

**APPLICATION FORM I**

**KWAZULU-NATAL**

**AMAFA AND RESEARCH  
INSTITUTE**

THE KZN PROVINCIAL HERITAGE  
RESOURCES AUTHORITY



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

**APPLICATION IN TERMS OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018) FOR THE CONDONATION/ APPROVAL/RECTIFICATION OF THE UNLAWFUL COMMENCEMENT OR CONTINUATION OF WORK ON, OR DAMAGE TO, HERITAGE RESOURCES PROTECTED IN TERMS OF CHAPTERS 8 & 9 (sections 37 to 50, including both generally and specially protected heritage resources).**

This form is to be used for applications where work was commenced, alternatively completed without the prior written approval of the Institute in its capacity as the Provincial Heritage Resources Authority. If no work has been undertaken select the appropriate form from the website [www.heritagekzn.co.za](http://www.heritagekzn.co.za).

**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) 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, 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 CONTRAVENTION WILL DETERMINE THE METHOD OF SUBMISSION.**

**A. DECLARATION BY OWNER**

I, P. S. GOVENDER  
(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 written approval of the work to me.

Signature [Signature]  
Place DURBAN Date 06/07/23

(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>B. PROPERTY DESCRIPTION:</b>	Title Deed No. <u>000016818 / 2011</u>
Name of property/Project title: <u>PROP. MODS &amp; ALTERATION TO DWELLING &amp; CONVERSION OF EX. GARAGE TO GYM &amp; ENT. AREA.</u>	
Erf/Lot/Farm No: <u>SUB 42 OF 566 BLUFF</u>	GPS Co-ordinates
Street Address: <u>118 MARINE DRIVE.</u>	
Local Municipality <u>ETHEKWINI DURBAN CENTRAL.</u>	District Municipality Traditional Authority Area
Current zoning <u>SR 90D - SPECIAL RESIDENTIAL</u>	Present use <u>RESIDENTIAL.</u>

**C. HERITAGE SIGNIFICANCE:** (complete sections appropriate to site)

**1. Status of Heritage Resources on the Site:**

Permanent Protection:	Heritage Landmark/ Provincial HL		Listed on the Heritage Register		Provisionally Protected (notice issued)		Site in a Protected Area
Generally Protected site containing:	Structures 60 years +	✓	Graves		Archaeological site Battlefield or rock art		Palaeontological material Meteor impact site

**2. Historical/Military Significance:**

N/A

References

**3. Architectural Significance:**

Original date of construction:

Significance: THE EXISTING DWELLING IS A BRICK AND MORTAR WITH GABLE ROOFS. THE FIRST FLOOR OF THE DWELLING IS BUILT WITH TIMBER. FLOORS ARE WAS CONCRETE ROOF TILES AND TIMBER WINDOWS. WITH PLASTER & PAINT.

References

**4. Archaeological Significance:**

N/A

References

**5. Palaeontological Significance:**

N/A

References

**D. WORK CARRIED OUT WITHOUT PRIOR APPROVAL**

<b>1. Purpose of Application:</b>	Damage/destruction/demolition	Alterations/Additions	✓
Redecoration	Disfigured Written/drawn on	Excavation	
Exhumation	Inundation	Development	
Collection/Removal from original site	Trade/export (heritage objects)	Restricted use of equipment s40(5)	
Consolidation/Subdivision	Amendment of Plan	Other	

**2. Existing Improvements made on site:**

ADDITIONS HAS BEEN DONE IN TO THE EXISTING DWELLING - (YEAR 1979)  
AND IN YEAR 1995

**3. Detail the work commenced/carried out**

PART OF THE EXISTING FIRST FLOOR WHICH IS TIMBER WAS TO BE REMOVED  
DUE TO THE ROTTING OF THE TIMBER. COMPLETE NEW ROOF TO BE INSTALLED  
(GABLE ROOF AS PER PLAN). ALL TIMBER WINDOWS TO BE REMOVED  
AND REPLACED WITH ALUMINIUM WINDOWS.

**4. Motivation for work** (Please motivate fully why work was commenced without approval)

THE EXISTING ROOF WAS UNSTABLED AND WAS TO COLLAPSE, INCLUSIVE OF  
THE FIRST AS PER THE STRUCTURAL ENGINEER. ALL PERSON LIVING  
ON THE PROPERTY HAVE TO BE REMOVED FOR RISK OF LOSS OF LIFE  
AND PUBLIC SAFETY. THIS INSTRUCTION WAS ISSUED BY THE  
STRUCTURAL ENGINEER.


