

KWAZULU-NATAL

**AMAFI AND RESEARCH
INSTITUTE**

*THE KZN PROVINCIAL HERITAGE
RESOURCES AUTHORITY*



APPLICATION FORM P

Ref:	
Date Received:	
Application no:	
Approved:	Not Approved:
Date of Permit:	
Permit No:	

**NOMINATION OF SITE: AS A (PROVINCIAL/HERITAGE LANDMARK)
OR FOR PROVISIONAL PROTECTION OF SAID SITE**

In terms of Sections 42 - 45 of the KwaZulu-Natal Amafa and Research Institute Act, 2018 (Act No.5 of 2018) the Council of *The Institute* may designate any heritage resource as protected in terms of the Act.

DECLARATION:

I/We _____

(full names of the nominator – contact details to be given at end of form)

are of the opinion that the above site qualifies for legal protection for the reasons given on this nomination form

Signature _____

Place _____ Date _____

1. PROPERTY DESCRIPTION:

Name of property:	Title Deed No.
Erf/Lot/Farm No:	GPS Co-ordinates:
Street Address:	
Local Municipality	District Municipality
Current zoning	Present use

DESCRIPTION OF THE SITE:

SIGNIFICANCE:			
Historical/Military		Architectural/aesthetic	Archaeological
Palaeontological		Rock Art	Social/Spiritual
Technological		Scientific	Environmental

CULTURAL/ HISTORICAL BACKGROUND OF THE SITE:

PROPOSED DEVELOPMENT AND THREAT TO SITE (if applicable)

CONSERVATION POTENTIAL:

Type of Site:			
Historical		Architectural	
Technological/Scientific		Natural	
		Social/Religious	
		Linguistic/Ritual	

Condition:			
Good		Fair	
		Poor	

Possibility for continued use or new use:

MANAGEMENT PLAN:

PUBLIC PARTICIPATION:	YES		NO	
Process undertaken:				

STAKEHOLDERS, MANAGING AUTHORITIES AND CONSERVATION BODIES

OTHER INTERESTED AND AFFECTED PARTIES (e.g. local Museum / Historical Society, community groups: Mention these and any specific concerns and give contact details)

CONTACT DETAILS:

OWNER'S NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX

DELEGATED AUTHORITY (The name of the person authorized to act on behalf of a company or institution – Power or Attorney/proof of authorization to be attached)

NAME	
TEL	FAX

NOMINATOR (Nominator to sign on the front of this form)

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX

FOR OFFICE USE:

RECOMMENDATION (in terms of the KwaZulu-Natal Amafa and Research Act, 2018)
That the property known as _____
and Erf/Farm _____ on which it stands,
together with (ancillary buildings/ site features)

situated in the _____ District, be
formally protected as a Provincial / Heritage Landmark in terms of Section _____ of the
KwaZulu-Natal Amafa and Research Act, 2018
OR be provisionally protected in terms of Section _____ of the KwaZulu-Natal Amafa and
Research Act, 2018

DATE OF THE INSTITUTE COUNCIL MEETING:
RESOLUTION OF COUNCIL:

DATE OF NOTICE OF INTENTION TO PROTECT ISSUED TO NOMINATOR:
ISSUED TO OWNER:

GAZETTE NOTICE:

PUBLIC PARTICIPATION – OBJECTIONS RECEIVED:

DATE OF FINAL NOTICE OF PROTECTION ISSUED TO OWNER:

SCHEDULE NO:

GUIDELINES FOR THE COMPLETION OF THE FORM P FOR THE NOMINATION OF A PLACE FOR PERMANENT PROTECTION IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5 OF 2018)

It is up to the nominator to make as good a case for the protection of a site as possible. Provide pertinent details where called for and support the application with as much supporting documentation as necessary.

DESCRIPTION OF SITE

Cultural/ historical background of the site: Summarise the core history relevant to this site - this may be broken up into historical periods, if relevant. For archaeological sites, explanation of the methodology of research used to identify the significance of the site is important. The time period of archaeological sites must be given *i.e.* Early Iron Age or Middle Stone Age, etc. Include details of specialists contacted during research. (Use a separate sheet if necessary or refer to other supporting documentation where this aspect is covered in detail.)

Give a brief description of the core features of the site to indicate that these contribute to its provincial significance:

- Environment (description of surroundings; this is particularly important for archaeological sites)
- Structures and related history (architect and/or builder, date of construction, main architectural features)[A more detailed description of all exterior and internal features should be given, if the motivation is based *primarily* on the architectural / technological significance of the site. This information can be given as an addendum to the nomination form, if necessary. Information with regard to the architectural integrity of the structure/s should be included, any alterations/ additions, etc.]
- Cultural landscape and sense of place (intangible heritage)
- Noteworthy site features (both natural and man-made, excluding the main structure/s)
- Visual quality (initial aesthetic impact)
- Other contextual considerations (e.g. relevance as part of a group of similar places)

MOTIVATION: (Be as comprehensive as possible - attach a separate sheet if necessary)

Extract from the information provided above, to give a paragraph or two motivating the declaration of the site with reference to its status, history and provincial significance using the following as a guide:

