



APPLICATION FORM A (for Official Use)

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

APPLICATION IN TERMS OF SECTION 37(1)(a) OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018,) FOR A PERMIT TO DEMOLISH, ALTER OR ADD TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE OLDER THAN 60 YEARS

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED
 Application Form H must be used for alteration to structures permanently protected in terms of Sections 42-46 (Heritage Landmarks). Form H(a) must be used for applications for alterations to memorials/statues. If work has commenced/been completed without a permit, Form I must be used.

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

ALL APPLICATION FORMS, REQUIRED SUPPORTING DOCUMENTATION (as per attached guidelines), AND PROOF OF PAYMENT must be delivered to: KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE, via email to beadmin@amafapmb.co.za (hard copy applications cannot be accepted during the COVID-19 pandemic)

A. DECLARATION BY OWNER (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)

I, MARLON NAIDOO (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 DURBAN Date 10 Nov. 2022

B. PROPERTY DESCRIPTION (provide all cadastral information pertaining to the site):

Name of property: <u>EASTCOAST INSTRUMENTS</u>	Title Deed No.: <u>T00-0025731/2019</u>
Erf/Lot/Farm No: <u>ERF 7292 DURBAN</u>	Size: <u>692 sq.m</u>
Street Address: <u>332 UMILO RD</u>	GPS Co-ordinates: <u>29.87deg S, 31.00 deg. E</u>
Town/Local Municipality: <u>ETHEKWINI MUNICIPALITY</u>	Suburb: <u>UMBILO, DURBAN</u>
Current zoning: <u>Decision Notice - Appendix 'D'</u>	District Municipality: <u>ETHEKWINI</u>
<u>Recently approved 24.03.2022 as GENERAL BUSINESS 2</u>	Present use: <u>BUSINESS PREMISES</u>

C. SIGNIFICANCE:

1. Original date of construction/plan approval: NOV. 1916 (106 yrs old) Refer to Apendix 'A' approved plan
2. Historical Significance: Durban was founded in 1835 on the site of Port Natal, renamed after Sir Benjamin d'Urban. In the late 1840's the British took control of Durban from the Boer's & from then onwards the English traditional influences took over . Among all the British colonies none had finer architecture than Natal - 'R.B Lewcock' Durban became a Borough in 1854. At the end of the century a conscious desire for a Natal style of Architecture developed. People wanted homes with verandas. By the early 1900's Durban had a sewer system, 3 main streets & a water reticulation system. In 1916 plans were approved for the Natal style 3 bedroom residence with the References typical front & back veranda incl. an outbuilding which is still evident in the 332 Umbilo Rd property today.
Refer to Appendix 'A' Original approved plans.

3. Architectural Significance: The architectural style of the existing building was influenced by English Colonial architecture dating back to the late 1890's. This residence is an adaptation of the basic Natal 3 bedroom cottage with the typical front veranda, 45 degree pitched hipped tiled roof with feature gable & bay window adornment. Conc. columns support the typical shallow pitched front veranda roof. This building typifies the 'Natal Back' veranda architectural style flanked on one side by a kitchen/pantry & a bedroom on the opposite side. The back veranda of the original house was enclosed in 1996 when the dwelling was converted to offices. A double Garage was also added to the O/BLD. Refer to Appendix 'B' plans approved in 04 Nov.1996
References Brian Kearney - Architecture in Natal from 1824-1893

4. Urban Setting & Adjoining Properties: This property is situated in a fully established area of Umbilo Road whereby previous residences have been converted into small businesses - this falls within the buffer Zone as of 2002 between industrial & residential properties. 334 Umbilo Rd is a double storey office conversion whilst 330 Umbilo Rd is a single storey office conversion. The properties to the rear of 332 Umbilo Rd & rear of the adjacent properties are still occupied & used as residential properties. Most of the properties along Umbilo Rd operate as small Light Industrial/ Commercial properties. Refer to Appendix 'B' Approved plan dated 04 Nov. 1996 granting permission for premises to be used as offices.
References Refer to Appendix 'C' dated 30 Nov. 2004 condition of use enabling owner to maintain use as offices. Refer to Appendix 'D' Combined Application Decision Notice Appr. 24.03.2022 - Zoning changed from GR2 to GB 2

D. PROPOSED WORK

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

DEMOLITION					
CONDITION	N/A	HEALTH REASONS		OTHER	N/A
ALTERATION ALTERATION TO EX. OUTBUILDING					
CONDITION	N/A	HEALTH REASONS	YES	OTHER	
ADDITION ADDITION TO EX. OUTBUILDING					

