

CAPE PROVINCIAL INSTITUTE OF ARCHITECTS

TO: ALL MEMBERS, COMMITTEE FOR THE PREPARATION OF A CATALOGUE  
OF CAPE TOWN BUILDINGS  
FROM: SECRETARY, CPIA.

24th October, 1977

PROGRESS REPORT

Attached please find a draft copy of the first progress report prepared by Mr. Rennie for submission to the City Council.

Please consider this report for ratification at the next meeting on the 4th November, 1977. If you have any comments, please contact the writer direct.



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① CATALOGUE OF CAPE TOWN BUILDINGS

This is my first quarterly report following on taking up office in early July and phasing out of general commitments to my previous employers, <sup>the</sup> firm of architects, REVEL FOX & PARTNERS.

The Report is intended as a brief outline of modus operandi and progress to date.

1. OFFICE

The Catalogue office is conveniently located in the centre of the City in the Old Mutual Building and is on the switchboard of the Cape Provincial Institute of Architects offices, Church Street.

2. DEFINITION OF AREA "Central Cape Town"

The extent of the survey both as regards area and depth of inspection is dependent on time and funds. A target area of the whole of central Cape Town has been set. This includes the visible mountain amphitheatre of the City and stretches from Zonnebloem College to the Malay Quarter and from the Foreshore to Oranjezicht.

3. MAPS & REFERENCING

At the outset close liaison has been established with the offices of the City Engineer. Discussion with Land Survey and Technical Management Services has resulted in selection and making up of a base reference map (1:4800) from reductions of the well known City Survey series sheets. On this, the whole target area has been divided into convenient blocks, each suitable (at the manageable scale of 1:1000) for reference and reproduction on a standardised A4 format basis. All the allocated blocks have been numbered and as each block is inspected, all items for inspection are also numbered. By this means an absolute numerical reference for any building or feature is possible and the system can be curtailed or expanded as desired during the evolution of the work.

Historic Referances Contd. /

Both surveys are directly comparable to the present survey series as they indicate all erven and buildings thereon. Liaison with those at present drawing up the Planning Report on areas of "special interest" is being maintained to avoid any unnecessary duplication of work.

7. NATIONAL LIAISON

While it is not directly part of the Catalogue of Cape Town Buildings project, some time has been spent in liaising with the National Monuments Council and the Institute of Architects with regard to National Heritage programme. This programme is already partly under way in the Transvaal and several reports have been produced by the Department of Art History of the Rand Afrikaans University working in conjunction with the Transvaal Provincial Institute of Architects. The Cape Town project is seen as a pilot study for further regional work in this regard and hence the format and modus operandi is being constantly compared with work previously done, or being contemplated elsewhere in the country.

8. CORRESPONDENCE

Initially it was felt that various property ~~wxwxw~~ <sup>owning</sup> organisations e.g. the Churches, Provincial Administration etc. should be contacted. This has been done and contact with those in charge of property records has been established. It is hoped that this may speed up collating data on authorship and dating of the buildings concerned.

9. TRIAL SURVEYS

Much committee discussion has centred around the degree and depth of inspection and record to be made. It is felt essential that all material collected be suitable for easy reference and availability for National Monuments, planning, publishing or other uses. With this in mind several trial runs have been made for committee discussion and debate.

10. GENERAL PROGRESS

Four "blocks" i.e. City areas including an average of five actual street blocks have been indexed and tackled. An amount of approximately 100 buildings has been noted and photographed to date. The information collected together with contact photographs is being systematically filed in the Catalogue office. Under the direction of the Steering committee/...

General Progress Contd.

Committee the quality of the information is being appraised and a policy on extent of survey and target area is being established.

JOHN RENNIE

CAPE PROVINCIAL INSTITUTE OF ARCHITECTS

1.0 The Need for Cataloguing

A comprehensive catalogue of information on individual buildings, groups of buildings and sites in the cities, towns and rural areas of South Africa has been required for many years for the following purposes :

- 1.1 To acquaint urban and regional planners with the types and attributes of buildings and sites present in areas subject to planning and development;
- 1.2 For general information and reference for owners and architects involved in development projects;
- 1.3 For the information of scholars, conservationists and tourists; and
- 1.4 For the use of local authorities in determining their policy relating to specific buildings or areas.

