



iLifa leMveli leNtshona Koloni
Erfenis Wes-Kaap
Heritage Western Cape

CIRCULAR - 12 MARCH 2014

A. EXECUTIVE SUMMARIES:

With effect from 1 July 2014 submission of HIAs and other reports to Heritage Western cape must occur in the following manner:

An Executive Summary must be provided on all occasions where a Heritage Impact Assessment or any other report (eg: a heritage statement) not made on an application form exceeds ten pages. Such summaries must be compiled and submitted as follows:

- Must not exceed 1 500 words, excluding the recommendations. (See 7. below.)
- For HIAs the summary must strictly adhere to the following standard numbering and headings (as per bold type below) and include the information as set out in smaller type:
 1. **Site Name**
 2. **Location** (Street address/farm name, town/district, erf number and GPS coordinates)
 3. **Locality Plan** (A single drawing, map or satellite photograph clearly indicating the location and extent of the site within its wider context.)
 4. **Description of Proposed Development** (A description of the proposed development, its scope, etc.)
 5. **Heritage Resources Identified** (A description of the heritage resources on the site and their locations relative to the development.)
 6. **Anticipated Impacts on Heritage Resources** (Types of impact, their source and the particular heritage resources impacted upon.)
 7. **Recommendations** (The full set of recommendations made in the report. These are in addition to the 1 500 words covering items a. to f.)
 8. **Author/s and Date** (The list of authors must include a full list of all individuals and consulting companies that have contributed to the main report.)
- Must be provided in an unrestricted, non-password protected, PDF and MS Word (*.doc or *.docx) format that are separate filed from the full report.

www.capegateway.gov.za/culture_sport

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• **Fax:** +27 (0)21 483 9842 • **E-mail:** hwc@pgwc.gov.za

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- The PDF file must be included on the same CD as the full report and other digital information.
- The file name used must be “Summary [site name].pdf”.
- A hardcopy of the Executive Summary must be bound in with the full report immediately inside the front cover.

PLEASE NOTE: With effect from 1 July 2014 no new HIAs or other reports will be accepted without an Executive Summary as set out above.

B. HARDCOPIES OF REPORTS:

With immediate effect HWC requires the submission of only two hardcopies of HIAs and other reports.

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