CONDITION	N/A	HEALTH REASONS	YES	OTHER	
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2. Motivation for proposed work (Summarise below and expand on a separate sheet if necessary)

The existing offices & goods storage facilities are becoming too small to meet the needs of this growing business.
The current business has a staff complement of 6 members with a need to employ a further 4-5(max) new staff.
The company sells small instruments & gauges for hydraulic equipment & storage capacity is running short.
The proposal to extend/alter the current outbuilding rather than the exist. offices is motivated by the following points:
1. The Owner wants to preserve the architectural integrity & historical significance of the existing office building.
2. The ex. outbuilding requires further renovations & additions anyway and is therefore a more practical solution to providing the additional facilities required by the company & reduces the disruption to one portion of the site only.
The day to day running of the business can therefore continue as normal during the build process.
3. The storage facilities for the small instruments & gauges will be located on the Ground Floor as shown on plans.
An additional storeroom has been included on the First Floor for expansion of storage capacity.
4. Roof design - A 5 deg. monopitch roof design has been incorporated to reduce the height of the prop. additions in consideration of the adjacent residential properties to the rear.

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

The proposed additions & alterations to the exist. outbuilding comprise the following:
1. A New double carport & storage facility added to the existing double garage & storeroom. The ex. ablutions will be demolished to maximise the storage facilities in the ex. garage wing. A new staff toilet & basin have been added on the S.W side of the new addition. A new enclosed stairwell has been added to provide secure access to the new offices, storeroom & staff toilets on the First Floor. The office space is for a max. 5 new staff members.
The Contemporary styled double storey has a monopitched 5 deg. sheeted roof (colour to match ex. office bld)
Wall finishes will be plaster & paint to match the exist. office building. All new windows & sliding doors will be white epoxy coated aluminium with Low E glass in compliance with SANS 10400 XA Energy efficiency regulations.
The stairwell windows are shielded by a fixed horizontal slatted aluminium screen for security purposes.
The balustrade on the balcony comprises a hardwood handrail with horizontal high tension steel cables all in compliance with SANS 10400 Part D. The carport opening will be fitted with an industrial perforated alum. roller shutter door - colour white. The ex. garage roller shutter doors will remain as is, namely white alum roller shutter.

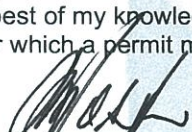
E. CONTACT DETAILS

1. CONTRACTOR (the person who will do the work)

NAME	NOT FINALISED AS YET
POSTAL ADDRESS	
	POST CODE

TEL	FAX/EMAIL
CELL	QUALIFICATIONS
REGISTRATION OF INDUSTRY REGULATORY BODY:	

2. ARCHITECT/ARCHITECTURAL TECHNOLOGIST/DESIGNER

NAME		RbJ RESIDENTIAL ARCHITECTURE - R.B JOSEPH	
POSTAL ADDRESS		44 FREDERICK AVE, MARLBOROUGH PARK	
DURBAN		POST CODE	4052
TEL	N/A	FAX/EMAIL	ritajos@gmail.com
CELL	084 510 3919	SACAP REG. NO.	ST2293
Author's Drawing Nos. S001, S002, S100, S101, S200, S300, S400, S500, S600, S601 all rev.1			
In making this application on behalf of the applicant, I declare that I have provided the correct information to the best of my knowledge and I undertake to ensure that the applicant is made aware of all conditions under which a permit may be issued.			
SIGNATURE		DATE	
		11 Nov. 2022	

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

NAME		THE TRUSTEES of THE COVENANT FAMILY TRUST	
POSTAL ADDRESS		332 UMBILO RD	
DURBAN		POST CODE	4001
TEL	031 - 205 1241	FAX/EMAIL	shaun@ecinstrs.co.za

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		N/A	
TEL		FAX/EMAIL	

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 **the KZN Amafa and Research Institute**

Account No. 40-5935-6024

USE STREET ADDRESS/FARM NAME 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/Email _____

H. CHECKLIST OF SUPPORTING DOCUMENTATION (*ref to guidelines) YES NO

APPLICATION FORM (COMPLETED & SIGNED BY OWNER & PLANS AUTHOR)	Yes	
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MOTIVATION	Yes	
PHOTOGRAPHS*	Yes	
ORIGINAL DRAWINGS	Yes	
PLANS (X2 SETS when in hard copy) - NUMBERED AND COLOURED *	Yes	
PROOF OF PROFESSIONAL ACCREDITATION & LETTER OF APPOINTMENT	Yes	
PROOF OF PUBLIC PARTICIPATION*		
PAYMENT/PROOF OF PAYMENT (<u>use street address as reference</u>)	Yes	



KWAZULU-NATAL
AMAFA

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 IN TERMS OF SECTION 37(1)(a) OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018,) FOR PERMITS TO DEMOLISH, ALTER OR ADD TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE OLDER THAN 60 YEARS

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 H must be used for buildings that are proclaimed Heritage Landmarks (previously National Monuments) and buildings listed in the Heritage Register.

