



an agency of the
Department of Arts and Culture



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)



The screenshot shows the SAHRIS website. At the top left, there is a 'Log in/Register' link with a green arrow pointing to it. Below the header, there is a navigation menu with 'About SAHRA', 'Legislation', 'News', 'Procurement', 'Publications', 'Recruitment', 'Calendar', 'SAHRIS', and 'Report Fraud'. A sidebar on the right contains 'Heritage Resources' and 'Archaeology, Palaeontology & Meteorites'. The main content area has a 'SAHRIS Online Applications - first time users to SAHRIS, what to do next?' section. Below this, there is a 'MyDashboard' section with a 'Create' tab highlighted by a green arrow and labeled 'Click here'. A dropdown menu is open under 'Create', showing 'Case/Application' as the selected option. To the right of the dropdown, there is a 'START NEW APPLICATION' button with a green arrow pointing to it and the text 'Click here to start a New Application'.

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.

SAHRIS

MyDashboard Explore Create Calendar Maps Help


Create Heritage Cases

Related content

If we find content that's related or similar to what you're posting it will be listed here - this will help you to avoid creating duplicate entries!

Step 1 of 4 DEFINE your Application (CASE INTRO)

This is the start page of your application.

YES * 

Please Choose "YES" if you agree to the terms and conditions for applications on our disclaimer page [click here](#)

Applicants Order

Search + Create Institutions and Organisations + Create People

FOR PERMIT APPLICATIONS THE APPLICANT MUST BE A PERSON, NOT A COMPANY. The company may be specified in the profile of the person applying. Please specify the name of the OWNER, DEVELOPER or research APPLICANT from SAHRIS's Profile database of PEOPLE or ORGANISATIONS. First try and select the name from SAHRIS by entering it in the autosearch field without a prefix (ie Mr, Mrs, Prof etc) - just enter the name such as "John Demo". Pick the person or company name from the select list and ensure you have a [nid:xxxx] following the name. This field will allow ORGANISATIONS or PEOPLE as content types and pulls the application through to the MyApplications list in MyDashboard of the associated username of the PROFILE, not necessarily the author of the case. For users working under a group username linked to an organisation profile, first specify the Owner/Developer, click Add Another Item, and add your organisation as the second applicant.

ADD ANOTHER ITEM

Select yes in order to agree with the websites terms and conditions

SAHRIS

MyDashboard Explore Create Calendar Maps Help

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ADD ANOTHER ITEM

Input the name of the applicant. For alterations and additions, this can either be the name of the architect or owner.

Consultants/Experts Order

Search + Create People 0

Please specify the name of the architect, environmental consultants, heritage practitioners and or any other specialists who typically handle the application on behalf of the owner/client or who have been contracted to carry out a specialist study from SAHRIS's Profile database of PEOPLE. First try and select the name from SAHRIS by entering it in the autosearch field without a prefix (ie Mr, Mrs, Prof etc) - just enter the name such as "John Demo". Pick the person's name from the select list and ensure you have a [nid:xxxx] following the name. This field will only allow PEOPLE (no ORGANISATIONS allowed in this field) and pulls the application through to the MyProjects list in MyDashboard of the associated username of the PROFILE.

ADD ANOTHER ITEM

HeritageAuthority(s) *

- HWC
- Amafa
- SAHRA
- ECPHRA
- PHRA-G
- HFS
- NBKB
- MPHRA
- LIHRA
- NWPHRA



Please choose the relevant heritage authority(s) to handle this application.

Select the appropriate heritage authority.

Case Type

- Permits
- Select -
- Development
- Section 38 (1) - Decision from Heritage Authority required
- Section 38 (8) - Statutory Comment Required
- Heritage Crime
- Permits
- Nominations & Declarations
- Provisional Protection
- Site Management
- Object/Collection Management
- Rectification

Please select the appropriate case type from the dropdown menu. The dropdown menu is currently open, showing various options including Permits, Development, and Nominations & Declarations.

ADD ANOTHER ITEM

This application relates to...

Please choose the SITEREERENCE or Object Code in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the Create Site or Create Object links. Please lookup your site on SAHRIS if it has been declared via SAHRIS Declared Sites Listing - this will give you your SITEREERENCE. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via SAHRIS Objects Listing or SAHRIS All Sites Listing respectively.

ADD ANOTHER ITEM

NEXT

Select Permits as the case type

This application relates to these sites or objects (SKIP if case=development/S38) Order

Search + Create Objects + Create Sites 0

Please choose the SITEREERENCE or Object Code in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the Create Site or Create Object links. Please lookup your site on SAHRIS if it has been declared via SAHRIS Declared Sites Listing - this will give you your SITEREERENCE. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via SAHRIS Objects Listing or SAHRIS All Sites Listing respectively.



If you have already created the site, search for the site by name.

