

## Annexure A Check List for Sections 27, 31 and 34

**COMPULSORY WITH ALL APPLICATIONS**

- 1 **Completed Application Form with all the required signatures**
- 2 **Stamped, coloured up municipal plans (All plans to be folded to A4 size)**  
2 sets if municipality has digital capacity (1 for our records and 1 to take back to council)  
5 sets if municipality is paper-based (1 for our records and 4 to take back to council)
- 3 **Locality plans (google map or city site maps)**
- 4 **Annotated Photos with labels – 2 photos per A4 page done on word document (No unbound individual photographs to be printed out)**  
Internal  
 External  
 Street Images / Contextual (not google street view images)
- 5 **Local Authority comments**
- 6 **Conservation Bodies Comments (Interested bodies that are registered and recognised by HWC) These can be found at [www.hwc.org.za](http://www.hwc.org.za)**  
Comment from Body within 30 days of date of notification  
 If 30 days commenting period has passed, then proof of correspondence with Body
- 7 **Digital copies of all plans / applications and photos on CD. USB flashdrives and/or SD cards will not be returned to you.**
- 8 **Proof of payment with the correct reference number**
- 9 **Proof of Ownership ie. Title deed**  
**Power of Attorney must be submitted (if applicant is not the owner) authorizing the applicant to apply on the owner's behalf**  
**A letter of authority from the Body Corporate is required if a Sectional Title Unit indicating approval of proposed work**
- 10 **SG Diagrams**
- 11 **A motivation - strongly advised for significant buildings**
- 12 **Should any Bound documents be submitted please provide 2 copies**
- Extra Information**
- 13 **Any additional info that can assist the evaluation of application e.g. Historical background**  
**Re-submission (only where re-submission has been requested by HWC)**  
1 **With Re-submission**  
 1x copy of the previously approved plans  
 Copy of the previous correspondence e.g. previous permit

**PLEASE NOTE ALL DOCUMENTATION WILL BE KEPT WITH THE EXCEPTION OF THE DRAWINGS AND COPIES OF ANY BOUND DOCUMENTS**

**HWC RESERVES THE RIGHT TO ASK FOR MORE INFORMATION OTHER THAN THE ABOVE REQUESTED ITEMS.**

P.T.O FOR SECTION 38 NID APPLICATION & HIA SUBMISSION REQUIREMENTS

[www.westerncape.gov.za/cas](http://www.westerncape.gov.za/cas)

## Requirements for a Section 38 NID application

**COMPULSORY WITH ALL APPLICATIONS**

- 1 Completed Application Form with all the required signatures
- 2 Locality plans (google map or city site maps)
- 3 **Graphic material**
  - Maps / satellite photographs
  - Photographs of site - 2 photos per A4 page done on word document (No unbound individual photographs to be printed out)
  - Photographs of heritage resources on the site and in its environs
- 5 **Digital copies of information provided / applications and photos on CD USB flashdrives and/or SD cards will not be returned to you.**
- 6 **Proof of payment with the correct reference number**
- 7 **Extra Information**
  - Any additional info that can assist the evaluation of application e.g. Historical background

**PLEASE NOTE ALL DOCUMENTATION WILL BE KEPT WITH THE EXCEPTION OF THE DRAWINGS AND COPIES OF ANY BOUND DOCUMENTS**  
**HWC RESERVES THE RIGHT TO ASK FOR MORE INFORMATION OTHER THAN THE ABOVE REQUESTED ITEMS.**

## Requirements for HIA Submissions in terms of Section 38(8)

- 1 **Executive Summary**
- 2 **Integrated Recommendations**
- 3 **Results of Consultation with Interested and Affected Parties**
- 4 **Specialist Studies when requested by HWC**
- 5 **Proof of payment with correct reference number**

**PLEASE NOTE ALL DOCUMENTATION WILL BE KEPT WITH THE EXCEPTION OF THE DRAWINGS AND COPIES OF ANY BOUND DOCUMENTS**  
**HWC RESERVES THE RIGHT TO ASK FOR MORE INFORMATION OTHER THAN THE ABOVE REQUESTED ITEMS.**

P.T.O FOR SECTION 27, 31 & 34 APPLICATION REQUIREMENTS (Annexure A)

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