CHECKLIST FOR SUBMITTING A SECTION 27 / 28 / 29 / 31 / 34

DEVELOPMENT - BUILT ENVIRONMENT PERMIT APPLICATION VIA SAHRIS

https://www.sahris.org.za/forms/hwc/be-appl

STEP 1: APPLICANT START, OWNERSHIP DETAILS & SITE DETAILS

1

- ☐ **Power of Attorney** (if the applicant is not the landowner, or there is more than one owner)
- ☐ **Company/Trust Resolution** (if the landowner is a company / trust / other institution)
- ☐ **Letter of authority from the Body Corporate** (if the landowner is a Body Corporate & the proposal is within the common property)
- ☐ **Delegation/sub-delegation letter** (if the landowner is Government)
- ☐ **Title Deed** (all applications)
- ☐ **Surveyor General Diagram**
- ☐ **Sectional Title Plan** (if the property is registered as a sectional title scheme)

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.
- ☐ **If applying for an extension**, you are required to provide the following: Existing permit and stamped plans. Extensions must be submitted 3 months prior to the expiration date of the permit.
- ☐ **If there is a Heritage Agreement (HA) / Conservation Management Plan (CMP) / or other in place**, then this will be required to be uploaded.

STEP 3: PROPOSAL DETAILS

3

- ☐ **Details of Proposed Action(s)**
- ☐ **Motivation for proposed actions on heritage grounds**
- ☐ **Estimated construction cost of the development in South African Rands (ZAR).**

STEP 4: DRAWING SET SCHEDULE & PREVIOUS HWC APPLICATIONS

4

- ☐ **Drawings Set with Drawing Schedule and/or Method Statement**, noting that any work that has started or that has been completed must be indicated and must be clealry distinct from the work that is still to be completed.
- ☐ **Previous HWC applications applicable to the site**

STEP 5: PUBLIC CONSULTATION

5

Minor Works, Emergency Works and Extensions applications do not require public consultation.

- ☐ **Comments received from Conservation Bodies / Municipality** or confirmation that they did not respond to the request fro comment within the 30-day consultation period. Check the conservation bodies for the Western Cape Province: https://www.hwc.org.za/conservation-bodies

STEP 6: SUPPORTING DOCUMENTATION

6

- ☐ **Internal photographs** of the building/structure/site
- ☐ **External photographs** of the building/structure/site
- ☐ **Streetscape photographs** showing the cntext & immediate surrounds.
- ☐ **Proof of payment with the correct payment amount and correct reference** as per the HWC fee schedule and payment reference convention linked here: https://www.sahris.org.za/node/358450

Western Cape Government
FOR YOU

ILifa leMveli leNtshona Kolor
Erfenis Wes-Kaap
Heritage Western Cape

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