In the past various bodies, organisations and individuals have collected information on buildings and sites for specific purposes. Now with the collaboration of the Institute of South African Architects, the Rand Afrikaans University, the Simon van der Stel Foundation, the Vernacular Architecture Society of South Africa, Historic Homes of South Africa Limited and other organisations, a countrywide operation for the cataloguing of buildings and sites has been commenced under the overall control of the National Monuments Council. To co-ordinate and facilitate this operation and to standardise to a certain degree the recording of information, it was decided to publish this manual. It is the result of considerable discussion and consultation and of experience gained. As funds available for this operation are limited, the Manual is directed not only to professionals but also to interested individuals and local organisations whose help is essential in view of the amount of information combined with the degree of local knowledge that will be required.

2.0 General Approach

- 2.1 In other countries the "listing" of buildings is an essential part of the conservation operation and is given legal standing. The term "listing" therefore carries a connotation to the effect that "listed buildings" should be protected. In the absence of statutory protection "listing" in South Africa may therefore be counterproductive and result in the summary alteration or demolition of such buildings by their owners in order to avoid being

saddled with uneconomic properties in the event of protective legislation being introduced. It has therefore been decided not to use the contentious term "listing" in connection with the present operation but to adopt the term "cataloguing" as an alternative.

2.2 In this operation it is necessary therefore to catalogue every building and not only those considered to be of architectural, historical or other significance. In fact no value-rating may be made as to do so, in providing an obvious motivation for their protection, would place them in jeopardy. The catalogue cannot afford to be selective and no recommendations or decisions as to protection may be included; such actions, if they are to take place, must form a separate operation from that of cataloguing.

2.3 This position is ameliorated however by the fact that while the selection of individual buildings or groups may endanger their continued existence, there can be little or no risk in selecting districts for cataloguing.

3.0 Organisation and Staffing.

- 3.1 The National Monuments Council will nominate one of its staff to act as the National Buildings Catalogue Organiser. He will be responsible to the Council for the organisation of the countrywide operation and the compilation of the national catalogue, which will be housed by the Council.
- 3.2 Local Management Committees will be set up in the major centres in order to plan and control local operations and to liaise with the NMC's Organiser. All catalogued information is to be forwarded to the Organiser (either original documents or photocopies, as determined).
- 3.3 In the case of operations carried out in rural areas or in smaller towns and villages in which no Local Management Committee has been formed, catalogued information is to be forwarded by its compiler direct to the Organiser.

In this way those areas which contain significant buildings or those most liable for redevelopment (so-called "sensitive areas") may be catalogued before those with few such buildings.

- 2.4 For the reasons given above it is considered inadvisable to publicise cataloguing operations more than is absolutely necessary.
- 2.5 Funds for this operation will be very limited. The National Monuments Council intends approaching the various Provincial Administrations and local authorities for assistance but the scale of the operation is such that use should be made of voluntary workers wherever possible. Specific applications for allocations must be made for each project and all expenditure will be subject to the prior written agreement of the National Monuments Council.

3.4 In all cases work should be assigned to persons with knowledge of local conditions and preferably to an architect or historian. In the larger centres this appointment may be on a full-time basis for the fixed period of the programme and assistance may be provided on a full-time or part-time basis, as agreed with the Organiser. An architectural student or other person with some knowledge of buildings may be used for sorting and filing of information and a typist will be required to prepare the final data sheets. Smaller operations may be carried out by a single individual. Wherever possible, use should be made of voluntary workers including local societies.

#### 4.0 Preliminary Procedure

4.1 A programme must be submitted to the Catalogue Organiser prior to commencing work in any area. It is unlikely that such a programme can be definitive but the clearest possible indication should be given of the scope of the proposed operation, the order in which it is to be undertaken, the anticipated staffing arrangements (see 3.0 above), the approximate time involved for each stage and the estimated cost. In general, experience indicates that work should commence in the centres of cities and towns and proceed outwards with preference being given to the "sensitive areas" referred to in 2.3 above.

#### 4.2 Maps

Base maps of the survey area must be obtained. In the case of urban areas Municipal maps showing every building are sometimes available. A large scale map (preferably 1:1000) should be used as a field survey map and a smaller scale general map of the whole area should be used for programming and for recording progress. The field survey maps should be easily reproducible.

