

**SECTION 27/ SECTION 29/ SECTION 31/SECTION 34  
APPLICATION FOR A MINOR WORKS PERMIT:  
GUIDELINE FOR SUBMISSION TO HERITAGE WESTERN CAPE  
MARCH 2023**



*“alter” means any action affecting the structure, appearance or physical properties of a place or object, whether by way of structural or other works, by painting, plastering or other decoration or any other means;*

Heritage Western Cape (HWC) reserves its rights to request further information or deem the submission to not be a minor works application.

Minor Works Permits are only issued at the discretion of HWC, in instances where the work being undertaken will not impact on the significance of a structure or its surrounds identified as having significance.

Should HWC not deem an application to be minor, applicants will be required to undertake the full application process. The cumulative effect of the proposed interventions is considered when determining if minor in nature.

**The following proposals may be considered applicable to minor works applications:**

1. The repair, addition, alteration, partial - demolition and or demolition of a boundary wall, boundary fence or gate to a site identified as not having heritage significance.
2. Repairs and replacement of like for like roof materials and associated work to roof trusses.
3. Repairs and replacement or changing of windows and doors – like for like replacement as well as material and placement changes.
4. Repairs and replacement of existing floor finishes.
5. Installation of a pergola to a site graded as being not conservation worthy or graded III
6. Installation of a skylight/s to a site graded as being not conservation worthy or graded III
7. Internal openings within structures graded as being not conservation worthy or graded III
8. Installation of a lightweight carport structure to a site graded to be not conservation worthy and III
9. Alterations to bathrooms for sites graded as being not conservation worthy or graded III
10. Alterations to kitchens for sites graded as being not conservation worthy or graded III
11. Shop fittings, office reconfigurations, restaurant kitchen upgrades and the associated cabinets for sites graded as being not conservation worthy or graded III
12. Installation of partitioning / dry walling for sites graded as being not conservation worthy or graded III
13. Fixed signage to sites graded as being not conservation worthy or graded III
14. Plastering of brick walls – externally and internally to sites graded as being not conservation worthy or graded III
15. Installation of a fireplace and indoor braai area to sites graded for sites graded as being not conservation worthy or graded III
16. Installation of solar panels and associated infrastructure
17. Repairs to plaster and paint work – including fabric analysis

**The following documentation is required upon submission of a minor works application:**

1. Completed signed application form (signed by applicant and owner where applicable).
2. A Power of Attorney must be submitted should the owner not have signed the application form
3. Proof of ownership; the following is required as applicable to the application:
  - 3.1. Title Deed and Surveyor General (SG) Diagrams.
  - 3.2. Company or Trust Resolution to be submitted where applicable
4. Coloured up to scale plan with dimensions.
5. Clear Locality Plan or Map – the map must be legible with identifiable street names.
6. Annotated Photographs maximum 2 images per a page:
  - 6.1. Internal photographs of the building / structure.
  - 6.2. External photographs of the building / structure.
  - 6.3. Streetscape / contextual images analysing the streetscape and showing the immediate surrounds – Google Street Images are NOT accepted.
7. Motivation in terms of heritage grounds pertaining to the proposed scope of works. A heritage methodology is strongly advised if the site is graded and / or affected significant fabric



**ILifa leMveli leNtshona Koloni**  
**Erfenis Wes-Kaap**

**HWC reserves its rights to request further information or deem the submission to not be a minor works application.**

**If uncertain that an application is deemed to be minor works, please contact HWC officials for confirmation.**

**These are guidelines as per Heritage Western Cape requirements. This does not exonerate owners and applicants from applying to their relevant municipality or any other statutory authority for necessary approvals.**