



**SOUTH AFRICAN POLICE SERVICE**

**SOUTH AFRICAN POLICE SERVICE**

**WRITTEN PRICE QUOTATIONS – FIRM PRICES**

[Above the value of R30 000.00 but not exceeding R500 000.00 (VAT included)]

**SECTION "A": TO BE COMPLETED BY PROCUREMENT PRACTITIONER**

**NAME OF COMPANY:** FUZUDLADLA TRADING AND CONSULTING 724KT  
**TELEPHONE NUMBER:** 0781564237  
**QUOTATION NUMBER:** 10/8/2022 .....  
**VALIDITY PERIOD:** 60 DAYS  
**REQUIRED AT:** PIETERMARITZBURG GROUND FLOOR CSC  
**QUOTATION DESCRIPTION:** PURCHASE AND INSTALL - TRELLIDOR SLAM LOCK AS PER SPECIFICATIONS ATTACHED  
**FAX NUMBER:** ... 82bigjoe@gmail.com .....  
**CLOSING TIME AND DATE:** 11:00 ON 2022/09/30 .....

**SECTION "B": COLUMN 1 TO 5 TO BE COMPLETED BY PROCUREMENT PRACTITIONER AND COLUMN 6 TO 9 TO BE COMPLETED BY SUPPLIER**

1	2	3	4	5	6	7	8	9
ITEM NUMBER	DESCRIPTION OF ITEM	UNIT OF MEASURE	END USER	QUANTITY REQUIRED	PERIOD REQUIRED FOR DELIVERY AFTER RECEIPT OF ORDER	DELIVERY MUST BE FIRM (STATE YES/NO)	UNIT PRICE (INCLUDING VAT AND DELIVERY COSTS)	SUBTOTAL PER ITEM
1	PURCHASE/INSTALLING OF TRELLIDOR, SLAM LOCK, GROUND FLOOR MAIN ENTRANCE BY CSC AS PER "AMAFI" SPECIFICATIONS WITH X3 KEYS, COLOUR BROWN	EA	PMB	01				
							<b>TOTAL</b>	R375 000.00

**FUZUDLADLA TRADING & CONSULTING (PTY) LTD**  
 90457 EBO, QOOTH RD  
 HILCREST 3610  
 82bigjoe@gmail.com / 078 156 4237

