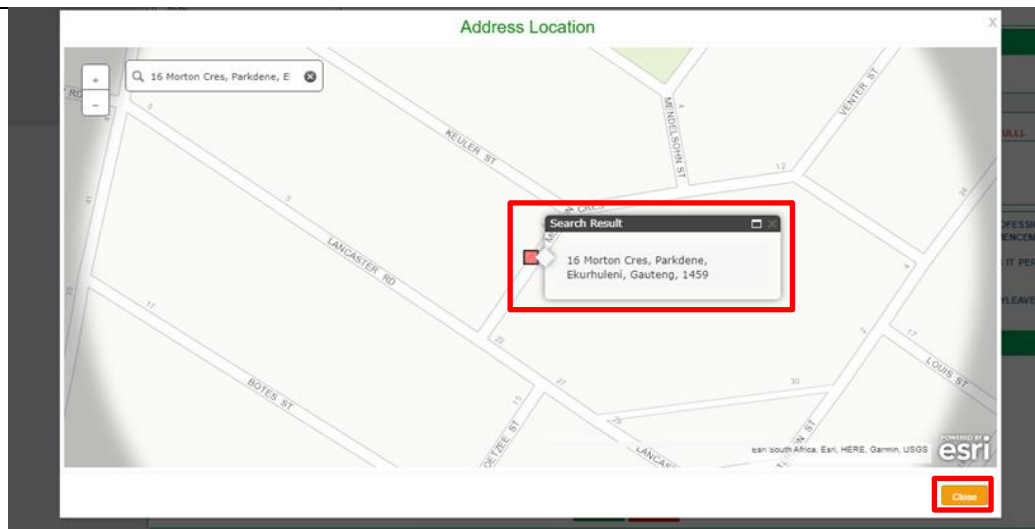
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### Search Results

Excavation Details

Type of road crossing

☒ Horizontal drilling
 ☐ Open trench
 ☐ None

Excavation Length

455

Width

33

Depth

58

Starting Address

16 Morton Cres, Parkdene, EI

Ending Address

22 Morton Cres, Parkdene, EI

Description of work:

NOTE: PLEASE PROVIDE A DETAIL DESCRIPTION OF THE WORK TO BE PERFORMED, HOW EXCAVATION WILL BE DONE AND HOW TRAFFIC WILL BE CONTROLLED (TO BE COMPLETED IN FULL).

- NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.
- THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, i.e. A ROAD, STREET, PARK etc. NEITHER IS IT PERMISSION TO REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPERATELY.
- ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.
- NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

### Address Populated

Excavation Details

Type of road crossing

☒ Horizontal drilling
 ☐ Open trench
 ☐ None

Excavation Length

455

Width

33

Depth

58

Starting Address

16 Morton Cres, Parkdene, EI

Ending Address

22 Morton Cres, Parkdene, EI

Description of work:

NOTE: PLEASE PROVIDE A DETAIL DESCRIPTION OF THE WORK TO BE PERFORMED, HOW EXCAVATION WILL BE DONE AND HOW TRAFFIC WILL BE CONTROLLED (TO BE COMPLETED IN FULL).

Fibre Network installation.

- NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.
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### Description Box



- A minimum of 1 document needs to be uploaded.
- Uploaded documents must not exceed 5MB.
- The upload procedure is the same when uploading any document.



## Navigate



On this screen:

- Click on **Supporting Documents** to expand the section.
- To upload a document (E.g. Drawings), click on **Choose File** button.
- Select the necessary document from the computer browser.
- Click on the **Open** button
- The uploaded document will be displayed in the field provided.
- Once you have uploaded all the necessary documents, **tick the relevant checkboxes** to declare that the drawings provided meet the requirements.
- Click on the **Submit** button.

