



HWC Site Inspection Guidelines

Due to the number of heritage resources in the Western Cape relative to the number of officials, the need to conduct site inspections is assessed on a case by case basis.

1. The following criteria must be considered by the ASD: Professional Services and/or the relevant committee of HWC Council when determining whether a case requires a site inspection:

1.1 Illegal action

Is a site inspection required to verify if illegal work has occurred?

Is a site inspection required to establish if a heritage resource is under threat?

1.2 Significance of resource

How significant is the resource to be inspected?

Can significance be determined by the information available to HWC?

1.3 Location of the site

How far is the site located from Head Office?

2. Once the above criteria have been assessed, the decision can be granted by the ASD: Professional Services and/or the relevant committee of HWC Council for a site inspection to be conducted.

The assessment of the above criteria must be included in the site inspection report as the motivation for conducting the site inspection.

3. No longer than 48 hours after a site inspection has been conducted, a site inspection report must be drafted by the official who participated in the site inspection. This report must then be placed on the next relevant agenda.

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Signed:

Interim CEO

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