an agency of the
Department of Arts and Culture

SAHRIS

GUIDE FOR APPLICATIONS FOR ADDITIONS OR ALTERATIONS TO BUILDINGS OLDER THAN 60 YEARS (SECTION 34 OF THE NHRA)

Guide to making online applications for alterations and additions to buildings older than 60 years

Recommendations prior to going online on SAHRIS

a) Collect all documents required for submission, including scanned or electronic Proof of Payment (see list of required documents below)

b) Convert to correct format if necessary (see list below)

c) Store in “My Documents” for easy access to all documents while uploading

DOCUMENTS REQUIRED FOR APPLICATION:

1) Existing & proposed floor plans, elevations, sections and site plan etc… (Pdf Format)

2) Photographs of building to be altered etc. and of adjacent buildings (Generally JPG. Images and up to 10. You can upload more images than 10 but to the additionaldocuments field if need be)

3) Small site plan showing position from where photographs were taken (Pdf Format).

4) Title Deed Number

5) Details of Proposed project (Pdf Format)

6) Motivation for the proposed project (Pdf Format)

7) Download anything that is of interest about the property and surrounding area from the internet (Pdf Format) i.e.:

1. Historical Significance
2. Architectural Significance
3. Urban Setting & Adjoining Properties

8) Consents from surrounding property owners – directly connected to property perimeter corner pegs (Pdf Format)

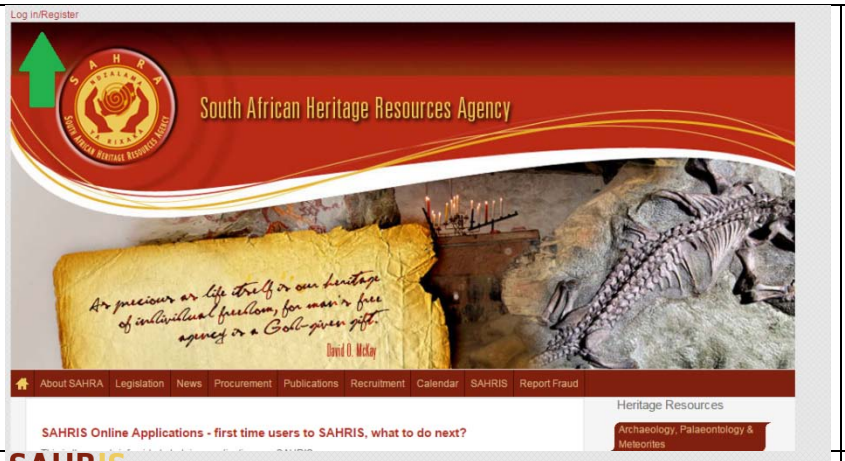
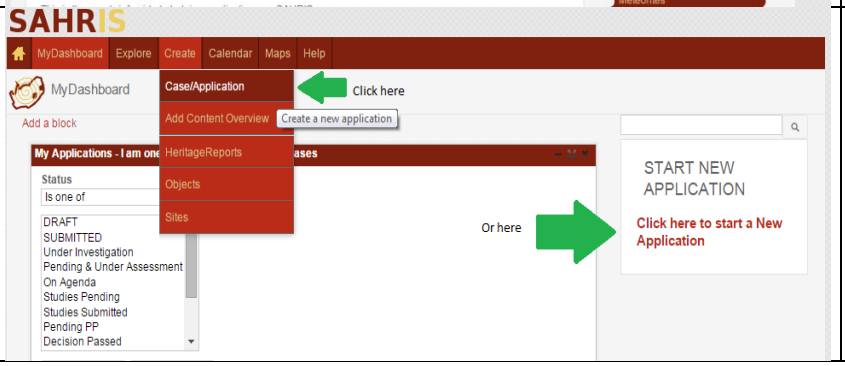
i) At the same time obtain affected neighbours consent on Local Council forms and relevant signatures on a copy of plan/s if relaxation application is to be sought after PHRA approval is obtained