## Screen

Supporting Documents

S.No	Document Type	Document Upload
1	Drawings	<div>Choose File</div> <div>No file chosen</div> <div>(Max. 5mb)</div>
2	Public liability/ Insurance	<div>Choose File</div> <div>No file chosen</div> <div>(Max. 5mb)</div>
3	Road closure approval	<div>Choose File</div> <div>No file chosen</div> <div>(Max. 5mb)</div>
4	Engineers certificate	<div>Choose File</div> <div>No file chosen</div> <div>(Max. 5mb)</div>
5	EFT Payment Receipt	<div>Choose File</div> <div>No file chosen</div> <div>(Max. 5mb)</div>

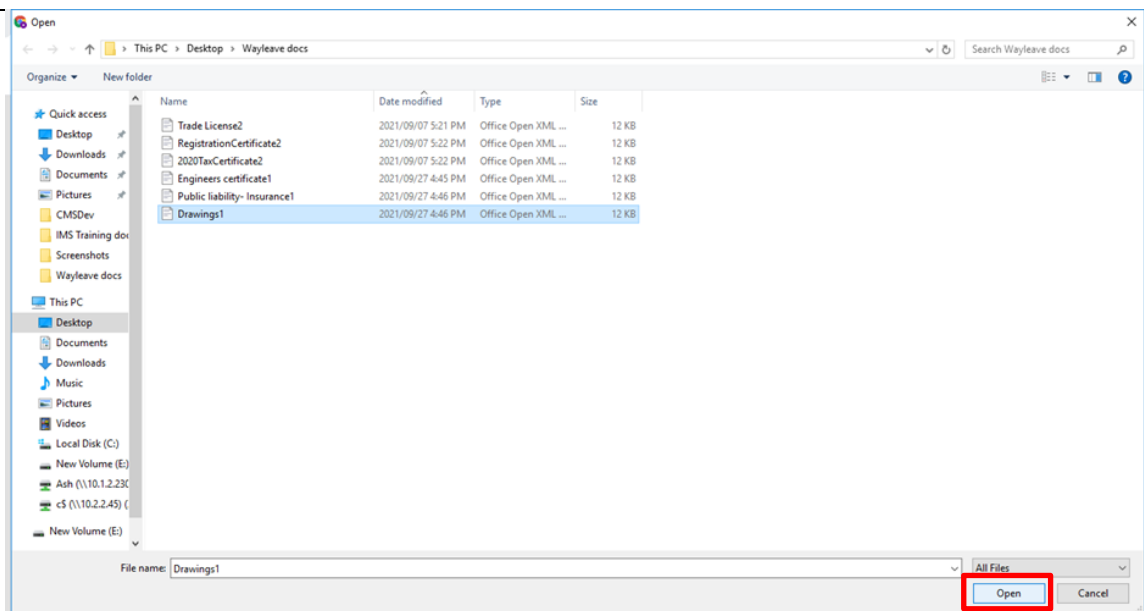
Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☐ Proposed work.
 ☐ Depth of proposed service below road level.
 ☐ Distance of proposed service from boundary.
 ☐ Position of all structures including underground.
 ☐ Extent of underground structures.
 ☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).
 ☐ A detailed method statement.

Submit

Cancel

### Supporting Documents – Choose File



**Computer Browser**

Supporting Documents		
S.No	Document Type	Document Upload
1	Drawings	Choose File Drawings1.docx (Max. 5mb)
2	Public liability/ Insurance	Choose File Public liability- Insurance1.docx (Max. 5mb)
3	Road closure approval	Choose File No file chosen (Max. 5mb)
4	Engineers certificate	Choose File Engineers certificate1.docx (Max. 5mb)
5	EFT Payment Receipt	Choose File No file chosen (Max. 5mb)

**Supporting Documents – Document Uploaded**

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.

☒ Depth of proposed service below road level.

☒ Distance of proposed service from boundary.

☒ Position of all structures including underground.

☒ Extent of underground structures.

☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

☐ A detailed method statement.

**Tick relevant Checkboxes & Submit**



- Selecting the **Pay Now** option, will navigate you to the Siyakhokha Payment Gateway.
- You can make an immediate payment by selecting Masterpass Payment or Instant EFT.
- Once the payment has been made, automatically the payment receipt will be uploaded for viewing on Wayleave.

