



KWAZULU - NATAL
AMAFA
& RESEARCH INSTITUTE

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 uploaded to the online system, SAHRIS, run by the S A Heritage Resources Agency – go to www.sahra.org.za to register to use the system (see attached guidelines)

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, Shanan Singh (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 10.02.2023

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

Name of property: 15 Bedford Gardens, Glenwood, Durban, 4001		Title Deed No.: 8325/2000
Erf/Lot/Farm No: Lot 5551 of Durban	Size of land: 702m ²	GPS Co-ordinates: 31.025 -29.8525
Street Address 15 Bedford Gardens, Glenwood, Durban, 4001		Suburb Glenwood
Town/Local Municipality: eThekweni Municipality		District Municipality: N/A
Current zoning: Special Residential 650		Present use: Dwelling house

C. SIGNIFICANCE:

1. Original date of construction/plan approval:
2. Historical Significance: None- see report attached
References

3. Architectural Significance:
Not significant in itself but more in terms of forming part a context of clay-tile, hipped-roof houses that make up the Glenwood peri-urban built-environment of the Union period- see report attached. Most of these had 'front verandas' and the inteneion here is to reinstate the veranda that had been enclosed.
References

4. Urban Setting & Adjoining Properties:
The Bedford Gardens node is an arrangement of houses around a community park. The houses would all have had verandas that engaged with the street and overlooked the park. As mentioned the intention here is to reinstate that important architectural element/feature. Most of the houses are single storey, as is this one. This is a particularly pleasing peri-urban suburban node. The visual connections are important.
References

D. PROPOSED WORK

1. Purpose of Application (Indicate the reason by marking the relevant box)				
DEMOLITION				
CONDITION	<input type="checkbox"/>	HEALTH REASONS	<input type="checkbox"/>	DEVELOPMENT/OTHER
ALTERATION				
CONDITION	<input type="checkbox"/>	HEALTH REASONS	<input type="checkbox"/>	DEVELOPMENT/OTHER <input checked="" type="checkbox"/>
ADDITION				
CONDITION	<input type="checkbox"/>	HEALTH REASONS	<input type="checkbox"/>	DEVELOPMENT/OTHER

2. Motivation for proposed work (Summarise below and expand on a separate sheet if necessary)
Client wished to restore old house to the way it was originally built, based on the old drawings and contextual analysis.

3. Detail the alterations/additions/restorations proposed (Briefly outline the proposal)
Ground Floor, Main House:
Demolish ex. wall and reinstate street facing veranda (incl. columns as per original drawing.)
Rebuild stoep steps.
Remove all non-matching windows and doors and reinstate new windows and doors to match existing. Remove paint from ex. doors and windows (expose wood finish as original).
Demolish additions (stairs) and reinstate study
Replace asbestos awning material with similar but non-toxic roof profile
Replace or refurb all doors and windows

E. CONTACT DETAILS

1. CONTRACTOR (the person who will do the work)	
NAME Not yet appointed	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL
CELL	QUALIFICATIONS
REGISTRATION OF INDUSTRY REGULATORY BODY:	

2. ARCHITECT/ARCHITECTURAL TECHNOLOGIST/DESIGNER	
NAME Amanda Lead	
POSTAL ADDRESS 54 Edmonds Road, Glenwood	
Durban	POST CODE 4001
TEL 031	FAX/EMAIL info@leadarchitects.co.za
CELL 0832252378	SACAP REG. NO. Pr.Arch 5027
AUTHOR'S DRAWING NOS. 1912 4 1_01 ; 1912 4 1_02 ; 1912 4 1_03 ; 1912 4 1_04	
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 <i>AK Lead</i>	DATE 10.02.2023

3. OWNER OF PROPERTY (Owner or delegated person to sign on the front of this form)	
NAME Shanan Singh	
POSTAL ADDRESS 15 Bedford Gardens, Glenwood, Durban	
	POST CODE 4001
TEL 0828346118	FAX/EMAIL shan.singh@tongaat.com

