



PROCEDURE FOR THE GRADING OF FORMER NATIONAL MONUMENTS

Grading of former national monuments, now all provincial heritage sites, which were declared before the National Heritage Resources Act came into effect on 1 April 2000 is required in terms of that Act.

The following sets out a step by step procedure for the process of grading of former national monuments:

1. Grading should commence with the completion of a survey form and using HWC's 'Short Guide to and Policy Statement on Grading' for guidance. The form may be completed as part of the compilation of an inventory, during which grading of provincial heritage sites is compulsory, or may be done for individual former national monuments.
2. Proposed gradings must be submitted to the Inventories, Gradings and Interpretations Committee (IGIC) for evaluation whereafter a recommendation is made regarding the proposed grading.
3. Should the committee be of the opinion that a former national monument warrants Grade III status or is ungradable this must be conveyed to the owner of the site, explaining what new protective measures will apply and allowing the owner 30 days to express an opinion on the matter and to advance arguments against the proposal should the grading be disputed.
4. If an owner responds negatively to the proposed grading and/or new protective measures the matter must once again be put to the IGIC for consideration and the committee may change its recommendation on the basis of the arguments made by an owner.
5. After recommendations as contemplated in 3 and 4 above are finalised by the IGIC they must be submitted to the Council of HWC for approval.
6. Where a site is believed by the Council to be Grade I, the matter must be referred to SAHRA for its decision.
7. Until SAHRA expresses its opinion the site shall be treated as if it is Grade II.
8. If SAHRA disagrees with the grading the site shall thereafter be deemed to be Grade II.
9. Final gradings shall be entered into the database.
10. The owners of Grade II sites shall be issued with a PHS badge for fixing on their properties.

11. The owners of Grade III sites shall be informed that their properties will be placed on the heritage register, what protective measures apply and that once this is done they will receive a new badge.
12. A gazette notice placing Grade III sites on the heritage register for protection under Section 30 of the NHRA and withdrawing notices of declaration as a national monument shall be drafted and published and thereafter a heritage register badge sent to each owner for fixing on their property.
13. For ungradable sites a gazette notice withdrawing the notices of declaration as a national monument shall be drafted and published whereafter owner shall be informed that the site is no longer a provincial heritage site and of any general protections in terms of the National Heritage Resources Act that may apply to the site.
14. In all instances owners shall be informed that they may retain the national monuments badge on their property, but that it cannot be replaced should it be lost or damaged.
15. In a situation where the Council believes that a group of former national monuments that are either Grade III or ungradable are best accommodated within a heritage area it may decide that provincial heritage site status not be withdrawn until a suitable heritage area has been created.

APPROVED BY THE COUNCIL OF HERITAGE WESTERN CAPE: 29 August 2012