



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/statues. 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 (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, NOOBILE CELE (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 455 A KING CEBHWAYO HIGHWAY Date 2022.07.06

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

Name of property: <u>MOTOR LICENSING BUREAU</u>	Title Deed No.:
Erf/Lot/Farm No: <u>ERF 106 OF DURBAN AND ERF 107 OF DURBAN</u>	Size:
Street Address <u>284 PERCY OSBORNE ROAD, DURBAN</u>	GPS Co-ordinates:
Town/Local Municipality: <u>ETHEKWINI</u>	Suburb <u>DURBAN</u>
District Municipality: <u>ETHEKWINI</u>	Present use: <u>MLB offices</u>
Current zoning: <u>Government & Municipal Reservation</u>	

C. SIGNIFICANCE:

1. Original date of construction/plan approval:
2. Historical Significance: There is no historical significance. The building is merely served as offices with no traditional or historic importance which has been attributed to the building or the property.
References
N/A

3. Architectural Significance: The building is built with face brick with a mixture of plaster and paint. The windows and doors are meranti timber. The roof consists of concrete roof tiles on timber trusses and a steel portal frame with 1B2 sheeting which covers the central space of the building. Floors are timber and concrete with floor finishes. The style of the building has no great Architectural significance and importance. The Architecture was of ordinary design at the time of construction. As stated previously, ^{the level of importance of} the buildings in the area, have little or no architectural significance.
References
SEE ATTACHED CONDITIONAL ASSESSMENT REPORT

4. Urban Setting & Adjoining Properties: The surrounding buildings are commercial and residential buildings which are privately owned.
References
N/A

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

CONDITION	X	HEALTH REASONS	X	OTHER	
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2. Motivation for proposed work (Summarise below and expand on a separate sheet if necessary)

The proposal is for the roof replacement and refurbishment to the entire building. The building is not in use as it is deemed unsafe for occupancy and does not comply with any regulations. The building poses a health risk. Due to wood borer in the building, all timber windows are damaged therefore the need for replacements. We have opted to replace windows with aluminium as this is more durable, cost effective and has a longer life span. Roof trusses are also damaged extensively by wood borer and needs complete replacement. Current roof tiles are to be cleaned and reused. The roof on the West elevation of the building is to be extended due to extensive weather damage in the past.

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

Roof trusses to be removed and replaced due to extensive damage from wood borer. Roof tiles will be removed and reused so the facade remains. Ceilings will be removed and replaced with suspended ceilings due to damages caused by dampness and lack of maintenance. Window frames and some glazing are broken due to wood borer and lack of maintenance. This will be replaced with aluminium window frames as per attached scope of works. Doors will be removed and replaced with same due to damages and extensive wood borer present in the building. All existing floor finishes will be removed and replaced with full bodied porcelain tiles. The building will now be SANS 10400 PART T and PART S compliant. Ramps, paraplegic parking and paraplegic assistant rails will be added. All sanitary fixtures will be removed and replaced with new. A glass wind lobby will be added to the public entrance of the building. Two new guard houses to be added to the property. External facade to be cleaned. The building will be plastered and painted. All rainwater goods will be removed and replaced with new.


E. CONTACT DETAILS

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

NAME	UNKNOWN
POSTAL ADDRESS	
	POST CODE

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

2. ARCHITECT/ARCHITECTURAL TECHNOLOGIST/DESIGNER

NAME RMA ARCHITECTS AND PROJECT MANAGERS / MR R J MAHARAJH	
POSTAL ADDRESS 346 CHE GUEVARA ROAD	
GLENWOOD, DURBAN	POST CODE 4001
TEL 031 2015173	FAX/EMAIL -
CELL 073 2054645	SACAP REG. NO. 4535
Author's Drawing Nos.	
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

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

NAME NQOBILE CELE, CONSTRUCTION PROJECT MANAGER	
POSTAL ADDRESS PRIVATE BAG X 54336	
DURBAN	POST CODE 4001
TEL 031 203 2207 / 064554 3053	FAX/EMAIL Nqobile.Cele@KZNworks.gov.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 MR R J MAHARAJH	
TEL 083 7005417	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 NONE
 Telephone _____ Fax/Email _____

H. CHECKLIST OF SUPPORTING DOCUMENTATION (*ref to guidelines) YES NO

APPLICATION FORM (COMPLETED & SIGNED BY OWNER & PLANS AUTHOR)	x	
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MOTIVATION	X	
PHOTOGRAPHS*	X	
ORIGINAL DRAWINGS	X	
PLANS (X2 SETS when in hard copy) - NUMBERED AND COLOURED *	X	
PROOF OF PROFESSIONAL ACCREDITATION & LETTER OF APPOINTMENT	X	
PROOF OF PUBLIC PARTICIPATION*		X
PAYMENT/PROOF OF PAYMENT (<u>use street address as reference</u>)	X	

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 – 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 or uploaded to the Sahr's system operated SAHRA at www.sahra.org.za (confirm upload to 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**