**Navigate**



On this screen:

- Click on **Pay Later** button
- A Success popup will be displayed, notifying you that the Wayleave Application status is **Pending Payment** and provides you with a reference number.
- You will be re-directed to the **Wayleave Landing** page.

### Screen

Payment Details

Select Payment Method:

Pay Now Pay Later

Close

### Payment Details Popup

Wayleave System

Hello addy3915@gmail.com

Alerts

1 Application Drafted

0 Application Rejected

0 Pending Payment

Application Form

Update User Profile

APPLICATION IS HEREBY

The application undertaken

Account Number ACC21090150

Identification Number 890317500062

Consulting Engineer

Name Calvin

Address 14 Everton Avenue Boksburg, Ekurhuleni

Contractor Details

Name Surname Tel Number Mobile Number Email

Kenneth Dube 8605263374 k.dube1@gmail.com

Address 18 Market St, Boksburg, Ekurhuleni

Provisional Dates

Starting Date 2021/10/11 Estimated Completion Date 2022/04/11

Success

Your Wayleave Application is In Status Pending Payment.

Your Reference Number is: APP21090150 Please upload a receipt.

This can be done by navigating to the pending payment queue on your dashboard.

Click on your application with reference number APP21090150 and upload your payment confirmation document, under the supporting documents section.

### Success Notification – Pending Payment



City of  
Ekurhuleni

# Wayleave System

Ekurhuleni Login

Wayleave Account Login

Wayleave Landing Page

You have now successfully completed this sub-section

## 12 PENDING PAYMENT



After completing this sub-section, you will be able to upload a payment receipt and distribute the Wayleave application to the departments.



To continue to proceed with the Wayleave application process, the consultant/contractor will need to upload a payment receipt.



- Pending Payment status only applies when the Pay Later payment option was used.
- This option requires you to upload a payment receipt.

### Navigate



On this screen:

- Click **Pending Payment** dropdown arrow, on the **Dashboard**.
- The list of applications in the Pending Payment queue will display:
  - ID
  - Application number
  - Step Status
  - Name
  - Created on
- To select a particular application, click on the application **ID**.
- The Wayleave application form will be displayed.

### Screen

Wayleave System

Hello  
addy3915@gmail.com

Alerts

1  
Distributed to Departments

0  
Application Granted

0  
Application Rejected

1  
Pending Payment

Application Form

Update User Profile

Search

Account Number

First Name

Last Name

Status Type

Created by

Consultant First Name

Account Number

First Name

Last Name

Make a selection

Created by

Consultant First Name

Consultant Last Name

Consultant Email

Mobile

Created Date

Consultant Last Name

Consultant Email

Mobile

yyyy/mm/dd

Filter

Clear

ID	Application Number	Step Status	Name	Created On
▼	Distributed to Departments (1)			
▼	Application Granted (0)			
▼	Application Rejected (0)			
▼	Pending Payment (1)			

## Dashboard

ID	Application Number	Step Status	Name	Created On
▼	Distributed to Departments (1)			
▼	Application Granted (0)			
▼	Application Rejected (0)			
▼	Pending Payment (1)			
152	APP21090150	Pending Payment	Calvin Buthelezi	2021-09-29

## Pending Payment Applications

Wayleave Application
Pending Payment

APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO DO WORK IN THE ROAD RESERVE AS DETAILED BELOW  
The application undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. NO WORK SHALL COMMENCE BEFORE A WAYLEAVE IS ISSUED.

Applicant Details

Account Number  
ACC21090046

Applicant Name  
Calvin

Applicant Surname  
Buthelezi

Tel Number

Mobile Number  
0826047852

Email  
addy3915@gmail.com

Identification Number  
8903175000082

Gender  
Male

+ Consulting Engineer Details

+ Contractor Details

+ Provisional Dates

+ Project Details

+ Excavation Details

- NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.
- THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, Le. A ROAD, STREET, PARK etc. NEITHER IS IT PERMISSION TO REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPERATELY.
- ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.
- NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

+ Supporting Documents

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.

☒ Depth of proposed service below road level

☒ Distance of proposed service from boundary.

☒ Position of all structures including underground.

