



## APPLICATION FOR A PERMIT: MINOR WORKS

### Section 27/ Section 29/ Section 31/Section 34

**Minor Works Permits are only issued at the discretion of HWC, in instances where the subject building has not been identified as having heritage significance, or in the opinion of HWC the work being undertaken will not impact on the significance of a structure identified as having significance, or which in the opinion of HWC, may have significance.**

**Heritage Western Cape Reference No:**

Prescribed Fee Paid (Proof of Payment)

The work as applied for has not started

The work as applied for has started / been completed *(The applicants attention is drawn to Section 51 of the NHRA)*

Re-application for permit                      Date of previous permit: (dd/mm/yy): \_\_\_\_\_

Extension of an existing permit Date of current permit: (dd/mm/yy): \_\_\_\_\_

(The current permit must be attached, extensions are only granted when the existing permit has not lapsed)

Transfer of an existing permit to a new owner

#### **DETAILS OF SITE, PLACE OR STRUCTURE**

Physical address of site: \_\_\_\_\_

Erf/Stand/Farm name and number: \_\_\_\_\_

Type of site, place or structure (indicate by means of a cross in the appropriate space(s) below):

- Provincial heritage site (or a previously declared national monument in terms of the National Monuments Act, 1969) or a provisionally protected place (previously a provisionally declared national monument in terms of the National Monuments Act, 1969 (section 27) or a provisionally protected heritage site in terms of Section 29 of the National Heritage Resources Act (1999).
- Structure to be altered, demolished, a new proposed structure within a Heritage Area (Section 31)
- Structure older than 60 years (Section 34)
- Proposed action within a Section 31 Area

#### **NAME AND ADDRESS OF APPLICANT**

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

Identity number of applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Applicants/ agents must attach copy of power of attorney)

**REGISTERED OWNER OF PROPERTY:** (if the applicant is not the registered owner of the property; or if the application is made on behalf of the registered owner, a power of attorney must be attached)

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

Identity number of applicant: \_\_\_\_\_

Address: \_\_\_\_\_ 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 to the actions as proposed in this application.

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

**PROPOSED TYPE OF ACTION** (indicate by means of a cross in the appropriate block(s) below):

Type of work:

- Maintenance/repair
- Internal Alteration
- External Alteration
- Minor addition
- Shopfitting
- Fabric Analysis
- Other; please describe:


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Subdivide or change planning status:  Consolidation  Subdivision  Rezoning

Estimated construction value cost in South African Rands: R\_\_\_\_\_

**DETAIL OF THE ACTION PROPOSED** (Provide a short description of the proposed action which must be supported by accompanying documentation)

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**DRAWING REFERENCE NUMBERS AND DATES** (Please list all drawing reference numbers, including revision numbers, and the dates of the drawings.)

Drawing reference number	Date of drawing	Version	Title of drawing

PLEASE NOTE

Unless the applicant and the registered owner sign the application form, the form will not be processed by Heritage Western Cape.

Applications are considered to be public documents and are open to public scrutiny. Should you wish 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).

PLEASE ENSURE THAT ALL ADDITIONAL DOCUMENTS REQUIRED (see *HWC Checklist for Applications*) ARE ATTACHED TO THIS APPLICATION FORM PRIOR TO SUBMISSION. Please visit [www.hwc.org.za](http://www.hwc.org.za) for more information.

Comment from the Local Municipality or Public is not required in respect of Minor Works Applications.

HWC reserves the right to request that a full application be submitted should, in its opinion and for whatever reason, the application submitted not be deemed to be minor.