#### 4.3 Background information

- 4.3.1 Old maps and photographs may prove helpful in dating buildings.
- 4.3.2 Information may also be available from the Deeds Office, Surveyor-General's Office, Archives (State and Church), Municipal records, libraries, museums and University departments. Local societies and individuals may also be approached - including Rapportryers, Lions,



8.0 The need for identification

It has been shown above (2.0) that in the absence of statutory protection any selection of buildings on the basis of a value-rating (or even on the more general basis of informed appraisal) is likely to be counter-productive and is therefore to be excluded from all cataloguing operations. At the same time, one of the primary purposes of the catalogue is to aid local authorities in policy decisions regarding the planning of developments (see 1.4 above) and the identification of significant buildings is an essential part of this process. This dilemma may be resolved by the preparation of such information in confidential form. Such an operation may be undertaken by Local Management Committees where they exist or by specialist subcommittees but should be regarded as entirely separate from that of cataloguing. Where no Local Management Committee exists, the information should be conveyed directly to the Organiser.

9.0 Criteria for identification

Buildings in the following categories should be identified as work on the catalogue progresses as a separate but parallel operation, by the Local Management Committee or by a specialist Subcommittee. This operation should be undertaken by persons with specialist knowledge of the type indicated in parentheses.

- 9.1 Buildings of national or local historic importance or association, including association with events or with persons.  
(Persons with historical knowledge and background).
- 9.2 Buildings which are rare or outstanding architectural examples of <sup>their</sup> period. (Persons with architectural and historical background. Identification will follow from a complete field survey coupled with a study of existing literature).
- 9.3 Buildings which form a fine grouping of architectural merit.  
(Persons with architectural background. Identification will follow from a complete field survey).

