

## **HERITAGE WESTERN CAPE APPLICATION FORMS**

**PLEASE NOTE AS FROM 1 MARCH 2019, THE FOLLOWING APPLICATION FORMS WILL BE IMPLEMENTED**

Each form can be accessed via the Heritage Western Cape website ([www.hwc.org.za](http://www.hwc.org.za)) by clicking the link(s) provided.

The forms are available in English, Afrikaans and IsiXhosa – Word and PDF format

### **1. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 - APPLICATION FOR A PERMIT:**

To destroy, damage, deface, excavate, alter or remove from its original position, subdivide, change the planning status, of a provisionally protected or a heritage area and/ or alter or demolish any structure or part of a structure older than 60 years.

<http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
  - 1.3.1 Title Deed
  - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 Stamped, coloured up, scaled plans. A minimum of 2 set not smaller than A3 seized
- 1.5 Locality Plan
- 1.6 Annotated Photographs
  - 1.6.1 Internal
  - 1.6.2 External
  - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.7 Consultation
  - 1.7.1 Local authority comments
  - 1.7.2 Registered conservation body comment  
A complete list can be found at <http://www.hwc.org.za/conservation-bodies>  
If 30 days commenting period has lapsed, proof of correspondence is required
- 1.8 Motivation – strongly advise for sites which have significant heritage value and total demolitions
- 1.9 Surveyor General (SG) Diagrams
- 1.10 Digital copies of all required documents on CD or USB – USB's are not returned

**2. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 - APPLICATION FOR A PERMIT, MINOR WORKS:**

Minor Works Permits are only issued at the discretion of HWC, in instances where the subject building has not been identified as having heritage significance, or in the opinion of HWC the work being undertaken will not impact on the significance of a structure identified as having significance, or which in the opinion of HWC, may have significance.

<http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
  - 1.3.1 Title Deed
  - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 Stamped, coloured up, scaled plans. A minimum of 2 set not smaller than A3 seized
- 1.5 Locality Plan
- 1.6 Annotated Photographs
  - 1.6.1 Internal
  - 1.6.2 External
  - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.7 Motivation
- 1.8 Surveyor General (SG) Diagrams
- 1.9 Digital copies of all required documents on CD or USB – USB's are not returned

**3. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 – EMERGENCY PERMIT APPLICATION:**

Emergency applications are accepted at the discretion of HWC in terms of Regulation No. 3 (8) of Regulations published on 29 August 2003.

<http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
  - 1.3.1 Title Deed
  - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 Stamped, coloured up, scaled plans. A minimum of 2 set not smaller than A3 seized
- 1.5 Locality Plan
- 1.6 Annotated Photographs
  - 1.6.1 Internal
  - 1.6.2 External
  - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.7 Motivation
- 1.8 Surveyor General (SG) Diagrams
- 1.9 Digital copies of all required documents on CD or USB – USB's are not returned

#### **4. SECTION 27 – APPLICATION FOR A PERMIT FOR ACTIVITIES ON A PROVINCIAL HERITAGE SITE:**

Where the activities will impact on the built fabric, landscape, archaeological deposits or features of the Provincial Heritage Site

<http://www.hwc.org.za/node/98>

The following documentation is required upon submission:

1. Completed signed application form
2. Locality map
3. Letter/ Report containing the detailed description of:
  - 3.1 Brief description of the activities to be conducted on the site
  - 3.2 Equipment to be used on site
  - 3.3 Expected number of personnel on site
4. Recent photographs of the site
5. Motivation
6. Times frames required for the proposed event
7. Land owner permission
8. Power of attorney
9. Proof of Payment with correct reference number
10. Digital copies of all required documents on CD or USB – USB's are not returned

#### **5. SECTION 27 – PROVINCIAL HERITAGE SITE NOMINATION FORM**

This form precedes the submission of the 'Nomination Document' and is designed to assist with the grading of heritage resources in terms Section 3(3) of the NHRA, as part of the process of declaration as a Provincial Heritage Site (Section 27). Nominated heritage resources that are of special provincial significance will be graded as Grade 2 and considered for Provincial Heritage Site status.

