



## APPLICATION FORM A (STRUCTURES)

Ref: \_\_\_\_\_

Date received \_\_\_\_\_

Application No \_\_\_\_\_

Application approved \_\_\_ not approved \_\_\_

Date of permit/notification \_\_\_\_\_

Permit No \_\_\_\_\_

### PERMIT APPLICATION IN TERMS OF THE KZN HERITAGE ACT (SECTION 33(1)) (A) FOR THE DEMOLITION, ALTERATION OR ADDITION TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE OLDER THAN 60 YEARS

(Application form H must be used for alteration to structures permanently protected in terms of Section 37, 38, & 39 (Heritage Landmarks))

#### PLEASE NOTE

IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL HERITAGE ACT, 2008 TO MAKE ANY FALSE STATEMENT OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (Detach and Consult the attached guidelines before completing this form)

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED

**ALL APPLICATION FORMS, DEVELOPMENT PROPOSALS, PHOTOGRAPHS, MOTIVATION, AND PROOF OF PAYMENT ARE TO BE SENT TO: Amafa aKwaZulu-Natali, 195 LANGALIBALELE (LONGMARKET) STREET, PIETERMARITZBURG, 3201 OR POSTED TO: BOX 2685 PIETERMARITZBURG 3200. Enquiries 033-394 6543 or Fax 033-394 6552 (For proof of payment, not applications)**

#### A. DECLARATION BY OWNER

I,

(full names of owner/person authorized to sign) undertake strictly to observe the terms, conditions, restrictions, by-laws and directions under which Amafa aKwaZulu-Natali may issue the permit to me.

Signature \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

**(The owner of the property must fill in these details and those in Section E: 3 and sign this document and any plans or other documents submitted in support of this application)**

**B. PROPERTY DESCRIPTION:**

1. Name of property: \_\_\_\_\_ Title Deed No. \_\_\_\_\_

2. Erf/Lot/Farm No: \_\_\_\_\_

Street Address: \_\_\_\_\_

Local Municipality \_\_\_\_\_

District Municipality \_\_\_\_\_

3. Current zoning \_\_\_\_\_

Present use \_\_\_\_\_

**C. SIGNIFICANCE:**

1. Original date of construction \_\_\_\_\_

2. **Historical Significance:**

References

3. **Architectural Significance:**

References

4. **Urban Setting & Adjoining Properties:**

**B. D. PROPOSED WORK**

1. Purpose of Application (Indicate the reason by marking the relevant box)

**DEMOLITION**

CONDITION		HEALTH REASONS		OTHER	
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**ALTERATION**

CONDITION		MAINTENANCE		OTHER	
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**ADDITION**

EXTENSION		CHANGED USE		OTHER	
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2. **Motivation for proposed work (Please motivate fully – on a separate sheet if necessary)**

3. **Detail the alterations/additions/restorations proposed (Briefly outline the proposal)**

**E. CONTACT DETAILS****1. CONTRACTOR (the person who will do the work)**

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/ EMAIL
CELL	QUALIFICATIONS
REGISTRATION OF INDUSTRY REGULATORY BODY:	

**2. ARCHITECT/ARCHITECTURAL TECHNOLOGIST/DESIGNER**

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX / EMAIL
CELL	SACAP REG. NO.
Author's Drawing Nos.	
SIGNATURE	DATE

**3. OWNER OF PROPERTY (Owner or delegated person to sign on the front of this form)**

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX-EMAIL

**4. DELEGATED AUTHORITY (The name of the person authorized to act on behalf of a company or institution – Power or Attorney/proof of authorization to be attached)**

NAME	
TEL	FAX

**F. SUBMISSION FEE: R700.00 (subject to annual increment on the 1 April)**

The submission fee is payable to **Amafa aKwaZulu-Natali** by cheque or bank deposit/internet banking prior to the processing of this application.

Banking details in case of direct deposits:

**ABSA BANK: Branch: ULUNDI Bank Code: 630330**

Account in the name of **AMAFa AKWAZULU-NATALI**

**Account No. 40-5935-6024**

**NB:** Proof of payment to be forwarded (faxed, posted or delivered) to our office

**G. PUBLIC PARTICIPATION:** (Contact details of Interested and Affected Parties Consulted-written opinion to be attached to form and drawings to be signed by I & A P. See Guidelines)

Name

Telephone

Fax/email

**H. CHECKLIST OF SUPPORTING DOCUMENTATION**

**YES NO**

	YES	NO
APPLICATION FORM (COMPLETED & SIGNED BY OWNER & PLANS AUTHOR)		
MOTIVATION		
PHOTOGRAPHS		
ORIGINAL DRAWINGS		
PLANS (X2 SETS) - NUMBERED AND COLOURED		
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)		
PROOF OF PUBLIC PARTICIPATION		
<b>PAYMENT/PROOF OF PAYMENT</b>		

## **GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS FOR DEMOLITION OF, ALTERATION AND/OR ADDITIONS TO PROTECTED STRUCTURES (SECTION 33(1)(A) OF THE KZN HERITAGE ACT (4 OF 2008))**

Please read these guidelines carefully before preparing your application on Application Form A. Form H must be used for buildings that are proclaimed Heritage Landmarks (previously National Monuments) and listed buildings. For approval of unauthorized work already carried out, by whosoever and for whatever reason, form I must be used.

### **APPLICATION FORMS**

A. All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation. The owner must sign the application form and any accompanying plans or documentation.

**B. PROPERTY:** Include the name of the property where applicable: e.g. Government House. The street address is the key information and is used as a tracking device in the filing system. Where several street numbers apply to the site, all the numbers must be included.