- a) Importance in the pattern of KwaZulu-Natal's history. (Give a couple of sentences explaining the significance of the site)
- b) Possession of uncommon, rare or endangered aspects of KwaZulu-Natal's cultural or natural heritage.
(Give a brief explanation of significance of the site)
- c) Potential to yield information that will contribute to an understanding of KwaZulu-Natal's cultural or natural heritage. (Give a brief explanation of the significance of the site)
- d) Importance in demonstrating the principal characteristics of a particular class of KwaZulu-Natal's cultural or natural places or objects. (Give a brief explanation of the significance of the site)
- e) Importance in exhibiting particular aesthetic characteristics valued by a community or cultural group. (Give a brief explanation of the significance of the site)
- f) Importance in demonstrating a high degree of creative or technical achievement at a particular period. (Give a brief explanation of the significance of the site)
- g) Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. (Give a brief explanation of the significance of the site)
- h) Strong or special association with the life or work of a person, group or organisation, or importance in the history of KwaZulu-Natal. (Give a brief explanation of the significance of the site)

General Comments

1. Ask yourself: Is this site one of the 100 or so sites that should have NATIONAL or PROVINCIAL significance in KwaZulu-Natal?
2. Emphasize the core reasons that give the site significance, avoid long historical description.
3. Maintain objectivity: avoid value-laden statements or flowery adjectives.
4. When filling in the form, indicate WHY it is of Provincial significance and not merely that it is a conservation-worthy site (otherwise it will be downgraded to a site of local importance – Cat 3).

PROPOSED DEVELOPMENT AND THREAT TO SITE (if applicable): briefly describe the threat. This is very important when provisional (immediate) protection is being sought

CONSERVATION POTENTIAL: Briefly outline the conservation potential, any remedial measures that would need to be taken and speculate on the possibility for continued use or conversion to new use. If

an HIA has been done a summary of the conclusions can be included here and a copy of the full HIA attached as an addendum.

MANAGEMENT PLAN: Indicate whether a management plan with reference to the future administration and protection of the site has been done and briefly outline its contents. (a management plan is important and should where possible be included as an addendum to the Nomination form). If there is no plan available indicate mitigations that should be included in a future management plan for the site. If an HIA has been done those mitigations will have been listed in the document.

PUBLIC PARTICIPATION: Indicate whether or not any form of public participation or consultation has taken place and briefly describe the process undertaken.

STAKEHOLDERS, MANAGING AUTHORITIES AND CONSERVATION BODIES

Be as inclusive as possible - give contact details where available.

OTHER INTERESTED AND AFFECTED PARTIES (e.g. local Museum / Historical Society, community groups)

Mention these and any specific concerns - give contact details if this could be pertinent.

OWNER'S CONTACT DETAILS: These details must be included where the Nominator is not the owner. Preferably a letter of support from the owner should be attached.

NOMINATOR'S DETAILS: these must be included here and the declaration on the first page completed & signed

OTHER SUPPORTING DOCUMENTATION TO BE ATTACHED:

PHOTOGRAPHS:

Attach sheet with 2-3 postcard size "best view" colour photographs to the Nomination form; additional photographs may be included as a separate "photo album" addendum in the submission. Photographs should be pertinent and annotated.

Do not include photographs that do not directly contribute to an understanding of the significance of the site.

SITE PLANS AND LOCALITY MAPS:

A site plan showing the extent of the site and major features must be attached. The north point must be indicated on the site plan.

The locality map/plan should clearly indicate the position of the site on a standard 1:10 000 and 1:50 000 map (rural & archaeological sites) or GIS/street plan (urban sites). If relevant, an aerial photograph (or equivalent) with the site boundaries marked on it may be required

Mark the site(s) clearly on the map. Maps must indicate clearly the location of the site(s) described.

NB: Figures (maps and photographs) must be numbered consecutively (e.g. Fig 1, Fig 2; etc. When including photographs/Maps from secondary sources, give the reference of your source, including Author, Title and Date, in brackets after Figure Caption.

HERITAGE IMPACT ASSESSMENT (HIA) CONCLUSION: (if applicable – a copy of HIA Report can be made available as supporting document)

ENVIRONMENTAL IMPACT ASSESSMENT: (if applicable - essential for rural and archaeological sites where development is envisaged. Report can be made available as supporting document)

BIBLIOGRAPHY (*Please give Bibliography in the format: Author. Date. Title. Place: Publisher*) e.g.:

Fransen, H and Cook, M, 1980, The Old Buildings of the Cape, Cape Town: A A Balkema
Country Volunteers, Underberg, 10 August 2005, Letter to the KZN Amafa and Research Institute

PROCESSING TIME FRAMES: Ninety days must be allowed for a response from the Institute's Council as the Council only meets 3 times per year. Once the intention to protect is issued by Council, the site is as good as protected. The process of gazetting the intention to protect and awaiting public responses can take some time so formal protection could be delayed for a length of time.

TYPES OF PROTECTION: The aim of the completion of this form would be to obtain protection as a provincial Heritage Landmark (Category 2 in the National Heritage Resources Act). However, depending on the significance of the site, the Institute's Council could nominate it for national protection and submit the nomination to the South African Heritage Resources Agency for its consideration. It could also downgrade the protection to Category 3 protection for listing on the Heritage Register as a site of local significance. In this case the protection will be referred to the local authority for inclusion in its listing of important places