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/or the official representative of a trust/company that owns the property must sign the form and any accompanying documentation and must consent to submissions by a third party/agent (letter of appointment/power of attorney to be submitted).
- B. PROPERTY:** Include the name of the property only 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, include all the numbers. (provide all cadastral information)
- 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 for the proposed work – give reasons and design considerations behind the proposal. Details all the work to be carried out – do not refer to the plans.
- E. CONTACT DETAILS:** the contractor's details can be left out if unknown. All other fields must be completed. **The architect must complete all fields and sign on the appropriate box. THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**
- G. *Public Participation:** the applicant will be notified of the level of public participation required and will have to bear the costs thereof. Neighbours, Ward Councillors, and Heritage Societies should be consulted in the case of demolition & development applications. Owners & residents of properties within 100m must be consulted for demolition applications. All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.
- F. A SUBMISSION FEE** – a processing fee determined by the Council of the Institute in terms of Section 24(1)(e)(i) is payable on submission of all applications. The application will not be registered as submitted if the proof of payment is not attached.

SUPPORTING DOCUMENTATION:

Only SACAP accredited professionals registered with the Institute may author drawings submitted in support of this application. Permits may require their overseeing the work. **N B:** All hard copy documentation must be folded to A4 size, with plans 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 - including internal views - and a set of concept drawings, including elevations, 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 CONTEXT:

Submit annotated/captioned photographs that clearly illustrate the features of the structures to be altered/demolished. Also submit photographs showing all the elevations/sides and the structure in its context (streetscape and surrounding buildings – adjacent and across the road, aerial view, etc.). Submit in jpeg. If incorporated into a document or report, photographs must be post card size.

2. PLANS:

~~*Hard copy submission: two copies of the plans, coloured 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). Electronic submissions: submit one copy and an A4 print will be returned with the permit/approval. Colour plans 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 colours other than as above

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 (coloured grey or uncoloured); proposed work (coloured red) and buildings or portions of buildings proposed for demolition (in dotted lines). 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 coloured as follows:

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).

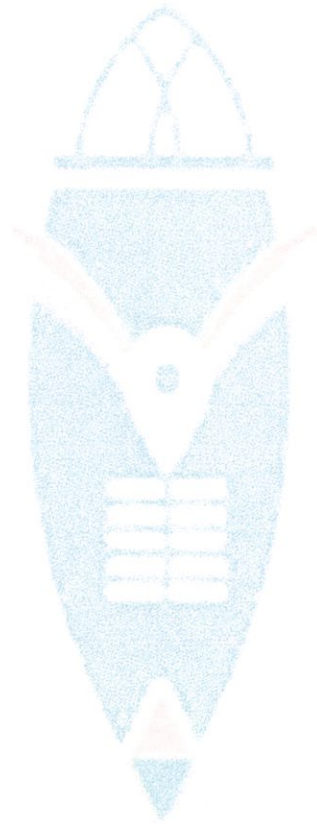
3. ORIGINAL/PREVIOUS DRAWINGS: submit if available.

SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.heritagekzn.co.za – look under the "Permits" tab - download forms – Form A. ~~Hard copy applications must be addressed to: The Head – Built Environment Section (not to an official's name), Kwazulu-Natal Amafa And Research Institute, either delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 or posted to BOX 2685, Pietermaritzburg, 3200. Electronic submissions can be made via email to beadmin@amafapmb.co.za or uploaded to the Sahr's system operated SAHRA at www.sahra.org.za (confirm upload to beadmin@amafapmb.co.za)~~

PROCESSING OF APPLICATIONS: applications are processed in the order in which they are received, except during the December/January holiday break. Minor work applications will be fast tracked if submitted by 12:00 on a Thursday. 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 the matter will be reported to the SACAP and the SAIA-KZN, the SAIBD, or SAIAT. Written responses to applications will be forwarded to applicants by email. 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**



KWAZULU-NATAL
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DEPARTMENT OF EDUCATION