**C. SIGNIFICANCE:** All structures over 60 years of age are protected.

1. The original date of construction is significant to the evaluation of the conservation worthiness of the building.
2. **HISTORICAL REPORT:** a brief history of the occupation of the site and phases of construction, as well as an assessment of historical significance is necessary. Do not assume that there is no significance – proof of such a statement must be provided.
3. **ARCHITECTURAL REPORT:** An assessment of the condition of the building should be given. Provide an analysis of the styles and phases of construction of the building, including alterations and additions and a statement of its architectural significance.
4. **URBAN SETTING & ADJOINING PROPERTIES:** It is important to describe the urban context in which the building is situated (supported by photographs of the surrounding buildings).

**D. PROPOSED WORK:** Motivate and give full details of the proposed work. Details must be given of the work to be carried out – do not merely refer to the plans submitted.

**A SUBMISSION FEE OF R700.00 (subject to annual increment on the 1 April) PER APPLICATION MUST BE PAID**

**THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**

**PUBLIC PARTICIPATION:** Amafa will determine the level of participation required and the owner will bear the cost.

**SUPPORTING DOCUMENTATION: Only Amafa and SACAP accredited professionals may compile the supporting documentation. Permits will require their overseeing the work.**

**(N B:** All supporting documentation to be folded to A4 size, with plans folded showing the title block containing all details of the owner, architect/technologist/designer, SACAP registration no., drawing nos. (with all revisions indicated), date of drawings and signatures of the owners and the author. *Demolition applications must be supported by photographs, as required below, and concept drawings for the replacement building/s. The existing structures must be shown in dotted lines on the site plan with the new structures superimposed thereon.*)

#### **1. PHOTOGRAPHS OF EXISTING STRUCTURE/S AND SURROUNDINGS:**

Postcard size/ larger photographs that clearly illustrate the features of the affected building relevant to the application must be submitted. Photographs showing all the elevations/sides as well as general views showing the building in its context (street-scape and surrounding buildings, aerial view, etc.) must also be provided.

#### **2. PLANS:**

Plans must be drawn by architects/designers registered with the South African Council for the Architectural Profession and accredited with Amafa. Two copies of the plans, colored in accordance with the instructions below, must be submitted. One copy will be stamped and sent back to the

architect/technologist/designer to submit to the Municipality. Plans should not be smaller than A3 size (210 x 297 mm) and should not be larger than A0 size (841 x 1 189 mm).

#### 2.1. **SITE PLAN**

The site plan must be drawn in accordance with the approved surveyor's diagram of the site and must show: scale; the north point; the erf/property/farm number of the site; the location of the site and any structures on it in relation to surrounding roads, buildings and other features; existing buildings, structures, and pools on the site (colored grey or uncolored); proposed work (colored red) and buildings or portions of buildings proposed for demolition (in dotted lines); and the extent of the declared area (in the case of a proclaimed property). An aerial view obtainable from "Google Earth" or the municipality is also very useful.

#### 2.2. **FLOOR PLANS, ELEVATIONS AND SECTIONS**

Sufficient plans, elevations and sections must be submitted to show the proposed work clearly. These drawings should be at 1:100, 1:50 or 1:20 scale, and must be fully dimensioned. The position of section lines must be indicated on the plan. The elevations should accurately reflect the effect of the proposal on the structure and its relationship to adjacent buildings.

All new materials, including finishes, must be specified. Drawings should be colored as follows:

MATERIALS	COLOUR
all existing	grey
demolition	dotted lines
new masonry	red
new concrete	green
new iron or steel	blue
new painting & plastering	yellow
new wood	brown
other	clearly indicated, using colors other than as above

#### 2.3. **SCALE PLAN OF EXISTING STRUCTURE(S)**

If it is impossible to distinguish the existing layout from the original plans submitted, a measured floor plan of the structure as it exists is required. It must be at the same scale and orientation as the plans of the proposed work to facilitate comparison.

#### 2.4. **DOOR AND WINDOW SCHEDULES AND DETAILS**

Proposals for changing or replacing doors or windows must include sufficient information about their size, proportion and detail. This may be in the form of manufacturer's information (for stock windows and doors) or joinery details (for specials).

G. Public Participation: the applicant will be notified of the level of public participation required and will have to bear the costs thereof. Neighbors, Ward Councilors, and Heritage Societies should be consulted.

### **SUBMISSION OF APPLICATIONS**

Applications to be submitted in hard copy at least 90 days prior to work being undertaken and must be addressed to: The Head – Built Environment Section (not to an official's name), Amafa aKwaZulu-Natali, and must be delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 or posted to BOX 2685, Pietermaritzburg, 3200. Faxed or e-mailed applications are not accepted.

#### **PROCESSING OF APPLICATIONS:**

Applications are processed on a two weekly cycle with a six-week break at the end of November until mid January each year. Applications for major alterations/additions/demolition are submitted to the Plans Committee. Applications for sensitive buildings may be submitted to the Built Environment Committees that meet every six weeks. Lobbying of Plans Committee or BEC members will disqualify the application and the matter will be reported to the SACAP and the Institute for Architecture/Institute for Building Designers. For information on the deadlines for submissions for each Plans Committee meeting contact Tel: (033) 394 6543; Fax: (033) 394 6552 or consult the Amafa website, [www.heritagekzn.co.za](http://www.heritagekzn.co.za) where application forms can be found under "Permits" – Form A. Written notification on the progress of applications will be forwarded to applicants by post or fax and no telephonic calls or e-mails in this regard will be responded to. All documentation submitted is retained for record purposes (second copies of plans will be stamped and returned to the applicant so make it clear to whom they must be posted).

**\*PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Processing can take up to 90 days from the receipt of all required documentation**