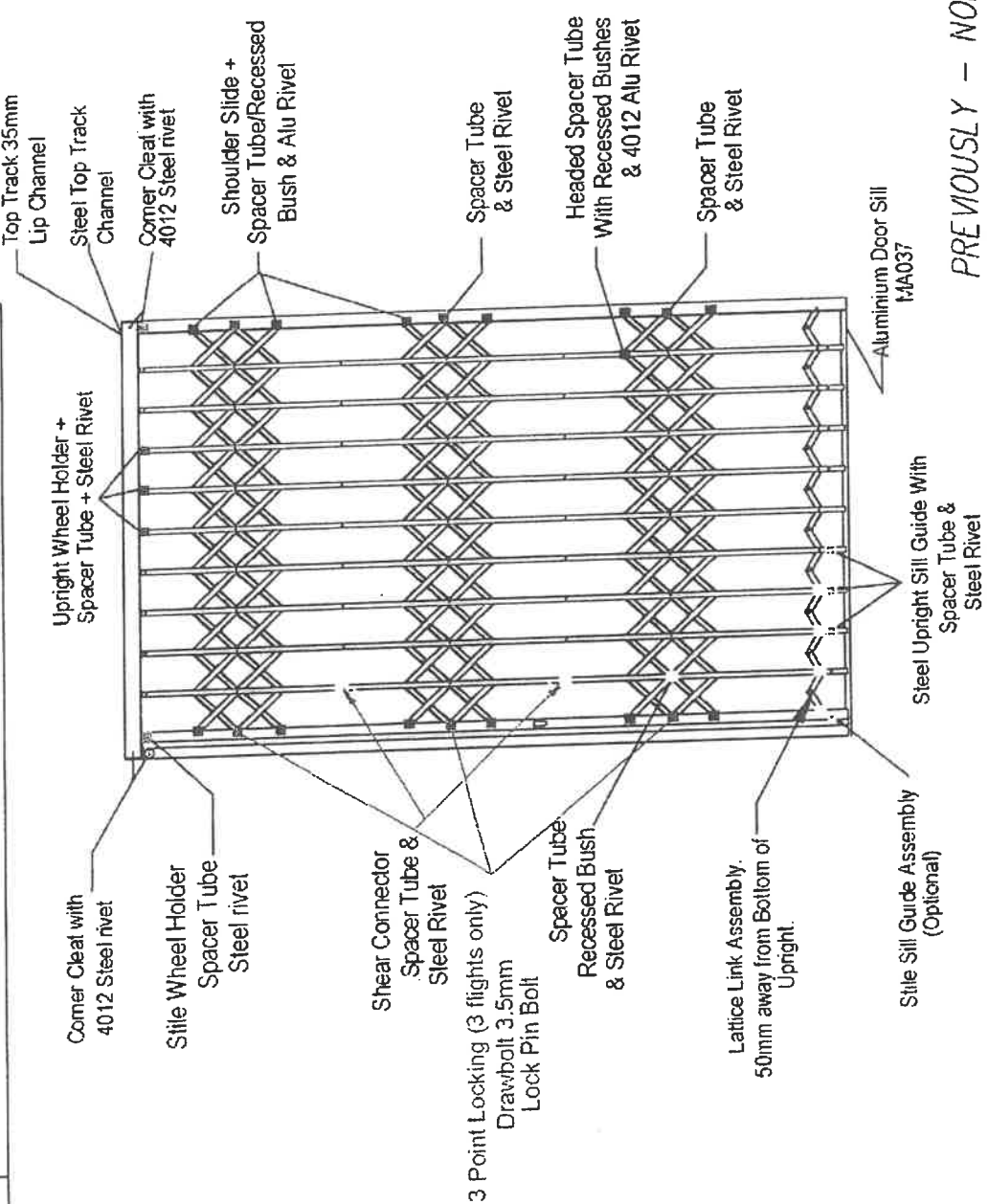
**Note: Prices quoted must include VAT and all delivery costs.**

**Offer is subject to the stipulations of the General Conditions of Contract.**

DO NOT SCALE IF IN DOUBT ASK UNCONTROLLED UNLESS STAMPED "CONTROLLED" IN RED

KEY

Cir Code	Description	Stock Codes
■	Headed Spacer Tube	P5346
■	Recessed Bush	PN058 PN017 PN058 PN156
■	Shear Connector	PN157 PN158
■	Sill Wheel Holder Assy	PA030 PA031 PA032
■	Shoulder Slide	PN072 PN073 PN114
■	Upright Sill Guide Plated	PA025
■	Upright Wheel Holder Assy	PA044 PA045 PA046
■	Spacer Tube Frame	PS344
■	Spacer Tube Upright	P5345
■	4012 Alu Plain Rivet	FR001
■	Lattice Link Assembly	PA025
■	4012 Steel Rivet (Olive Drab)	FR030
■	Sill Guide Assy (Optional)	PA004 PA005 PA006
■	HEADED SPACER TUBE (GOLD)	P5346



PREVIOUSLY - NONE

MATERIAL	SEE B.O.M.	TREATMENT/FINISH	
DIMENSIONS IN MILLIMETRES	NO	PRODUCT CODE	040
SCALE	N/T	DATE	20/07/09
APPROVED	A. OLIVER	CHECKED	A3
<p><b>TRELLIDOR</b></p> <p>WELLER LTD, PARK ROAD, JERRINGTON, WA TEL: 080 500 14 00 FAX: 080 50 203</p> <p>ALL RIGHTS RESERVED Unauthorized reproduction or use of the information herein is prohibited.</p>			
PART NAME		TRELLIDOR T800 ASSEMBLY WORKS INSTRUCTION	
CAD No.	ME-WI-100	REV	2

