



APPLICATION FORM I (for Official Use)

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 (5/2018) FOR THE CONDONATION/ APPROVAL/RECTIFICATION OF THE UNLAWFUL COMMENCEMENT OR CONTINUATION OF WORK ON, OR DAMAGE TO, HERITAGE RESOURCES PROTECTED IN TERMS OF CHAPTERS 8 & 9 (sections 37 to 50, including both generally and specially protected heritage resources).

This form is to be used for applications where work was commenced, alternatively completed without the prior written approval of the Institute in its capacity as the Provincial Heritage Resources Authority. If no work has been undertaken select the appropriate form from the website www.heritagekzn.co.za.

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)

THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED

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, THE TYPE OF CONTRAVENTION WILL DETERMINE THE METHOD OF SUBMISSION.

A. DECLARATION BY OWNER

I, LAILA TICKLEY

(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 written approval of the work to me.

Signature 

Place DURBAN Date 16.04.2023

(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:	Title Deed No.
Name of property/Project title: HOUSE OSMAN	
Erf/Lot/Farm No: PORTION 24 & 27 OF ERF 903	GPS Co-ordinates -29.833276749508954, 30.97172024345145
Street Address, Suburb, Town: 12 & 14 FRIESLAND ROAD SHERWOOD, BRICKFIELD	
Local Municipality eTHEKWINI	District Municipality Traditional Authority Area

Current zoning SPECIAL RESIDENTIAL 900	Present use RESIDENTIAL
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C. HERITAGE SIGNIFICANCE: (complete sections appropriate to site)

1. Status of Heritage Resources on the Site:

Permanent Protection:	Heritage Landmark/ Provincial HL		Listed on the Heritage Register		Provisionally Protected (notice issued)		Site in a Protected Area
Generally Protected site containing:	Structures 60 years +	✓	Graves		Archaeological site Battlefield or rock art		Palaeontological material Meteor impact site

2. Historical/Military Significance:	THE EARLIEST PLANS AVAILABLE ARE DATED 1944, WHEN A NEW WALKIN PANTRY WAS ADDED TO THE EXISTING HOME. IN 1950 & 1951 RESPECTIVELY A PLAYROOM AND SLEEPING PORCH WAS ADDED TO THE REAR OF THE HOME. THE PROPERTY WAS CONNECTED TO THE MUNICIPAL SEWER SYSTEM IN 1953. IN 1955 A NEW BREAKFAST ROOM WAS ADDED TO THE KITCHEN WITH A NEW SHOWER ROOM ABOVE. THE ADJACENT PROPERTY WAS PURCHASED & A NEW SWIMMING POOL WAS ADDED. THE FINAL ADDS WAS AN AWNING IN 1982.
References	MUNICIPAL PLAN RECORDS

3. Architectural Significance:	TUDOR / EDWARDIAN STYLE	Original date of construction:	EARLIEST RECORD - 1944
Significance: CHARACTERISED WITH STEEPLY PITCHED ROOF, SMALL PANED CASEMENT WINDOWS, BAY WINDOWS AND MOCK TUDOR BLACK TIMBERING.			
References			
https://www.everest.co.uk/types-of-houses/		KZNIA JOURNAL 3_4 1992	
https://www.homify.co.uk/ideabooks/7898004/homes-through-the-eras-tudor-georgian-victorian-edwardian			

4. Archaeological Significance:	N/A
References	

5. Palaeontological Significance:	N/A
References	

D. WORK CARRIED OUT WITHOUT PRIOR APPROVAL

1. Purpose of Application:	Damage/destruction/demolition	Alterations/Additions	✓
Redecoration	Disfigured Written/drawn on	Excavation	

Exhumation		Inundation		Development	
Collection/Removal from original site		Trade/export (heritage objects)		Restricted use of equipment s40(5)	
Consolidation/Subdivision		Amendment of Plan		Other	

2. Existing Improvements made on site:

THE PREVIOUS OWNERS COMMENCED WITH ADDITIONS AND ALTERATIONS TO THE DOMESTIC QUARTERS & ADDED TWO ENSUITES TO THE MAIN HOUSE WITHOUT PLAN APPROVAL. CONSTRUCTION WAS ALSO STARTED ON THE ANCILLARY UNIT WHICH STILL REQUIRES SOME ENGINEERING REMEDIAL WORK AND FOR THE BUILDING TO BE FULLY COMPLETED.

3. Detail the work commenced/carried out

THE PREVIOUS OWNERS ADDED A 2ND BEDROOM, SHOWER & KITCHEN TO EXISTING DOMESTIC QUARTERS. THEY ALSO STARTED CONSTRUCTION, BUT DID NOT COMPLETE, THE ANCILLARY UNIT. ON INSPECTION IT WAS NOTED THAT THE RAFTERS ARE UNDERSIZED AND THE ROOF REQUIRES REMEDIAL WORK WITH THE CORRECT RAFTER SIZES, UNDERLAY AND ADEQUATE FIXINGS. THE BUILDING ENVELOPE ALSO STILL REQUIRES WINDOWS, DOORS AND ALL INTERNAL FINISHES TO BE USABLE BY THE NEW OWNERS. TWO ENSUITES WERE ALSO ADDED TO THE GROUND FLOOR AND FIRST FLOOR OF THE MAIN HOUSE WITHOUT PLAN APPROVAL.

