



## MEMORANDUM

DIRECTORATE OF THE MAYOR — Organisational Policy and Planning

---

DATE	02-02-2018
TO	Executive Director: Area-Based Service Delivery Mayco Members: Area-Based Service Delivery Directors: Area-Based Service Delivery Sub-Council Managers Ward Councillors

---

### CITY OF CAPE TOWN (CCT) ADDITIONAL DWELLING (FORMAL "BACKYARD") INFORMATION SURVEY – PHASE TWO (FEBRUARY – MARCH 2018) – FOR INFORMATION

#### 1. Introduction

The City is undertaking a survey to obtain and improve data and related information on additional dwellings in Cape Town. An additional dwelling in this context is defined as a **formal** second/third/fourth **dwelling/flat/room/granny flat/cottage**, attached or separate to the main dwelling, but with a separate entrance. This information is needed to better inform City planning and decision-making.

The City currently has some information; however it is not comprehensive on all forms of additional dwellings and backyard structures. The City has undertaken Phase One of the Backyard Information Survey in 2017, which targeted the informal backyard dwellings. This second phase of the project seeks to obtain more information of formal additional dwellings for which building plan approval has been obtained from the City.

#### 2. Background

The CCT additional Dwelling Survey will provide the City with information on the numbers and different types of additional structures and households, population, profiles and related information to inform planning.

The City's appointed Service Provider, Umtha Strategy Planning and Development Consultancy will undertake the survey. The project is guided by a CCT technical Project Steering Committee (PSC) consisting of various Directorates/Departments, and forms part of backyarder Work Stream, led by Executive Director: Dr Gisela Kaiser, in the Sustainable Communities Work Group (SWG).

#### 3. Survey

The survey will be conducted of formal additional dwellings in the City's four area-based service delivery areas. It is important to note that not all dwellings will be surveyed. A

randomized selection of properties has been identified within each area and surveyors will be sent to these addresses. Residents living in formal structures on the same residential property as a main dwelling, built according to approved plans will be interviewed. Four broad types of additional dwellings will be surveyed:

- Formal residential properties not yet registered and/or legal status undetermined
- Formal residential properties with one residential dwelling
- Formal residential properties with two residential dwellings
- Formal residential properties with three or more residential dwelling units

To support awareness of the survey and access to sampled dwellings, there is a need to inform the relevant Community stakeholders and rate-payer associations to encourage residents to participate in the survey. This will be undertaken by the Service Provider, Umtha via the respective Areas, Subcouncils and Ward Councillors.

Over 1 600 properties with additional dwelling structures will be surveyed across Cape Town. Field work is scheduled to start February to end March 2018.

A face to face survey, using hand held mobile devices by fieldworkers will be used. Surveyors will have clearly visible identification card and CCT endorsement letter. A range of questions will be asked related to relevant demographic information, levels of service, tenure and relationship to the main dwelling, customer satisfaction level regarding basic services (electricity, water, solid waste, energy) and service payment. Special emphasis will be put on the importance of maintaining confidentiality.

An identified Umtha representative and City official will be contactable during the entire survey process for verification of fieldworkers if required.

#### **4. Contact details**

Please be aware that Umtha Strategy Planning and Development Consultancy may make contact with Sub-council Managers and Ward Councillors and Community Safety Officers regarding the survey fieldwork and to facilitate engagement with communities and community organisations and associations.

The City's Survey project manager is Janet Gie. For further information, please contact

##### **Janet Gie**

Research Branch  
Organisational Policy and Planning Department  
Directorate of the Mayor

**Tel:** 021 400 2526

[Janet.Gie@capetown.gov.za](mailto:Janet.Gie@capetown.gov.za)

Or Umtha Strategy Planning and Development Consultancy project manager:

##### **Rosemary Jacobs**

Land line number: 021 685 9988  
Mobile number: 083 301 4983  
Email address: [kuku@umthasp.co.za](mailto:kuku@umthasp.co.za)

##### **Alternate**

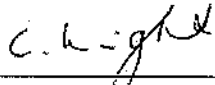
##### **Busisiwe Joors**

Land line number: 021 685 9988  
Mobile number: 083 477 1250  
Email address: [busi@umthasp.co.za](mailto:busi@umthasp.co.za)

## 5. Frequently Asked Questions (FAQ)

Please refer to page 4 to possible questions which may be asked with regard to the survey.

Thank you for your assistance with this important survey



---

Carol Wright

**MANAGER: RESEARCH BRANCH**

---



**CCT ADDITIONAL DWELLING (FORMAL "BACKYARD") INFORMATION SURVEY**

The additional Dwelling (Formal "Backyard") Information Survey aims to provide the City with a better understanding of additional dwellings and the people who live in them, to inform the City's planning and decision-making.

**Frequently Asked Questions – Possible Questions from Potential Respondents.**

- 
1. Q – Why am I being asked questions about my additional dwelling (**formal second/third/fourth dwelling/flat/room/granny flat/cottage**)?  
A – This survey is part of a wider research project which is focused on obtaining empirical data on residential property trends across the city. The City needs more accurate data on additional dwellings and your/the additional dwelling input will assist with finding out important information for planning and decision making purposes.
  2. Q - Who is being surveyed?  
A – Not every additional dwelling is being interviewed as the survey is using a random/stratified sampling method to form a representative sample of different types of additional dwellings in Cape Town. This means not all people will be surveyed.
  3. Q – Why should I let you into my main dwelling and access to the additional dwelling?  
A – Your property has been identified through a randomised selection process. By interviewing you or others on your property we will be able to get a more accurate idea of trends across the city.
  4. Q – How do I know that the people doing the interview are legitimate?"  
A- The fieldworker is managed and monitored, trained and identified and has a City letter. Feel free to contact the City officials to ask any questions.
  5. Q – What are you going to do with the information?  
A – The City will use the information to understand better additional dwellings (Formal "Backyard") information and those who live in them, which will help to plan the City and improve decision-making.
  6. Q – Will my name be given as part of the interview?  
A – No, all information provided will be and remain confidential. The fieldworkers and City officials are bound by a Code of Conduct.
  7. Q – How long are you going to be in our community?  
A – Between late January and mid to end February 2018, Umtha will be undertaking a survey of additional dwelling (formal "backyard") and dwellers in phases in various communities within the Central, East, North, and South Area-based service delivery areas.
  8. Q – Will I be able to get feedback on the survey?  
A – The City will try to provide feedback once the survey is completed later in 2018.