Always refer to Job Card

REV	REVISION DETAILS	CN No.	DRN	CHK	APP	DATE
1	STOCK CODE CHANGED. SPACER TUBE CODES CORRECTED	368	IA	AO		16/07/10
2	SPACER TUBE CODES CORRECTED		KR			17/05/12

FUZUOLABLA TRADING & CONSULTING (PTY) LTD  
90657 EMBO, NQOTHQ RD

HILLCREST 3610

82bigjoe@gmail.com / 078 156 4237

GOOD DAY

Thank you for the feedback

1. Please advise as to when do you need the application form and the payment, after getting the quotes or before, the reason I am asking is because I am afraid to pay the deposit not knowing whether I will have funding for the project,

**From:** Ros Devereux <[ros.devereux@amafainstitute.org.za](mailto:ros.devereux@amafainstitute.org.za)>  
**Sent:** Monday, 22 August 2022 11:21  
**To:** KZN:Pietermaritzburg:SCM:Commander:Nzuza TD - Lt Col <[thembanzuza@saps.gov.za](mailto:thembanzuza@saps.gov.za)>  
**Cc:** Khanyi Zondi <[khanyi.zondi@amafainstitute.org.za](mailto:khanyi.zondi@amafainstitute.org.za)>  
**Subject:** RE: REPAIRS TO PIETERMARITZBURG SAPS

Good day Lt-Col Nzuza,

① Security Gate at the main entrance: As discussed on site, you can go ahead with quotes for a concertina/folding gate to be placed inside the main doors. It cannot have a track on the floor, only a wheel, but a transom bar to match the bar between the door and the arch could be fitted to control the sliding gate if necessary. The gate needs to fold away to the left and close with a slam lock on the right. No fixing screws can be fixed into the dado moulding. The plaster may be fairly soft so fixing might need to go all the way into the brickwork behind.

A wireless bell can be fixed to the wood panelling next to the right hand door using double sided tape which can be removed should the bell need to be replaced. We agreed that the ringing end would be placed in the main charge office and fixed in the same way.

② Downpipes: you can look at another material other than copper but sheet metal and copper don't like being joined together and metal disease results. There may be a sealant or glue that can be applied to the joint to prevent metal disease at the joints.

As discussed, the water needs to be directed away from the building. You will need to talk to the Msduzi building inspectorate about creating a channel to lead to the storm water drain. If you can't dig down to replace the original drainage, find out if a channel will be acceptable to the municipality. There are non-metal grills that can be installed over or if the channel is deep enough, the paving stones can be replaced over it in such a way that you can lift them to clean out the channel (this shouldn't be necessary as there shouldn't be a lot of leaves coming down the pipes. My concern is that the storm water gutter is quite shallow and I don't think there will be much fall between the downpipe and the gutter on the street. The alternate may be to place a concrete splash guard under the downpipes to direct the water away from the building and the foundations.

PAS  
6.10.5(10)

FACILITY MANAGEMENT  
ENQUIRY : BUILDING INFORMATION

09:17:4  
2023-01-1

Building number...: 00016513 PIETERMARITZBURG POLICE STATION

GPS CO-ORDINATES

(IN CO-ORDINATE HDD.DDDDD FORMAT and WGS 84 PROJECTION)

GATE/MAIN ENTRANCE

X-Co-Ordinate (E): -30.37533 (HDD.DDDDD) / -30 22 31 (HDD'MM'SS)  
Y-Co-Ordinate (S): -29.60092 (HDD.DDDDD) / -29 36 03 (HDD'MM'SS)  
Accuracy.....: 4.00 (Metre)

CENTRE OF STAND

X-Co-Ordinate (E): -30.37533 (HDD.DDDDD) / -30 22 31 (HDD'MM'SS)  
Y-Co-Ordinate (S): -29.60092 (HDD.DDDDD) / -29 36 03 (HDD'MM'SS)  
Accuracy.....: 4.00 (Metre)