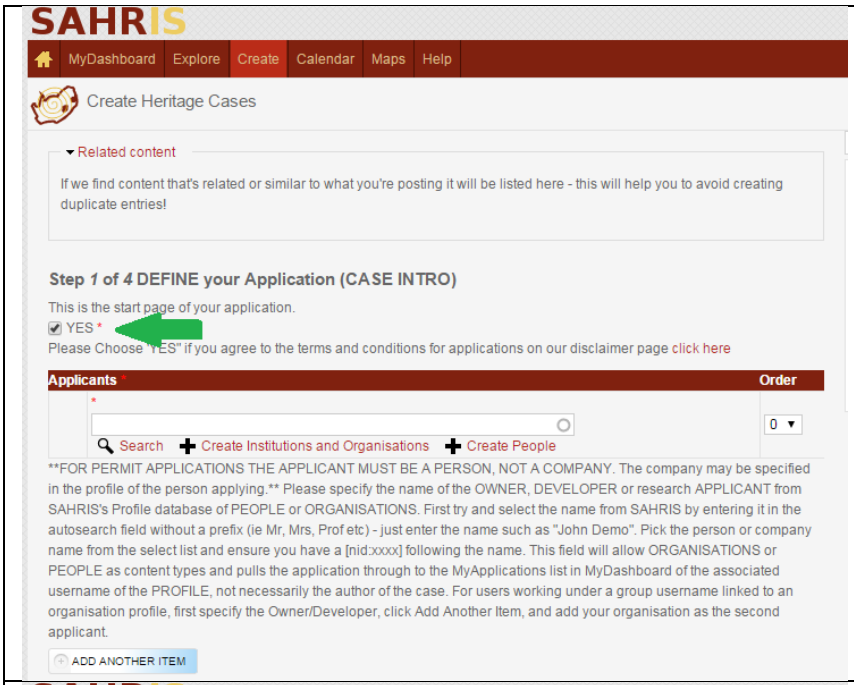
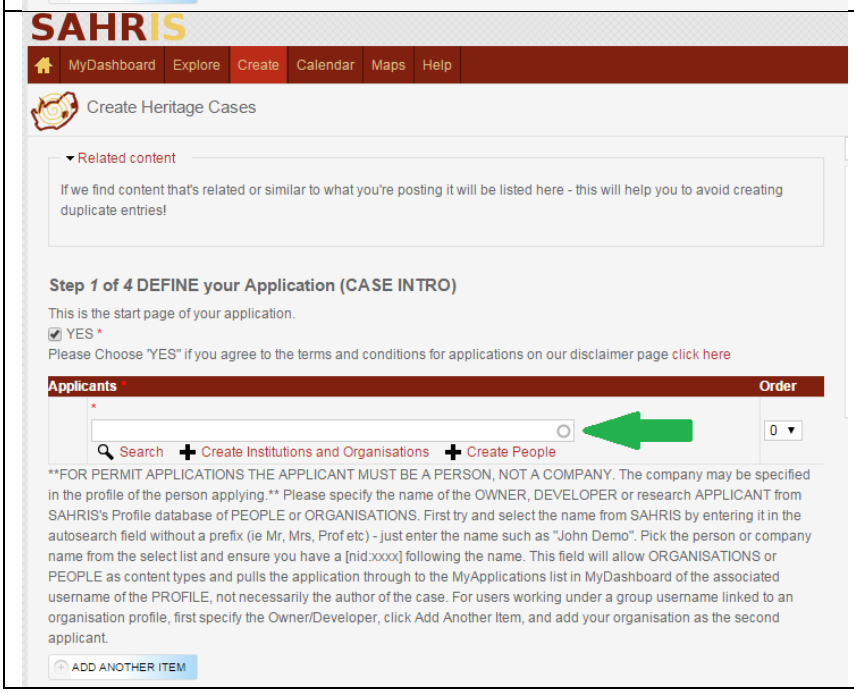
ii) If registered property owner/s are away permanently, of which their current Domicilium Citandi et Executandi (Physical Address) are unknown, the owner of the property to be altered (your client) etc… is to sign an affidavit at the local SAPS stating the circumstances of consent being totally unavailable i.e.

