



## APPLICATION FORM A (STRUCTURES)

Ref: \_\_\_\_\_

Date received \_\_\_\_\_

Application No \_\_\_\_\_

Application approved \_\_\_ not approved \_\_\_

Date of permit/notification \_\_\_\_\_

Permit No \_\_\_\_\_

### PERMIT APPLICATION IN TERMS OF THE KZN HERITAGE ACT (SECTION 33(1)(A) FOR THE DEMOLITION, ALTERATION OR ADDITION TO A STRUCTURE WHICH IS, OR WHICH MAY REASONABLY BE EXPECTED TO BE OLDER THAN 60 YEARS

(Application form H must be used for alteration to structures permanently protected in terms of Section 37, 38, & 39 (Heritage Landmarks))

#### PLEASE NOTE

IT IS AN OFFENCE IN TERMS OF THE KWAZULU-NATALI HERITAGE ACT, 2008 TO MAKE ANY FALSE STATEMENT OR FAIL TO PROVIDE REQUIRED INFORMATION IN THIS APPLICATION (Detach and Consult the attached guidelines before completing this form)

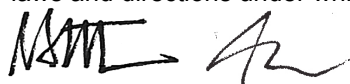
THE ONUS IS ON THE APPLICANT TO ENSURE THAT THE CURRENT APPLICATION FORM IS USED. APPLICATIONS ON NON-COMPLIANT FORMS WILL NOT BE PROCESSED

**ALL APPLICATION FORMS, DEVELOPMENT PROPOSALS, PHOTOGRAPHS, MOTIVATION, AND PROOF OF PAYMENT ARE TO BE DELIVERED TO: Amafa aKwaZulu-Natali, 195 LANGALIBALELE (LONGMARKET) STREET, PIETERMARITZBURG, 3201 OR POSTED TO: BOX 2685 PIETERMARITZBURG 3200. Enquiries 033-394 6543 or Fax 033-394 6552 (For proof of payment not applications)**

#### A. DECLARATION BY OWNER

I, Richard Stretton and Angela Shaw

(full names of owner/person authorized to sign) undertake strictly to observe the terms, conditions, restrictions, by-laws and directions under which Amafa aKwaZulu-Natali may issue the permit to me.

Signature 

Place Durban 11 February 2014 Date

**(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:

1. Name of property: 200 Montpelier Road Title Deed No. \_\_\_\_\_

2. Erf/Lot/Farm No: Portion 13 of ERF 729

Street Address: 200 Montpelier Road

Berea

Local Municipality eThekwini

District Municipality eThekwini

3. Current zoning Special Residential Present use Residential  
900

**C. SIGNIFICANCE:**

1. Original date of construction 1919

2. **Historical Significance:** NONE

References \_\_\_\_\_

**3. Architectural Significance:** \_\_\_\_\_

The house is a good Edwardian house, well planned and built (originally) although some insensitive alterations have taken place over the years. The original elements remain in fact, the alterations have failed and require serious refurbishment. The house has a positive relationship with the street and this feature should be maintained.

References the house is listed as per study 1984

**4. Urban Setting & Adjoining Properties:** House with strong relationship with the street

and its neighbouring house. The house overlooks the street and the boundary wall is kept transparent to enhance this relationship. The upstairs veranda on the west elevation overlooks the street and the relationship is positive. Other houses along this part of Montpellier rd have the same relationship and there is character in the urban form.

There is a block of flats on the property to the south (next door) and this has a negative influence on the amenity usage of this property due to the fact that the flats overlook and have a contrasting form and use to the other houses on the street.

**D. PROPOSED WORK**

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

**DEMOLITION**

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

CONDITION	<input checked="" type="checkbox"/>	MAINTENANCE	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>
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**ADDITION**

EXTENSION	<input type="checkbox"/>	CHANGED USE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
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**2. Motivation for proposed work (Please motivate fully – on a separate sheet if necessary)**

1 Lifestyle.  
 The amenities of the property are compromised as the house had few, small bathrooms originally, then as an institute many small bathrooms were inserted. The alteration to the main house seeks to rationalise the bathrooms and allow en suit facilities to be provided. This involves the enclosure of the SE veranda with patio doors and the removal of a poorly executed extension circa 1970 (unknown)

2 Maintenance and condition.  
 The alteration to the SE elevation on the first floor circa 1970 was poorly built. Bathrooms installed at that time have leaking plumbing, this has caused windows to rot and mould to grow uncontrollably. Damage is extending to timber floors and skirtings and structural masonry.  
 The outbuilding roof has collapsed and requires full replacement. It is dangerous to the owner and neighbours.

3 Poor planning / design  
 The extension of the rooms mentioned above involved the building of 45degree bay windows, with cottage pain casements, and the narrowing of the upper veranda. Access to this veranda was limited. These bay windows are not in fitting with the original bays on the house that are 90degree with sash windows. These windows have all rotted as they are of poor quality and have been destroyed by the damp of the poor plumbing. The alteration seeks to rationalise the plumbing, remove the bay windows and incorporate the veranda space to the interior so that the amenity of this space vcan be enjoyed by the owner.

