

KWAZULU-NATAL

AMAFA AND RESEARCH
INSTITUTETHE KZN PROVINCIAL HERITAGE
RESOURCES AUTHORITY

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. 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 (as per attached guidelines), AND PROOF OF PAYMENT must be delivered to: KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE, 195 LANGALIBALELE STREET, PIETERMARITZBURG, 3201 OR BOX 2685 PIETERMARITZBURG 3200. Alternatively, email all documents to beadmin@amafapmb.co.za

A. DECLARATION BY OWNERI, BYRON + MARA BRISCOE

(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 2023/03/24

(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: 6 MINERVA AVENUE	Title Deed No. T14446/2022
Erf/Lot/Farm No: ERF 134 GLENASHLEY	GPS Co-ordinates: -29.756114, 31.051121
Street Address: 6 MINERVA AVENUE, GLENASHLEY, DURBAN KWA-ZULU NATAL	
Local Municipality NORTH	District Municipality ETHEKWINI
Current zoning SPECIAL RESIDENTIAL 900	Present use RESIDENTIAL

C. SIGNIFICANCE:

1.	Original date of construction	1959
2.	Historical Significance:	
NEITHER THE SITE NOR THE HOUSE HAVE HISTORICAL SIGNIFICANCE.		
References		

3. Architectural Significance:
THE BUNGALOW HAS LITTLE ARCHITECTURAL SIGNIFICANCE. IT IS A SINGLE-STOREY BUNGALOW WITH ITS FRONT STOEP AND PITCHED ROOF. THE NATURAL MATERIAL PALLETTE OF PLASTER AND PAINTED BRICKWORK, PARQUET TIMBER AND STONE FLOOR AND ITS SIMPLE DESIGN ARE TYPICAL OF THE BUNGALOW STYLE.
THE 3 BEDROOM HOUSE INCLUDES ON THE SOUTH WESTERN CORNER, A SINGLE GARAGE AND STAFF QUARTERS. WHILST IN 1979 AN EN-SUITE WAS ADDED TO THE EXISTING HOUSE, THIS ADDITION BEARS NO ARCHITECTURAL SIGNIFICANCE.
References

4. Urban Setting & Adjoining Properties:
THE PROPERTY IS THE LAST OF THE HOUSES TO UNDERGO UPDATING AND EXPANSION WITHIN AN EXISTING RESIDENTIAL AREA THAT HAS SEEN VAST IMPROVEMENTS AND DEVELOPMENTS OF THE NEIGHBOURING AND SIMILARLY-STYLED HOUSES.
References

D. PROPOSED WORK

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

DEMOLITION					
CONDITION	<input checked="" type="checkbox"/>	HEALTH REASONS	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>
ALTERATION					
CONDITION	<input checked="" type="checkbox"/>	HEALTH REASONS	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
ADDITION					
CONDITION	<input checked="" type="checkbox"/>	HEALTH REASONS	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

2. Motivation for proposed work (Please motivate fully – on a separate sheet if necessary)

AS PER THE MOTIVATION:
1. THE CLIENT WANTS TO BETTER LAY OUT THE HOUSE AND SUIT THEIR FAMILY'S LIFESTYLE. HENCE, THE ADDITIONS OF THE KITCHEN AND EN-SUITES ON EITHER END OF THE HOUSE AND THE EXTENSION OF THE EXISTING GARAGE.
2. THE CLIENT WANTS TO RETAIN THE EXISTING MATERIAL PALETTE OF THE HOUSE. THE ADDITIONS ARE MODERN SO TO SPEAK THE SAME LANGUAGE, THE CONSTRUCTION AND FINISHES SUCH AS DEEP RULED BRICKWORK FOR THE NEW ADDITIONS INCLUDE SLATE FLOORS IN KEEPING WITH THE EXISTING CRAZY PAVING.

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


THE EXISTING HOUSE IS TO BE RESTORED AND UPGRADED AS FOLLOWS:
1. THE ADDITION OF TWO BOOK 'ENDS' TO THE HOUSE: 1.1 SOUTH ELEVATION AS AN EXPANSION OF THE EN-SUITE ADDITION MADE IN 1979. 1.2 THE NORTH ELEVATION, REPOSITIONING THE KITCHEN, SCULLERY AND SERVICES.
THESE ADDITIONS ARE LOW SLUNG, SINGLE STOREY AND FLAT ROOFED STRUCTURES.
2. REMOVE AND REPLACE ALL EXISTING STEEL WINDOWS WITH ALUMINIUM FRAMED WINDOWS.
3. EXISTING CEILINGS TO BE REPLACED THROUGHOUT. THE LIVING AND DINING AREA WILL HAVE A RAKED CEILING TO EXPOSE THE EXISTING TRUSSES.
4. A NEW DOUBLE GARAGE TO BE BUILT CLOSER TO THE ENTRANCE.
5. THE EXISTING GARAGE TO CONVERT INTO A BEDSIT.
6. THE INTERNAL FITTINGS + FIXTURES TO BE REPLACED THROUGHOUT.

E. CONTACT DETAILS

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

NAME CONTRACTOR NOT SELECTED YET	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL
CELL	QUALIFICATIONS
REGISTRATION OF INDUSTRY REGULATORY BODY:	

2. ARCHITECT/ARCHITECTURAL TECHNOLOGIST/DESIGNER

NAME CAMERON FINNIE	
POSTAL ADDRESS 48b MADERIA ROAD, MORNINGSIDE, DURBAN, KZN	
	POST CODE 4001
TEL +27 78 803 9322	FAX/EMAIL design@enginearchitecture.com
CELL +27 78 803 9322	SACAP REG. NO. PR ARCH. 24750893
Author's Drawing Nos. 100 LOWER GROUND FLOOR PLAN, 101 SITE + UPPER GROUND FLOOR PLAN, 200 LONG SECTIONS + ELEVATIONS AND 201 SHORT SECTIONS + ELEVATIONS	
SIGNATURE 	DATE 2023/03/24

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

NAME BYRON + MARA BRISCOE	
POSTAL ADDRESS 6 MINERVA AVENUE, GLENASHLEY, DURBAN, KZN	
	POST CODE 4051
TEL +27 71 572 8882 +27 79 271 1690	FAX/EMAIL bhbriscoe@gmail.com marab@dhqsa.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	
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 **AMAFA AKWAZULU-NATALI**

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 _____

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

	YES	NO
APPLICATION FORM (COMPLETED & SIGNED BY OWNER & PLANS AUTHOR)	X	
MOTIVATION	X	
PHOTOGRAPHS*	X	
ORIGINAL DRAWINGS	X	
PLANS (X2 SETS when in hard copy) - NUMBERED AND COLOURED *	X	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	X	
PROOF OF PUBLIC PARTICIPATION*		X
PAYMENT/PROOF OF PAYMENT (use street address as reference)	X	

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 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. 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.

E. CONTACT DETAILS: the contractor's details can be left out if unknown. All other fields must be completed. **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 compile the supporting documentation. 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 SURROUNDINGS:

Submit post card size photographs that clearly illustrate the features of the buildings to be altered/demolished. Also submit photographs showing all the elevations/sides and the building in its context (streetscape and surrounding buildings – adjacent and across the road, aerial view, etc.).

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 Langelibalele 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 can be processed while the applicant waits if presented at the Institute offices on a Monday between 9:00 -15:00. 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-mailed enquiries will not be responded to.

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