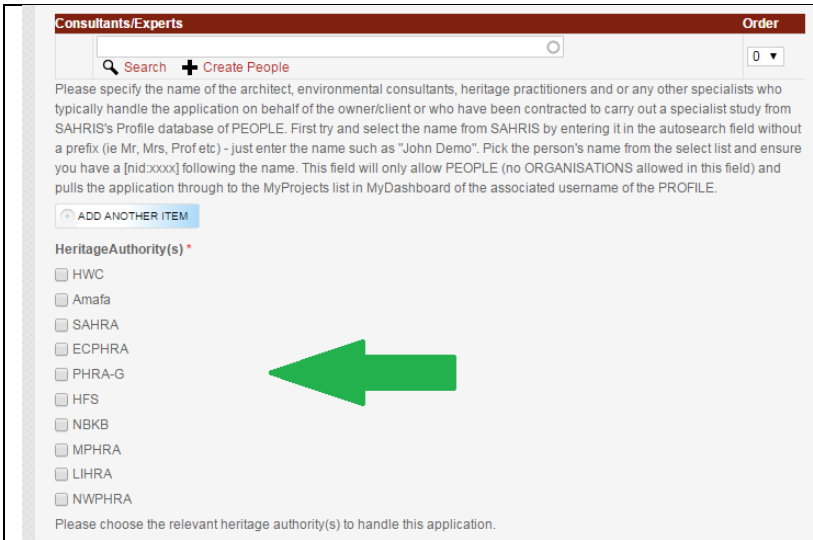
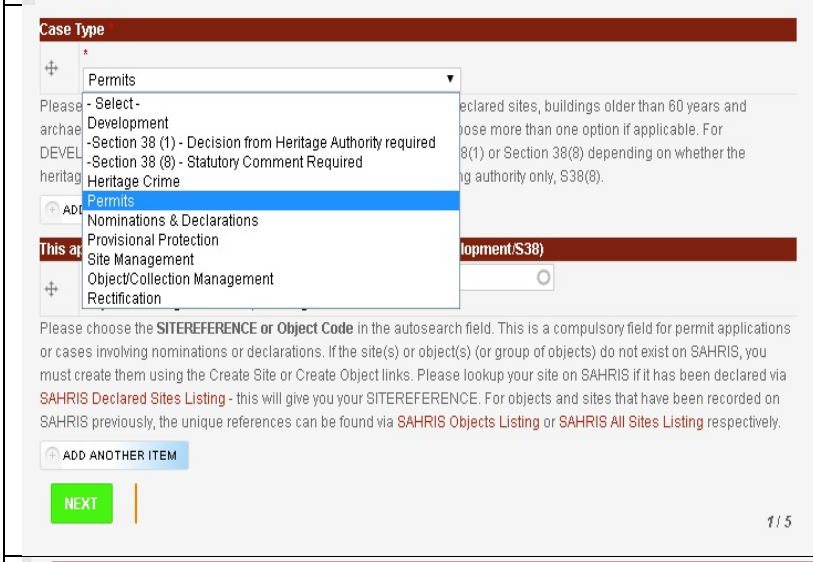
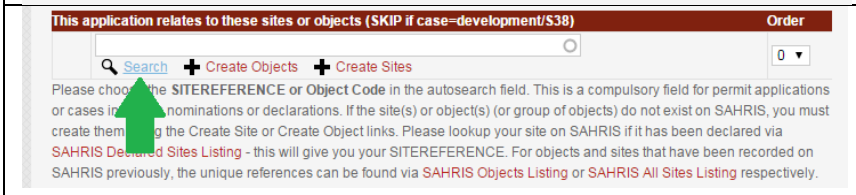
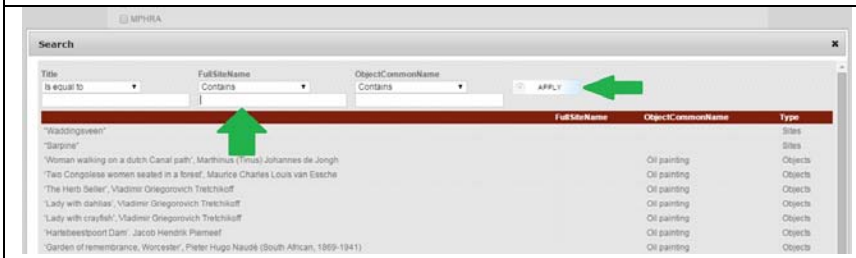
“Power of Attorney” not designated or Property is vacant & uninhabited or tenants pay rent by EFT with no knowledge of owner/s current whereabouts or particulars. This is relevant in cases where some tenants have never, ever met their landlords. All they have is the banking details for the all important regular payment.