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

Outbuilding  
 Outbuilding 1 - replace roof and add lean-to to shade and protect entrance doors. new roof to be corrugated iron.  
 cottage look of outbuilding is maintained. rotten doors and windows replaced with larger suitable timber elements to allow natural daylight and ventilation into the room. This building is internal to the property and not viewed from the street. Internal spaces are rationalised as there are too many toilets etc - from the days as an institute.  
 Outbuilding 2 - replace roof with concrete slab for future planted roof / 2nd level accommodation


Internal space planning  
 Replacement of all rotten timber framed windows.  
 enclosure of SE veranda with patio doors  
 Removal of SE bay window walls - all poorly built, rotting and very ugly alteration.  
 it is clear by the flooring, section of the house and manner of build that the house was extended half way onto this veranda in the past. This initiative aims to make the veranda space accessable again and restore the original quality of the elevation.

**E. CONTACT DETAILS**

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

NAME		NOT APPOINTED	
POSTAL ADDRESS			
			POST CODE
TEL	FAX		
CELL	QUALIFICATIONS		
REGISTRATION OF INDUSTRY REGULATORY BODY:			

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

NAME Koop Design. Richard Stretton Architect	
POSTAL ADDRESS 59 Musgrave Road	
Durban	POST CODE 4001
TEL 031 201 2415	FAX 086 672 9341
CELL 083 775 8782	SACAP REG. NO. PrArch21042
Author's Drawing Nos. SB001, SB002	
SIGNATURE 	DATE 11 February 2014

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

NAME Richard Stretton and Angela Shaw	
POSTAL ADDRESS 160 Lanont Road	
Glenwood	POST CODE 4001
TEL 083 775 8782	FAX 0866 729 341

**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

**F. SUBMISSION FEE: R600.00 (subject to annual increment on the 1 April)**

The submission fee is payable to **Amafa aKwaZulu-Natali** by cheque or bank deposit/internet banking prior to the processing of this application.

Banking details in case of direct deposits:

**ABSA BANK: Branch: ULUNDI Bank Code: 630330**

Account in the name of **AMAFa AKWAZULU-NATALI**

**Account No. 40-5935-6024**

**NB:** Proof of payment to be forwarded (faxed, posted or delivered) to our office

**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**

**YES NO**

APPLICATION FORM (COMPLETED & SIGNED BY OWNER & PLANS AUTHOR)	X	
MOTIVATION	X	
PHOTOGRAPHS	X	
ORIGINAL DRAWINGS	X	
PLANS (X2 SETS) - NUMBERED AND COLOURED	X	
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	X	
PROOF OF PUBLIC PARTICIPATION		X
<b>PAYMENT/PROOF OF PAYMENT</b>	X	



## **AMAFU aKWAZULU-NATALI**

### **GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS FOR DEMOLITION OF, ALTERATION AND/OR ADDITIONS TO PROTECTED STRUCTURES (SECTION 33(1)(A) OF THE KZN HERITAGE ACT (4 OF 2008))**

Please read these guidelines carefully before preparing your application on Application Form A. Form H must be used for buildings that are proclaimed Heritage Landmarks (previously National Monuments) and listed buildings. For approval of unauthorised work already carried out, by whosoever and for whatever reason, form I must be used.

#### **APPLICATION FORMS**

A. All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation. The owner must sign the application form and any accompanying plans or documentation.

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.

**A SUBMISSION FEE OF R600.00 (subject to annual increment on the 1 April) PER APPLICATION MUST BE PAID**

**THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**

**PUBLIC PARTICIPATION:** Amafa will determine the level of participation required and the owner will bear the cost.

<b>SUPPORTING DOCUMENTATION: Only Amafa and SACAP accredited professionals may compile the supporting documentation. Permits will require their overseeing the work.</b>
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(**N B:** All supporting documentation to be folded to A4 size, with plans folded 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, as required below, and concept drawings 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:**

Photographs must clearly illustrate the features of the affected building relevant to the application must be submitted. Photographs showing all the elevations/sides as well as general views showing the building in its context (streetscape and surrounding buildings) must also be provided.

## 2. PLANS:

Plans must be drawn by architects/designers registered with the South African Council for the Architectural Profession and accredited with Amafa. 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).

### 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); and the extent of the declared area (in the case of a proclaimed property). 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:

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

### 2.3. 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).

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.

## SUBMISSION OF APPLICATIONS

Applications to be submitted in hard copy at least 90 days prior to work being undertaken and must be addressed to: The Head – Built Environment Section (not to an official's name), Amafa aKwaZulu-Natali, and must be delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 or posted to BOX 2685, Pietermaritzburg, 3200. Faxed or e-mailed applications are not accepted.

### PROCESSING OF APPLICATIONS:

Applications are processed on a two weekly cycle with a six-week break at the end of November until mid January each year. Applications for major alterations/additions/demolition are submitted to the Plans Committee. Applications for sensitive buildings may be submitted to the Built Environment Committees that meet every six weeks. Lobbying of Plans Committee or BEC members will disqualify the application and the matter will be reported to the SACAP and the Institute for Architecture/Institute for Building Designers. For information on the deadlines for submissions for each Plans Committee meeting contact Tel: (033) 394 6543; Fax: (033) 394 6552 or consult the Amafa website, [www.heritagekzn.co.za](http://www.heritagekzn.co.za) where application forms can be found under "Permits" – Form A. Written notification on the progress of applications will be forwarded to applicants by post or fax and no telephonic calls or e-mails in this regard will be responded to. All documentation submitted is retained for record purposes (second copies of plans will be stamped and returned to the applicant so make it clear to whom they must be posted).

**\*PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Processing can take up to 90 days from the receipt of all required documentation**