☒ Extent of underground structures.

☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

☐ A detailed method statement.

Submit

Cancel

## Wayleave Application

## Navigate



On this screen:

- To upload the payment receipt on the **Wayleave Application**, click on **Supporting Documents** subtitle to expand the section.
- Click on **Choose Files** button, on the **EFT Payment Method**.
- Select the necessary document from the computer browser.
- Click on the **Open** button
- The **Payment Receipt** will be uploaded and reflect in the field provided.
- Click on the **Submit** button.

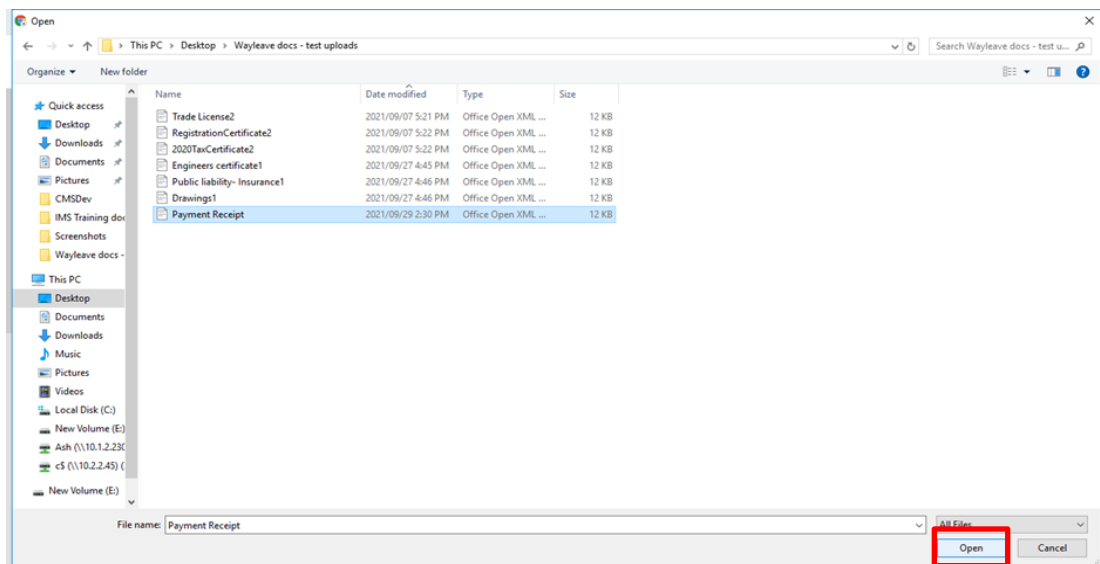
## Screen

S.No	Document Type	Document Upload
1	Drawings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
2	Public liability/ Insurance	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
3	Road closure approval	<input type="button" value="Choose File"/> No file chosen (Max. 5mb)
4	Engineers certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
5	EFT Payment Receipt *	<input type="button" value="Choose File"/> No file chosen (Max. 5mb)

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

- ☒ Proposed work.
- ☒ Depth of proposed service below road level.
- ☒ Distance of proposed service from boundary.
- ☒ Position of all structures including underground.
- ☒ Extent of underground structures.
- ☒ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).
- ☒ A detailed method statement.

## Supporting Documents



## Computer Browser



Supporting Documents

S.No	Document Type	Document Upload
1	Drawings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
2	Public liability/ Insurance	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
3	Road closure approval	<input type="button" value="Choose File"/> No file chosen (Max. 5mb)
4	Engineers certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
5	EFT Payment Receipt *	<input type="button" value="Choose File"/> <b>Payment Receipt.docx</b> (Max. 5mb)

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.

☒ Depth of proposed service below road level.

☒ Distance of proposed service from boundary.

☐ Position of all structures including underground.

☒ Extent of underground structures.

☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

☐ A detailed method statement.

### Payment Receipt Uploaded

### Navigate



On this screen:

- After clicking on submit, a notification will display: **Application form updated successfully.**
- You will be re-directed back to the **Dashboard**.
- The application has now moved from **Pending Payment** to **Distributed to Departments**, for reviews and actioning.

