

## APPLICATION FORM H(a)



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

**PERMIT APPLICATION IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018) FOR THE DAMAGE, ALTERATION, REDECORATION, REMOVAL, SUBDIVISION OR AMENDMENT OF ANY PLAN OF A PUBLIC MONUMENT OR MEMORIAL PROTECTED UNDER SECTIONS 47, (READ IN CONJUNCTION WITH SECTIONS 44(1) AND (3)) & 45(1) AND (3))**

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED: Application Form H(a) must be used for applications for alterations to memorials. Form I must be used if work has commenced, alternatively been completed without a permit

**NB:** IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018) TO MAKE ANY FALSE STATEMENT OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (Consult the attached guidelines before completing this form)

**ALL APPLICATION FORMS, REQUIRED SUPPORTING DOCUMENTATION AND PROOF OF PAYMENT MUST BE SUBMITTED TO THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE AS PER THE GUIDELINES ATTACHED, THE TYPE OF CONTAVENTION WILL DETERMINE THE METHOD OF SUBMISSION.**

**A. DECLARATION BY OWNER**

I, \_\_\_\_\_  
 (full names of owner/person authorized to sign) undertake strictly to observe the terms, conditions, restrictions, by-laws and directions under which the KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE may issue the permit to me.

Signature \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

**(The owner of the property must fill in these details and those in Section E: 3 and sign this document and any plans or other documents submitted in support of this application)**

<b>B. PROPERTY DESCRIPTION:</b>	
Name of property:	Title Deed No.
Erf/Lot/Farm No:	GPS Co-ordinates
Street Address, suburb, town:	
Local Municipality	District Municipality
Current zoning	Present use

Detail of the Memorial or Statue and any other Structures or improvements on site:

**C. SIGNIFICANCE:**

**1. Status of the Site** *(all monuments & public memorials are generally protected but some have been formally protected. Please state the protection status of the applicant site):*

<b>Heritage Landmark</b>		<b>Provincial Landmark</b>		<b>Listed on the Heritage Register</b>		<b>Heritage Conservancy</b>	
<b>Provisionally Protected (notice issued)</b>				<b>Government Gazette Notice of Protection</b>			

**2. Historical/Military Significance:**


**References:**


**3. Aesthetic/Architectural Significance:**


**References:**


**4. Association with a particular person/community/event:**


**References:**


**5. Archaeological/ Palaeontological Significance:**


**References:**


**6. Other Significance:**




		POST CODE
TEL	FAX/EMAIL	
CELL	QUALIFICATIONS	
REGISTRATION OF INDUSTRY REGULATORY BODY:		

<b>2. HERITAGE ARCHITECT/HERITAGE PRACTITIONER/CONSERVATOR</b>		
NAME		
POSTAL ADDRESS		
		POST CODE
TEL	FAX/EMAIL	
CELL	SACAP/ASAPA REG. NO.	
Author's Drawing Nos.		
SIGNATURE	DATE	

<b>3. OWNER OF PROPERTY</b> (Owner or delegated person to sign on the front of this form)		
NAME		
POSTAL ADDRESS		
		POST CODE
TEL	FAX/EMAIL	

<b>4. DELEGATED AUTHORITY</b> ( <i>The name of the person authorized to act on behalf of a company or institution – Power or Attorney/proof of authorization to be attached</i> )		
NAME		
TEL	FAX/EMAIL	

<b>F. SUBMISSION FEE: R800.00 (subject to annual increment on the 1 April)</b>
The submission fee is payable to the KwaZulu-Natal Amafa And Research Institute by bank deposit/internet banking (EFT) and proof of payment must be submitted with the application.
<b>ACCOUNT DETAILS:</b>
<b>ABSA BANK: Branch: ULUNDI Bank Code: 630330</b>
Account in the name of <b>the KZN Amafa and Research Institute</b>
<b>Account No. 40-5935-6024</b>
<b>USE STREET ADDRESS/FARM NAME AS REFERENCE</b>

<b>G. PUBLIC PARTICIPATION:</b> (Contact details of Interested and Affected Parties Consulted - written opinion to be attached to form and drawings to be signed by I & A P. See Guidelines)	
Name	
Telephone	Fax/Email

<b>H. CHECKLIST OF SUPPORTING DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
<b>APPLICATION FORM (COMPLETED &amp; SIGNED BY OWNER &amp; PLANS AUTHOR)</b>		

<b>MOTIVATION &amp; PROPOSAL REPORT</b>		
<b>PHOTOGRAPHS</b>		
<b>CONSERVATION REPORT &amp; / RELOCATION REPORT</b>		
<b>PLANS (X2 SETS) - NUMBERED AND COLOURED</b>		
<b>PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)</b>		
<b>PAYMENT/PROOF OF PAYMENT</b>		

## **KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE**

THE KZN PROVINCIAL HERITAGE RESOURCES AUTHORITY  
(accredited in terms of the National Heritage Resources Act and established in terms of the  
KZN AMAFA AND RESEARCH INSTITUTE ACT (5 OF 2018))

### **GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS FOR DAMAGE, ALTERATION, REDECORATION, REMOVAL, OR ANY OTHER WORK, INCLUDING SUBDIVISION OR AMENDMENT OF ANY PLAN OF A PUBLIC MONUMENT OR MEMORIAL**

Please read these guidelines carefully before preparing the application on Form H(a) for permits for work on sites/monuments/memorials protected under Section 47, read in conjunction with Sections 44(1), and (3); 45(1) and (3) and those listed on the Heritage Register in terms of the KwaZulu-Natal Amafa and Research Institute Act (4 of 2008)

#### **APPLICATION FORMS**

**A.** All applications must be made on the official application Form H(a) and must be accompanied by the relevant supporting documentation. The owner must sign the application form and any accompanying plans or documentation.