ADDITIONAL INFORMATION

GPS Make.....: 1 GARMIN  
GPS Model.....: 3 NUVI 700  
Collector.....: 05402433 TE GUMEDE  
Collaction date..: 20080208

F6:Cancel

F12:Page Backward

ERF 2622

PKT

ACC 99695

PAS  
6.10.5(06)

FACILITY MANAGEMENT  
ENQUIRY : BUILDING INFORMATION

09:18:2  
2023-01-1

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Building number....: 00016513    21/1/2/1/121/3                    21/1/2/1/121/25  
DPW Rerefence.....: 1  
Building Images....:         
STREET ADDRESS DETAILS  
-----

Name of building...: PIETERMARITZBURG POLICE STATION  
Street no & name...: 231                    JABU NDLOVU STREET  
Block reference....:  
Stand number.....: .  
Area Class.....: 1                    URBAN  
Province.....: 00000004 KWAZULU-NATAL                    Post code: 320  
Town/city.....: 00000593 PIETERMARITZBURG  
Suburb.....: 00015601 PIETERMARITZBURG

AREA's (per square meter)  
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Stand/Erf.:	Area.....:	3500.0	Open area (build. purpose):	0.0
Structures:	Ground floor:	3500.0	Tot. unit area registered:	2426.0
			Tot. unit area in use....:	2426.0

F6:Cancel                    ENTR/F11:Page Forward                    F12:Page Backward

**SOUTH AFRICAN POLICE SERVICE**



**SUID AFRIKAANSE POLISIEDIENS**

**Reference**  
**Enquires** COL MASIKANE  
**Telephone** (033) ... 8452419 .....

**THE VISPOL COMMANDER**  
**SOUTH AFRICAN POLICE SERVICE**  
**PRIVATE BAG X9031**  
**PIETERMARITZBURG**  
**3200**

**2023/04/21**

**THE SCM COMMANDER**  
**SOUTH AFRICAN POLICE SERVICE**  
**PIETERMARITZBURG**

**REQUEST TO INSTALL SECURITY GATE ATE GROUND FLOOR BY CSC : PIETERMARITZBURG AS PER SPECIFICATIONS "AMAFA"**

1. Please note that an application is being made to install a security gate at the entrance to the station on the ground floor by CSC. This for security reasons and to control entry into the station after 16:00 many people are found wandering in the station after hours without passing by the CSC. This gate will be controlled with an intercom/bell system from the CSC.
2. Being a Heritage building "Amafa" was contacted and a site visit done on 2022/08/07@ 11:00 so as to guide the SAPS with specifications as to what and how gate may be installed. They also walked through and gave guidance on the down pipes that are non existent and causing damage to the structure of our Building. The municipality was also involved as they had to give permission for gutters to be made to Ensure water is directed away from the building.
3. On 2022/08/22 SCM received feedback from Ros Devereux from "Amafa" as to specifications for both the proposed security gate and the downpipes. Plan with specifications were obtained from one of the suppliers requested from "Amafa" Trellidor.
4. Documentation was completed and now needs to be processed and approved so that R800,00 submission fee can be paid into KwaZulu-Natal Amafa and Research Institute's account before plan, application etc Can be forwarded for consideration and permit may be obtained before any work cancommence.

..... COL  
O.T. MASIKANE  
VISPOL COMMANDER: PMBURG





## APPLICATION FORM H

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

**PERMIT APPLICATION IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018) FOR THE DAMAGE, ALTERATION, REDECORATION, REMOVAL, SUBDIVISION OR AMENDMENT OF ANY PLAN OF SITES PERMANENTLY PROTECTED UNDER SECTIONS 44, 45, 46, 47 AND 49 OF CHAPTER 9 (INCLUDING ANY SITE IN RESPECT OF WHICH A NOTICE HAS BEEN GIVEN OF THE INTENTION TO CONFER SUCH STATUS THEREON)**

