



NOTICE 7 of 2022 – 30 August 2022:

HERITAGE WESTERN CAPE APPLICATION SUBMISSION PROCESS AND REQUIREMENTS

To effectively process applications, the following processes have been implemented as from **1 August 2022**. There has been feedback during this period and the team has worked to resolve and improve where possible. The feedback from applicants has made the screening of applications more efficient and has reduced the number of incomplete submissions to HWC.

We encourage applicants to read the response emails provided carefully as the requirements are contained in the email.

1. All applications to be submitted to 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 – kindly ensure that the contents of the communication is read thoroughly to avoid any miscommunications and overlaps:
 - 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
 - 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 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 for applications which have undergone the screening process. Please do not make any payments prior to having received your official HWC reference number.
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)

APPLICATION SUBMISSION REQUIREMENTS FOLLOWS ON THE NEXT PAGE

Table of Contents



1.	SECTION 25 - APPLICATION TO REGISTER AS A CONSERVATION BODY	3
2.	SECTION 27/ SECTION 29/ SECTION 31/SECTION 34: APPLICATION FOR A PERMIT	4
3.	SECTION 27/ SECTION 29/ SECTION 31/SECTION 34: APPLICATION FOR A PERMIT, MINOR WORKS	5
4.	SECTION 27/ SECTION 29/ SECTION 31/SECTION 34: EMERGENCY PERMIT APPLICATION.....	6
5.	SECTION 27 – APPLICATION FOR A PERMIT FOR ACTIVITIES ON A PROVINCIAL HERITAGE SITE:	7
6.	SECTION 27 – PROVINCIAL HERITAGE SITE NOMINATION	8
7.	SECTION 27 AND 35 – EXCAVATION APPLICATION	9
8.	SECTION 27 AND 35 – DESTRUCTIVE ANALYSIS APPLICATION.....	10
9.	SECTION 27 AND 36 – BURIAL GROUNDS AND GRAVES	11
10.	SECTION 38 – NOTIFICATION FOR INTENT TO DEVELOP	12
11.	SECTION 27(18), 35 (4) & 38(4), (8) & (10) REPOSITORY REGISTRATION.....	13

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za



1. 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.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/1622>.

The following documentation is required upon submission:

1. Completed signed application form.

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

2. 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.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed signed application form (signed by applicant and owner where applicable)
3. A Power of Attorney must be submitted should the owner not have signed the application form
4. 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
3. Coloured up to scale plan with dimensions
4. For total demolitions:
 - 4.1. A site plan indicating the proposed demolition
 - 4.2. As-built set of plans
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. Consultation
 - 7.1. Local Authority comments / Local Municipality comments
 - 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 for 7.1. and 7.2., proof of correspondence is required**
8. Motivation in terms of heritage grounds pertaining to the proposed scope of works

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

3. 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.

Please consult the HWC guideline for minor works submissions:

https://hwc.org.za/sites/default/files/Application%20Forms/Requirements%20for%20Minor%20Works_April%202022.pdf

The application form can be accessed via the following link: <http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed signed application form (signed by applicant and owner where applicable).
3. A Power of Attorney must be submitted should the owner not have signed the application form
4. 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
5. Coloured up to scale plan with dimensions.
6. Clear Locality Plan or Map – the map must be legible with identifiable street names.
7. 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.
8. Motivation in terms of heritage grounds pertaining to the proposed scope of works

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

4. 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.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/91>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed signed application form (signed by applicant and owner where applicable)
3. A Power of Attorney must be submitted should the owner not have signed the application form
4. 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.
5. Coloured up to scale plan with dimensions / sketch diagrams – alternatively detailed images of the heritage resource requiring intervention.
6. Clear Locality Plan or Map – the map must be legible with identifiable street names.
7. 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.
8. Motivation on heritage grounds as to why the application is a heritage emergency (i.e a threat to a heritage resource that requires intervention).

