



KWAZULU-NATAL
AMAF
A
& RESEARCH INSTITUTE

APPLICATION FORM G

TRADE IN OR EXPORT FROM KWAZULU-NATAL OF ANY ARCHAEOLOGICAL OBJECTS, PALEONTOLOGICAL MATERIALS, ECOFACTS, OBJECTS FROM BATTLEFIELD SITES, CULTURAL ARTIFACTS, OR METEORITES

PERMIT APPLICATION IN TERMS OF SECTION 40(8) OF THE KZN AMAFA AND RESEARCH INSTITUTION ACT, 2018, (Act no 5 of 2018), FOR THE TRADE IN, EXPORT OR ATTEMPT TO EXPORT FROM THE PROVINCE OF ANY CATEGORY OF ARCHAEOLOGICAL OBJECT, ANY PALEONTOLOGICAL MATERIAL, ANY ECOFACT, ANY OBJECT WHICH MAY REASONABLY BE REGARDED AS HAVING BEEN RECOVERED FROM A BATTLEFIELD SITE, ANY MATERIAL CULTURAL ARTIFACT, OR ANY METEORITE

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT AND CORRECT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED. Forms can be downloaded from the website www.amafainstitute.org.za – search 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 INSTITUTION 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.

A. DECLARATION BY OWNER: (the owner of the property 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 objects and undertake not to hinder access.

Signature:

Place:

Date:

B. DESCRIPTION OF THE OBJECT/S:

Name of object:

Origin of object:

Museum/Collection of which object/s form part

Museum/Collection classification/documentation/inventory no.

C. SIGNIFICANCE OF THE OBJECT/S:

1. Type of object:

Object from Battlefield site		Archaeological object		Palaeontological object	
Ecofact		Material Cultural artefact		Meteorite	



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D. PROPOSED ACTION

[illegible]

E. CONTACT DETAILS

1. SHIPPING AGENT/CONTRACTOR (the person who will do the work)	
NAME:	
PHYSICAL ADDRESS:	
	POST CODE:
TEL:	EMAIL:
CELL:	QUALIFICATIONS:
REGISTRATION OF INDUSTRY REGULATORY BODY:	

2. HERITAGE SPECIALIST/PRACTITIONER/CONSERVATOR	
NAME:	
PHYSICAL ADDRESS:	
	POST CODE:
TEL:	EMAIL:
CELL:	ASAPA REG. NO.:
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 OBJECT (Owner or delegated person to sign on the front of this form)	
NAME:	
PHYSICAL ADDRESS:	
	POST CODE:
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 the 2023 schedule of fees on www.amafainstitute.org.za. The submission fee is payable to the by bank deposit and proof of payment must be submitted with the application. ACCOUNT NAME: 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 NAME OF OWNER-TRADE/EXPORT AS REFERENCE</u>
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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. See Guidelines)
NAME:
TEL:
EMAIL:

H. CHECKLIST OF SUPPORTING DOCUMENTATION	YES
APPLICATION FORM (COMPLETED & SIGNED BY OWNER &/ REPORT AUTHOR)	
MOTIVATION REPORT	
PHOTOGRAPHS OF OBJECTS	
PROOF OF OWNERSHIP & LETTER FROM NEW OWNER/TRANSFER OF OWNERSHIP DOCUMENT	
TEMPORARY EXPORT PERMIT	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	
PROOF OF PUBLIC PARTICIPATION – WRITTEN OPINIONS ATTACHED	
PAYMENT/PROOF OF PAYMENT	

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 SECTION 40(8) OF THE KZN AMAFA AND RESEARCH INSTITUTE ACT, 2018 (Act no 5 of 2018), FOR THE TRADE IN AND EXPORT OR ATTEMPT TO EXPORT FROM THE PROVINCE OF ANY CATEGORY OF ARCHAEOLOGICAL OBJECT, ANY PALAEOONTOLOGICAL MATERIAL, ANY ECOFACT, ANY OBJECT WHICH MAY REASONABLY BE REGARDED AS HAVING BEEN RECOVERED FROM A BATTLEFIELD SITE, ANY MATERIAL CULTURAL ARTIFACT, OR ANY METEORITE

(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 for destruction, damage, excavate, alter, write or draw upon (trace), or otherwise disturb any battlefield site, archaeological site, rock art site, palaeontological site, historic fortification, meteorite or meteorite impact site.

Form E must be used for the collection of objects from any battlefield site, archaeological site, rock art site, palaeontological site, historic fortification, meteorite or meteorite impact site.

Form F must be used for permission to use electronic equipment or excavation equipment on a site.

Form I - Rectification must be used for approval if the item or object had been obtained through any action in contravention of the heritage legislation or if an attempt had been made to export the object without first obtaining a permit.

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

B. DESCRIPTION OF THE OBJECT/S: name the objects and provide information on the provenance and current collection documentation/cataloguing numbers, etc.

C. SIGNIFICANCE:

- 1. Type of object:** tick the appropriate box
- 2. Historical/Military Significance:** give a brief synopsis of the history of the site
- 3. Archaeological Significance:** summarise the significance objects and the peoples and period/s associated with it
- 4. Palaeontological Significance:** briefly describe the type of fossils and their significance.
- 5. Ecological significance of the ecofact:** briefly describe the type of ecofacts and their significance.
- 6. Material Cultural Artifact Significance:** give a brief description on the material and its significance
- 7. Meteorite Impact Significance:** briefly describe the impact, its extent and impact on the earth.

D. PROPOSED ACTION: Motivate and give full details of the proposed trade or export.

E. CONTACT DETAILS: fill in the required documentation where applicable to the application. 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). Where possible descendants of the previous owners of the objects must be contacted, and their approval obtained. Local Archaeological and Heritage Societies and Museums must be consulted. Use a separate sheet to list the I & A Ps consulted.

SUPPORTING DOCUMENTATION AND SUBMISSION

1. SUPPORTING DOCUMENTATION:

- 1.1 CURATOR'S REPORT: The report must fully describe the significance of the objects and the reasons for the proposed trade or export in them.
- 1.2 PHOTOGRAPHS OF THE OBJECTS:
Photographs that clearly illustrate the objects relevant to the application must be submitted.
- 1.3. 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 G. 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” and the correct fields must be 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. The Institute may need to inspect the site/objects prior to taking a decision.

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**

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