



**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/statuses. 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](mailto: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, Garth Gerard Raubenheimer (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 DBN Date 26.04.2023.

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

Name of property:		Title Deed No.: T13078/2022
Erf/Lot/Farm No: Rem of Erf 1397 Kloof	Size: 2070m <sup>2</sup>	GPS Co-ordinates:
Street Address 49A Kloof Falls Road		Suburb Kloof
Town/Local Municipality: eThekweni Municipality		District Municipality: Outer west
Current zoning: Special Residential 1800		Present use: Residential

**C. SIGNIFICANCE:**

<b>1. Original date of construction/plan approval:</b>	1953
<b>2. Historical Significance:</b>	Buildings older than 60 years
References	

<b>3. Architectural Significance:</b>	None
References	

<b>4. Urban Setting &amp; Adjoining Properties:</b>
The property is in a built up residential area, with all adjoining properties developed
References

**D. PROPOSED WORK**

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

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



CONDITION		HEALTH REASONS		OTHER	X
-----------	--	----------------	--	-------	---

**2. Motivation for proposed work** (Summarise below and expand on a separate sheet if necessary)

The property was purchased by the Owners and registered 28.02.2022. Plans had previously been passed on 28 June 2021 for additions and alterations to the Servant's Quarters under AMAFA Permit Ref: 20/326 issued on 08 February 2021, however the work was not done by the previous owners. The main dwelling is a "T" shaped structure with double pitched roofs under chromadek roof sheets with the Verandah on the NE, under a lean to roof. The dwelling has two bedrooms, a bathroom, kitchen and living area. There is a small entrance patio with a concrete roof slab. There are dormer windows on every roof pitch allowing natural light into the interior of the house. The roof material was changed from thatch to chromadek roof sheets, in the past, along with a window in the main bedroom that was bricked up and the stonework restored to match the existing. The position of the kitchen and second bedroom was also swapped out at the time, placing the kitchen in line with the living area, thereby improving the flow. There is a Servant's Quarters in facebrick finish, with a Pergola Patio on the front of the building. It has a plaster and paint addition on the NE, for a bathroom and kitchen area, which is over the building line. There were no plans to be found at the Municipal Records Department, however the latest approved plans in 2022, included the area and it is apparent from the finishes in the SQ, and the matching stonework on the dwelling's Patio, that the work was done many years ago. It was assumed that the archive plans were lost. Lastly, there is a small separate store, built in the same stonework as the main dwelling. The motivation for the proposed work is to improve the layout and flow of the house. The idea is to not extend the main house in terms of the structural and aesthetic aspect but to modernize the living conditions of the house, while retaining the "farmhouse feel" of the rough stonework on the exterior. The addition of an En-Suite Bathroom into the existing Patio area, off the second Bedroom improves the living conditions inside the house. The addition of a timber deck at First Storey level, will add an attractive appearance to the exterior of the house and provide beautiful views, along with an aviary to utilize the space below the deck. The proposed loft store, above the Bedrooms and Kitchen, will provide a much needed storage area in the small home. The dormer windows on the North East Elevation of the house will be merged into one large dormer window to open the space. The proposed alterations and small addition to the corner of the Servant's Quarters will improve the layout and flow in the living area. The proposed garage addition onto the existing separate store building will provide secure lock-up parking on the property, along with an area to do mechanical work and store gardening items safely. The combination of sheet cladding with plaster brickwork below, will extend the farm building look and feel, to the Garages. The separate Ancillary Unit will provide accommodation for elderly family members and will be a modern design and finish to complement the other buildings on the property. The addition of a windmill in the back of the garden will add a quirky "farmhouse" look to the property.

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

The addition of a bathroom under the verandah lean-to roof will provide an en-suite for the second bedroom while not requiring an extension to the dwelling. The addition of a timber deck at First Storey level, with an aviary below, will be attractive while providing an entrance to a proposed loft store above, which will run the length of the North East wing of the building and provide a much needed storage area. There is a proposed timber deck at ground level which will extend the living area to the outdoors. The feature pond with timber walkways, will complement the entrance to the house. The small addition onto the corner of the Servant's Quarters will add to the kitchen area. The addition of the triple garage onto the existing store will provide secure parking. The addition of a free standing Ancillary Unit will provide accommodation for relatives. The proposed windmill will provide the means to utilize the stored water in underground tanks. The existing fence work on the North East boundary will be replaced with a palisade fence, with timber inserts to match the boundary wall. The proposal to merge the dormer windows in the loft store area will open the space up for easier access. The proposed second driveway gate entrance alteration to the front boundary wall will create an inset to the entrance which will enable safer parking while exiting and entering the property on the busy road.


**E. CONTACT DETAILS**

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

NAME	Contractor is still to be appointed	
POSTAL ADDRESS		
		POST CODE

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

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

NAME Stella De Jager	
POSTAL ADDRESS 7 Umdoni Road	
Crestholme	POST CODE 3655
TEL	FAX/EMAIL
CELL 0845681303	SACAP REG. NO. ST0986
Author's Drawing Nos. 13-662 Sheet 1-4	
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 26.04.2023

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

NAME Garth Gerard Raubenheimer	
POSTAL ADDRESS 49A Kloof Falls Road, Kloof	
	POST CODE 3610
TEL 0825641462	FAX/EMAIL garth@africawie.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 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)	x	
---	---	--

MOTIVATION	x	
PHOTOGRAPHS*	x	
ORIGINAL DRAWINGS	x	
PLANS ( <del>X2 SETS when in hard copy</del> ) - NUMBERED AND COLOURED *	x	
PROOF OF PROFESSIONAL ACCREDITATION & LETTER OF APPOINTMENT		
PROOF OF PUBLIC PARTICIPATION*		
PAYMENT/PROOF OF PAYMENT (use street address as reference)	x	



KWAZULU-NATAL  
**AMAFA**  
 & RESEARCH INSTITUTE

# 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](http://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](mailto:beadmin@amafapmb.co.za) or uploaded to the Sahr’s system operated SAHRA at [www.sahra.org.za](http://www.sahra.org.za) (confirm upload to [beadmin@amafapmb.co.za](mailto: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  
**AMAFA**  
& RESEARCH INSTITUTE