To create the site, follow the steps indicated here: [Link to site creation guide](#)

MPHRA

Search

Title: FullSiteName: ObjectCommonName: APPLY

Title	FullSiteName	ObjectCommonName	Type
"Waldingveer"			Sites
"Sarpine"			Sites
"Woman walking on a dutch Canal path", Martinus (Huis) Johannes de Jongh		Oil painting	Objects
"Two Congolese women seated in a forest", Maurice Charles Louis van Esche		Oil painting	Objects
"The Herb Seller", Vladimir Orlogorovich Tretyakov		Oil painting	Objects
"Lady with darkies", Vladimir Orlogorovich Tretyakov		Oil painting	Objects
"Lady with crowsfeet", Vladimir Orlogorovich Tretyakov		Oil painting	Objects
"Hartbeestoot Dam", Jacob Hendrik Piemeel		Oil painting	Objects
"Garden of remembrance, Worcester", Pieter Hugo Nauke (South African, 1869-1941)		Oil painting	Objects



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.

Search

Title: Is equal to
 FullSiteName: Contains mapungubwe
 ObjectCommonName: Contains
 APPLY

	FullSiteName	Type
MCL-01	Mapungubwe Cultural Landscape	Sites
Mapungubwe Cultural Landscape	Mapungubwe Cultural Landscape	Sites
Mapungubwe	Mapungubwe Museum	Sites

Click on the correct site to link it to the application

This application relates to these sites or objects (SKIP if case=development/S38) Order

Mapungubwe Cultural Landscape [nid: 19175]

Search + Create Objects + Create Sites

Please choose the **SITEREFERENCE** or **Object Code** in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the **Create Site** or **Create Object** links. Please lookup your site on SAHRIS if it has been declared via **SAHRIS Declared Sites Listing** - this will give you your **SITEREFERENCE**. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via **SAHRIS Objects Listing** or **SAHRIS All Sites Listing** respectively.

SAHRIS previously, the unique references can be found via

+ ADD ANOTHER ITEM

NEXT

Click **NEXT** to go to page 2 of the application

Step 2 of 4 APPLICATION DETAILS (CASE HEADER)

CaseReference *

Please enter a short title for your project or permit application e.g. Alterations and Additions to 12 Test Road, Test Place OR Apple Solar Energy Facility Development, Test Place.

Please **EXPLORE** before creating new cases to find whether your new case has already been created on SAHRIS. You may also find that the case already exists when going to **LOCATION INFO** and viewing your proposed project area for previously mapped cases. Please limit the Case Reference to less than 128 characters.

Provide a short reference for the case eg: Alterations and Additions to 6 Tarred Lane, Homeville, Durban

ProposalDescription *

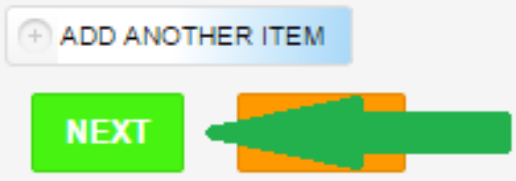
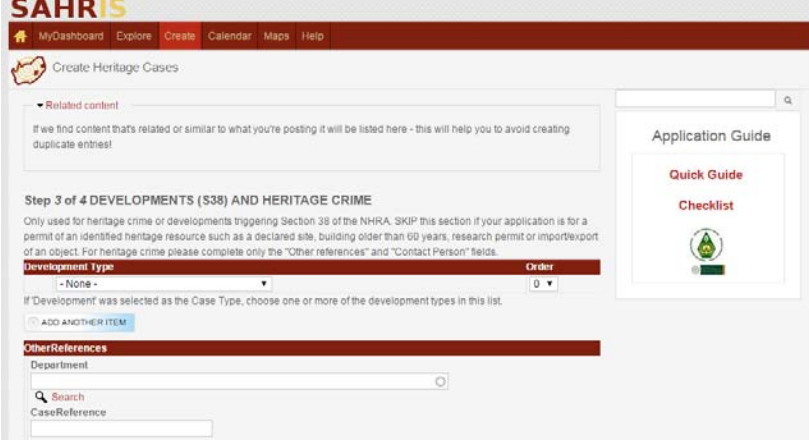
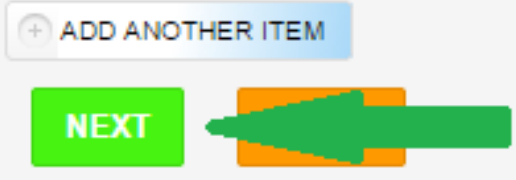
Please provide a more detailed description of your application in 3-4 lines. Finish off your proposal description with the name of the province in which this application is taking place. For built environment permit applications specify the erf and drawing numbers. For example: Proposed 240 hectare housing development on erf 12345, Hilton, Bloemfontein, Mangaung Municipality, Free State Built Environment example: Proposed alterations & additions to Erf 12345, 12 Main Road, Berea, Durban, Ethekwini, KwaZulu-Natal. Drawing 12/555678

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

Expanded_Motivation

This field is used for much longer explanations and motivations pertaining to your case. It is necessary to fill this in for all PERMIT applications but not necessarily for developments triggering Section 38(8) where the motivation for the development is stated in the uploaded documentation (such as a background information document or scoping report). For built environment applications this field typically includes a brief opinion on the heritage significance of the site followed by a detailed explanation of the scope of work which is envisaged. This field is different to the Proposal Description above which is meant to be formulaic and shorter, as described in the help text.

