



KWAZULU-NATAL
AMAFA
& RESEARCH INSTITUTE

APPLICATION FORM B

GRAVES OF VICTIMS OF CONFLICT

APPLICATION IN TERMS OF SECTION 38 OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018, (Act No 5 of 2018), FOR A PERMIT TO DAMAGE, ALTER, EXHUME OR REMOVE FROM ITS ORIGINAL POSITION A GRAVE/S OR CEMETERY OR PART THEREOF OF A VICTIM/S OF CONFLICT

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

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)

If work has commenced/been completed without a permit, use Form I – Rectification.

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 which the grave is situated 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. Status of the Site:			
Battlefield site/cemetery		Resistance Site	
Municipal/formal cemetery		Military Cemetery	
2. Date of grave and name of the buried:			
References			
3. Historical/Military Significance:			
References			
4. Struggle Significance:			
References			

D. PROPOSED WORK			
1. Purpose of Application (Indicate the reason by marking the relevant box)			
Damage		Alteration	
Exhumation		Removal from original position	
2. Motivation for proposed work (Please motivate fully – on a separate sheet if necessary)			

3. Detail the work to be carried out (Briefly outline the proposal)

4. New Location (in the case of removal from original position)	
Name of property:	Title Deed No.
Erf/Lot/Farm No:	GPS Co-ordinates
Street Address, Suburb, Town:	
Local Municipality	District Municipality
Traditional Authority Area	
Current zoning	Present use

E. PUBLIC PARTICIPATION: (Contact details of Interested and Affected Parties (I & A P's) Consulted - written opinion to be attached to form and drawings to be signed by the I & A P's. Where possible descendants of the deceased must be contacted and their approval obtained. Local Historical/Heritage Societies and Museums must be consulted. The Provincial/Regional Military History Societies and Organisations serving the interests of those who participated in the relevant conflicts must also be consulted. Approval from the Local Authority must be obtained.)	
Name	
Tel	email
Name	
Tel	email
Name	
Tel	email
Name	
Tel	email
Name	
Tel	email

F. CONTACT DETAILS (all fields must be completed)	
1. CONTRACTOR/FUNERAL DIRECTOR	
Name:	
Physical Address:	
Telephone:	Email:
Qualifications:	
Membership of Recognised Professional/Technical Bodies:	
Signature:	
2. HERITAGE PRACTITIONER	
Name:	
Physical Address:	
Telephone:	Email:
Qualifications:	
Membership of Recognised Professional/Technical Bodies:	
I declare that I have provided the correct information to the best of my knowledge and I undertake to ensure that the applicant is made aware of all conditions under which a permit may be issued.	
SIGNATURE:	DATE:
3. OWNER OF PROPERTY (Owner or delegated person to sign on the front of this form)	
Name:	
Physical Address:	
Tel	Email:
4. 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:	
Physical Address:	
Tel:	Email:

G. SUBMISSION FEE: see the 2023 schedule of fees on www.amafainstitute.org.za. The submission fee is payable by bank deposit and proof of payment must be submitted with the application. ACCOUNT DETAILS: KwaZulu-Natal Amafa And Research Institute ABSA BANK: Branch: ULUNDI Bank Code: 630330 Account in the name of the KZN Amafa and Research Institute Account No. 40-5935-6024 <u>USE STREET ADDRESS/FARM or CEMETERY NAME AS REFERENCE</u>
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H. CHECKLIST OF SUPPORTING DOCUMENTATION (*ref to guidelines)	YES
APPLICATION FORM (COMPLETED & SIGNED BY OWNER & HERITAGE PRACTITIONER)	
MOTIVATION	
PHOTOGRAPHS*	
1:50 000 MAP & SATELLITE AERIAL VIEW/KML FILE	
PLANS (X2 SETS when in hard copy) - NUMBERED AND COLOURED *	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	
PROOF OF PUBLIC PARTICIPATION*	
PAYMENT/PROOF OF PAYMENT (<u>use name of grave/cemetery/farm as reference</u>)	

KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE

THE KZN PROVINCIAL HERITAGE RESOURCES AUTHORITY
(accredited in terms of the National Heritage Resources Act)

GUIDELINES FOR THE PREPARATION OF PERMIT APPLICATIONS IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT , 2018 (Act no 5 of 2018) (SECTION 38(1)) TO DAMAGE, ALTER, EXHUME, OR REMOVE FROM ITS ORIGINAL POSITION A GRAVE/S OR CEMETERY OR PART THEREOF OF A VICTIM/S OF CONFLICT.

(Please detach from the form before submission)

1. APPLICATION FORMS AND COMPLETION THEREOF:

All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation (see www.amafainstitute.org.za for more details).

Form C must be used for informal graves that are over 60 years of age and burial grounds containing such graves that are not covered by any other legislation.

Form D must be used for interventions on battlefields and

Form F for a permit to use electronic detection and/or excavation equipment on a battlefield or archaeological site. **Form E** must be submitted if any material is to be collected/removed from the site.

Form H must be used for graves that are proclaimed or on sites protected as Heritage Landmarks (previously National Monuments) and graves listed in the Heritage Register.

Form H(a) must be used if the grave contains a listed memorial/monument or it is on a battlefield.