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
<u>USE STREET ADDRESS/FARM NAME AS REFERENCE</u>

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
APPLICATION FORM (FULLY COMPLETED, INCLUDING MOTIVATION & SIGNED BY OWNER & PLANS AUTHOR)	✓
PHOTOGRAPHS*	✓
ORIGINAL and PREVIOUSLY APPROVED DRAWINGS	✓
PLANS - NUMBERED AND COLOURED *	✓
TITLE DEEDS	✓
PROOF OF PROFESSIONAL ACCREDITATION & LETTER OF APPOINTMENT	✓
PROOF OF PUBLIC PARTICIPATION*	NA
PAYMENT/PROOF OF PAYMENT (use street address as reference)	NA

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 these guidelines from the form before submission

SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.amafainstitute.org.za – look under the “RESOURCES” tab - forms – Form A. Submissions must be uploaded to the Sahris system operated by SAHRA at www.sahra.org.za (confirm upload to beadmin@amafapmb.co.za) All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.

APPLICATION FORMS

Even though the Sahris system is formulated as a submission, all applications must be accompanied by the relevant official application form and the required 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 protected building (formally protected/listed or over 60 years of age at the time the work was started/completed without 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 – load to the designated ConsentLetter box on Step 4 where the information is confidential).

B. PROPERTY: Name of the property only where applicable: e.g., Grandborough Court. Provide all the cadastral information, the Title Deed number and the size of the site. The full title deed must be uploaded to the ConsentLetters field.

The street address is the key information and is used as a tracking device in the database.

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

- 1. ORIGINAL DATE OF CONSTRUCTION** is taken from the date of first plan approval. If the original plans are not available, estimate the date e.g. c1920's.
- 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. Detail 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: all applications require a level of public consultation with the basic level being the poster placed on all boundary entrances. Neighbours, Ward Councillors, and Heritage Societies should be consulted in the case of demolition, major alterations, change of use & development applications. Owners & residents of properties within 100m must be consulted for demolition applications. (Guidelines & Forms under COMPLIANCE on the website www.amafainstitute.org.za.)

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 – UPLOAD TO ProofofPayment – step 4.

SUPPORTING DOCUMENTATION:

Only SACAP accredited professionals registered with the Institute may author drawings submitted in support of this application. Permits may require their overseeing/monitoring the work. **NB** the title block must contain 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/renditions, 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 of the exterior (all facades/elevations) and interior of all buildings on the site and views that clearly illustrate the features of the structures to be altered/demolished.

Photographs showing the context (streetscape and surrounding buildings – adjacent and across the road, aerial view, etc.) must also be submitted. Submit in colour and in jpeg format. If incorporated into a document or report, photographs must be post card size – 100x150mm.

Sahris allows about 8-10 photographs of 10MB or less to be uploaded – click Advanced upload to upload multiple images at once but remember to click upload and wait for the system to complete the upload.

Complete the description/caption field provided. If there are more than 10 images, please upload the rest to AdditionalDocuments – the limit of 10 is to keep the block of selected images on the case front page to a limited number of images – AdditionalDocuments has no limit.

2. PLANS:

Submit one full set of submission drawings for alterations & additions applications and concept drawings or renditions for demolition applications (see above) – upload to AdditionalDocuments or to ResearchProposals if the case is confidential. 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. These are especially important in the case of deviations and where a case is made for the devaluing of the heritage conservation worthiness

PROCESSING OF APPLICATIONS: complete applications are processed in the order in which they are received, except during the holiday break 15 Dec – 15 Jan. Allow 10 working days for the initial review and a further 10 days for processing. The processing of complex applications will take longer. Written responses to applications will be uploaded to the case on Sahris exclusively. Enquiries will be dealt with through the messaging system on Sahris. Email will only be used if the Sahris system becomes inoperable.

***PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Allow 30 days from the receipt of all required documentation**