

SECTION 27/ SECTION 29/ SECTION 31/SECTION 34
APPLICATION FOR A MINOR WORKS PERMIT:
GUIDELINE FOR SUBMISSION TO HERITAGE WESTERN CAPE
April 2022



MINOR WORKS

Minor Works Permits are only issued at the discretion of HWC, in instances where the work being undertaken will not impact on the significance of a structure or its surrounds identified as having significance.

Should HWC not deem an application to be minor, applicants will be required to undertake the full application process.

A) The following proposals can be considered applicable to minor works applications:

1. The repair, addition, alteration, demolition of a boundary wall, boundary fence or gate to a site identified as not having heritage significance.
2. Repairs and replacement of like for like roof materials and trusses.
3. Repairs and replacement or changing of windows and doors.
4. Repairs and replacement of existing floor and wall finishes.
5. Installation of a pergola to a site graded as being not conservation worthy or graded III
6. Installation of a skylight/s to a site graded as being not conservation worthy or graded III
7. Internal openings within structures graded as being not conservation worthy or graded III
8. Installation of a lightweight carport structure to a site graded to be not conservation worthy and III
9. Alterations to bathrooms for sites graded as being not conservation worthy or graded III
10. Alterations to kitchens for sites graded as being not conservation worthy or graded III
11. Shop fittings, office reconfigurations, restaurant kitchen upgrades and the associated cabinets for sites graded as being not conservation worthy or graded III
12. Installation of partitioning / dry walling for sites graded as being not conservation worthy or graded III
13. Fixed signage to sites graded as being not conservation worthy or graded III
14. Plastering of brick walls – externally and internally to sites graded as being not conservation worthy or graded III
15. Installation of a fireplace and indoor braai area to sites graded for sites graded as being not conservation worthy or graded III

www.westerncape.gov.za/cas

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B) The following documentation is required upon submission of a minor works application:

1. Completed signed application form
2. Proof of payment with correct reference number
3. Proof of ownership
 - 3.1 Title Deed
 - 3.2 Power of Attorney must be submitted should the owner not have signed the application form
4. Where applicable:
 - 4.1 Coloured up, scaled plans and / or a methodology outlining the proposed interventions
5. Images clearly outlining the proposed work with a description
6. Locality Plan
7. Annotated Photographs
 - 7.1 Internal
 - 7.2 External
 - 7.3 Street scape / contextual – Google images are not accepted
8. Motivation
9. Surveyor General (SG) Diagrams

HWC reserves its rights to request further information or deem the submission to not be a minor works application.

If uncertain that an application is deemed to be minor works, please contact HWC officials for confirmation.

These are guidelines as per Heritage Western Cape requirements. This does not exonerate owners and applicants from applying to their relevant municipality or any other statutory authority for necessary approvals.