CHECKLIST FOR SUBMITTING A SECTION 35 / 36

ARCHAEOLOGICAL, PALAEONTOLOGICAL & METEORITES;
BURIAL GROUNDS, GRAVES & EXHUMATION APPLICATION VIA SAHRIS
https://www.sahris.org.za/forms/hwc/apm-appl

1 STEP 1: APPLICANT & LOCATION INFORMATION

- ☐ **You will be required to link the site and/or object to the application** as per the SAHRIS site/object creation tool. If the site/object does not yet exist on SAHRIS, please follow the provided links to:
  Create Site: https://www.sahris.org.za/node/add/sites
  Create Object: https://www.sahris.org.za/node/add/objects
- ☐ **Power of Attorney** (if you are not the registered owner of the site i.e., the landowner or are not the owner of the object);
- ☐ **Company/Trust Resolution** or **Delegation Documentation** (if the owner is not a natural person and if the application is for a site)
- ☐ **Title deed** (if the application is for a site) OR a **Repository Agreement/Curation Confirmation Letter** (if the application is for an object).

STEP 2: APPLICATION TYPE 2

- ☐ **If applying for an emergency**, you will require written proof from HWC confirming that this application can be treated as an emergency. Please contact HWC urgently via hwc.hwc@westerncape.gov.za in case you have a potential heritage emergency.
- ☐ **Details of proposed action(s)**
- ☐ **If there is a Heritage Agreement (HA) / Conservation Management Plan (CMP) / or other in place**, then this will be required to be uploaded.

3 STEP 3: CONSULTATION & MINIMUM REQUIRED DOCUMENTATION

- ☐ **Proof of comments received** from Interested and Affected Parties / Conservation Bodies / Municipality **or confirmation that they did not respond** to request for comment within the specified timeframe.
- ☐ **Detailed Research Proposal / Methodology**
- ☐ **Motivation for Proposed Action(s)**
- ☐ **Repository Agreement** (if material is being removed from its original position or if material that is currently curated will be damaged or destroyed)
- ☐ **A PDF document containing labelled photographs of the object samples and/or contextual site photographs**
- ☐ **Proof of payment with the correct amount and correct reference** as per the HWC fee schedule and payment reference convention linked here:
  https://www.sahris.org.za/HWC-Fees

Western Cape Government
FOR YOU

ILifa leMveli leNtshona Kolor
Erfenis Wes-Kaap
Heritage Western Cape

www.sahris.org.za
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