



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, Juliette Nicholson

(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 J Nicholson

Place Durban 20 October 2013 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: 4 Shirley Road Title Deed No. T016196/2012

2. Erf/Lot/Farm No: Portion 9 of Erf 5136

Street Address: 4 Shirley Road,

Berea

Local Municipality eThekweni

District Municipality eThekweni

3. Current zoning Special Residential Present use Residential
900

C. SIGNIFICANCE:

1. Original date of construction 18 August 1922

2. **Historical Significance:** _____

The house is a quaint example of a Durban bungalow of that period. It is reasonably well preserved.

References _____

3. **Architectural Significance:** _____

The Architectural significance is moderate, in that it is representative of its period. It is simple, well built, simply detailed and quaint. It seems to be of a later period than real Edwardian, even later than Victorian; and, in my opinion, if it had been built 10 years later it would have ended up with a spanish plaster finish. It is of a transient period.

References _____

4. **Urban Setting & Adjoining Properties:** _____

The line of houses on Shirley Road sit well above the road. The garages have a oppressing effect on the street. The houses are quite disconnected from the urban setting. However , as they are elevated they are viewed easily from the street. The house and its neighbour to the north are visible from the road although they do not share much in constrcution. Neighbours to the south have significantly developed the street boundary with walls that obscure the properties behind. As such there is no strong character of the street.

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"/>	OTHER	<input type="checkbox"/>
-----------	--------------------------	----------------	--------------------------	-------	--------------------------

ALTERATION

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

ADDITION

EXTENSION	<input type="checkbox"/>	CHANGED USE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
-----------	--------------------------	-------------	--------------------------	-------	--------------------------

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

1 Lifestyle.
 Modern life in Durban requires some change in the way houses are planned. Kitchens are no longer the domain of servants and are better incorporated into the living space. En-suit bathrooms are very desirable for homeowners and property values. The connection between outside and inside is appropriate to the durban climate. Many houses of this era are elevated above natural ground and by opening out the areas level with the outside, the sense of space of the house is greatly improved.

2 Maintenance and condition.
 Some delapidation has occurred over time to joinery elements that need to be upgraded; and some alterations - such as the enclosed veranda on the north - were badly built and require rectification. There is also slight subsidence. The windows are not air tight and as such cause energy inefficiency.

3 Poor planning
 Some alterations have been poorly planned and opportunity is being taken to rectify these.

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

Outbuilding
 This is to be upgraded so that a comfortable spare room is made. The days of the 'khaya' in the back are over.


Internal space planning
 The kitchen is opened up to the living area.
 Access to the master bedroom is through an intermediate space - symmetrical to that of bedrooms 2 and 3.
 Double doors are proposed from the living space into the levelled back garden. Similarly from the kitchen area.
 Symmetrical double doors from the living area onto the front veranda.
 Enclosed north veranda will house an en-suit to the master bedroom and poorly built enclosing windows were upgraded to provide better environmental control to the north elevation. The veranda is incorporated better into the master bedroom.
 The wall of the enclosed veranda will be plastered brickwork set back from the original face brick to differentiate the infill from the original structural frame.
 Existing door from master bedroom reused as bathroom door,
 Existing bay window from living room reused on master bedroom.

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 23 October 2013

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

NAME Juliette Nicholson	
POSTAL ADDRESS 4 Shirley Road,	
Berea	POST CODE 4001
TEL 031 2011435	FAX 031 3066163

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**

	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
PAYMENT/PROOF OF PAYMENT	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.

SUPPORTING DOCUMENTATION: Only Amafa and SACAP accredited professionals may compile the supporting documentation. Permits will require their overseeing the work.
--

(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 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**