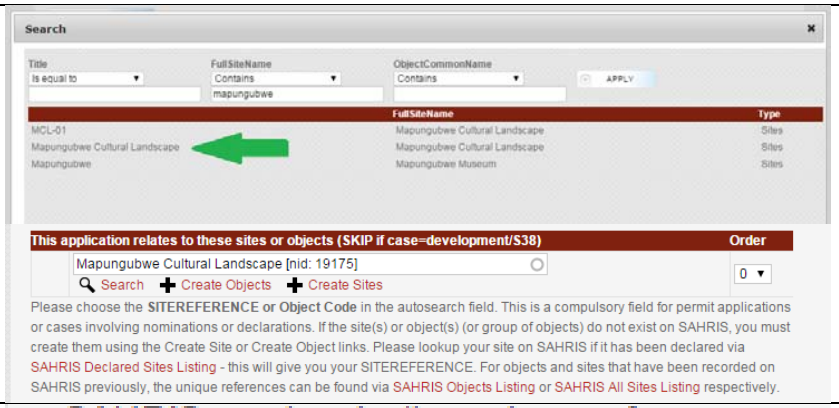
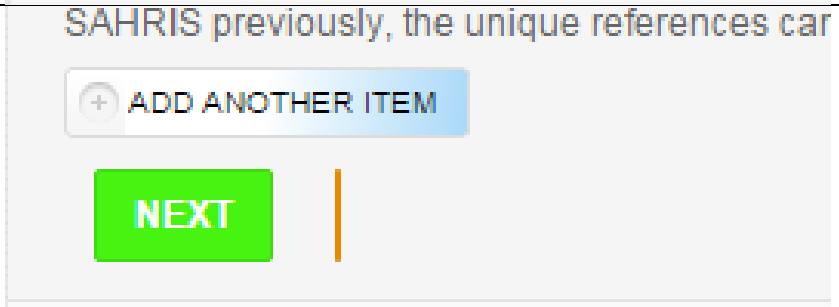
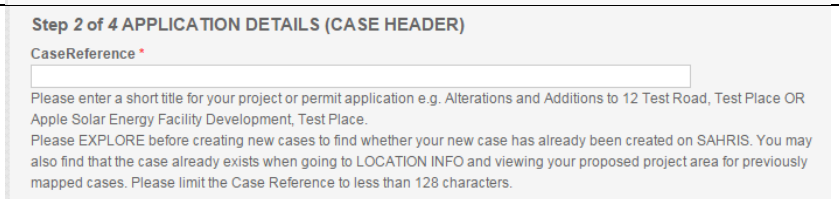
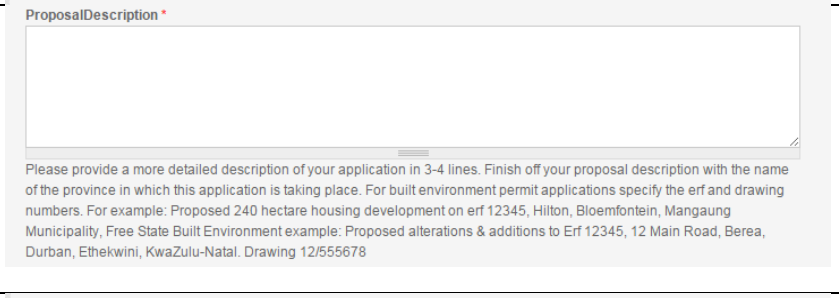
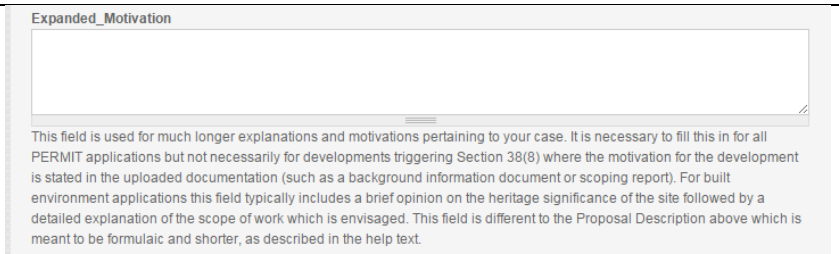
iii) Include Pdf format of the affidavit to the list of consent to the PHRA and/or the original document to the Local Council

