

APPLICATION FORM F**KWAZULU-NATAL****AMAFA AND RESEARCH INSTITUTE**THE KZN PROVINCIAL HERITAGE RESOURCES
AUTHORITY

Ref:
Date Received:
Application no:
Approved: Not Approved:
Date of Permit:
Permit No:

APPLICATION IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (SECTION 40(4)) FOR A PERMIT TO EXHUME, REMOVE FROM ORIGINAL POSITION, DISTURB, DAMAGE, OR DESTROY, COLLECT/OWN ARTEFACTS & OBJECTS ASSOCIATED WITH BATTLEFIELD SITES, ARCHAEOLOGICAL SITES, ROCK ART SITES, PALAEONTOLOGICAL SITES, AN HISTORIC FORTIFICATION, METEORITE OR METEORITE IMPACT SITES

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED
Form B or C must be used for destruction of graves. Form D must be used for s40(1). Form H must be used for sites permanently protected and included in the Heritage Register or the Schedule of Heritage Sites. Form H(a) must be used for applications for alterations to memorials. Form I must be used if work has commenced/ been completed without a permit.

NB: IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018) TO MAKE ANY FALSE STATEMENT OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (Consult the attached guidelines before completing this form)

ALL APPLICATION FORMS, REQUIRED SUPPORTING DOCUMENTATION AND PROOF OF PAYMENT MUST BE SUBMITTED TO THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE AS PER THE GUIDELINES ATTACHED,

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 the KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE 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:

Name of property:	Title Deed No.
Erf/Lot/Farm No:	GPS Co-ordinates
Street Address:	
Local Municipality	District Municipality
Traditional Authority Area	

C. SIGNIFICANCE:

1. Status of the Site:

Battlefield site		Archaeological site		Rock Art Site		Palaeontological site	
Meteorite Site				Meteorite Impact Site			

2. Historical/Military Significance:
References
3. Archaeological Significance:
References
4. Rock Art significance:
References
5. Palaeontological Significance
References
6. Meteor Impact Significance
References

D. PROPOSED WORK

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

Exhumation		Removal from original position		Damage	
Destruction		Change of ownership		Collection	

2. Summary of Motivation for proposed work (A full report must accompany this application)

5. Summary of Details of the proposed work: (A full report must accompany this application)

E. CONTACT DETAILS

1. **CONTRACTOR** (the person who will do the work – other than the heritage practitioner)

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

2. HERITAGE PRACTITIONER/CONSERVATOR

NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX
CELL	ASAPA REG. NO.
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

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: R800.00 (subject to annual increment on the 1 April)

The submission fee is payable to the KwaZulu-Natal Amafa And Research Institute by bank deposit/internet banking (EFT) and proof of payment must be submitted with the application.

ACCOUNT DETAILS:

ABSA BANK: Branch: ULUNDI Bank Code: 630330

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

Account No. 40-5935-6024

USE NAME OF FARM/BATTLEFIELD/HERITAGE SITE AS REFERENCE

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 _____

H. CHECKLIST OF SUPPORTING DOCUMENTATION

YES NO

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

KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE

THE KZN PROVINCIAL HERITAGE RESOURCES AUTHORITY
(accredited in terms of the National Heritage Resources Act)

GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS FOR EXHUMATION, REMOVAL FROM ORIGINAL POSITION, DISTURBANCE, DAMAGE, OR DESTRUCTION, COLLECTION/OWNERSHIP OF ARTEFACTS & OBJECTS ASSOCIATED WITH BATTLEFIELD SITES, ARCHAEOLOGICAL SITES, ROCK ART SITES, PALAEOLOGICAL SITES, METEORITE OR METEORITE IMPACT SITES IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (SECTION 40(4)). Please detach from the form before submission

APPLICATION FORMS

All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation.

Form D must be used for permits for destruction, damage, excavate, alter, write or draw upon (trace), or otherwise disturb any battlefield site, archaeological site, rock art site, palaeontological site, historic fortification, meteorite or meteorite impact site.

Form H must be used for graves that are proclaimed or on sites protected as Heritage Landmarks (previously National Monuments) and graves listed in the Heritage Register.

Form H(a) must be used if the grave contains a memorial.

Form I must be used for approval of work undertaken on a building over 60 years of age at the time the work was started/completed prior to approval, irrespective of who undertook the work.

A. DECLARATION: The owner must sign the form and any accompanying documentation and must consent to submissions by a third party/agent.

B. PROPERTY: Include the name of the property where applicable: e.g. Goodwill Farm. The Farm name is the key information and is used as a tracking device in the filing system. Where several farm names apply to the site, all the names and numbers, including portion numbers, must be included.