### Screen

REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPARATELY.

- ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.
- NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

Application form updated successfully

Supporting Documents

S.No	Document Type	Document Upload
1	Drawings	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
2	Public liability/ Insurance	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
3	Road closure approval	<input type="button" value="Choose File"/> No file chosen (Max. 5mb)
4	Engineers certificate	<input type="button" value="Choose File"/> No file chosen <input type="button" value="View"/>
5	EFT Payment Receipt *	<input type="button" value="Choose File"/> <b>Payment Receipt.docx</b> (Max. 5mb)

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.

☒ Depth of proposed service below road level.

☒ Distance of proposed service from boundary.

☐ Position of all structures including underground.

☒ Extent of underground structures.

☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

☐ A detailed method statement.

### EFT Payment Receipt Uploaded

You have now successfully completed this sub-section

## 13 REJECTED APPLICATION



After completing this sub-section, you will be able to view rejected applications.



- Emails will be sent to the consultant/ contractor, notifying them of the application status.
- The consultant/ contractor can view the rejected reason on the application.
- Make amendments if necessary and re-submit.

### Navigate



On this screen:

- Click on **Application Rejected** dropdown arrow, on the **Dashboard**.
- The list of applications in the **Application Rejected** queue will display:
  - ID
  - Application number
  - Step Status
  - Name
  - Created on
- To select a particular application, click on the application **ID**.
- The Wayleave application form will be displayed.

### Screen

Wayleave System

Hello addy3915@gmail.com

Alerts

0 Distributed to Departments

1 Application Granted

1 Application Rejected

0 Pending Payment

Application Form

Update User Profile

Search

Account Number First Name Last Name Status Type Created by Consultant First Name

Consultant Last Name Consultant Email Mobile Created Date

Filter Clear

ID	Application Number	Step Status	Name	Created On
		Distributed to Departments (0)		
		Application Granted (1)		
		Application Rejected (1)		
		Pending Payment (0)		

### Dashboard

ID	Application Number	Step Status	Name	Created On
▼	Distributed to Departments (0)			
▼	Application Granted (1)			
▼	Application Rejected (1)			
143	APP21090141	Application Rejected	Calvin Buthelezi	2021-09-28
▼	Pending Payment (0)			

## Rejected Applications

Wayleave Application
Application Rejected

APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO DO WORK IN THE ROAD RESERVE AS DETAILED BELOW  
The application undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. NO WORK SHALL COMMENCE BEFORE A WAYLEAVE IS ISSUED.

Applicant Details

Account Number	Applicant Name	Applicant Surname	Tel Number	Mobile Number	Email
ACC21090046	Calvin	Buthelezi		0826047852	addy3915@gmail.com
Identification Number	Gender				
0903175800082	Male				

+ Consulting Engineer Details

+ Contractor Details

+ Provisional Dates

+ Project Details

+ Excavation Details

• NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.  
 • THIS WAYLEAVE AND PLANS NEED TO BE ON SITE FULL TIME; THIS WAYLEAVE IS NOT PERMISSION TO CLOSE ANY PUBLIC PLACE, i.e. A ROAD, STREET, PARK etc. NEITHER IS IT PERMISSION TO REMOVE TREES, AS TEMPORARY ROAD CLOSURES AND REQUEST TO REMOVE TREES ARE DEALT WITH SEPERATELY.  
 • ON COMPLETION OF THE WORK, THE RELEVANT CHIEF ENGINEER MUST BE REQUESTED TO SIGN THE REINSTATEMENT CERTIFICATE.  
 • NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

+ Supporting Documents

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

☒ Proposed work.  
☒ Depth of proposed service below road level.  
☐ Distance of proposed service from boundary.  
☐ Position of all structures including underground.  
☐ Extent of underground structures.  
☐ All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).  
☐ A detailed method statement.

