



KWAZULU-NATAL
AMAFA
& RESEARCH INSTITUTE

APPLICATION FORM E

COLLECTION OF MATERIAL FROM ARCHAEOLOGICAL SITES

APPLICATION IN TERMS OF SECTION 40(4) OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018 (Act no 5 of 2018), FOR A PERMIT TO EXHUME, REMOVE FROM ORIGINAL POSITION, DISTURB, DAMAGE, OR DESTROY, COLLECT/OWN ARTEFACTS & OBJECTS ASSOCIATED WITH BATTLEFIELD SITES, ARCHAEOLOGICAL SITES, ROCK ART SITES, PALAEOONTOLOGICAL SITES, AN HISTORIC FORTIFICATION, METEORITE OR METEORITE IMPACT SITES

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. Take note that there are application forms that must be used for specific interventions (see attached guidelines). If work has commenced/been completed without a permit, Form I - Rectification must be used.

NB: IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (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 S A Heritage Resources Agency – go to www.sahra.org.za to register to use the system (see attached guidelines)

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 from which the artefacts/objects are to be collected:

Battlefield site		Archaeological site		Rock Art Site		Palaeontological site	
Meteorite Site				Meteorite Impact Site			

2. Historical/Military Significance:

References

3. Archaeological Significance:

[illegible]

References

4. Rock Art significance:

[illegible]

References

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5. Palaeontological Significance:

AMAF

References

& RESEARCH INSTITUTE

6. Meteor Impact Significance:

References

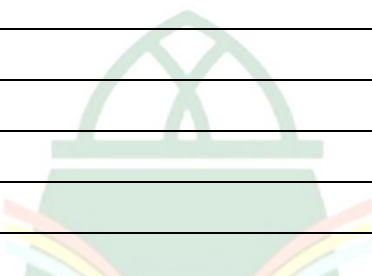
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D. PROPOSED WORK

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

Exhumation		Removal from original position		Damage	
Destruction		Change of ownership		Collection	

2. **Summary of Motivation for proposed work:** (A full report must accompany this application)



3. **Summary of Details of the proposed work:** (A full report must accompany this application)

4. ESTIMATED COST OF THE WORK:

E. CONTACT DETAILS:

1. CONTRACTOR (the person who will do the work – other than the heritage practitioner)

NAME: _____

PHYSICAL ADDRESS:

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

2. HERITAGE PRACTITIONER/ARCHITECT/SPECIALIST	
NAME:	
PHYSICAL ADDRESS:	
	POST CODE:
TEL:	EMAIL:
CELL:	SACAP REG. NO.:
In making this application on behalf of the applicant, 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:

F. SUBMISSION FEE: see 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>

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

H. CHECKLIST OF SUPPORTING DOCUMENTATION (tick against documents submitted)	
APPLICATION FORM (COMPLETED & SIGNED BY OWNER, DEVELOPER & CONSULTANT)	
MOTIVATION/REPORT	
SITE PHOTOGRAPHS/CASE IMAGES	
1:50 000 MAP & SATELLITE AERIAL VIEW	
KML FILE MAP WITH POLYGON/PATH	
SITE PLAN SHOWING ALL FEATURES & HERITAGE RESOURCES	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card/certificate)	
PROOF OF PUBLIC PARTICIPATION	
PROOF OF OWNERSHIP & CONSENT LETTER FROM THE OWNER	
PROOF OF PAYMENT OF SUBMISSION FEE	

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 SUBMITTED IN TERMS OF SECTION 40(4) THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018, (Act no 5 of 2018), FOR EXHUMATION, REMOVAL FROM ORIGINAL POSITION, DISTURBANCE, DAMAGE, OR DESTRUCTION, COLLECTION/OWNERSHIP OF ARTEFACTS & OBJECTS ASSOCIATED WITH BATTLEFIELD SITES, ARCHAEOLOGICAL SITES, ROCK ART SITES, PALAEOONTOLOGICAL SITES, METEORITE OR METEORITE IMPACT SITES

(Please detach from the form before submission)

APPLICATION FORMS

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).

Forms B or C must be used for actions that impact on graves.

Form D must be used for permits to destroy, damage, excavate, alter, write or draw upon or disturb a battlefield site, archaeological site, rock art site, palaeontological site, historical fortification, meteorite or meteorite impact site.

Form F must be used for permission to use electronic detection or excavation equipment on protected sites/heritage resources.

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

Form H(a) must be used if the site contains a memorial that will be impacted on.

Form I must be used for rectification of the failure to obtain prior written approval for actions for which approval was required.

A. DECLARATION: The owner must sign the form and any accompanying documentation and must consent to submissions by a third party/agent.

B. PROPERTY: Include the name of the property where applicable: e.g. Goodwill Farm. The Farm name/Street Address is the key information and is used as a tracking device in the filing system. Where several farm names apply to the site, all the names and numbers, including portion numbers, must be included.

GPS CO-ORDINATES: 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.

C. SIGNIFICANCE:

1. Status of the site: tick the appropriate box
2. Historical/Military Significance: give a brief synopsis of the history of the site
3. Archaeological Significance: summarise the significance of the site and the peoples and period/s associated with it
4. Rock Art Significance: briefly describe the rock art and its significance as well as the people associated with it and the periods in time that can be determined from the site
5. Palaeontological Significance: briefly describe the type of fossils found on the site and their significance.
6. Meteorite Impact Significance: briefly describe the impact, its extent and impact on the earth.

D. PROPOSED WORK: Motivate and give full details of the proposed work. Details must be given of the work to be carried out – do not merely refer to the plans/reports submitted.

E. 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 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 Sahris.

G PUBLIC PARTICIPATION: (Contact details of Interested and Affected Parties (I & A Ps) Consulted - written opinion to be attached to form and drawings to be signed by I & A P. Where possible descendants of the deceased must be contacted, and their approval obtained.

Local Archaeological and Heritage Societies and Museums must be consulted. Approval from the Local Authority must be obtained.

SUPPORTING DOCUMENTATION AND SUBMISSIONS

1. SUPPORTING DOCUMENTATION:

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

- 1.1. 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.

- 1.2. PHOTOGRAPHS OF EXISTING FEATURES, STRUCTURE/S ARCHAEOLOGICAL REMAINS, GRAVES, ETC AND THEIR SURROUNDINGS: Photographs that clearly illustrate the features of the affected grave and the site relevant to the application must be submitted.

- 1.3. 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.

- 1.4. 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. 1:50 000

- 1.5. MAP OF THE SITE that clearly illustrates the features of the affected site relevant to the application must be submitted. GPS co-ordinates: the GPS co-ordinates for the site must be given under the property description but where possible the reports must contain the co-ordinates of the actual heritage resources that are subject of this application.

- 1.6. LOAN AGREEMENT: If materials/items are being removed from the Provincial Repository or a museum collection

2. **SUBMISSION OF APPLICATIONS**: Application forms can be downloaded from www.amafainstitute.org.za – look under the “RESOURCES” tab - Forms – Form E. Applications must be uploaded to the Sahris system operated by the South African Heritage Resources Agency – go to www.sahra.org.za. In the case of a failure of the Sahris system the application can be emailed to khanyi.zondi@amafainstitute.org.za.

When submitting on Sahris note that you must click on “Permits” under the case type and KZN – Amafa for the Provincial Heritage Resources Authority.

The applicant is the “owner” 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 Sahris 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.

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.

Written responses to applications will be uploaded to the case on Sahris exclusively. Enquiries will be dealt with through the messaging system on Sahris. Email will only be used if the Sahris system becomes inoperable.

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