**B. PROPERTY:** Include the name of the property/memorial where applicable: e.g. King Dinuzulu Statue. The street address is the key information and is used as a tracking device in the filing system. Where several street numbers apply to the site, all the numbers must be included.

#### **C. SIGNIFICANCE:**

1. **STATUS:** Tick the appropriate box.

2. **HISTORICAL/MILITARY SIGNIFICANCE:** a brief history of monument/memorial and its related site, its construction/erection, as well as an assessment of historical significance is necessary.

3. **AESTHETIC/ARCHITECTURAL SIGNIFICANCE:** An assessment of the aesthetic/architectural elements, the construction methods employed, and any alterations, additions or remedial work carried out in the past is required. A full status quo architectural report must be provided, together with the plans.

4. **ASSOCIATION WITH A PARTICULAR PERSON/COMMUNITY/EVENT:** This aspect may be covered in the Historical Significance. Provide more details of the person/community associated with the memorial.

5. **ARCHAEOLOGICAL PALAEOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the archaeological/paleontological remains on the site must be provided

6. **OTHER SIGNIFICANCE:** An assessment of any other significance the monument or memorial or the site on which it stands must be provided (e.g. there may be a grave of the person commemorated in the memorial attached to it)

**D. PROPOSED WORK:** Motivate and give full details of the proposed work.

**SUPPORTING DOCUMENTATION:** Accredited professionals with suitable heritage experience must compile the required supporting documentation. Permits issued will be conditional on that person overseeing the work. (Attach Proof of Professional Registration by SACAP or ASAPA or other registering authority)

#### **1. PHOTOGRAPHS OF EXISTING MONUMENT/MEMORIAL AND SURROUNDINGS:**

Postcard size/ larger photographs that clearly illustrate the features of the affected monument/memorial relevant to the application must be submitted. Photographs showing all the elevations/sides as well as general views showing the memorial in its context (streetscape/landscape, surrounding structures, aerial view, etc.) must also be provided.



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## 2. PLANS:

Plans detailing all existing features of the memorial and detailing the work to be undertaken must be drawn by professional architects accredited for heritage work and registered with the South African Council for the Architectural Profession. Two copies of the coloured plans must be submitted if the submission is made in hard copy. One copy will be stamped and sent back to the architect to submit to the Municipality. Plans must not be smaller than A3 size (210 x 297 mm) and must not be larger than A0 size (841 x 1 189 mm).

All supporting documentation submitted in hard copy must be folded to A4 size, with plans folded showing the title block containing all details of the owner, architect SACAP registration no., drawing nos. (with all revisions indicated), date of drawings and signatures of the owners and the architect.

### 2.1. SITE PLAN

The site plan must be drawn in accordance with the approved surveyor's diagram of the site and must show: scale; the north point; the erf/property/farm number of the site; the location of the site, the monument/memorial and any structures on it in relation to surrounding roads, buildings and other features; existing buildings, structures, and subterranean structures/remains on the site (coloured grey or uncoloured); proposed work (coloured red) and structures/parts of structures proposed for demolition (in dotted lines); and the extent of the declared area (in the case of a proclaimed property).

## 3. CONSERVATION REPORT:

This report should detail the current condition of the monument/memorial and propose immediate remedial actions required as well as provide a maintenance and conservation management plan for the future preservation of the monument/memorial. The report should contain detailed photographs of the affected areas requiring remedial action or further/future maintenance.

## 4. RELOCATION TO TEMPORARY STORAGE OR NEW SITE:

Should the work include removing the monument/memorial to a temporary or new site, the application must include a report on the new location, a full property description of the proposed site/storage facility, drawings of any work required for the re-erection, consent forms from the owner of the new site if it is not owned/controlled by the same authority, and a methodology statement on the removal, and transport of the monument/memorial to the new site, including the cost thereof. If it is to be kept in temporary storage pending re-erection the above report must include details on the safety and security at the temporary storage facility, along with the person or institution taking responsibility for the safeguarding thereof, and any costs involved in the storage.

G. **PUBLIC PARTICIPATION:** the applicant will be notified of the level of public participation required and will have to bear the costs thereof. The community associated with the monument/memorial, the Ward Councillor, and the local Heritage Societies and Tourism authorities should be consulted.

**SUBMISSION OF APPLICATIONS:** Application forms can be downloaded from [www.heritagekzn.co.za](http://www.heritagekzn.co.za) – look under the “Permits” tab - download forms – Form H(a).

**APPLICATIONS FOR STRUCTURES:** Hard copy applications must be addressed to: The Head – Built Environment Section (not to an official's name), Kwazulu-Natal Amafa And Research Institute, either delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 or posted to BOX 2685, Pietermaritzburg, 3200. Electronic submissions can be made via email to [beadmin@amafapmb.co.za](mailto:beadmin@amafapmb.co.za) or uploaded to the Sahr's system operated by the South African Heritage Resources Agency (confirm upload to [beadmin@amafapmb.co.za](mailto:beadmin@amafapmb.co.za)). Minor work applications can be brought into the Institute's offices on a Monday between 09:00-15:00 and, where possible, they will be handled within about an hour, provided that the bearer waits for the permit or collects it on the same day.

**PROCESSING OF APPLICATIONS:** applications are processed in the order in which they are received, except during the December/January holiday break. Allow 90 days for processing of complex applications as these may be submitted to external reviewers before submission to the Council of the Institute. Lobbying of external reviewers will disqualify the application and the matter will be reported to the relevant professional bodies. Written responses to applications will be forwarded to applicants by email. Telephonic or e-mails enquiries will not generally be responded to.

**\*PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Allow 90 days from the receipt of all required documentation**



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