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(a) must be used for applications for alterations to memorials. Form I must be used if work has commenced, alternatively 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 AND PROOF OF PAYMENT MUST BE SUBMITTED TO THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE AS PER THE GUIDELINES ATTACHED, THE TYPE OF INTERVENTION WILL DETERMINE THE METHOD OF SUBMISSION.**

### A. DECLARATION BY OWNER

I, LT COL THEMBA DERRICK NZUZA

(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 PIETERMARITZBURG Date 2023/04/19

(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 (provide full cadastral information):

Name of property: <u>SAPS PIETERMARITZBURG</u>	Title Deed No. <u>NA</u>
Erf/Lot/Farm No: <u>2622</u>	GPS Co-ordinates <u>30.37533 /-30 22 31</u> <u>29.60092/-29 36 03</u>
Street Address: <u>231 JABU NDLOVU STREET , PIETERMARITZBURG</u>	
Local Municipality <u>UMSUNDUZI</u>	District Municipality <u>UMGUNGUNDLOVU</u>

Current zoning	GOOT BUILDING	Present use	POLICE STATION /
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Detail of Structures or improvements on site
SECURITY GATE AT MAIN ENTRANCE ONGROUND FLOOR, AS DISCUSSED ON SITE
MEETING WITH AMAFA REPRESENTATIVES
DOWN PIPES TO BE REPAIRED/REPLACED WITH COPPER - ENSURE WATER IS DIRECTED AWAY FROM THE BUILDING. MUNICIPAL PERMISSION OBTAINED

**C. SIGNIFICANCE:**

**1. Status of the Site:**

Heritage Landmark		Provincial Heritage Landmark		Listed on the Heritage Register	X	Heritage Conservancy	
Provisionally Protected (notice issued)			Government Gazette Notice of Protection				

**2. Historical/Military Significance:**

UNKNOWN
References

**3. Architectural Significance:**

Original date of construction:
Significance:
UNKNOWS
References

**4. Archaeological Significance:**

UNKNOWN
References

**5. Palaeontological Significance:**

NA



References

**D. PROPOSED WORK**

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

Damage/destruction/demolition	<input checked="" type="checkbox"/>	Alterations/Additions	<input checked="" type="checkbox"/>	Redecoration	<input type="checkbox"/>
Excavation	<input type="checkbox"/>	Exhumation	<input type="checkbox"/>	Write/draw on	<input type="checkbox"/>
Collection/Removal from original site	<input type="checkbox"/>	Trade/export (heritage objects)	<input type="checkbox"/>	Restricted use of equipment s40(5)	<input type="checkbox"/>
Development	<input type="checkbox"/>	Consolidation/Subdivision	<input type="checkbox"/>	Amendment of Plan	<input type="checkbox"/>

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

INSTALLING OF SECURITY GATE AT MAIN ENTRANCE AS PER SPECIFICATIONS FROM "AMAFA" SITE VISIT. PLAN ATTACHED.
THE GATE WILL BE PLACED INSIDE THE MAIN ENTRANCE DOOR, NO TRACK ON THE FLOOR, ONLY A WHEEL BUT A TRANSAM BAR WILL BE FITTED TO CONTROL SLIDING GATE WHEN NECESSARY (OPENING AND CLOSING AFTER HOURS)
HE GATE WILL FOLD AWAY TO THE LEFT AND CLOSE WITH A SLAMLOCK ON THE RIGHT
NO FIXING SCREWS WILL BE FIXED TO DADO MOULDING. A WIRELESS BELL WILL BE FIXED TO THE WOOD PANELLING NEXT TO RIGHT HAND DOOR USING DOUBLE SIDED TAPE

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

1. SECURITY GATE AS PER AMAFA SPECIFICATIONS FOR AFTER HOUR SECURITY [PLAN ATTACHED OF GATE]
2. REPAIRING/REPLACING GUTTERING AS PER AMAFA SPECIFICATIONS TO KEEP WATER AWAY FROM FOUNDATION. CURRENTLY THE WATER IS DAMAGING THE SANDSTONE & FOUNDATIONS AS GUTTERING IS NON EXISTANT
COPPER TO BE PURCHASED @ PMB METAL WORKS

