



KWAZULU-NATAL
AMAFA
& RESEARCH INSTITUTE

APPLICATION FORM I

RECTIFICATION

APPLICATIONS FOR THE RECTIFICATION OF THE FAILURE TO OBTAIN PRIOR APPROVAL FROM THE HERITAGE AUTHORITY BEFORE THE COMMENCEMENT OR COMPLETION OF UNAUTHORISED WORK (INCLUDING DEVIATIONS OR NON-COMPLIANCE WITH PERMIT CONDITIONS) ON PROTECTED HERITAGE RESOURCES (all Heritage Resources that are generally and specially protected in terms of Sections 37-50 of the KZN Amafa and Research Institute Act, 2018, (Act no 5 of 2018))

This form is to be used for applications where work was commenced, alternatively completed without the prior written approval of the Institute in its capacity as the Provincial Heritage Resources Authority. If no work has been undertaken select the appropriate form from the website www.amafainstitute.org.za (look under RESOURCES).

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED

NB: IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT, 2018 (Act no 5 of 2018) TO MAKE ANY FALSE STATEMENT OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (Consult the 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 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:

1. Status of Heritage Resources on the Site:

Permanent Protection:	Heritage Landmark/ Provincial HL		Listed on the Heritage Register		Provisionally Protected (notice issued)		Site in a Protected Area	
Generally Protected site containing:	Structures 60 years +		Graves		Archaeological site Battlefield or rock art		Palaeontological material Meteor impact site	

2. STATEMENT OF SIGNIFICANCE – usually, but not exclusively, the significance includes Historical/Military, Aesthetic/Architectural, Spiritual, Social, Linguistic, Associations with a particular person/community/event, Archaeological/ Palaeontological, environmental and/or other cultural value:



KWAZULU-NATAL
AMAFA
 & RESEARCH INSTITUTE

D. WORK CARRIED OUT WITHOUT PRIOR APPROVAL

1. Purpose of Application:		Damage/destruction/demolition		Alterations/Additions	
Redecoration		Disfigured Written/drawn on		Excavation	
Exhumation		Inundation		Development	
Collection/Removal from original site		Trade/export (heritage objects)		Restricted use of equipment s40(5)	
Consolidation/Subdivision		Amendment of Plan		Other	

2. Existing Improvements made on site:

3. Detail the work commenced/carried out

4. Motivation for work (Please motivate fully why work was commenced without approval)

5. Estimated Cost of the work:						
Status of work	Commenced		Stopped		Completed	
Date commenced			Date stopped		Completion date	

E. CONTACT DETAILS

1. CONTRACTOR (the person who has done or who will complete the work)

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL
CELL	QUALIFICATIONS
REGISTRATION OF INDUSTRY REGULATORY BODY:	

2. ARCHITECTURAL PROFESSIONAL/ HERITAGE PRACTITIONER	
NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL
CELL	PROFESSIONAL REG. NO.
Author's Drawing Nos.	
SIGNATURE	DATE

3. OWNER OF PROPERTY (Owner or delegated person to sign on the front of this form)	
NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/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	
TEL	FAX/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. USE STREET ADDRESS/FARM NAME or DEVELOPMENT/PROJECT TITLE OR SAHRIS ID NUMBER AS REFERENCE ACCOUNT DETAILS: ABSA BANK: Branch: ULUNDI Bank Code: 630330 Account in the name of the KZN Amafa and Research Institute Account No. 40-5935-6024

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

H. CHECKLIST OF SUPPORTING DOCUMENTATION (*ref to guidelines)	YES
APPLICATION FORM (FULLY COMPLETED, INCLUDING MOTIVATION) & AFFIDAVIT/SWORN STATEMENT	
PHOTOGRAPHS*	
ORIGINAL and PREVIOUSLY APPROVED DRAWINGS*	
PLANS - NUMBERED AND COLOURED *	
TITLE DEEDS	
PROOF OF PROFESSIONAL ACCREDITATION & LETTER OF APPOINTMENT	
PROOF OF PUBLIC PARTICIPATION*	
PAYMENT/PROOF OF PAYMENT (use street address as reference)	
1:50 000 MAP & SATELLITE AERIAL VIEW	
KML FILE MAP	

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, 2018, (Act no 5 of 2018))

GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR THE RECTIFICATION OF THE FAILURE TO OBTAIN PRIOR APPROVAL FROM THE HERITAGE AUTHORITY BEFORE THE COMMENCEMENT OR COMPLETION OF UNAUTHORISED WORK (INCLUDING DEVIATIONS OR NON-COMPLIANCE WITH PERMIT CONDITIONS) ON PROTECTED HERITAGE RESOURCES (all Heritage Resources that are generally and specially protected in terms of Sections 37-50 of the KZN Amafa and Research Institute Act, 2018, (Act no 5 of 2018))

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.