GPS CO-ORDINATES: The KZN Amafa and Research Institute only accepts GPS co-ordinates in decimal format. Other formats may be provided in addition to the decimal format but not to the exclusion of the decimal format.

C. SIGNIFICANCE:

1. Status of the site: tick the appropriate box
2. **Historical/Military Significance:** give a brief synopsis of the history of the site
3. **Archaeological Significance:** summarise the significance of the site and the peoples and period/s associated with it
4. **Rock Art Significance:** briefly describe the rock art and its significance as well as the people associated with it and the periods in time that can be determined from the site
5. **Palaeontological Significance:** briefly describe the type of fossils found on the site and their significance.
6. **Meteorite Impact Significance:** briefly describe the impact, its extent and impact on the earth.

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/reports submitted.

E. CONTACT DETAILS: the contractor's details can be left out if unknown but will need to be confirmed prior to the work being undertaken. All other fields must be completed. **THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**

F. A SUBMISSION FEE – a service fee determined by the Council of the Institute is payable on submission of all applications. The application will not be registered as submitted if the proof of payment is not attached.

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. Where possible descendants of the deceased must be contacted, and their approval obtained.

Local Archaeological and Heritage Societies and Museums must be consulted. Approval from the Local Authority must be obtained.

1. SUPPORTING DOCUMENTATION: SUPPORTING DOCUMENTATION: Only Heritage Practitioners registered with the Institute may compile the application and related supporting documentation. Permits will require their overseeing the work. Where architectural drawings are required, they must be authored by SACAP registered professionals.

- 1.1. HERITAGE PRACTITIONER'S REPORT:** The report must provide background research of the site and make recommendations as to its significance and research potential. It must assess all heritage resources found in the area that could relate to the site that will be impacted on. The report must meet standards acceptable to both ASAPA and SAHRA. GPS CO-ORDINATES FOR ALL THE HERITAGE RESOURCES IMPACTED ON MUST BE INCLUDED IN THE REPORT. The KZN Amafa and Research Institute only accepts GPS co-ordinates in decimal format. Other formats may be provided in addition to the decimal format but not to the exclusion of the decimal format.
- 1.2. PHOTOGRAPHS OF EXISTING FEATURES, STRUCTURE/S ARCHAEOLOGICAL REMAINS, GRAVES, ETC AND THEIR SURROUNDINGS:**
Photographs that clearly illustrate the features of the affected grave and the site relevant to the application must be submitted.
- 1.3. 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, and structures on the site (coloured grey or uncoloured); and the extent of the declared area (in the case of a proclaimed property). Heritage resources must be clearly marked on the plan.
- 1.4. KML MAP FILE AND AERIAL OR SATELLITE VIEWS OF THE SITE** that clearly illustrate the features of the affected site relevant to the application must be submitted.
- 1.5. 1:50 000 MAP OF THE SITE** that clearly illustrates the features of the affected site relevant to the application must be submitted
- 1.6. GPS co-ordinates:** the GPS co-ordinates for the site must be given under the property description but where possible the reports must contain the co-ordinates of the actual heritage resources that are subject of this application.

2. SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.heritagekzn.co.za – look under the “Permits” tab - download forms – Form B. Electronic submissions can be uploaded to the sahris system operated by the South African Heritage Resources Agency www.sahra.org.za. In the case of a failure of the sahris system the application can be emailed to archaeology@amafapmb.co.za and bernadetp@amafapmb.co.za. The application must also be submitted in hard copy delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 OR posted to Box 2685, Pietermaritzburg, 3200. **When submitting on sahris note that you must still check “Permits” under the case type and KZN – Amafa** for the Provincial Heritage Resources Authority.

The applicant is the “owner” and the Assessor is the “Consultant” and the correct fields must be completed.

The Consent Letters allowing a Consultant to act on behalf of the owner and/or to upload the case to sahris must be placed in the correct boxes which are blocked from public view.

The proof of payment must also be loaded to the designated box to prevent members of the public obtaining banking details, etc from the document.

- 3. PROCESSING OF APPLICATIONS:** applications are processed in the order in which they are received, except during the December/January holiday break. **The Institute will receipt the application and alert the applicant to any missing information within 2 weeks of submission.** Allow 90 days for processing of complex applications as these may be submitted to external reviewers. Lobbying of external reviewers will disqualify the application and it will not be processed. Written responses to applications will be uploaded to Sahrís. Telephonic or e-mails enquiries will not be responded to.

***PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Allow 90 days from the receipt of all required documentation**