



South African Council
for the Architectural Profession

 51 Wessel Road, Right Wing,
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Limited Special Dispensation (LSD)

Introduction & Purpose

1. The SACAP Act 44 of 2000 introduced 4 categories of registration and the Identification of Work (IDoW) for each category, replacing the previous 500-square-metre rule. It also provided transitional arrangements in terms of section 42(5) of the Act, allowing architectural technologists and draughtspersons to continue practising until a ministerially determined cut-off date published in the Government Gazette (30 June 2006), ensuring full registration compliance thereafter.
2. Within the IDoW, SACAP incorporated mechanisms to assess professional competence and ensure that appropriately qualified professionals are not excluded from work they are competent to perform. When the IDoW was implemented in 2021, transitional arrangements (including LSD until November 2022) acknowledged the continued practice and accumulated experience of previously registered professionals, particularly architectural technologists and draughtspersons.
3. Having considered submissions from a recognised voluntary association, SACAP acknowledges that many professionals who were deemed registered and competent under the transitional provisions may have been left out. It was therefore resolved to reintroduce LSD for a limited period.

LSD Definition

4. LSD is the process of aligning a registered professional's architectural practice with the Identification of Work policy within a specified timeframe. This dispensation is distinct from any previous dispensation arrangements.
5. Any registered professionals who have been undertaking architectural work beyond their category of registration, as per the transitional provisions under the Act and the IDoW, may apply for LSD by submitting a portfolio of evidence (Approved building plans) demonstrating the required skills and competencies.

Duration

6. The LSD process shall remain open for a period of one (1) year from the date of commencement.

Conditions for Granting Limited Special Dispensation

7. LSD requires applicants to demonstrate competence and experience in accordance with the prescribed requirements. Where these requirements are met, the SACAP may grant an LSD authorising the applicant to undertake specified work types or projects beyond the scope of his or her current category of registration.

Requirements for Limited Special Dispensation Applications

8. Applications for LSD shall comply with the following requirements:
 - a) Applications shall be submitted by the owner(s) and/or director(s) of an architectural practice and must be lodged electronically via the SACAP online platform.



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- b) Applications shall be accompanied by approved building plans issued by the relevant Local Authority for each building type for which the applicant seeks exemption.
- c) Approved building plans shall include a title block reflecting the applicant's details and confirming the applicant's principal role in the execution of the work.
- d) **Only building plans prepared and approved on or before 31 December 2022 shall be eligible for consideration under this process.**
- e) Application shall be accompanied by proof of payment of the prescribed fees, namely an application fee of R666 and an assessment fee of R4,661.

Disqualifications

9. All LSD applications shall contain information that is true and accurate.
10. Any false or misleading information may result in rejection of the application and/or disciplinary action in terms of the Architectural Profession Act, 44 of 2000.
11. Incomplete applications shall not be considered until all prescribed requirements have been duly met.

LSD Application Process

12. Step One: Submission of Application:

- a) LSD application is submitted through the SACAP online system.
- b) The applicable administration fee is reflected in the fee schedule.
- c) The following documents must be uploaded online:
 - Certified copy of the applicant's Identity Document or passport;
 - Certified copies of qualifications;
 - A curriculum vitae (2-3 pages) indicating architectural experience only;
 - iv. Reference letters confirming that the applicant undertook the scope of work for which the application is being made;
 - Proof of Professional Indemnity Insurance;
 - CIPC Company Registration Certificate; and
 - In the case of sole proprietors without a CIPC certificate, an affidavit confirming such status.
- d) A portfolio of approved building plans relevant to the application and building type sought must be submitted for evaluation by SACAP.
- e) Reference letters supporting the LSD application must be included in the portfolio.
- f) The application must be accompanied by a Table of Information for each project, which must be included as the first page of every project in the portfolio. The table must clearly specify the building type for which approval is being sought.

Council President: Mr C Nduku. **Council Vice President:** Ms L Shongwe.

Council Members: Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.

Registrar: Advocate T Fiduli



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Step Two: Assessment

13. Once all information outlined in Step 1 has been received, the portfolio of evidence for the LSD application will be assessed by the LSD Assessment Panel.
14. The outcome of the LSD application will be issued within 90 days from the date on which the application is deemed complete.
15. The Applicant's Certificate of Competence will then be updated and used as proof of approval to undertake the specified building types identified therein.
16. The granting of LSD does not change the category of registration; it authorises a registered professional to perform work beyond the scope of their current category of registration.