5. 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

The application form can be accessed via the following link: <http://www.hwc.org.za/node/98>

The following documentation is required upon submission:

1. HWC Scrutiny Letter
2. Completed signed application form.
3. Proof of Payment with correct reference number.
4. Locality map.
5. Letter/ Report containing the detailed description of:
 - 4.1. Brief description of the activities to be conducted on the site.
 - 4.2. Equipment to be used on site.
 - 4.3. Expected number of personnel on site.
6. Recent photographs of the site – maximum 2 images per a page.
7. Motivation.
8. Times frames required for the proposed event.
9. Landowner permission.
10. Power of attorney.

6. SECTION 27 – PROVINCIAL HERITAGE SITE NOMINATION



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.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/98>

The following documentation is required upon submission:

1. Completed signed application form.

2. SECTION 27 AND 35 – EXCAVATION APPLICATION



In terms of Section 35(4) No person may, without a permit issued by the responsible heritage resources authority:

- (a) destroy, damage, excavate, alter, deface, or otherwise disturb any archaeological or palaeontological site or any meteorite.
 - (b) destroy, damage, excavate, remove from its original position, collect, or own any archaeological or palaeontological material or object or any meteorite.
 - (c) trade in, sell for private gain, export, or attempt to export from the Republic any category of archaeological or palaeontological material or object, or any meteorite; or
 - (d) bring onto or use at an archaeological or palaeontological site any excavation equipment or any equipment which assist in the detection or recovery of metals or archaeological and palaeontological material or objects or use such equipment for the recovery of meteorites.
- (5) When the responsible heritage resources authority has reasonable cause to believe that any activity or development which will destroy, damage, or alter any archaeological or palaeontological site is under way, and where no application for a permit has been submitted and no heritage resources management procedure in terms of section 38 has been followed.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed and signed Section 35 Excavations Application form (signed by applicant and owner where applicable)
3. A Power of Attorney must be submitted should the owner not have signed the application form
4. Proof of ownership; the following is required as applicable to the application:
 - 3.1. Title Deed
 - 3.2. Company or Trust Resolution to be submitted where applicable
5. Locality:
 - 4.1. Clear Locality Plan or Map and KMZ file – the map must be legible with identifiable street names or nearby towns
 - 4.2. Scaled Topographical map (1:50 000)– if no KMZ file has been provided.
6. Annotated Photographs of the site, or contextual photographs relevant to the application
7. Repository Agreement (i.e., IZIKO or any other accredited and suitable institution)
8. Description of proposed research, destruction, excavation, sampling and other analysis of site or associated material, including an outline of the methodology
9. Motivation in terms of heritage grounds the necessity of the proposed scope of works, and how it will contribute to the archaeological record
10. Consultation:
 - 9.1. Local Authority comments / Local Municipality comments
 - 9.2. Registered conservation body comment - A complete list can be found at <http://www.hwc.org.za/conservation-bodies>

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, eKapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

3. SECTION 27 AND 35 – DESTRUCTIVE ANALYSIS APPLICATION



In terms of Section 35(4) No person may, without a permit issued by the responsible heritage resources authority:

- (a) destroy, damage, excavate, alter, deface, or otherwise disturb any archaeological or palaeontological site or any meteorite.
- (b) destroy, damage, excavate, remove from its original position, collect, or own any archaeological or palaeontological material or object or any meteorite.
- (c) trade in, sell for private gain, export, or attempt to export from the Republic any category of archaeological or palaeontological material or object, or any meteorite; or
- (d) bring onto or use at an archaeological or palaeontological site any excavation equipment or any equipment which assist in the detection or recovery of metals or archaeological and palaeontological material or objects or use such equipment for the recovery of meteorites.

