



## **NOTICE 1 of 2022**

### **HERITAGE WESTERN CAPE**

### **APPLICATION PROCESSES**

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**Please note the following regarding the current procedure for the processing of applications:**

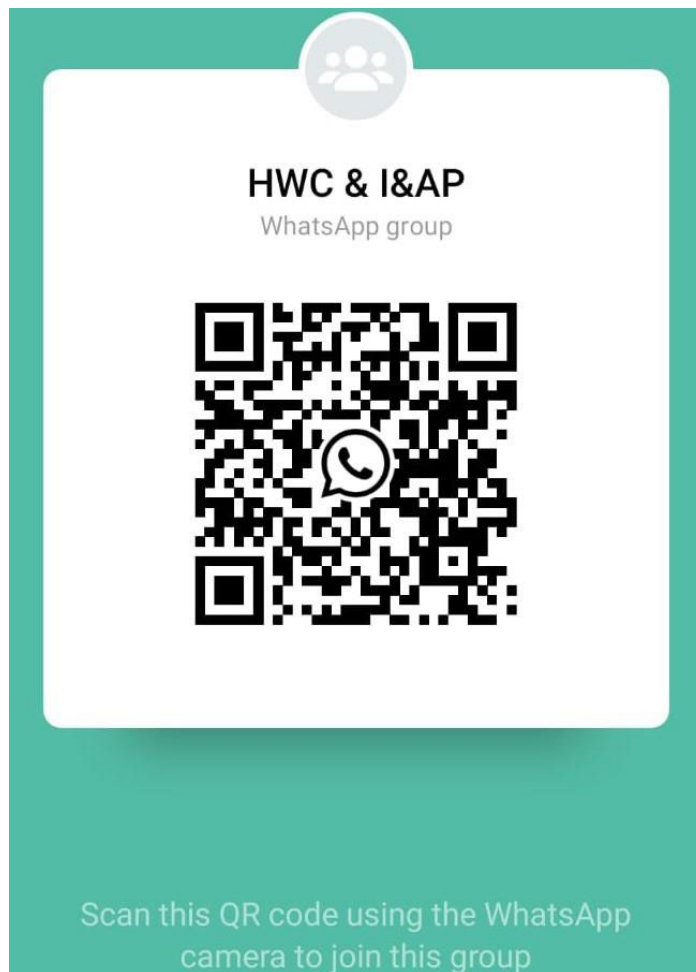
1. Applications submitted to the Office of the CEO are acknowledged within 3 working days of submission. Please note that an auto-response is not a formal acknowledgement of submission.
2. The application is allocated to a case officer within 10 workings days.
3. The application will thereafter be tabled at the Heritage Officers Meeting (HOMs). It may be finalised at that committee or it may be referred to another committee if required.
4. Due to the case load, no individual invitations to the HOMs meeting will be sent by the case officer to the parties. The weekly agendas of the HOMs committees are published on the HWC website at least 72 hours prior to the meeting

[www.hwc.org.za](http://www.hwc.org.za)

or

<https://www.westerncape.gov.za/public-entity/heritage-western-cape>

5. Applicants can access the agenda to establish when their matter is being heard. On the day of the meeting, Applicants may follow the Whatsapp notifications which will inform them which items are being heard.



6. The regulated timeframe of 60 days within which HWC must process the application will be calculated from the date that a **properly completed application together with all the necessary supporting documentation as per the check list** is submitted and any time taken by the applicant to submit further information required by HWC at any time in the process will not be included in the 60 days.

**Thank you for your cooperation.**