- 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 or farm name and number 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. STATEMENT OF SIGNIFICANCE:** This statement must cover the heritage value and may include the following: (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. 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.
- 3. ARCHITECTURAL SIGNIFICANCE:** An assessment of the condition 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 a statement of its architectural significance. A full status quo architectural report must be provided, together with the plans.
- 4. ARCHAEOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the archaeological remains must be provided
- 5. PALAEONTOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the palaeontological remains must be provided
- D. WORK CARRIED OUT WITHOUT APPROVAL:** Motivate and give full details of the work carried out and give reasons why this was done without obtaining heritage authority approval prior to commencement. Detail the work to be carried out – do not merely refer to the plans/report submitted. As this is a serious offence punishable through hefty fines and/or a prison sentence if not approved by the heritage authority the applicant must treat this process as if it were a court proceeding and provide as much evidence in mitigation as possible.
- E. CONTACT DETAILS:** All fields must be completed. **THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**
- F. A SUBMISSION FEE** – a fine determined by the Council of the Institute in terms of s24(1)(e)(i) is payable on submission of all applications – see schedule on www.amafainstitute.org.za. This is an admission of guilt fine but the Institute reserves its rights to prosecute offenders. The application will not be registered as submitted if the proof of payment is not attached to the application form.
- G. PUBLIC PARTICIPATION:** the applicant will be notified of the level of public participation required and will have to bear the costs thereof. Neighbours within 100m, Ward Councillors, and Heritage Societies should be consulted in the case of demolition applications. All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.

***SUPPORTING DOCUMENTATION: Only accredited professionals registered with their respective professional bodies may compile the supporting documentation. Approvals or permits may require their overseeing the work.**

AFFIDAVIT OR SWORN STATEMENT: The owner and all those involved in the failure to obtain prior approval for the work that was commenced or completed must submit an affidavit or sworn statement detailing when the work was commenced, why the work was commenced/completed without prior approval from the heritage authority, the nature of the work that was commenced/completed without approval – specific details of the work to be provided and, if the work was not carried out by the current owner/applicant, details of the person/s who carried out the work.

STANDARD SUPPORTING DOCUMENTATION

FOR ACTIONS TAKEN ON STRUCTURES: PLEASE REFER TO THE GUIDELINES ATTACHED TO FORM A - STRUCTURES which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”

ORIGINAL AND PREVIOUSLY APPROVED PLANS must be submitted in addition to the standard drawings.

Only work that has been commenced or completed must be shown on the drawings. Work that is proposed to be undertaken in addition to the regularization of unlawful work must be shown on a separate set of drawings and attached to a Form A application for prior approval of that work.

FOR ACTIONS TAKEN ON GRAVES: PLEASE REFER TO FORM B OR C which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”

FOR ACTIONS TAKEN ON ARCHAEOLOGICAL SITES: PLEASE REFER TO FORM D which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”, 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 ACTIONS TAKEN ON PALAEOONTOLOGICAL/METEORITE SITES: PLEASE REFER TO FORM D which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”, 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 CONTRAVENTIONS TO SECTION 40(5), 40(6), OR 40(8): PLEASE REFER TO FORMS E, F, OR G respectively, which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES”

FOR ACTIONS THAT INVOLVE DEVELOPMENT COVERED IN NHRA Section 38 and KZN A & R I Section 41: REFER TO THE GUIDELINES ATTACHED TO FORM J which can be downloaded from the website www.amafainstitute.org.za under the tab “RESOURCES” and the guidelines for HERITAGE REPORTS, which can be downloaded from www.sahra.org.za.

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

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.

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 processing. The processing of complex applications will 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**