<http://www.hwc.org.za/node/98>

The following documentation is required upon submission:

1. Completed signed application form
2. Digital copies of all required documents on CD or USB – USB's are not returned

## **6. SECTION 27 AND 36 – APPLICATION FORM**

In terms of Section 36 (3) of the NHRA no person may, without a permit issued by the relevant heritage resources authority:

- a) destroy, damage, alter, exhume or remove from its original position or otherwise disturb the grave of a victim of conflict, or any burial ground or part thereof which contains such graves;
- b) destroy, damage, alter, exhume or remove from its original position or otherwise disturb any grave or burial ground older than 60 years which is situated outside a formal cemetery administered by a local authority; or
- c) bring onto or use at a burial ground or grave referred to in paragraph (a) or (b) any excavation equipment, or any equipment which assists in the detection or recovery of metals.

<http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. Completed signed application form
2. Locality map
3. Proof of Ownership
4. Power of Attorney
5. Images of the site and its context
6. Proof of Payment with correct reference number
7. Any additional information pertaining to the heritage of the site
8. Digital copies of all required documents on CD or USB – USB's are not returned

## **7. SECTION 38 – NOTIFICATION OF INTENT TO DEVELOP**

The initiation of all impact assessment processes under Section 38 (1) & (8) of the NHRA

<http://www.hwc.org.za/node/90>

The following documentation is required upon submission:

1. Completed signed application form
2. Locality map
3. Proof of Ownership
4. Power of Attorney
5. Images of the site and its context
6. Proof of Payment with correct reference number
7. Any additional information pertaining to the heritage of the site
8. Digital copies of all required documents on CD or USB – USB's are not returned
9. A minimum of two sets of the application form and required documentation is required

## **8. SECTION 25 - APPLICATION TO REGISTER AS A CONSERVATION BODY**

Communities interested in heritage related matters within the Western Cape are able to register their area of interest for consultation purposes.

<http://www.hwc.org.za/node/1622>

The following documentation is required upon submission:

1. Completed signed application form

2. Digital copies of all required documents on CD or USB – USB's are not returned

**9. SECTION 35 (4), 27(18) & 38(4), (8) & (10) - REPOSITORY REGISTRATION APPLICATION FORM**

- a. The responsible heritage authority must at its discretion ensure that objects are lodged with a museum or other public institution that has a collection policy, proven capacity to conserve and curate acceptable to the heritage resources authority and may in so doing establish such terms and conditions as it sees fit for the conservation of such objects.
- b. Establish a relationship with, and encourage, manage, assist and monitor compliance with local, provincial and national museums, universities and other institutions who wish to (or currently) store, curate and display archaeological material, as well as formalise existing storage facilities;
- c. Establish a database of available repositories for use by Heritage Authorities, academics, researchers, students and archaeological contractors;
- d. Create and encourage easier access to local and provincial museums for communities and foster a sense of “custodianship” and responsibility of archaeological material within the local communities. Researchers must facilitate participatory engagement with local communities;
- e. Implement the HWC Council - approved Policy and Guidelines for the Management of Archaeological Material;
- f. Pave the way and establish a reference point for temporary and permanent storage policies and current repositories for human remains and palaeontological material (which will be subject to an additional repository registration process).

<http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. Completed signed application form
2. Digital copies of all required documents on CD or USB – USB's are not returned

**Note:**

Please contact [hwc.hwc@westerncape.gov.za](mailto:hwc.hwc@westerncape.gov.za) for a reference number. Upon request, kindly provide the site details and which application you intend on applying for.

Should you have any further queries, please contact [ceoheritage@westerncape.gov.za](mailto:ceoheritage@westerncape.gov.za)