



**APPLICATION TO REGISTER AS A REPOSITORY FOR
ARCHAEOLOGICAL MATERIAL COLLECTED IN TERMS OF
SECTION 35 (4), 27(18) & 38(4), (8) & (10)**

NAME OF INSTITUTION:

Physical address of repository:

Postal Code

Postal Address of repository:

Postal Code

Head of Institution or Chairperson of the Relevant Board:

Full Name

Contact Number:

Email Address:

Declaration: I, _____ herewith declare that I intend to undertake or acknowledge the actions as proposed in this application.

Signature of Head of Institution or Chairperson of the Relevant Board: _____

Date

Collections Manager of Institution:

Full Name

Contact Number:

Email Address:

Declaration: I, _____, herewith declare that I intend to undertake or acknowledge the actions as proposed in this application.

Signature of Collections Manager of Institution: _____

Date:

DETAILS OF THE REPOSITORY:

Region/municipality/district of interest: _____

Availability and access of materials (tick box):

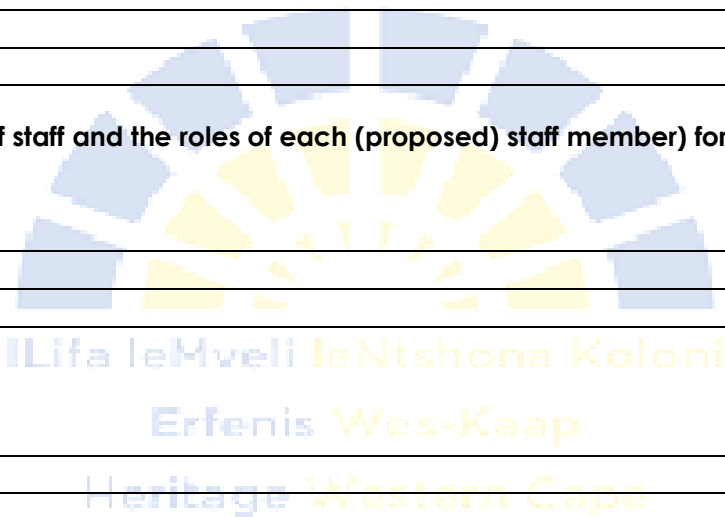
- Researchers, students and academics
- Members of public
- Heritage Authorities and Authorised Government Officials

Will the material be displayed for public viewing? (Y/N) If so, provide details:

Type of archaeological material to be stored at repository:

Staffing details (number of staff and the roles of each (proposed) staff member) for the management of collections:

Conditions of storage¹:



Registered body associated with Institution or Repository:

In addition to the completed application, please provide the following information:

- A comprehensive motivation and facility report detailing procedure of accession of material and storage, deaccession of material process, compliance, security measures, data capturing, institutional expertise and collection requirements;
- Proposed Material Accession Form;
- A comprehensive Code of Ethics of the (proposed) Institution which complies with the Preamble and Section 35 of the NHRA No. 25(1999), SAHRA Guidelines to ethical and curatorial considerations for accredited repositories for archaeological or palaeontological material (2003), Section 2 of the South

¹ Conditions of storage refers to the status of where the material will be stored in the specific building and/or room, i.e. the types of shelving, climatic conditions and other associated information.

African Museums Association Professional Standards and Transformation Indicators and HWC's Guidelines on the Management of Archaeological Material;

DISCLAIMER AND GENERAL NOTES:

The application process will include a site inspection by the relevant HWC official of the proposed repository.

This application is subject to the scrutiny of the relevant heritage authority and does not mean that the application will be approved.

Heritage Western Cape has the right to request any additional information.

The approved repository will be subject to a three-year review by HWC Council.

