



AMAFA aKWAZULU-NATALI

GUIDELINES FOR THE PREPARATION OF APPLICATIONS FOR PERMITS FOR DEMOLITION, ALTERATION AND/OR ADDITIONS TO PROTECTED STRUCTURES

Please read these guidelines carefully before preparing your application for permits for Demolition, Alteration and/or Addition to structures protected under the KwaZulu-Natal Heritage Act (4 of 2008)

APPLICATION FORMS

All applications must be made on the official application form and must be accompanied by the relevant supporting documentation. The owner must sign the application form and any accompanying plans or documentation.

- A. PROPERTY:** Include the name of the property where applicable: e.g. Government House. The street address is the key information and is used as a tracking device in the filing system. Where several street numbers apply to the site, all the numbers must be included.
- B. SIGNIFICANCE:** All structures over 60 years of age are protected. Buildings may be further protected as Heritage Landmarks (ex national monument status) or listed on the Heritage Register.

3. HISTORICAL REPORT: When the building or site is of historical importance, a brief history of the occupation of the site and phases of construction, as well as an assessment of historical significance is necessary. Consult the Amafa Compliance Officer if you are in doubt about the amount of information required.

4. ARCHITECTURAL REPORT: An assessment of the condition of the building should be given. Provide an analysis of the styles and phases of construction of the building, including alterations and additions and a statement of its architectural significance.

5. URBAN SETTING & ADJOINING PROPERTIES: It is important to describe the urban context in which the building is situated supported by photographs of the surrounding buildings.

C. PROPOSED WORK: Motivate and give full details of the proposed work. Unauthorised work already carried out, by whosoever and for whatever reason, must be made very clear and a request that the unauthorised work be condoned made. If approved, a letter of condonation will be issued. Revisions could be called for. It is fraudulent to attempt to cover up the unauthorised work by submitting out of date photographs, etc. Legal action may be taken against all parties concerned.

SUPPORTING DOCUMENTATION:

(demolition applications must be supported by photographs and concept drawings for the replacement building/s. The existing structures must be shown in dotted lines on the site plan with the new structures superimposed thereon.)

1. PHOTOGRAPHS OF EXISTING STRUCTURE(S) AND SURROUNDINGS:

Photographs to clearly illustrate the features of the affected building relevant to the application must be submitted. Photographs showing all the elevations/sides as well as general views showing the building in its context (streetscape and surrounding buildings) must also be provided.

2. PLANS:

Plans must be drawn by architects/designers registered with the South African Council for the Architectural Profession. Two copies of the plans, coloured in accordance with the instructions below, must be submitted. One copy will be stamped and sent back to the architect/technologist/designer to submit to the Municipality. Plans should not be smaller than A3 size (210 x 297 mm) and should not be larger than A0 size (841 x 1 189 mm). All supporting documentation to be folded to A4 size, with plans folded showing the title block containing all details of the owner, architect/technologist/designer, SACAP registration no., drawing nos. (with all revisions indicated), date of drawings and signatures of the owners and the architect/technologist/designer.

2.1. SITE PLAN

The site plan must be drawn in accordance with the approved surveyor's diagram of the site and must show: scale; the north point; the erf/property/farm number of the site; the location of the site and any structures on it in relation to surrounding roads, buildings and other features; existing buildings, structures, and pools on the site (coloured grey or uncoloured); proposed work (coloured red) and buildings or portions of buildings proposed for demolition (in dotted lines); and the extent of the declared area (in the case of a proclaimed property). An aerial view obtainable from "Google Earth" or the municipality is also very useful.

2.2. FLOOR PLANS, ELEVATIONS AND SECTIONS

Sufficient plans, elevations and sections must be submitted to show the proposed work clearly. These drawings should be at 1:100, 1:50 or 1:20 scale, and must be fully dimensioned. The position of section lines must be indicated on the plan. The elevations should accurately reflect the effect of the proposal on the structure and its relationship to adjacent buildings.

All new materials, including finishes, must be specified. Drawings should be coloured as follows:

MATERIALS	COLOUR
all existing	grey
demolition	dotted lines
new masonry	red
new concrete	green
new iron or steel	blue
new painting & plastering	yellow
new wood	brown
other	clearly indicated, using colours other than as above

2.3. SCALE PLAN OF EXISTING STRUCTURE(S)

If it is impossible to distinguish the existing layout from the original plans submitted, a measured floor plan of the structure as it exists is required. It should preferably be at the same scale as the plans of the proposed work to facilitate comparison.

2.4. DOOR AND WINDOW SCHEDULES AND DETAILS

Proposals for changing or replacing doors or windows must include sufficient information about their size, proportion and detail. This may be in the form of manufacturer's information (for stock windows and doors) or joinery details (for specials).

SUBMISSION OF APPLICATIONS

Applications to be submitted in hard copy at least 30 days prior to work being undertaken and must be addressed to: The Head – Built Environment Section, Amafa aKwaZulu-Natali, and must be delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 or posted to BOX 2685, Pietermaritzburg, 3200. Faxed or e-mailed applications are not accepted.

**A SUBMISSION FEE OF R300.00 (subject to increase) PER APPLICATION MUST BE PAID
THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**

PROCESSING OF APPLICATIONS:

Applications for alterations of a minor nature will be processed in house every two weeks. Applications for major alterations/additions/demolition are submitted to the Plans Committee every two weeks. All alterations to Heritage Landmarks and major alterations to Listed buildings will be submitted to the Built Environment Committees that meet every two months. Lobbying of Plans Committee or BEC members will disqualify the application and this unethical behaviour will be reported to the SACAP and the Institute for Architecture/Institute for Building Designers.

For information on the deadlines for submissions for each Plans Committee meeting contact Tel: (033) 394 6543; Fax: (033) 394 6552. The application form and other info is also available on the Amafa website, www.heritagekzn.co.za under "Permits" – "Additions, Alterations or Demolition" (save the forms before opening in MS Word).

Written notification on the progress of applications will be forwarded to applicants by post or fax and no telephonic calls or e-mails in this regard will be responded to. All documentation submitted is retained for record purposes (second copies of plans will be stamped and returned to the applicant so make it clear to whom they must be posted).

***PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**