

**APPLICATION TO REGISTER A REPOSITORY FOR  
MATERIAL COLLECTED IN TERMS OF:  
Section 27(18) / Section 35(4) / Section 38(4), (8), (10)**

**IN ORDER FOR THE APPLICATION TO BE CONSIDERED, ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED**

**HERITAGE WESTERN CAPE REFERENCE NO., AS PROVIDED DURING SCRUTINY:**

**SECTION A**

**DETAILS OF APPLICANT AND INSTITUTION – Head of institution / Chairperson of relevant board**

Name of Institution: \_\_\_\_\_

Name of Head of Institution: \_\_\_\_\_

Address and postal code: \_\_\_\_\_

Cellular phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Declaration: I, \_\_\_\_\_ am fully aware of this application and accept its contents and declare that I intend to undertake the actions as proposed in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COLLECTIONS MANAGER OF INSTITUTION**

Name and Surname: \_\_\_\_\_

Cellular phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Declaration: I, \_\_\_\_\_ am fully aware of this application and accept its contents and declare that I intend to undertake the actions as proposed in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION B**

**DESCRIPTION OF PROPOSED REPOSITORY**

Municipality / Region of Interest: \_\_\_\_\_

<input type="checkbox"/>	Researchers	<input type="checkbox"/>	Students
<input type="checkbox"/>	Academics	<input type="checkbox"/>	Member of the public
<input type="checkbox"/>	Heritage Authorities	<input type="checkbox"/>	Authorised officials

**WILL THE MATERIAL BE DISPLAYED FOR PUBLIC VIEWING? (YES/NO) IF SO, PROVIDE DETAILS**

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**TYPE OF MATERIAL TO BE HOUSED AT THE REPOSITORY**

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**STAFFING DETAILS** – Number of staff and the roles of each (proposed) staff member for the management of collections:

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**DESCRIPTIONS OF STORAGE** – 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.

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**REGISTERED BODY ASSOCIATED WITH INSTITUTION OR REPOSITORY:**

**PLEASE NOTE**

Applications are considered to be public documents and are open to public scrutiny. Should you wish for your application to be kept confidential, please motivate your request on a separate sheet attached to your application form.

For applications that are granted confidentiality, this confidentiality will be limited to one year (12 months).



iLifa leMveli leNtshona Koloni  
Erfenis Wes-Kaap  
Heritage Western Cape