

For Applicants submitting PERMIT or DEVELOPMENT applications, these are the bare minimum steps required:

1. Go to My Account, click on Create a Profile. Please check that your profile doesn't already exist as the RELATED CONTENT matches will show possible matches for your profile on SAHRIS.
2. If your profile already exists on SAHRIS - email sahrisadmin@sahra.org.za so that you can be linked to your profile and given authorship rights over it.
3. Start your application via <http://www.sahra.org.za/node/add/heritage-cases> (SAHRIS menu option is to hover over CREATE, then click on CASE/APPLICATION dropdown menu option)

4. You are now in the application wizard which has 4 steps:

1. DEFINE YOUR APPLICATION
2. APPLICATION DETAILS
3. DEVELOPMENTS S38 (**SKIP FOR PERMIT APPLICATIONS**)
4. SUPPORTING DOCUMENTATION & UPLOADS

#### **DEFINE YOUR APPLICATION (STEP 1)**

5. Tick **YES** to accept terms and conditions.
6. Choose the OWNER/DEVELOPER/PERMIT APPLICANT in the **Applicant** field - please read the help text below the field to understand the AUTOSEARCH fields. For group users, enter your ORGANISATION as a SECOND applicant.
7. Do the same for **Consultants** - typically architects, heritage practitioners, environmental practitioners etc. NO COMPANIES allowed in this field.
8. Tick the relevant **Heritage Authority** for your application, then choose your CASE TYPE - usually PERMITS or one of the two sub options of DEVELOPMENT, S38(1) or S38(8).
9. For PERMITS, choose the SITE or OBJECTS you need a permit for. **SKIP FOR DEVELOPMENTS TRIGGERING S38**

CLICK NEXT PAGE...

#### **APPLICATION DETAILS (STEP 2)**

10. Name your project or permit application in **CaseReference** eg "Alterations and Additions to xxxx address, place name"
11. **Proposal description** is fairly short eg "Proposed alterations and additions to xxx street, place, erf xxx, province" etc. State your **DRAWING NUMBER** here for built environment permit applications.
12. **Expanded motivation** is for your brief heritage statement and a comprehensive summary of what you would like to do. If you have a very long motivation, please upload it as a PDF to **AdditionalDocuments** on the final step.

13. List relevant citations if applicable under **Reference List** - typically used for research related applications.

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### **DEVELOPMENTS S38 (STEP 3) SKIP FOR PERMIT APPLICATIONS**

14. Choose your **DevelopmentType** from the dropdown options. Be as specific as possible and use multiple selections if need be.

15. Specify the DECIDING AUTHORITY case number, eg Department of Mineral Resources (DMR), stage (BAR, BID etc), the commenting deadline date and that authority's case officer, if known.

16. Map your development footprint using the drawing tools and map window, OR upload a KML file to the GoogleKML field. **UNMAPPED DEVELOPMENT APPLICATIONS WILL NOT BE PROCESSED.**

CLICK NEXT PAGE...

### **SUPPORTING DOCUMENTATION & UPLOADS (STEP 4)**

17. Generally for DEVELOPMENTS and after an HIA has been requested in terms of S38, you must upload a new heritage report to the **HeritageReports** field. For most permit applications this is usually SKIPPED.

18. **CaseImages** - BUILDING PERMITS - upload JPEG photographs of the house from four sides and some context images of the street and surrounds. For DEVELOPMENTS - some general images of the project area will suffice. Up to 10 images may be uploaded here - if you have more please upload them to AdditionalDocuments. Please write out what the files are in the description fields once you have uploaded them.

19. Upload drawings in PDF format to **AdditionalDocuments**. Any other related material, motivations etc are also uploaded here. For DEVELOPMENTS, upload the full EIA documentation here but NOT the heritage reports which go in point 17. Please write out what the files are in the description fields once you have uploaded them.

20. Upload consent letter in pdf from owner to **ConsentLetters**. Generally **SKIPPED FOR DEVELOPMENTS TRIGGERING S38(8)**

21. Upload proof of payment to **proof of payment** field if applicable, check with your heritage authority for rates (links provided at the end of this guide).

22. **VERY IMPORTANT FIELD!** The **Status** field controls the workflow of the application. You may work on a case in **DRAFT** and it will not be assessed until you set it to **SUBMITTED**.

For Developments involving HIAs mentioned in point 17, please set this to **Studies Submitted** so that your heritage officer is notified of the uploaded heritage report(s).

**Finally, click on**

**SAVE**

For further enquiries about SAHRIS, please contact the system administrator on [sahrisadmin@sahra.org.za](mailto:sahrisadmin@sahra.org.za) or ask for the SAHRIS helpdesk at SAHRA on 021 462 4502.

Amafa Applications <http://www.sahra.org.za/content/amafaheritage-kwazulu-natal>

Eastern Cape PHRA Applications <http://www.sahra.org.za/content/eastern-cape-provincial-heritage-resources-authority>