Submit
Cancel

## Wayleave Application



- To view the comments pertaining as to why the application was rejected. Click on **Excavation Details** subtitle to expand the section,

## Screen

Excavation Details

Type of road crossing	<input checked="" type="checkbox"/> Horizontal drilling	<input checked="" type="checkbox"/> Open trench	<input checked="" type="checkbox"/> None
Excavation Length	Width	Depth	Starting Address *
			230 Commissioner St. Boksbaai
			Ending Address *
			240 Commissioner St. Boksbaai

Description of work:





NOTE: PLEASE PROVIDE A DETAILED DESCRIPTION OF THE WORK TO BE PERFORMED, HOW EXCAVATION WILL BE DONE AND HOW TRAFFIC WILL BE CONTROLLED (TO BE COMPLETED IN FULL).

Affects water pipes.

## Excavation Details – Description of Work

You have now successfully completed this sub-section

## 14 APPROVED APPLICATION

	<p>After completing this sub-section, you will be able to view approved applications.</p>
	<ul style="list-style-type: none"> <li>• Emails will be sent to the consultant/ contractor, notifying them of the application status.</li> <li>• The consultant/ contractor can view the approved applications.</li> </ul>
	<p>To view details pertaining to the application, click on the respective subtitle.</p> <p>The subtitles in the application are as thus:</p> <ul style="list-style-type: none"> <li>• Application Details</li> <li>• Consulting Engineer Details</li> <li>• Contractor Details</li> <li>• Provisional Dates</li> <li>• Project Details</li> <li>• Excavation Details</li> <li>• Supporting Documents</li> </ul>
<h3>Navigate</h3>	
	<p>On this screen:</p> <ul style="list-style-type: none"> <li>• Click on <b>Application Granted</b> dropdown arrow, on the <b>Dashboard</b>.</li> <li>• The list of applications in the <b>Application Granted</b> queue will display:             <ul style="list-style-type: none"> <li>- ID</li> <li>- Application number</li> <li>- Step Status</li> <li>- Name</li> <li>- Created on</li> </ul> </li> <li>• To select a particular application, click on the application <b>ID</b>.</li> <li>• The Wayleave application form will be displayed.</li> </ul>
<h3>Screen</h3>	

Wayleave System

Hello  
addy3915@gmail.com

0

Distributed to Departments

1

Application Granted

1

Application Rejected

0

Pending Payment

Application Form

Update User Profile

Search

Account Number

First Name

Last Name

Status Type

Created by

Consultant First Name

Consultant Last Name

Consultant Email

Mobile

Created Date

Filter

Clear

ID	Application Number	Step Status	Name	Created On
Distributed to Departments (0)				
Application Granted (1)				
Application Rejected (1)				
Pending Payment (0)				

## Dashboard

ID	Application Number	Step Status	Name	Created On
Distributed to Departments (0)				
Application Granted (1)				
152	APP21090150	Application Granted	Calvin Buthelezi	2021-09-29
Application Rejected (1)				
Pending Payment (0)				

## Approved Applications

Wayleave Application

Application Granted

APPLICATION IS HEREBY MADE BY THE UNDERSIGNED TO DO WORK IN THE ROAD RESERVE AS DETAILED BELOW  
The application undertakes to do the work according to the latest edition of the CODE OF PRACTICE FOR WORK IN THE PUBLIC ROAD RESERVE. NO WORK SHALL COMMENCE BEFORE A WAYLEAVE IS ISSUED.

Applicant Details

Account Number

Applicant Name

Applicant Surname

Tel Number

Mobile Number

Email

Identification Number

Gender

Consulting Engineer Details

Contractor Details

Provisional Dates

Project Details

Excavation Details

- NO OPEN TRENCHES ACROSS THE ROAD, NO CUTTING IN ANY WAY OF NEWLY RESURFACED ROADS WILL BE PERMITTED, IF THIS IS DONE THE A REGISTERED ENGINEERING PROFESSIONAL SHALL CERTIFY THAT THE REINSTATEMENT OF THE CROSSING COMPLIES WITH THE SPECIFICATIONS; APPROVAL TO TRENCH THROUGH ROADS SHOULD BE OBTAINED PRIOR TO COMMENCEMENT OF THE WORK UNLESS IN CASES OF EMERGENCY.
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- NB: THE SITE SHOULD BE SAFE GUARDED AT ALL TIMES IN TERMS OF VOLUME 2, CHAPTER 13 OF SARTSM AND THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993. WAYLEAVE HOLDER TO COMPLY WITH THE CITY OF EKURHULENI WAYLEAVE POLICY.

