



## NOTICE 6 of 2022

# HERITAGE WESTERN CAPE SUBMISSION PROCESS

### EFFECTIVE 1 AUGUST 2022

To effectively process applications, the following processes will be implemented as from **1 August 2022**:

1. All applications to be submitted to [hwc.hwc@westerncape.gov.za](mailto:hwc.hwc@westerncape.gov.za) for screening for completeness prior to acceptance by HWC. A response will be provided within 72 hours of receipt (excluding weekends and public holidays).
2. This process will enable officials to check for completeness of applications and ensure that all required documentation is included.
3. A response will be provided indicating one of the below:
  - 3.1 **Applicants informed that the application is in good order and ready for submission.** At this stage the applicant is issued with a reference number and banking details for payment to be made. Thereafter, applicants must submit their complete application (inclusive of reference number and proof of payment) to HWC via [hwc.hwc.westerncape.gov.za](http://hwc.hwc.westerncape.gov.za).
  - 3.2 **Applicants informed that the application is NOT in good order for submission, and advised about the outstanding information.** Applicants will be requested to resubmit the application.
4. Once the complete application (inclusive of reference number and proof of payment) has been submitted to [hwc.hwc.westerncape.gov.za](http://hwc.hwc.westerncape.gov.za) a response will be provided within 72 hours of receipt confirming receipt of the submission for processing.
5. Note that reference numbers will only be provided to applicants who have undergone the application screening process.
6. The prescribed time limit for processing of applications will only be calculated from the date that the completed application is received (i.e. Step 4 above)
7. Thank you for assisting HWC in ensuring that all applications are processed efficiently.

Michael Janse van Rensburg  
Chief Executive Officer  
5 July 2022  
[ceoheritage@westerncape.gov.za](mailto:ceoheritage@westerncape.gov.za)