



NOTICE 5 of 2020:

HERITAGE WESTERN CAPE APPLICATION SUBMISSION

In the light of the global COVID-19 pandemic and the measures in place to contain the spread of the virus, Heritage Western Cape will operate as follows:

1. All application forms are available via www.hwc.org.za
2. Only electronic applications will be accepted.
3. Reference numbers can be requested from hwc.hwc@westerncape.gov.za prior submission.
4. Applications to be submitted to ceoheritage@westerncape.gov.za once received your email will be acknowledged.
5. Should the email be too large please make use of a server (Google Drive, SharePoint, WeTransfer etc.) to access the application documentation.
6. Stamped plans, permits, records of decisions and comments will be issued electronically.

1. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 - APPLICATION FOR A PERMIT:

To destroy, damage, deface, excavate, alter or remove from its original position, subdivide, change the planning status, of a provisionally protected or a heritage area and/ or alter or demolish any structure or part of a structure older than 60 years.

Download the application form here: [Section 27/29/31/34 - Application Form](#)

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
 - 1.3.1 Title Deed
 - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 PDF coloured up, scaled plans (Stamped where applicable by the local municipality)
- 1.5 Locality Plan
- 1.6 Annotated Photographs
 - 1.6.1 Internal
 - 1.6.2 External
 - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.7 Consultation
 - 1.7.1 Local authority comments
 - 1.7.2 Registered conservation body comment
A complete list can be found at <http://www.hwc.org.za/conservation-bodies>
If 30 days commenting period has lapsed, proof of correspondence is required
- 1.8 Motivation – strongly advised for sites which have significant heritage value and total demolitions
- 1.9 Surveyor General (SG) Diagrams

Permit extensions are issues is the existing permit has not lapsed.

Download the application form here: [Section 27/29/31/34 - Permit Extension](#)

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
 - 1.3.1 Title Deed
 - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 PDF coloured up, scaled plans (Stamped where applicable by the local municipality)
- 1.5 Locality Plan
- 1.6 Annotated Photographs
 - 1.6.1 Internal
 - 1.6.2 External
 - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.8 Motivation – as to why the existing permit has not been acted upon
- 1.9 Surveyor General (SG) Diagrams

2. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 - APPLICATION FOR A PERMIT, MINOR WORKS:

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.

Download the application form here: [Section 27/29/31/34 - Minor Works Application Form](#)

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
 - 1.3.1 Title Deed
 - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 PDF coloured up, scaled plans (Stamped where applicable by the local municipality)
- 1.5 Locality Plan
- 1.6 Annotated Photographs
 - 1.6.1 Internal
 - 1.6.2 External
 - 1.6.3 Street scape / contextual – Google images are not accepted
- 1.7 Motivation
- 1.8 Surveyor General (SG) Diagrams

3. SECTION 27/ SECTION 29/ SECTION 31/SECTION 34 – EMERGENCY PERMIT APPLICATION:

Emergency applications are accepted at the discretion of HWC in terms of Regulation No. 3 (8) of Regulations published on 29 August 2003.

Download the application form here: [Section 27/29/31/34 - Emergency Application Form](#)

The following documentation is required upon submission:

- 1.1 Completed signed application form
- 1.2 Proof of payment with correct reference number
- 1.3 Proof of ownership
 - 1.3.1 Title Deed
 - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
- 1.4 PDF coloured up, scaled plans (Stamped where applicable by the local municipality)
Locality Plan
- 1.5 Annotated Photographs
 - 1.5.1 Internal
 - 1.5.2 External
 - 1.5.3 Street scape / contextual – Google images are not accepted
- 1.6 Motivation
- 1.7 Surveyor General (SG) Diagrams

4. SECTION 27 – APPLICATION FOR A PERMIT FOR ACTIVITIES ON A PROVINCIAL HERITAGE SITE:

Where the activities will impact on the built fabric, landscape, archaeological deposits or features of the Provincial Heritage Site

Download the application form here: [Section 27 - Application for activities on a PHS](#)

The following documentation is required upon submission:

1. Completed signed application form
2. Proof of Payment with correct reference number
3. Land owner permission
4. Power of attorney
5. Locality map
6. Letter/ Report containing the detailed description of:
 - 6.1 Brief description of the activities to be conducted on the site
 - 6.2 Equipment to be used on site
 - 6.3 Expected number of personnel on site
7. Recent photographs of the site
8. Motivation
9. Times frames required for the proposed event

5. SECTION 27 – PROVINCIAL HERITAGE SITE NOMINATION FORM

This form precedes the submission of the 'Nomination Document' and is designed to assist with the grading of heritage resources in terms Section 3(3) of the NHRA, as part of the process of declaration as a Provincial Heritage Site (Section 27). Nominated heritage resources that are of special provincial significance will be graded as Grade 2 and considered for Provincial Heritage Site status.

Download the application form here: [Section 27 PHS Nomination Form](#)

The following documentation is required upon submission:

1. Completed signed application form
2. Locality Map
3. Images of the nominated site

6. SECTION 27 AND 36 – APPLICATION FORM

In terms of Section 36 (3) of the NHRA no person may, without a permit issued by the relevant heritage resources authority:

- a) destroy, damage, alter, exhume or remove from its original position or otherwise disturb the grave of a victim of conflict, or any burial ground or part thereof which contains such graves;
- b) destroy, damage, alter, exhume or remove from its original position or otherwise disturb any grave or burial ground older than 60 years which is situated outside a formal cemetery administered by a local authority; or
- c) bring onto or use at a burial ground or grave referred to in paragraph (a) or (b) any excavation equipment, or any equipment which assists in the detection or recovery of metals.

Download the application form here: [Section 27 and 36 Application Form](#)

The following documentation is required upon submission:

1. Completed signed application form
 2. Proof of Payment with correct reference number Locality map
 3. Proof of Ownership
 4. Power of Attorney
 5. Images of the site and its context
- Any additional information pertaining to the heritage of the site

7. SECTION 38 – NOTIFICATION OF INTENT TO DEVELOP

The initiation of all impact assessment processes under Section 38 (1) & (8) of the NHRA

Download the application form here: [Section 38 - Notification of Intent to Develop](#)

The following documentation is required upon submission:

1. Completed signed application form
2. Locality map
3. Proof of ownership
 - 1.3.1 Title Deed
 - 1.3.2 A Power of Attorney must be submitted should the owner not have signed the application form
4. Images of the site and its context
5. Proof of Payment with correct reference number
6. Any additional information pertaining to the heritage of the site

8. SECTION 25 - APPLICATION TO REGISTER AS A CONSERVATION BODY

Communities interested in heritage related matters within the Western Cape are able to register their area of interest for consultation purposes.

Download the application form here: [Conservation Body Registration](#)

The following documentation is required upon submission:

1. Completed signed application form
2. Clear mapped area with coordinates
3. KMZ file of the proposed mapped area

9. SECTION 35 (4), 27(18) & 38(4), (8) & (10) - REPOSITORY REGISTRATION APPLICATION FORM

- a. The responsible heritage authority must at its discretion ensure that objects are lodged with a museum or other public institution that has a collection policy, proven capacity to conserve and curate acceptable to the heritage resources authority and may in so doing establish such terms and conditions as it sees fit for the conservation of such objects.
- b. Establish a relationship with, and encourage, manage, assist and monitor compliance with local, provincial and national museums, universities and other institutions who wish to (or currently) store, curate and display archaeological material, as well as formalise existing storage facilities;
- c. Establish a database of available repositories for use by Heritage Authorities, academics, researchers, students and archaeological contractors;
- d. Create and encourage easier access to local and provincial museums for communities and foster a sense of "custodianship" and responsibility of archaeological material within the local communities. Researchers must facilitate participatory engagement with local communities;
- e. Implement the HWC Council - approved Policy and Guidelines for the Management of Archaeological Material;
- f. Pave the way and establish a reference point for temporary and permanent storage policies and current repositories for human remains and palaeontological material (which will be subject to an additional repository registration process).

Download the application form here: [Repository Registration](#)

The following documentation is required upon submission:

1. Completed signed application form

Note:

Please contact hwc.hwc@westerncape.gov.za for a reference number. Upon request, kindly provide the site details and which application you intend on applying for.

Should you have any further queries, please contact ceoheritage@westerncape.gov.za