Supporting Documents

Please tick the relevant checkboxes to declare that the drawings provided meet the following requirements:

Proposed work.

Depth of proposed service below road level.

Distance of proposed service from boundary.

Position of all structures including underground.

Extent of underground structures.

All services from other service agencies. (If there is no service from a particular agency for that area, a comment to that effect from that agency is required).

A detailed method statement.

Submit

Cancel

## Wayleave Application

You have now successfully completed this sub-section

## 15 UPDATE USER PROFILE



After completing this sub-section, you will be able to update the details on your user profile.



As a consultant/ contractor you have the function to update details and upload documents on your user profile.

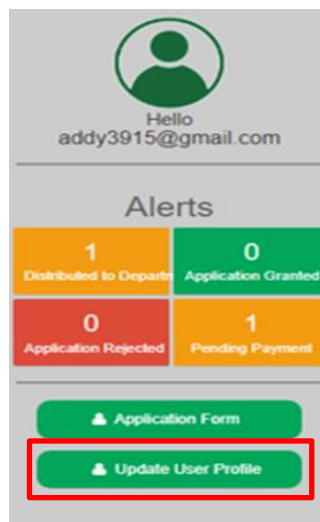
### Navigate



On this screen:

- Click on **Update User Profile** on the Left navigation panel.
- You will be navigated to the **Wayleave Account**.
- Amend the field of your choice.
- Click on the **Update** button.
- A Success notification will be displayed: **Wayleave account update successfully!**

### Screen



Left Navigation Panel

Wayleave Account

**New Account**

Type of User \*

Consultant

Company Information

Company Name \*      Company Full Name \*      Company Registration Number

Edge      Edge Solutions      Reg55

Expiration Date of Trade License      Current Trade License File

2025/11/10      [View](#)

Contact Person Information

Identification Number \*      Contact Person First Name \*      Contact Person Last Name \*      Gender \*

8903175000062      Calvin      Buthelezi      Male

Designation \*      Telephone Number      Mobile Number \*      Email \*

Manager           0826047852      addy3915@gmail.com

Fax No

Address Information

Alternative Contact Information

Supporting Documents

Update
Cancel

### Wayleave Account

Manager

Fax No

Address Information

Street Name \*      City \*      Suburb \*

14 Everton Avenue      Boksburg      Comet

Province \*      Country \*      Post Code \*

Gauteng      South Africa      1459

Alternative Contact Information

Selected	Contact Name	Contact Surname	Contact Number	Email	Designation	
<input type="radio"/>	James	Ndlovu	0724559631	j.ndlovu@gmail.com	Supervisor	<div style="background-color: #ccaa00; color: white; padding: 2px;">+</div>
<input type="radio"/>						<div style="background-color: #ccaa00; color: white; padding: 2px;">-</div>

Supporting Documents

Current Registration Certificate File      Current Tax Certificate File

[View](#)      [View](#)

**File Name Convention**

Use Capital or lower letters to delimit words, not spaces. e.g: RegistrationCertificate

Keep file names short, but meaningful. e.g: 2020TaxCertificate

**DON'T** save files containing any special characters. e.g: \*/\<>[?];~&%\$#()

Update
Cancel

**Success**

Wayleave account updated successfully!

### Account Updated Notification

You have now successfully completed this sub-section

## 16 LOG OFF




After completing this sub-section, you will be able to log off the Wayleave system.

