



KWAZULU-NATAL
AMAF A
& RESEARCH INSTITUTE

APPLICATION FORM H(a)

MONUMENTS AND MEMORIALS

**PERMIT APPLICATION IN TERMS OF THE KWAZULU-NATAL AMAFA AND
RESEARCH INSTITUTE ACT, 2018 (Act no 5 of 2018), FOR THE DAMAGE,
ALTERATION, REDECORATION, REMOVAL, SUBDIVISION OR AMENDMENT
OF ANY PLAN OF A PUBLIC MONUMENT OR MEMORIAL PROTECTED UNDER
SECTIONS 47,
(READ IN CONJUNCTION WITH SECTIONS 44(1) AND (3)) & 45(1) AND (3))**

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 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.

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:

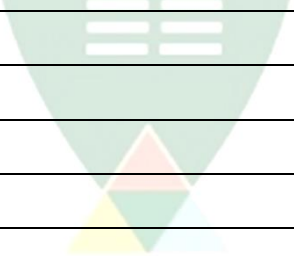
D. PROPOSED WORK	

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

Damage		Alteration		Redecoration	
Removal/Relocation		Addition		Amendment of Site Plan	

2. Motivation for proposed actions: *(Please motivate fully – on a separate sheet if necessary)*

3. Briefly Detail the proposed actions: (a full report must be attached)



KWAZULU-NATAL
AMAGA

4. Estimated cost of the work:

E. CONTACT DETAILS

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

NAME: _____

PHYSICAL ADDRESS:

	POST CODE:
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TEL:	EMAIL:
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EMAIL:	
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CELL:	QUALIFICATIONS:
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QUALIFICATIONS:

REGISTRATION OF INDUSTRY REGULATORY BODY:	
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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 47 OF THE KWAZULU-NATAL 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 PUBLIC MONUMENT OR MEMORIAL (READ IN CONJUNCTION WITH SECTIONS 44(1) AND (3)) & 45(1) AND (3))

(Please detach from the form before submission)

APPLICATION FORMS

All applications must be made on the official application Form H(a) and must be accompanied by the relevant supporting documentation.

Form H must be used if the site is a heritage site, protected in terms of Sections 42-46.

Forms A to G must be used for the various generally protected heritage resources.

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/memorial where applicable: e.g. King Dinuzulu Statue. 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:** Tick the appropriate box.

2. **STATEMENT OF SIGNIFICANCE:** give a brief statement of the significance of the statue, monument or memorial. This could include:

HISTORICAL/MILITARY SIGNIFICANCE: a brief history of monument/memorial and its related site, its construction/erection, as well as an assessment of historical significance is necessary.

AESTHETIC/ARCHITECTURAL SIGNIFICANCE: An assessment of the aesthetic/architectural elements, the construction methods employed, and any alterations, additions or remedial work carried out in the past is required. A full status quo architectural report must be provided, together with the plans.

ASSOCIATION WITH A PARTICULAR PERSON/COMMUNITY/EVENT: This aspect may be covered in the Historical Significance. Provide more details of the person/community associated with the memorial.

ARCHAEOLOGICAL PALAEOLOGICAL SIGNIFICANCE: An assessment of the condition and significance of the archaeological/paleontological remains on the site must be provided

OTHER SIGNIFICANCE: Provide an assessment of any other significance the monument or memorial or the site on which it stands (e.g. there may be a grave attached to it)

D. PROPOSED WORK: Motivate and give full details of the proposed work.

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 Sahris.

G. PUBLIC PARTICIPATION: all applications require a level of public consultation with the basic level being the poster placed on all boundary entrances. Neighbours, Ward Councillors, and Heritage Societies should be consulted in the case of demolition, major alterations, change of use & development applications. Owners & residents of properties within 100m must be consulted for demolition applications. (Guidelines & Forms can be found under RESOURCES on the website www.amafainstitute.org.za.)

SUPPORTING DOCUMENTATION:

Accredited professionals with suitable heritage experience must compile the required supporting documentation. Permits issued will be conditional on that person overseeing the work. (Attach Proof of Professional Registration by SACAP or ASAPA or other registering authority)

1. PHOTOGRAPHS OF EXISTING MONUMENT/MEMORIAL AND SURROUNDINGS:

Postcard size/ larger photographs that clearly illustrate the features of the affected monument/memorial relevant to the application must be submitted. Photographs showing all the elevations/sides as well as general views showing the memorial in its context (streetscape/landscape, surrounding structures, aerial view, etc.) must also be provided. If the memorial has an interior space, photographs of that space must also be provided.

2. PLANS:

Plans detailing all existing features of the memorial and detailing the work to be undertaken must be drawn by professional architects with extensive experience in heritage work and registered with the South African Council for the Architectural Profession. See Form A for the standard guidelines for submissions for interventions on structures.

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, the monument/memorial and any structures on it in relation to surrounding roads, buildings and other features; existing buildings, structures, and subterranean structures/remains on the site (coloured grey or uncoloured); proposed work (coloured red) and structures/parts of structures proposed for demolition (in dotted lines); and the extent of the declared area (in the case of a proclaimed property).

3. CONSERVATION REPORT:

This report should detail the current condition of the monument/memorial and propose immediate remedial actions required as well as provide a maintenance and conservation management plan for the future preservation of the monument/memorial. The report should contain detailed photographs of the affected areas requiring remedial action or further/future maintenance.

4. RELOCATION TO TEMPORARY STORAGE OR NEW SITE:

Should the work include removing the monument/memorial to a temporary or new site, the application must include a report on the new location, a full property description of the proposed site/storage facility, drawings of any work required for the re-erection, consent forms from the owner of the new site if it is not owned/controlled by the same authority, and a methodology statement on the removal, and transport of the monument/memorial to the new site, including the cost thereof. If it is to be kept in temporary storage pending re-erection the above report must include details on the safety and security at the temporary storage facility, along with the person or institution taking responsibility for the safeguarding thereof, and any costs involved in the storage.

SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.amafainstitute.org.za – look under the “RESOURCES” tab - FORMS – Form H(a).

All applications must be uploaded to the Sahrís 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.

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 Sahrís exclusively. Email will only be used for communication if the Sahrís system becomes inoperable.

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