



KWAZULU-NATAL
AMAFA
& RESEARCH INSTITUTE

APPLICATION FORM A

STRUCTURES OVER 60 YEARS OF AGE

APPLICATION IN TERMS OF SECTION 37(1)(a) OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018, (Act No 5 of 2018), FOR A PERMIT TO DEMOLISH, ALTER OR ADD TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE, OLDER THAN 60 YEARS

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CORRECT AND CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT OR INCORRECT FORMS WILL NOT BE PROCESSED. Forms can be downloaded from the website www.amafainstitute.org.za – search “Forms” or look under the tab RESOURCES - FORMS.

If work has commenced or been completed without a permit, Form I – Rectification, must be used.

Take note that there are application forms that must be used for specific interventions (see attached guidelines) and Form H for any action on sites that are permanently protected in terms of Sections 42-48 (Specially protected Heritage/Landmarks).

NB: IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018 (Act No 5 of 2018), TO MAKE FALSE STATEMENTS OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (see attached guidelines before completing this form)

ALL APPLICATION FORMS, REQUIRED SUPPORTING DOCUMENTATION, AND PROOF OF PAYMENT must be uploaded to the online system, SAHRIS, run by the SA Heritage Resources Agency – go to www.sahra.org.za to register to use the system.

A. DECLARATION BY OWNER: (the owner of the property on must sign this declaration and complete section E:3 of this form and any documentation submitted)

I, _____
(full names of the owner or representative in the case of a trust, company, or institution)

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.

I acknowledge that the Institute may need to inspect the site and undertake not to hinder access.

Signature:

Place:

Date:

B. PROPERTY DESCRIPTION:

Name of property:		Title Deed No.:
Erf/Lot/Farm No:	Size of land:	GPS Co-ordinates:
Street Address:		Suburb:
Town/Local Municipality:		District Municipality:
Traditional Authority Area:		
Current zoning:		Present use:

C. SIGNIFICANCE:

1. Original date of construction/plan approval:

2. Historical Significance:

References

3. Architectural Significance:

References

4. Urban Setting & Adjoining Properties:

References

D. PROPOSED WORK

1. Purpose of Application (Indicate the reason by marking the relevant box)

DEMOLITION	CONDITION	HEALTH REASONS	DEVELOPMENT/OTHER
ALTERATION	CONDITION	HEALTH REASONS	DEVELOPMENT/OTHER
ADDITION	CONDITION	HEALTH REASONS	DEVELOPMENT/OTHER

2. Motivation for proposed work (Summarise below and expand on a separate sheet if necessary)

3. Detail the alterations/additions/restorations proposed (Briefly outline the proposal)

4. ESTIMATED COST OF THE WORK:

5. ESTIMATED NUMBER OF JOBS CREATED:

E. CONTACT DETAILS

1. CONTRACTOR (the person who will do the work)

NAME:

PHYSICAL ADDRESS:

POST CODE

TEL:

EMAIL:

CELL:

QUALIFICATIONS:

REGISTRATION OF INDUSTRY REGULATORY BODY:

GUIDELINES FOR THE PREPARATION OF PERMIT APPLICATIONS IN TERMS OF SECTION 37(1)(a) OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018, (Act No 5 of 2018), FOR PERMITS TO DEMOLISH, ALTER OR ADD TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE, OLDER THAN 60 YEARS

(Please detach these guidelines from the form before submission)

SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.amafainstitute.org.za – look under the “RESOURCES” tab - forms – Form A. Submissions must be uploaded to the Sahr’s system operated by SAHRA at www.sahra.org.za (confirm upload to khanyi.zondi@amafainstitute.org.za)

All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.

APPLICATION FORMS

Even though the Sahr’s system is formulated as a submission, not all the Institute’s submission requirements are covered so all the relevant official application form and the required supporting documentation (see www.amafainstitute.org.za for more details) must be submitted.

Form H - for work on sites that are proclaimed Heritage Landmarks (previously National Monuments – included in Schedule 2), including protected areas and other specially protected sites, as well as those listed in the Heritage Register as Grade III sites.

Form I - Rectification must be used for approval of work undertaken on a protected building (formally protected/listed or over 60 years of age at the time the work was started/completed without approval), irrespective of who undertook the work.

A. DECLARATION: The owner, or the official representative of a trust/company/department/institution that owns the property, must sign the form and any accompanying documentation and must consent to submissions by a third party/agent (letter of appointment/power of attorney/proxy to be submitted – load to the designated ConsentLetter box on Step 4 where the information is confidential).

B. PROPERTY: Name of the property only where applicable: e.g., . Provide all the cadastral information, the Title Deed number and the size of the site. The full title deed must be uploaded to the ConsentLetters field. The street address is the key information and is used as a tracking device in the database.

C. SIGNIFICANCE: All structures over 60 years of age are protected.

1. **ORIGINAL DATE OF CONSTRUCTION** is taken from the date of first plan approval. If the original plans are not available, estimate the date e.g. c1920’s.
2. **HISTORICAL REPORT:** a brief history of the occupation of the site and phases of construction, as well as an assessment of historical significance is necessary. Do not assume that there is no significance – proof of such a statement must be provided.
3. **ARCHITECTURAL REPORT:** An assessment of the condition of the building should be given. Provide an analysis of the styles and phases of construction of the building, including alterations and additions and a statement of its architectural significance.
4. **URBAN SETTING & ADJOINING PROPERTIES:** It is important to describe the urban context in which the building is situated (supported by photographs of the surrounding buildings).