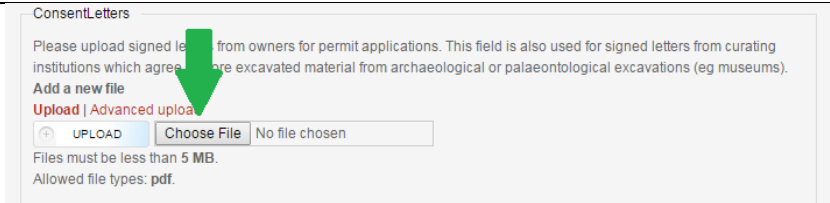
Under expanded motivation Give detailed reason/s for proposal and include your statement of the heritage significance of the site which may have come from your research on SAHRIS or elsewhere, or your professional opinion if no other information is available.

	<p>Click NEXT to go to page 3 of the application</p>
	<p>You may skip page 3 in its entirety, please scroll to the bottom of the page and click next.</p> <p>Page 3 is intended for use only for development applications and the reporting of heritage crime.</p>
	
<p>CaseImages</p> <p>You may upload up to 10 images related to this case. Typical images are landscape and building shots used for quick identification of the case. Label each image accordingly in the Title field once it has uploaded. Choose Advanced Upload for uploading multiple images at a time. If you have more than 10 images you may upload them to the site recording or additional documents if needed. Please avoid uploading building plans/architectural drawings here as images. The preferred format is PDF for plans and drawings and they should be uploaded to AdditionalDocuments instead.</p> <p>Add a new file</p> <p>Upload Advanced upload</p> <p>UPLOAD Choose File No file chosen</p> <p>Files must be less than 10 MB. Allowed file types: png gif jpg jpeg.</p>	<p>Provide clear images of the site.</p> <p>Click choose file then navigate to the file on your computer where the pictures are located using the popup box.</p> <p>Once selected click “upload” to upload your images to SAHRIS.</p>
<p>AdditionalDocuments</p> <p>Upload unlimited relevant additional documentation related to this case such as EIAs, BIDs, Scoping Assessments, additional images and data files (GPS tracks etc). Limit of 25MB per file. Do not upload Heritage Impact Assessments (HIAs, AIAs, PIAs etc) here as they must be added separately under Heritage Reports to capture bibliographic information.</p> <p>Add a new file</p> <p>Upload Advanced upload file attach</p> <p>UPLOAD Choose File No file chosen</p> <p>Files must be less than 25 MB. Allowed file types: pdf xls xlsx doc docx rtf txt odt kml kmz jpeg jpg gif png.</p>	<p>Attach any additional documents as required if not detailed in the expanded motivation eg: Historical significance Architectural Significance Urban Settings and Adjoining Properties</p>

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.

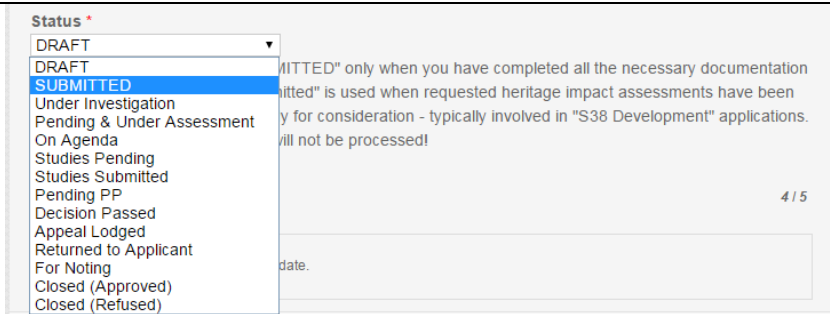
Once selected click “upload” to upload your document to SAHRIS.



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.

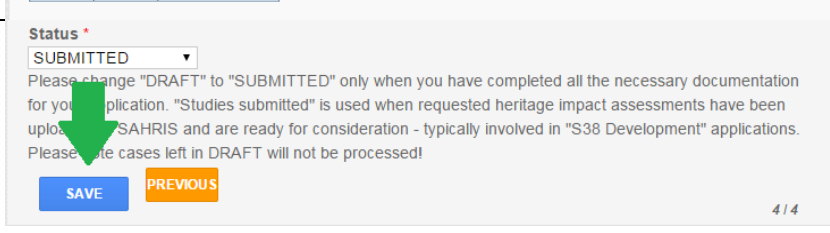
Click choose file then navigate to the document using the popup box.

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.