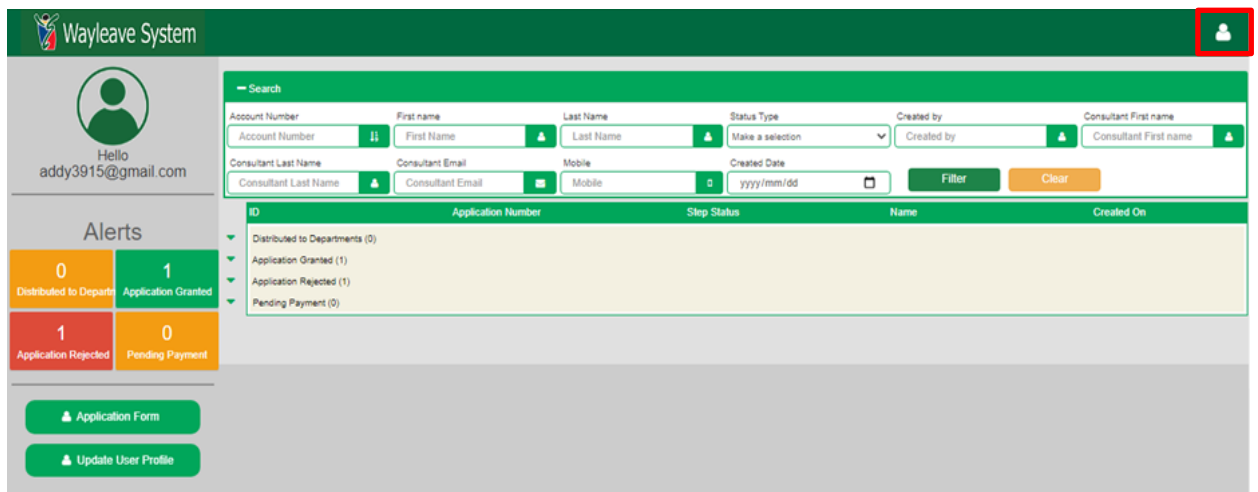
### Navigate



On this screen:

- Click on the **User Profile** icon  on the top right of the Dashboard.
- Click on **Sign Out**
- You will be navigated the to **Wayleave Landing** page.

### Screen



Dashboard



The screenshot shows the Wayleave System interface. At the top, there is a green header bar with a user icon. Below it, a search bar is visible. The search filters include:

- Account Number: [Text Input]
- First Name: [Text Input]
- Last Name: [Text Input]
- Status Type: [Dropdown Menu]
- Created by: [Text Input]
- Consultant Last Name: [Text Input]
- Consultant Email: [Text Input]
- Mobile: [Text Input]
- Created Date: [Text Input]
- Filter: [Button]

On the right side, there is a user profile section with a circular icon, the email address **addy3915@gmail.com**, and a **View Account** link. Below this, there is a **Sign out** button highlighted with a red border.

Below the search filters, there is a table with the following columns: ID, Application Number, Step Status, and Name. The table contains the following data:

ID	Application Number	Step Status	Name
▼	Distributed to Departments (0)		
▼	Application Granted (1)		
▼	Application Rejected (1)		
▼	Pending Payment (0)		

**Sign Out**



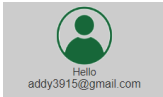




**Wayleave Landing Page**

**You have now successfully completed this sub-section**

## 17 HELPFUL HINTS



- Be able to find useful guidelines throughout the application:


Screen	Navigate
	Clicking on the user icon on the left navigation panel enables the user to return to the dashboard.
	The user profile enables you to view your account details and sign out.
	The red arrow icon enables you to return to the top of the page.
	The filter button enables you to filter the system to provide the searched results.
	The clear button enable you to reset the search fields.

## 18 ASSESSMENTS OF SPECIFIC LEARNING OUTCOMES

Description of Learning Outcomes		
Were you able to?	Yes Tick ✓	No Tick ✓
REGISTERING ON WAYLEAVE		
LOGIN TO WAYLEAVE AND THE DASHBOARD		
APPLYING FOR A WAYLEAVE		
PENDING PAYMENT		
REJECTED APPLICATION		
APPROVED APPLICATION		
UPDATE USER PROFILE		
LOG OFF		

## 19 NEXT STEPS

You will be required to complete the following:

	Training Evaluation
	Assessment



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1400,  
South Africa

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**Helpline: 011 458 0911/10177**



**City of  
Ekurhuleni**