Form I must be used for the rectification of the failure to obtain a permit for work on graves, or structures associated therewith, that were over 60 years of age at the time the work was started/completed without prior 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: Include the name of the property where applicable: e.g., the local village/homestead name. Where applicable the farm or street address is the key information and is used as a tracking device in the filing system for those graves that have memorials attached to them. Alternatively, the farm/Trust Reserve name is the key information. Directions to the site should be supplied in the report.

GPS CO-ORDINATES: The Institute only accepts GPS co-ordinates in decimal format. Other formats may be provided in addition to the decimal format but not to the exclusion of the decimal format.

C. SIGNIFICANCE:

1. Status of the grave: tick the applicable box.
2. Historical/Military Significance: Original date of the grave: this will confirm the event attached to the grave. Also name the occupant and provide any historical details associated with the person, the death or events associated with the grave.
3. Archaeological Significance: give the date or estimate the date of the grave and/or place it in its archaeological context.
4. Association with a Rock Art Site: briefly describe its association with the rock art site.

D. PROPOSED WORK: Motivate giving reasons for the proposed work. Details must be given of the work to be carried out – do not merely refer to the plans/reports submitted. The estimated cost of the work must be provided.

E. PUBLIC PARTICIPATION: all applications require a level of public consultation with the basic level being the poster placed on the grave or site. Every effort must be made to ensure that descendants of the deceased are contacted and their approval obtained. Local Historical/Heritage Societies and Museums must be consulted where possible. Approval from the Local Authority must be obtained. Proof of the consultation must be submitted with the application. (Contact details of Interested and Affected Parties Consulted - written opinion to be attached to form and drawings to be signed by I & A P). (Guidelines & Forms can be found under RESOURCES on the website www.amafainstitute.org.za.)

F. CONTACT DETAILS: the contractor's details can be left out if unknown but will need to be confirmed prior to the work being undertaken. All other fields must be completed. THE OWNERS OF THE LAND ON WHICH THE GRAVE IS SITUATED MUST SIGN THE APPLICATION FORMS
PERMITS ARE NOT TRANSFERABLE

G. SUBMISSION FEE – a processing fee determined by the Council of the Institute in terms of Section 24(1)(e)(i) is payable on submission of all applications – see fee schedule on www.amafainstitute.org.za. The application will not be registered as submitted if the proof of payment is not attached.

2. SUPPORTING DOCUMENTATION

NB: Permits will require that a suitably qualified Heritage Practitioners with experience in handling human remains handle/oversee the work and compile the reports. Where architectural drawings are required, they must be authored by SACAP registered professionals.

- 2.1. HERITAGE PRACTITIONER'S REPORT:** The report must provide background research of the site and make recommendations as to its significance and research potential. It must assess all heritage resources found in the area that could relate to the site that will be impacted on. The report must meet standards acceptable to both ASAPA and SAHRA.
GPS CO-ORDINATES FOR ALL THE HERITAGE RESOURCES IMPACTED ON MUST BE INCLUDED IN THE REPORT. The KZN Amafa and Research Institute only accepts GPS co-ordinates in decimal format. Other formats may be provided in addition to the decimal format but not to the exclusion of the decimal format.
- 2.2. PHOTOGRAPHS OF THE GRAVE/S, EXISTING SITE FEATURES, STRUCTURE/S ARCHAEOLOGICAL REMAINS, ETC AND THEIR SURROUNDINGS:**
Photographs that clearly illustrate the features of the affected grave and the site relevant to the application must be submitted.
- 2.3. 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, and structures on the site (coloured grey or uncoloured); and the extent of the declared area (in the case of a proclaimed property). Heritage resources must be clearly marked on the plan.
- 2.4. KML MAP FILE AND AERIAL OR SATELLITE VIEWS OF THE SITE** that clearly illustrate the features of the affected site relevant to the application must be submitted.
- 2.5. 1:50 000 MAP OF THE SITE** that clearly illustrates the features of the affected site relevant to the application must be submitted

3. SUBMISSION OF APPLICATIONS:

Applications must be uploaded to the Sahr's system operated by the South African Heritage Resources Agency – go to www.sahra.org.za. (confirm upload to khanyi.zondi@amafainstitute.org.za)
Check "Permits" under the case type and KZN – Amafa for the Provincial Heritage Resources Authority.

The applicant is the "owner" of the land on which the grave is situated and the Assessor/graves specialist is the "Consultant". Ensure that the correct fields are completed.

The Consent Letters allowing a Consultant to act on behalf of the owner and/or to upload the case to Sahr's must be placed in the correct boxes which are blocked from public view.

The proof of payment must also be loaded to the designated box to prevent members of the public obtaining banking details, etc from the document.

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

4. PROCESSING OF APPLICATIONS:

Complete applications are processed in the order in which they are received, except during the holiday break 15 December – 15 January. The initial review of the application will be done within 10 working days from the receipt of all required documentation. Allow a further 7 working days following a decision for processing of formal responses. The processing of complex applications may 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 Sahr's exclusively. Enquiries will be dealt with through the messaging system on Sahr's. Email will only be used if the Sahr's system becomes inoperable.

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
Allow for an average of 30 calendar days from the submission of all required documentation.