4. Motivation for work (Please motivate fully why work was commenced without approval)

THE PREVIOUS OWNER PASSED AWAY AND THE HOUSE FELL INTO DISREPAIR. AFTER THE PROPERTY WAS PURCHASED FROM THE ESTATE, THE CURRENT OWNERS DISCOVERED THAT THE ANCILLARY UNIT BUILT ON THE PROPERTY WAS NOT ON ANY APPROVED PLANS AND WILL REQUIRE ENGINEERING INTERVENTION TO MAKE IT SAFE FOR USE. IT WAS ALSO DISCOVERED THAT ALTERATIONS & ADDITIONS WERE DONE TO THE HOUSE & DOMESTIC QUARTERS WITHOUT PRIOR PLAN APPROVAL. AS THE STRUCTURES WAS ILLEGALLY BUILT UNDER THE PREVIOUS OWNERS, THE CURRENT OWNERS ARE NOW BRINGING THE PROPERTY INTO COMPLIANCE. IN THE MAIN HOUSE THERE ARE SEVERAL BROKEN WINDOWS, WATER DAMAGE TO THE UPSTAIRS BEDROOMS AS WELL AS THE FIRST FLOOR SLAB THAT WILL REQUIRE REMEDIAL WORKS.

Status of work	Commenced		Stopped		Completed	
Date commenced			Date stopped		Completion date	


E. CONTACT DETAILS

1. CONTRACTOR (the person who has done or who will complete the work)

NAME
POSTAL ADDRESS

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

2. ARCHITECTURAL PROFESSIONAL/ HERITAGE PRACTITIONER

NAME LAILA TICKLEY	
POSTAL ADDRESS 4 ALBION PLACE - MORNINGSIDE-DBN	
	POST CODE 4001
TEL	FAX/EMAIL
CELL 072 808 5909	PROFESSIONAL REG. NO. PrArch 21560
Author's Drawing Nos. SUB 005 - SUB 006	
SIGNATURE 	DATE 16.04.2023

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

NAME SAFEEYA OSMAN	
POSTAL ADDRESS 12-14 FRIESLAND ROAD	
	POST CODE 4091
TEL 083 786 5885	FAX/EMAIL

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 SAFEEYA OSMAN	
TEL 083 786 5885	FAX/EMAIL

F. SUBMISSION FEE: R4000.00 (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.

USE STREET ADDRESS/FARM NAME or DEVELOPMENT/PROJECT TITLE OR SAHRIS ID NUMBER AS REFERENCE

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

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 (*see guidelines)

APPLICATION FORM (COMPLETED & SIGNED BY OWNER & CONSULTANT)	✓
MOTIVATION/INCEPTION REPORT	✓
PHOTOGRAPHS*	✓
ORIGINAL/PREVIOUS DRAWINGS/REPORTS	✓

PLANS (X2 SETS FOR HARD COPY SUBMISSIONS) - NUMBERED AND COLOURED*			✓
1:50 000 MAP & SATELLITE AERIAL VIEW	✓	KML FILE MAP	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)			✓
APPOINTMENT LETTERS	✓	CONSENT LETTER	✓
PAYMENT/PROOF OF PAYMENT			✓



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KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE

THE KZN PROVINCIAL HERITAGE RESOURCES AUTHORITY
(accredited in terms of the National Heritage Resources Act and established in terms of the
KZN AMAFA AND RESEARCH INSTITUTE ACT (5 OF 2018))

GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018), CHAPTERS 8 & 9 (SECTIONS 37-50, including all generally and specially protected Heritage Resources) FOR THE CONDONATION/ APPROVAL/RECTIFICATION OF THE UNLAWFUL COMMENCEMENT OR CONTINUATION OF WORK ON PROTECTED HERITAGE RESOURCES. Please detach from the form before submission

NB: THE PROVISIONS OF SECTION 38 OF THE NATIONAL HERITAGE RESOURCES ACT (25/1999), COVERING DEVELOPMENTS, THAT WERE PREVIOUSLY EXCLUDED FROM THE KZN HERITAGE LEGISLATION HAVE BEEN INCLUDED IN THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018).