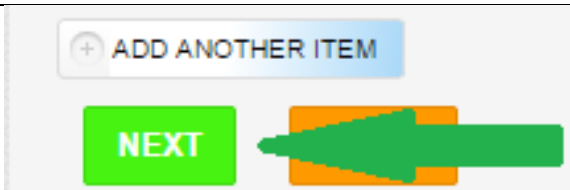
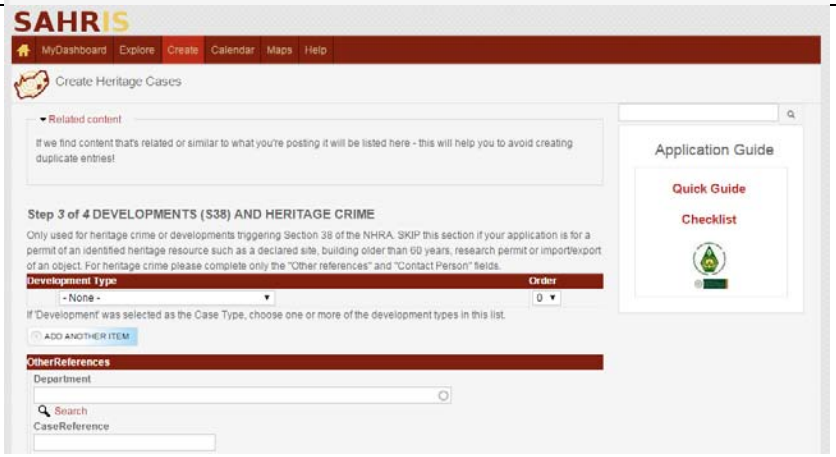
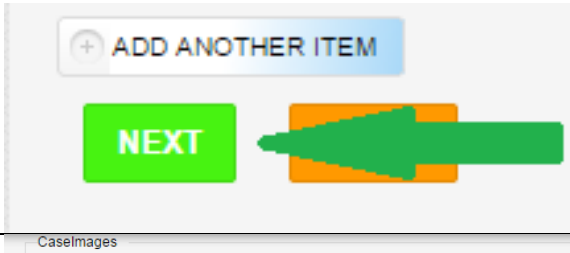
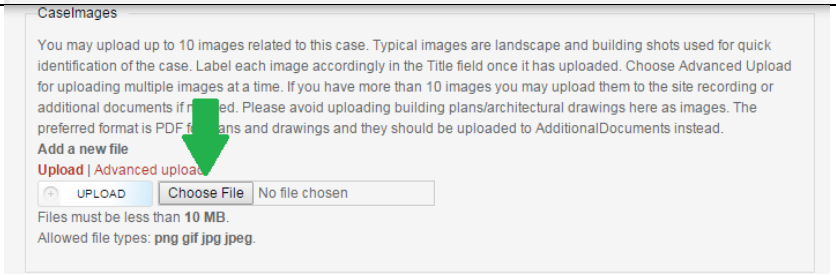
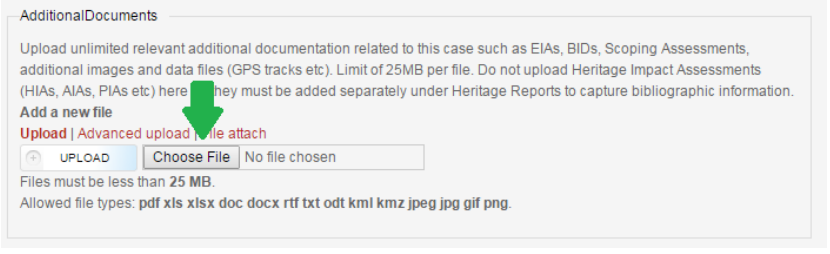
9) Proof of payment (Pdf Format)

