



APPLICATION FORM H

HERITAGE AND PROVINCIAL LANDMARKS AND SPECIALLY PROTECTED SITES LISTED IN THE HERITAGE REGISTER

PERMIT APPLICATION IN TERMS OF THE KZN AMAFA AND RESEARCH INSTITUTION ACT, 2018, (Act no 5 of 2018), FOR THE DAMAGE, ALTERATION, REDECORATION, REMOVAL, SUBDIVISION OR AMENDMENT OF ANY PLAN OF SITES PERMANENTLY PROTECTED UNDER SECTIONS 42, 43, 44, 45, 46, 47 AND 49 OF CHAPTER 9 (INCLUDING ANY SITE IN RESPECT OF WHICH A NOTICE HAS BEEN GIVEN OF THE INTENTION TO CONFER SUCH STATUS THEREON)

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/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).

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 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 INSTITUTION 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:

2. HERITAGE PRACTITIONER/ARCHITECT/SPECIALIST	
NAME:	
PHYSICAL ADDRESS:	
	POST CODE:
TEL:	EMAIL:
CELL:	SACAP REG. NO.:
AUTHOR'S DRAWING NOS.:	
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:	
	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 KwaZulu-Natal Amafa And Research Institute by bank deposit/internet banking (EFT) and proof of payment must be submitted with the application.
ACCOUNT DETAILS:
ABSA BANK: Branch: ULUNDI Bank Code: 630330
Account name: KZN AMAFA AND RESEARCH INSTITUTE
Account No. 40-5935-6024
<u>USE STREET ADDRESS/FARM 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 (*ref to guidelines)	YES
APPLICATION FORM (COMPLETED & SIGNED BY OWNER & CONSULTANT)	
MOTIVATION/INCEPTION REPORT	
PHOTOGRAPHS	
ORIGINAL/PREVIOUS APPROVED DRAWINGS	
PLANS - NUMBERED AND COLOURED	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	
PAYMENT/PROOF OF PAYMENT	
TITLE DEEDS/PROOF OF OWNERSHIP	
OTHER STANDARD DOCUMENTS REQUIRED FOR ARCHAEOLOGY AND BUILT ENVIRONMENT APPLICATIONS	

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 IN TERMS OF SECTIONS 42-47 & 49 OF THE KZN AMAFA AND RESEARCH INSTITUTE ACT, 2018 (Act no 5 of 2018), FOR DAMAGE, ALTERATION, REDECORATION, REMOVAL, OR ANY OTHER WORK, INCLUDING SUBDIVISION OR AMENDMENT OF ANY PLAN OF A HERITAGE LANDMARK, PROVINCIAL HERITAGE LANDMARK OR ANY SITE IN RESPECT OF WHICH A NOTICE HAS BEEN GIVEN OF THE INTENTION TO CONFER SUCH STATUS THEREON

(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.

Form H(a) must be used for any work on any Memorials or Statues as protected under Section 47.

Form I must be used for approval of work undertaken on a building over 60 years of age at the time the work was started/completed prior to approval, irrespective of who undertook the work.

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. Government House. 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 OF THE SITE:** Sites are permanently protected as Heritage Landmarks (ex-national monument status) or listed on the Heritage Register. Details of the significance are given in the Gazette notice proclaiming the status. Provide the Gazette Notice number or the listing number.

2. STATEMENT OF SIGNIFICANCE

The statement of significance would include the following where applicable

2.1. **HISTORICAL SIGNIFICANCE:** a brief history of the occupation of the site and phases of construction, as well as an assessment of historical significance is necessary.

2.2. **ARCHITECTURAL SIGNIFICANCE:** An assessment of the architectural value of the buildings/structures on the site must be given. Provide an analysis of the styles and phases of construction of the building, including alterations and additions and the current condition.

2.3. **ARCHAEOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the archaeological remains must be provided

2.4. **PALAEONTOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the fossils, meteorite/meteorite, impact site or other palaeontological material must be provided

2.5. **INTANGIBLE SIGNIFICANCE:** the intangible values associated with the site must be assessed and included in the report.

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 submitted.

E. CONTACT DETAILS: the contractor's details can be left out if unknown. 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: the applicant will be notified of the level of public participation required and will have to bear the costs thereof. Neighbours, Ward Councillors, and Heritage Societies should be consulted on major alterations. All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.

SUPPORTING DOCUMENTATION, SUBMISSIONS, AND PROCESSING:

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. SUPPORTING DOCUMENTATION*:

FOR STRUCTURES: PLEASE REFER TO THE GUIDELINES ATTACHED TO FORM A which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”, or consult the Guidelines – Permit Applications – Structures under “COMPLIANCE”

FOR GRAVES: PLEASE REFER TO THE GUIDELINES ATTACHED TO FORMS B OR C which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”.

FOR ARCHAEOLOGICAL SITES: PLEASE REFER TO GUIDELINES ATTACHED TO FORM D which can be downloaded from the website www.amafainstitute.org.za under the tab “Permits”, AND TO THE SA HERITAGE RESOURCES AGENCY AND ASSOCIATION OF SOUTH AFRICAN PROFESSIONAL ARCHAEOLOGISTS GUIDELINES AND PRESCRIPTS FOR REPORTS AND WORK ON HERITAGE SITES, which can be downloaded from www.sahra.org.za.

FOR PALAEOONTOLOGICAL SITES: PLEASE REFER TO GUIDELINES ATTACHED TO FORM D which can be downloaded from the website www.amafainstitute.org.za under the tab “Permits”, AND TO THE SA HERITAGE RESOURCES AGENCY AND ASSOCIATION OF SOUTH AFRICAN PROFESSIONAL ARCHAEOLOGISTS GUIDELINES AND PRESCRIPTS FOR REPORTS AND WORK ON HERITAGE SITES, which can be downloaded from www.sahra.org.za.

2. SUBMISSION OF APPLICATIONS:

Application forms can be downloaded from www.amafainstitute.org.za – look under the “RESOURCES” tab - FORMS – Form H.

All applications must be uploaded to the Sahris system operated by the South African Heritage Resources Agency (confirm upload to khanyi.zondi@amafainstitute.org.za). Remember to tick “Amafa” under the KZN Province so that the application is deposited in the correct inbox on the system. The owner’s details must be entered into the “Applicant” field and the professional’s details must be entered into the “Consultant” field.

3. 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**