**E. CONTACT DETAILS**

1. CONTRACTOR (the person who will do the work)
NAME 1. WILL BE OUTSOURCED TO TRELIDOR AS PER TREASURY REG. CSD

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

<b>2. HERITAGE ARCHITECT/HERITAGE PRACTITIONER/CONSERVATOR</b>	
NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL
CELL	SACAP/ASAPA REG. NO.
Author's Drawing Nos.	
SIGNATURE	DATE

<b>3. OWNER OF PROPERTY</b> (Owner or delegated person to sign on the front of this form)	
NAME	
POSTAL ADDRESS	
	POST CODE
TEL	FAX/EMAIL

<b>4. DELEGATED AUTHORITY</b> <i>(The name of the person authorized to act on behalf of a company or institution – Power or Attorney/proof of authorization to be attached)</i>	
NAME <b>T.D. NZUZA</b>	
TEL <b>033-8452410</b>	FAX/EMAIL

<b>F. SUBMISSION FEE: R800.00 (subject to annual increment on the 1 April)</b>
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.
<b>ACCOUNT DETAILS:</b>
<b>ABSA BANK: Branch: ULUNDI Bank Code: 630330</b>
<b>Account in the name of the KZN Amafa and Research Institute</b>
<b>Account No. 40-5935-6024</b>
<b>USE STREET ADDRESS/FARM NAME AS REFERENCE</b> <i>2622</i>

<b>G. PUBLIC PARTICIPATION:</b> (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

<b>H. CHECKLIST OF SUPPORTING DOCUMENTATION</b> (tick if submitted)	
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<b>APPLICATION FORM (COMPLETED &amp; SIGNED BY OWNER &amp; CONSULTANT)</b>	✓
<b>MOTIVATION/INCEPTION REPORT</b>	✓
<b>PHOTOGRAPHS</b>	✓
<b>ORIGINAL/PREVIOUS APPROVED DRAWINGS</b>	NA
<b>PLANS (X2 SETS) - NUMBERED AND COLOURED</b>	✓
<b>PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)</b>	NA
<b>PAYMENT/PROOF OF PAYMENT</b>	✓
<b>OTHER – FOLLOW RELEVANT GUIDELINES FOR BUILT ENVIRONMENT/ARCHAEOLOGY</b>	



SWAZILAND NATAL  
**AMAFA**  
 Department of Arts and Cultural Heritage

# 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 SECTIONS 42-46 OF THE KZN AMAFA AND RESEARCH INSTITUTE ACT (5 OF 2018) FOR DAMAGE, ALTERATION, REDECORATION, REMOVAL, OR ANY OTHER WORK, INCLUDING SUBDIVISION OR AMENDMENT OF ANY PLAN OF A HERITAGE LANDMARK, PROVINCIAL HERITAGE LANDMARK OR ANY SITE IN RESPECT OF WHICH A NOTICE HAS BEEN GIVEN OF THE INTENTION TO CONFER SUCH STATUS THEREON**

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 H(a) must be used for any work on any Memorials or Statues as protected under Section 47.

**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. 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 archaeological remains must be provided

**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 applications. All documentation submitted is retained for record purposes and interested and affected parties may apply to view the documentation.

**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. The application will not be registered as submitted if the proof of payment is not attached.

**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](http://www.heritagekzn.co.za) under the tab “Permits”

**FOR ARCHAEOLOGICAL SITES:** PLEASE REFER TO FORM D which can be downloaded from the website [www.heritagekzn.co.za](http://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](http://www.sahra.org.za).

**FOR PALAEOONTOLOGICAL SITES:** PLEASE REFER TO FORM D which can be downloaded from the website [www.heritagekzn.co.za](http://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](http://www.sahra.org.za).

**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 H.  
**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](mailto: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](mailto: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 PALAEOONTOLOGICAL 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](http://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**