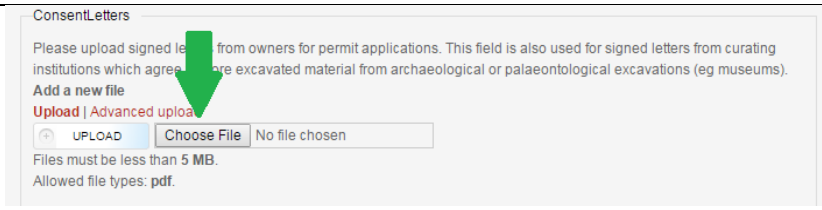
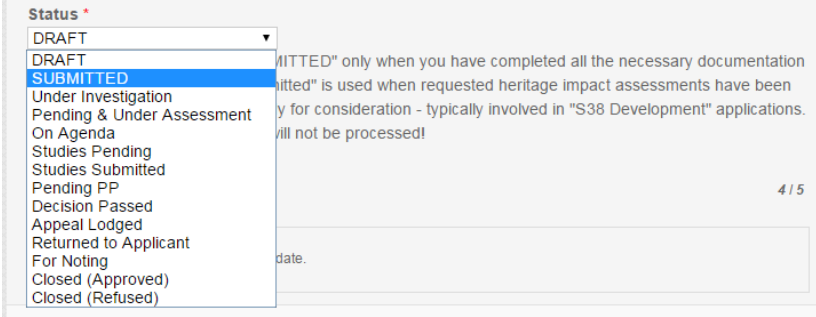
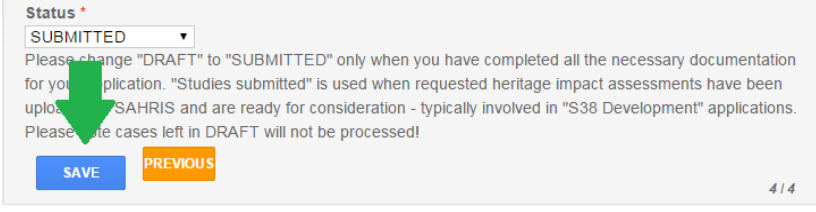
	To begin you will first need to register on SAHRIS. Click on the login/register. Your registration will first be reviewed by a SAHRIS content moderator. You will be sent an email confirming your registration.
	To make your application hover over the create tab then clicking on the option labeled “Case/Application” Alternatively you may click on the link on the right of the screen.

	Select yes in order to agree with the websites terms and conditions
	Input the name of the applicant. For alterations and additions, this can either be the name of the architect or owner.

	Select the appropriate heritage authority.
	Select Permits as the case type
	If you have already created the site, earch for the site by name. To create the site, follow the steps indicated here: **Link to site creation guide**
	Type the name of the site into the “Full Site Name“ search box then click apply In the case of objects please search by either the object common name or the title of the object that was given during object creation.

	Click on the correct site to link it to the application
	Click NEXT to go to page 2 of the application
	Provide a short reference for the case eg: Alterations and Additions to 6 Tarred Lane, Homeville, Durban
	Under proposal description provide an executive summary of the application eg: Proposed alterations and additions to Erf 12345, 6 Tarred Lane, Homeville, Durban, KwaZulu-Natal. Drawing No: 7777 Revision 1
	Under expanded motivation Give detailed reason/s for proposal and include your statement of the heritage significance of the site which may have come from your research on SAHRIS or elsewhere, or your professional opinion if no other information is available.

	Click NEXT to go to page 3 of the application
 . . . 	You may skip page 3 in its entirety, please scroll to the bottom of the page and click next. Page 3 is intended for use only for development applications and the reporting of heritage crime.
	Provide clear images of the site. Click choose file then navigate to the file on your computer where the pictures are located using the popup box. Once selected click “upload” to upload your images to SAHRIS.
	Attach any additional documents as required if not detailed in the expanded motivation eg: Historical significance Architectural Significance Urban Settings and Adjoining Properties

	Motivation for Proposed Work Details of Proposed Work Include any other relevant information and/or documents that you may have, which could be helpful in the approval of your proposal Click choose file then navigate to the document using the popup box. Once selected click “upload” to upload your document to SAHRIS.
	Upload any consent letters such as the consent of the property owner. Contact your relevant Provincial Heritage Resources Authority to find out what consent letters are required. Click choose file then navigate to the document using the popup box. Once selected click “upload” to upload your document to SAHRIS.
	Change status to SUBMITTED The default status is DRAFT, failure to change to the status of the application will prevent an official from attending to the application.
	Click “SAVE” to submit your application. Once saved you will be directed to a case summary page.