(5) When the responsible heritage resources authority has reasonable cause to believe that any activity or development which will destroy, damage, or alter any archaeological or palaeontological site is under way, and where no application for a permit has been submitted and no heritage resources management procedure in terms of section 38 has been followed.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed signed Section 35 Excavations Application form signed by applicant
3. Locality Plan:
 - 2.1. Clear Locality Map and KMZ file – the map must be legible with identifiable street names or nearby towns
4. Repository Agreement (i.e., IZIKO or any other accredited and suitable institution)
5. Description of proposed research, destruction, sampling and other analysis of the objects or associated material, including an outline of the methodology
6. Motivation in terms of heritage grounds the necessity of the proposed scope of works, and how it will contribute to the archaeological record
7. Registered conservation body comment - A complete list can be found at <http://www.hwc.org.za/conservation-bodies>

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

4. SECTION 27 AND 36 – BURIAL GROUNDS AND GRAVES



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.

The application form can be accessed via the following link: <http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. HWC Scrutiny letter
2. Completed and signed Section 36 application form (signed by applicant and owner where applicable).
3. A Power of Attorney must be submitted should the owner not have signed the application form
4. Proof of ownership to be submitted
5. Repository Agreement (i.e., IZIKO or any other accredited and suitable institution)
6. Locality:
 - 5.1. Clear Locality Plan or Map and KMZ file – the map must be legible with identifiable street names or towns
 - 5.2. Scaled Topographical map (1:50 000)– if no KMZ file has been provided.
7. Annotated Photographs of the site or contextual photographs relevant to the application
8. Motivation in terms of heritage grounds the necessity of the exhumation or rescue of human remain/s
9. Consultation:
 - 8.1. Local Authority comments / Local Municipality comments
 - 8.2. Registered conservation body comment - A complete list can be found at <http://www.hwc.org.za/conservation-bodies>
 - 8.3. Identified or known stakeholders

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** P.O. Box 1665, Cape Town, 8000
• **Tel:** +27 (0)21 483 5959 • **E-mail:** ceoheritage@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Posbus 1665, Kaapstad, 8000
• **Tel:** +27 (0)21 483 5959 • **E-pos:** ceoheritage@westerncape.gov.za

Idilesi yendawo: kumgangatho 3, kwisakhiwo iprotea Assurance, Greenmarket Square, ekapa, 8000 • **Idilesi yeposi:** Inombolo yebhokisi yeposi 1665, eKapa, 8000 • **Iinombolo zomnxeba:** +27 (0)21 483 5959 • **Idilesi ye-imeyile:** ceoheritage@westerncape.gov.za

5. SECTION 38 – NOTIFICATION FOR INTENT TO DEVELOP



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

The application form can be accessed via the following link: <http://www.hwc.org.za/node/92>

The following documentation is required upon submission:

1. HWC Scrutiny Letter
2. Completed signed Section 38 NID application form
3. Locality
 - 2.1. Clear Locality Plan or Map and KMZ file – the map must be legible with identifiable street names or nearby farms or town
 - 2.2. Topographical map– the map must be legible with identifiable street names or nearby farms or town if no KMZ file has been provided.
 - 2.3. Clear and legible screening tool or palaeo-sensitivity map from SAHRIS:
<https://sahris.sahra.org.za/map/palaeo>
4. Proof of ownership; the following is required as applicable to the application:
5. Proof of ownership.
 - 4.1. Title Deed and Surveyor General (SG) Diagrams where applicable
 - 4.2. Company or Trust Resolution to be submitted where applicable
6. Any additional information pertaining to the heritage of the site
7. Annotated Photographs maximum 2 images per a page – where applicable:
 - 6.1. Internal photographs of the building / structure / site
 - 6.2. External photographs of the building / structure / site
 - 6.3. Streetscape / contextual images analysing the landscape and showing the immediate surrounds – Google Street Images are NOT accepted



6. SECTION 27(18), 35 (4) & 38(4), (8) & (10) **REPOSITORY REGISTRATION**

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.

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.

Establish a database of available repositories for use by Heritage Authorities, academics, researchers, students, and archaeological contractors.

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.

Implement the HWC Council - approved Policy and Guidelines for the Management of Archaeological Material.

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).

The application form can be accessed via the following link: <http://www.hwc.org.za/node/98>

The following documentation is required upon submission:

1. Completed signed application form.