Status of work	Commenced	<input checked="" type="checkbox"/>	Stopped	<input type="checkbox"/>	Completed	<input type="checkbox"/>
Date commenced		10/07/23.	Date stopped		Completion date	

**E. CONTACT DETAILS**

**1. CONTRACTOR (the person who has done or who will complete the work)**

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

**2. ARCHITECTURAL PROFESSIONAL/ HERITAGE PRACTITIONER**

NAME <u>A. R. GIVANNY</u>	
POSTAL ADDRESS <u>48 MOUNTBATTEN ROAD</u>	
	POST CODE <u>4093</u>
TEL <u>0833017851</u>	FAX/EMAIL
CELL <u>0833017851</u>	PROFESSIONAL REG. NO. <u>00112</u>
Author's Drawing Nos. <u>06/23</u>	
SIGNATURE 	DATE <u>06/07/23</u>

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

NAME <u>P. E. S. GOVINDAR.</u>	
POSTAL ADDRESS <u>118 MARINE DRIVE</u>	
	POST CODE <u>4052</u>
TEL <u>081 801 0279</u>	FAX/EMAIL

**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/EMAIL

**F. SUBMISSION FEE: R4000.00** (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.

USE STREET ADDRESS/FARM NAME or DEVELOPMENT/PROJECT TITLE OR SAHRIS ID NUMBER AS REFERENCE

**ACCOUNT DETAILS:**

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

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

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

**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** (\*see guidelines)

APPLICATION FORM (COMPLETED & SIGNED BY OWNER & CONSULTANT)	✓
MOTIVATION/INCEPTION REPORT	✓
PHOTOGRAPHS*	✓
ORIGINAL/PREVIOUS DRAWINGS/REPORTS	✓
PLANS (X2 SETS FOR HARD COPY SUBMISSIONS) - NUMBERED AND COLOURED*	✓
1:50 000 MAP & SATELLITE AERIAL VIEW	KML FILE MAP
PROOF OF PROFESSIONAL ACCREDITATION (e.g. copy of accreditation card)	
APPOINTMENT LETTERS	CONSENT LETTER
PAYMENT/PROOF OF PAYMENT	

# 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 THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018), CHAPTERS 8 & 9 (SECTIONS 37-50, including all generally and specially protected Heritage Resources) FOR THE CONDONATION/ APPROVAL/RECTIFICATION OF THE UNLAWFUL COMMENCEMENT OR CONTINUATION OF WORK ON PROTECTED HERITAGE RESOURCES. Please detach from the form before submission

NB: THE PROVISIONS OF SECTION 38 OF THE NATIONAL HERITAGE RESOURCES ACT (25/1999), COVERING DEVELOPMENTS, THAT WERE PREVIOUSLY EXCLUDED FROM THE KZN HERITAGE LEGISLATION HAVE BEEN INCLUDED IN THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (5/2018).

## APPLICATION FORMS

All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation.

- 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 or farm name and number 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 palaeontological remains must be provided
- D. WORK CARRIED OUT WITHOUT APPROVAL:** Motivate and give full details of the work carried out and give reasons why this was done without obtaining heritage authority approval prior to commencement. Detail the work to be carried out – do not merely refer to the plans/report submitted. As this is a serious offence punishable through hefty fines and/or a prison sentence if not approved by the heritage authority the applicant must treat this process as if it were a court proceeding and provide as much evidence in mitigation as possible.
- E. 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. This is not an admission of guilt fine and the Institute reserves its rights to prosecute offenders. The application will not be registered as submitted if the proof of payment is not attached to the application form. Ref the street address or farm name on the payment.

**\*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 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 PALAEOLOGICAL SITES:** PLEASE REFER 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 DEVELOPMENT APPLICATIONS (NHRA Section 38 and KZN A & R I Section 41)** REFER TO THE GUIDELINES ATTACHED TO FORM J which can be downloaded from the website [www.heritagekzn.co.za](http://www.heritagekzn.co.za) under the tab "Permits" AND THE GUIDELINES FOR HERITAGE REPORTS, 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 I.  
**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 Sahrís 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 PALAEOLOGICAL SITES:** these applications must be uploaded to the Sahrís system operated by the South African Heritage Resources Agency – go to [www.sahra.org.za/sahrís](http://www.sahra.org.za/sahrís). 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.

**APPLICATIONS FOR DEVELOPMENTS RESTRICTED UNDER SECTION 41 (SECTION 38 OF THE NHRA):** these applications must be uploaded to the Sahrís system operated by the South African Heritage Resources Agency – go to [www.sahra.org.za/sahrís](http://www.sahra.org.za/sahrís). 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**