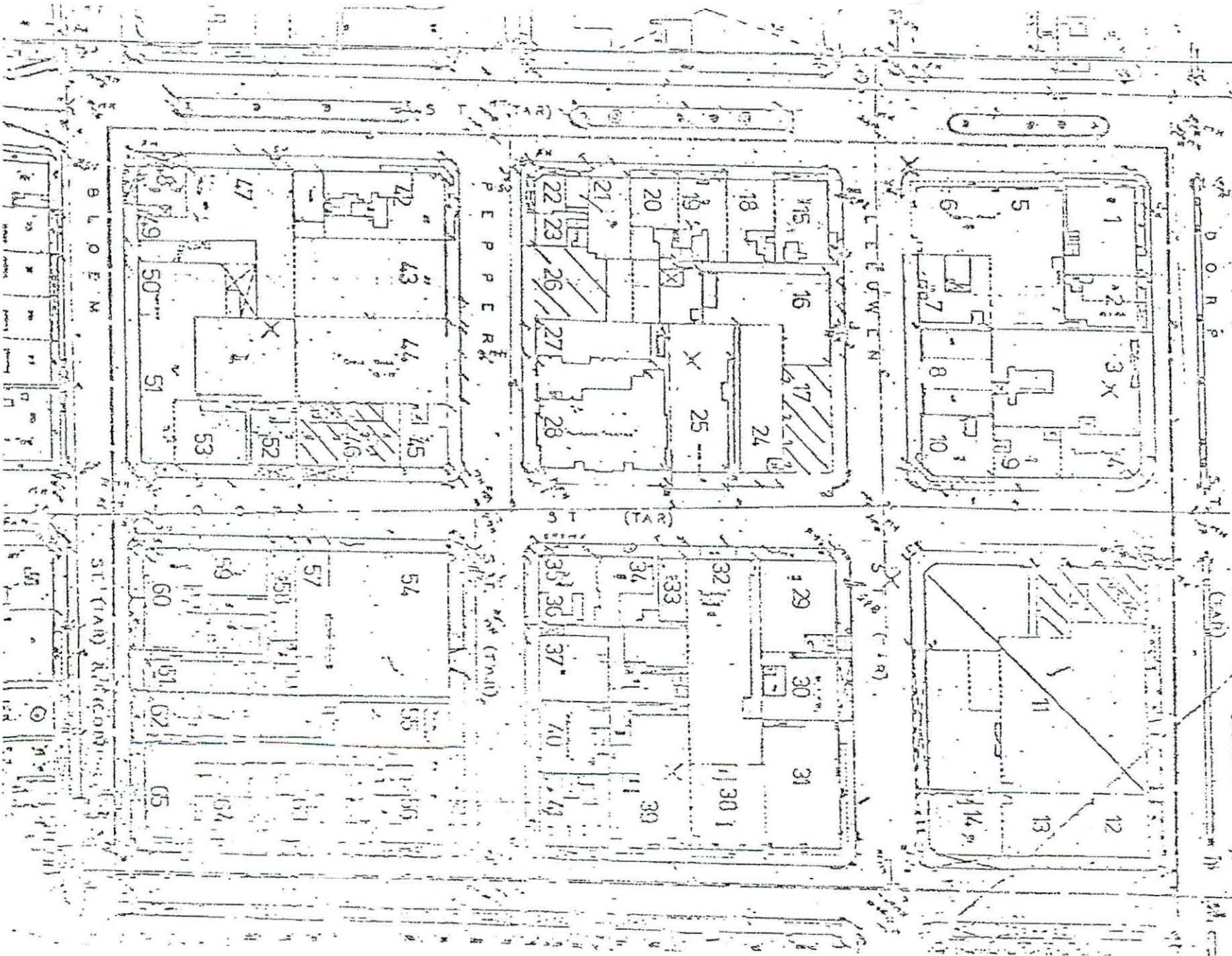
- 9.4 Buildings which by their presence contribute to a fine/unique urban setting or lend character to a locality. (Persons with architectural background. Identification will follow from a complete field survey).
- 9.5 Buildings which bear or should bear a special relation to a square or other space of significance on which they abut. (Persons with architectural background. Identification will follow from a complete field survey).
- 9.6 Buildings which exemplify adaptations or innovations in materials or techniques. (Persons with architectural and engineering background).
- 9.7 Buildings which play an important part in the life of the communities in which they are set. (Persons with architectural, sociological and historical background together with local residents).
- 9.8 Buildings which represent the work of a pioneer or recognised master. (Persons with architectural historical background. Identification will follow a study of secondary sources, a site survey and fieldwork).
- 9.9 All buildings over 100 years of age which are substantially unaltered. (Persons with architectural or historical background. Precise dating is not essential at this stage).
- 9.10 Sites which if redeveloped in terms of the Town Planning Schemes beyond their present envelopes, would interfere with the environs and urban scale of national monuments or of buildings which should be preserved with important urban or rural vistas or with views from certain points either within or without the city. (Persons working under categories 9.1 to 9.5 together with persons with town planning and landscape architectural background).



CATALOGUE OF CAPE TOWN BUILDINGS  
CAPITOLINA INSTITUITE OF ARCHITECTS

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Name and address of recorder of information		Date of recording
Town/district	Present owner	Erf no.
Name of building/farm		Farm Erf no.
Address		Erf/Farm area
Name and address of present owner		
Affix contact photograph here		

Checklist for completion overleaf in same numerical order as indicated below:

1. Brief description of building:
  - Number of storeys
  - Walling materials and finish
  - Roofing Material
  - Ceiling material
  - Flooring material
  - Types of windows
  - Types of doors
  - Special features : External
  - Special features : Internal
  - Outbuildings
2. Alterations
3. Present condition
4. Siting in relation to townscape/landscape.
5. History of building (copies of photographs or other documents in possession of owner, verbal description by owner. Dates of erection and of alterations are especially important. Information from research bibliography (if any)).
6. Name of architect or builder and of persons associated with any artworks (murals, sculptures etc.).
7. Sketch plans of the building and its surroundings in the case of farm buildings.
8. Architectural comments.

Note that in a first cataloguing operation carried out with limited time it is not necessary to complete all the above items in detail in each case. Nevertheless as full a description as possible should be provided.

A data sheet must be completed for each building or group of buildings in areas under survey. (In the case of National Monuments it is sufficient to record items 1 to 3 only, followed by the words "National Monument".)

DRAFT IV

THE NATIONAL MONUMENTS COUNCIL  
NATIONAL BUILDINGS CATALOGUE

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MANUAL FOR THE  
CATALOGUING OF BUILDINGS AND SITES

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