APPLICATION FORMS

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

- 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 or farm name and number 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. 1. SIGNIFICANCE:** Sites are permanently protected as Heritage Landmarks (ex-national monument status) or listed on the Heritage Register. Details of the significance are given in the Gazette notice proclaiming the status. Provide the Gazette Notice number or the listing number.
- 2. HISTORICAL SIGNIFICANCE:** a brief history of the occupation of the site and phases of construction, as well as an assessment of historical significance is necessary.
- 3. ARCHITECTURAL SIGNIFICANCE:** An assessment of the condition of the buildings/structures on the site must 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. A full status quo architectural report must be provided, together with the plans.
- 4. ARCHAEOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the archaeological remains must be provided
- 5. PALAEOLOGICAL SIGNIFICANCE:** An assessment of the condition and significance of the palaeontological remains must be provided
- D. WORK CARRIED OUT WITHOUT APPROVAL:** Motivate and give full details of the work carried out and give reasons why this was done without obtaining heritage authority approval prior to commencement. Detail the work to be carried out – do not merely refer to the plans/report submitted. As this is a serious offence punishable through hefty fines and/or a prison sentence if not approved by the heritage authority the applicant must treat this process as if it were a court proceeding and provide as much evidence in mitigation as possible.
- E. CONTACT DETAILS:** All 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 within 100m, Ward Councillors, and Heritage Societies should be consulted in the case of 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 service fee determined by the Council of the Institute is payable on submission of all applications. This is not an admission of guilt fine and the Institute reserves its rights

to prosecute offenders. The application will not be registered as submitted if the proof of payment is not attached to the application form. Ref the street address or farm name on the payment.

***SUPPORTING DOCUMENTATION: Only accredited professionals registered with their respective professional bodies may compile the supporting documentation. Permits may require their overseeing the work.**

FOR STRUCTURES: PLEASE REFER TO THE GUIDELINES CONTAINED IN FORM A which can be downloaded from the website www.heritagekzn.co.za under the tab “Permits”

FOR ARCHAEOLOGICAL SITES: PLEASE REFER FORM D which can be downloaded from the website www.heritagekzn.co.za under the tab “Permits”, AND TO THE SA HERITAGE RESOURCES AGENCY AND ASSOCIATION OF SOUTH AFRICAN PROFESSIONAL ARCHAEOLOGISTS GUIDELINES AND PRESCRIPTS FOR REPORTS AND WORK ON HERITAGE SITES, which can be downloaded from www.sahra.org.za.

FOR PALAEOANTHROPOLOGICAL SITES: PLEASE REFER FORM D which can be downloaded from the website www.heritagekzn.co.za under the tab “Permits”, AND TO THE SA HERITAGE RESOURCES AGENCY AND ASSOCIATION OF SOUTH AFRICAN PROFESSIONAL ARCHAEOLOGISTS GUIDELINES AND PRESCRIPTS FOR REPORTS AND WORK ON HERITAGE SITES, which can be downloaded from www.sahra.org.za.

FOR DEVELOPMENT APPLICATIONS (NHRA Section 38 and KZN A & R I Section 41) REFER TO THE GUIDELINES ATTACHED TO FORM J which can be downloaded from the website www.heritagekzn.co.za under the tab “Permits” AND THE GUIDELINES FOR HERITAGE REPORTS, which can be downloaded from www.sahra.org.za.

SUBMISSION OF APPLICATIONS: Application forms can be downloaded from www.heritagekzn.co.za – look under the “Permits” tab - download forms – Form I.

APPLICATIONS FOR STRUCTURES: 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 Sahris system operated by the South African Heritage Resources Agency (confirm upload to beadmin@amafapmb.co.za). Minor work applications can be brought into the Institute’s offices on a Monday between 09:00-15:00 and, where possible, they will be handled within about an hour, provided that the bearer waits for the permit or collects it on the same day.

APPLICATIONS FOR MILITARY, ARCHAEOLOGICAL AND PALAEOANTHROPOLOGICAL SITES: these applications must be uploaded to the Sahris system operated by the South African Heritage Resources Agency – go to www.sahra.org.za/sahris. Remember to tick “Amafa” under the KZN Province so that the application lands in the correct inbox on the system. The owner’s details must be entered into the “Applicant” field and the professional’s details must be entered into the “Consultant” field.

APPLICATIONS FOR DEVELOPMENTS RESTRICTED UNDER SECTION 41 (SECTION 38 OF THE NHRA): these applications must be uploaded to the Sahris system operated by the South African Heritage Resources Agency – go to www.sahra.org.za/sahris. Remember to tick “Amafa” under the KZN Province so that the application lands in the correct inbox on the system. The owner’s details must be entered into the “Applicant” field and the professional’s details must be entered into the “Consultant” field.

NB: there may be some overlap with regard to the historical and military sites, graves, memorials and sites containing ruins over 100 years of age or other structures. Applicants must use their discretion and follow the process that best suits the nature of the resources and the work carried out. If incorrect the receiving officer will direct the application to the most appropriate heritage officer.

PROCESSING OF APPLICATIONS: applications are processed in the order in which they are received, except during the December/January holiday break. Allow 90 days for processing of complex applications as these may be submitted to external reviewers before submission to the Council of the Institute. Lobbying of external reviewers will disqualify the application and the matter will be reported to the relevant professional bodies. Written

responses to applications will be forwarded to applicants by email. Telephonic or e-mails enquiries will not generally be responded to.

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



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