

# SAHRIS Application Checklist Guide

## Permit Applications affecting Generally Protected heritage resources (Sections 34, 35, 36, 37 of the NHRA) (Sections 33, 34, 35, 36 of the KZNHA)

Requirement	Format	Relevant Field on SAHRIS	Step	Buildings	Archaeological & Palaeontological Sites	Graves	Memorials
Completed Online SAHRIS Application/Case				X	X	X	X
Motivation & Significance Opinion		Expanded Motivation	2	X	X	X	X
Photographs	JPEG	Caselmages	4	X	X	X	X
Original Drawings	PDF	AdditionalDocuments	4	X			
Title Deeds **	PDF	AdditionalDocuments	4	X			
Plans Numbered & Coloured	PDF	AdditionalDocuments	4	X			
Proof of Professional Accreditation		Membership No in your Profile		X	X	X	X
Proof of Public Participation	PDF*	Online Comments/Consent Letters	4	X	X	X	X
Proof of Payment (if applicable)	PDF	ProofOfPayment	4	X	X	X	X
Site		Permit for these Sites/Objects	1	X	X	X	X
Full SAHRIS Site Recording linked to Site		{Filled out in Site Recording Record}			X		
Curating institution Consent Comment or letter	PDF*	Online Comments/Consent Letters	4		X		

\* If comments are not made by the relevant people directly on SAHRIS to the case, then they must be uploaded to Consent Letters in PDF format

\*\* Please check with your heritage authority whether you need to upload the title deeds. This is not necessarily required for all applications

## Permit Applications affecting Formally Protected (declared) heritage resources (Sections 27, 28, 29, 30, 31 of the NHRA) (Sections 38, 39, 40, 41, 42 of the KZNHA)

Requirement	Format	Relevant Field on SAHRIS	Step	Buildings	Archaeological & Palaeontological Sites	Graves	Memorials
Completed Online SAHRIS Application/Case				X	X	X	X
Motivation & Significance Opinion		Expanded Motivation	2	X	X	X	X
Photographs	JPEG	Caselmages	4	X	X	X	X
Original Drawings	PDF	AdditionalDocuments	4	X			
Title Deeds **	PDF	AdditionalDocuments	4	X			
Plans Numbered & Coloured	PDF	AdditionalDocuments	4	X			
Proof of Professional Accreditation		Membership No in your Profile		X	X	X	X
Proof of Public Participation	PDF*	Online Comments/Consent Letters	4	X	X	X	X
Proof of Payment (if applicable)	PDF	ProofOfPayment	4	X	X	X	X
Site		Permit for these Sites/Objects	1	X	X	X	X
Full SAHRIS Site Recording linked to Site		{Filled out in Site Recording Record}		X	X	X	
Curating institution Consent Comment or letter	PDF*	Online Comments/Consent Letters	4		X		

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**Permit Applications affecting Heritage Objects (Sections 32, 33 of the NHRA) (Sections 43, 44 of the KZNHA)**

Requirement	Format	Relevant Field on SAHRIS	Step	General Objects	Fossils/Archaeological/Meteorites		
Completed Online SAHRIS Application/Case				x	x		
Motivation & Significance Opinion		Expanded Motivation	2	x	x		
Photographs	JPEG	CasImages	4	x	x		
Proof of Professional Accreditation		Membership No in your Profile			x		
Proof of Public Participation	PDF*	Online Comments/Consent Letters	4	x	x		
Proof of Payment (if applicable)	PDF	ProofOfPayment	4	x	x		
Object		Permit for these Sites/Objects	1	x	x		
Provenance		{Filled out in Object Record}	1	x	x		
Site linked to Object		{Filled out in Object Record}	1		x		
Curating institution Consent Comment or letter	PDF*	Online Comments/Consent Letters	4		x		

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**DEVELOPMENT Applications triggering Section 38(1) of the NHRA or treated as S38(8) due to NEMA or MPRDA triggers**

Requirement	Format	Relevant Field on SAHRIS	Step	Developments S38(1)	Developments S38(8)		
Completed Online SAHRIS Application/Case				x	x		
Comprehensive summary of application		Expanded Motivation	2	x	x		
Photographs	JPEG	CasImages	4	x	x		
BID/EIA/Scoping Report/EMP etc	PDF	AdditionalDocuments	4	x	x		
Heritage Impact Assessment *	PDF	HeritageReports	4	x	x		
Proof of Professional Accreditation		Membership No in your Profile		x	x		
Proof of Public Participation	PDF**	Online Comments	4	x	Include in EIA docs or Online Comments		
Proof of Payment (if applicable)	PDF	ProofOfPayment	4	x	x		
Map of Development Footprint		GISLayer	3	x	x		
Development Type		DevelopmentType	3	x	x		
Deciding Authority Case details		OtherReferences	3		x		

\* only if requested by the heritage authority

\*\* If comments are not made by the relevant people directly on SAHRIS to the case, then they must be uploaded to Consent Letters in PDF format

(Updated 22 October 2013)



