SITE AND OBJECT NOMINATION PROCESS
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 nominate a site or object for declaration please proceed to the case creation page by hovering 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.

Select the appropriate heritage authority

For all National Heritage Site or Heritage Object nominations please select SAHRA

Select nominations and declarations as the case type
**Search for the site or object**

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: nomination of Mapungubwe.

Under proposal description provide an executive summary of the reasons for nomination as well as the sphere of importance.
Under expanded motivation provide a full statement of significance as well as any other information that will assist the committee in making its decision.

Provide any references that support the nomination.

Please be sure to note the date that the source was retrieved as well as the reference type.

You can add additional references by clicking “Add another item”.

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 for the reporting of heritage crime.
Link any heritage reports that support the case (if applicable).

If there are supporting heritage reports already loaded onto SAHRIS please click search to locate them, alternatively if you wish to upload a heritage report the click on “create heritage report”

Provide clear images of the site or object in question.

Click choose file then navigate to the pictures location using the popup box.

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

Attach any additional documents as required (such as an expanded motivation, site layout etc...).

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.

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.