D. PROPOSED WORK: Motivate for the proposed work – give reasons and design considerations behind the proposal. Detail all the work to be carried out – do not merely refer to the plans.

ESTIMATED COST OF THE WORK: provide an estimate of the cost – a quote or QS’s estimate may be required.

E. CONTACT DETAILS: the contractor’s details can be left out if unknown. All other fields must be completed. **The architect must complete all fields and sign on the appropriate box. THE OWNERS OR REPRESENTATIVE MUST SIGN THE APPLICATION FORMS. PERMITS ARE NOT TRANSFERABLE**

F. SUBMISSION FEE – a processing fee determined by the Council of the Institute in terms of Section 24(1)(e)(i) is payable – see fee schedule on www.amafainstitute.org.za. Applications will not be registered as submitted without proof of payment – UPLOAD TO Proof of Payment – on Sahr’s.

G. PUBLIC PARTICIPATION: (Guidelines & Forms can be found on the website www.amafainstitute.org.za.)

EXTENT OF WORK	PUBLIC CONSULTATION
MINOR WORKS	N/A
MAJOR WORKS, DEMOLITION	POSTER, 100M NEIGHBOUR NOTIFICATION & I&AP’S
LISTED & FORMAL PROTECTIONS (any work)	POSTER, 100M NEIGHBOUR NOTIFICATION & I&AP’S

SUPPORTING DOCUMENTATION

The drawings that must accompany this application must be authored by SACAP registered and accredited architectural professional. Permits may require the professional to oversee/monitor the work.

DEMOLITION applications must be supported by photographs - including internal views - and a set of concept drawings/renditions, including elevations, for the replacement building/s. The existing structures must be shown in dotted lines on the site plan with the new structures superimposed thereon. Sites may be inspected.

1. *PHOTOGRAPHS OF EXISTING STRUCTURE/S AND CONTEXT:

Submit annotated/captioned photographs of the exterior (all facades/elevations) and interior of all buildings on the site and views that clearly illustrate the areas to be altered/demolished. Photographs showing the context (streetscape and surrounding buildings – adjacent and across the road, aerial view, etc.) must also be submitted. Submit in colour and in jpeg format. If incorporated into a document or report, photographs must be post card size – 100x150mm.

Sahris allows about 8-10 photographs of 10MB or less to be uploaded – click Advanced upload to upload multiple images at once but remember to click upload and wait for the system to complete the upload. Complete the description/caption field provided. If there are more than 10 images, please upload the rest to AdditionalDocuments – the limit of 10 is to keep the block of selected images on the case front page to a limited number of images – AdditionalDocuments has no limit.

2. PLANS:

NB the title block must contain all details of the owner, architect/technologist/designer, SACAP registration no., drawing nos. (with all revisions indicated), date of drawings and signatures of the owners and the author.

Submit one full set of submission drawings for alterations & additions applications and concept drawings or renditions for demolition applications (see above) – upload to AdditionalDocuments or to ResearchProposals if the case is confidential.

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 and any structures on it in relation to surrounding roads, buildings and other features; existing buildings, structures, and pools on the site (coloured grey or uncoloured); proposed work (coloured red) and buildings or portions of buildings proposed for demolition (in dotted lines). An aerial view obtainable from "Google Earth" or the municipality is also very useful.

2.2. FLOOR PLANS, ELEVATIONS AND SECTIONS

Sufficient plans, elevations and sections must be submitted to show the proposed work clearly. These drawings should be at 1:100, 1:50 or 1:20 scale, and must be fully dimensioned. The position of section lines must be indicated on the plan. The elevations should accurately reflect the effect of the proposal on the structure and its relationship to adjacent buildings.

All new materials, including finishes, must be specified. Drawings should be coloured as follows:

MATERIALS	COLOUR	MATERIALS	COLOUR/INDICATION
all existing	grey	new painting & plastering	yellow
new masonry	red	new wood	brown
new concrete	green	demolition	dotted lines
new iron or steel	blue	other	colours other than as above

2.3. SCALE PLAN OF EXISTING STRUCTURE(S)

If it is impossible to distinguish the existing layout from the original plans submitted, a measured floor plan of the structure as it exists is required. It must be at the same scale and orientation as the plans of the proposed work to facilitate comparison.

2.4. DOOR AND WINDOW SCHEDULES AND DETAILS

Proposals for changing or replacing doors or windows must include sufficient information about their size, proportion and detail. This may be in the form of manufacturer's information (for stock windows and doors) or joinery details (for specials).

2.5. ORIGINAL/PREVIOUS DRAWINGS: submit if available. These are especially important in the case of deviations and where a case is made for the devaluing of the heritage conservation worthiness.

PROCESSING OF APPLICATIONS: complete applications are processed in the order in which they are received, except during the holiday break 15 December – 15 January. Allow 10 working days for the initial review and a further 7 working days for the processing of responses. The processing of complex applications will take longer. **Sites may be inspected as part of the processing of the application or as monitoring of the work under conditions attached to a permit.**

Written responses to applications will be uploaded to the case on Sahris exclusively. Email will only be used for communication if the Sahris system becomes inoperable.

***PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Allow a minimum of 30 days from the receipt of all required documentation**