

**GUIDELINES FOR THE PREPARATION OF PERMIT APPLICATIONS TO THE ARCHAEOLOGY SECTION OF THE KWAZULU-NATAL AMAFA AND RESEARCH INSTITUTE ACT (SECTION 38, 39, & 40(1)) TO DESTROY, DAMAGE, EXCAVATE, ALTER, WRITE OR DRAW UPON OR DISTURB TRADITIONAL GRAVES AND BURIAL SITES, A BATTLEFIELD SITE, ARCHAEOLOGICAL SITE, ROCK ART SITE, PALAEOLOGICAL SITE, HISTORICAL FORTIFICATION, METEORITE OR METEORITE IMPACT SITE**

**APPLICATION FORMS**

All applications must be made on the relevant official application form and must be accompanied by the relevant supporting documentation.

**Forms B or C** must be used for actions that impact on graves.

**Form D** must be used for permits for destruction, damage, excavate, alter, write or draw upon (trace), or otherwise disturb any battlefield site, archaeological site, rock art site, palaeontological site, historic fortification, meteorite or meteorite impact site.

**Form H** must be used for work on sites that are proclaimed or on sites protected as Heritage Landmarks (previously National Monuments) and sites listed in the Heritage Register.

**Form H(a)** must be used if the site contains a memorial.

**Form I** must be used for approval of work undertaken on a site that was protected at the time the work was started/completed prior to approval, irrespective of who undertook the work.

**A. DECLARATION:** The owner must sign the form and any accompanying documentation and must consent to submissions by a third party/agent.

**B. PROPERTY:** Include the name of the property where applicable: e.g. Goodwill Farm. The Farm name is the key information and is used as a tracking device in the filing system. Where several farm names apply to the site, all the names and numbers, including portion numbers, must be included.

**C. SIGNIFICANCE:**

1. **Status of the site:** tick the appropriate box
2. **Historical/Military Significance:** give a brief synopsis of the history of the site
3. **Archaeological Significance:** summarise the significance of the site and the peoples and period/s associated with it
4. **Rock Art Significance:** briefly describe the rock art and its significance as well as the people associated with it and the periods in time that can be determined from the site
5. **Palaeontological Significance:** briefly describe the type of fossils found on the site and their significance.
6. **Meteorite Impact Significance:** briefly describe the impact, its extent and impact on the earth.

**D. PROPOSED WORK:** Motivate and give full details of the proposed work. Details must be given of the work to be carried out – do not merely refer to the plans/reports submitted.

**E. PUBLIC PARTICIPATION:** (Contact details of Interested and Affected Parties Consulted - written opinion to be attached to form and drawings to be signed by I & A P. Where possible descendants of the deceased must be contacted and their approval obtained.

Local Archaeological and Heritage Societies and Museums must be consulted. Approval from the Local Authority must be obtained.

**F. CONTACT DETAILS:** the contractor's details can be left out if unknown but will need to be confirmed prior to the work being undertaken. All other fields must be completed. **THE OWNERS MUST SIGN THE APPLICATION FORMS!! PERMITS ARE NOT TRANSFERABLE**

**G. A SUBMISSION FEE** – a processing fee determined by the Council of the Institute in terms of Section 24(1)(e)(i) is payable on submission of all applications. The application will not be registered as submitted if the proof of payment is not attached.

**1. SUPPORTING DOCUMENTATION: SUPPORTING DOCUMENTATION: Only Heritage Practitioners registered with the Institute may compile the application and related supporting documentation. Permits will require their overseeing the work. Where architectural drawings are required, they must be authored by SACAP registered professionals.**

- 1.1. HERITAGE PRACTITIONER'S REPORT:** The report must provide background research of the site and make recommendations as to its significance and research potential. It must assess all heritage resources found in the area that could relate to the site that will be impacted on. The report must meet standards acceptable to both ASAPA and SAHRA.
- 1.2. PHOTOGRAPHS OF EXISTING FEATURES, STRUCTURE/S ARCHAEOLOGICAL REMAINS, GRAVES, ETC AND THEIR SURROUNDINGS:**  
Photographs that clearly illustrate the features of the affected heritage resources and the site relevant to the application must be submitted.
- 1.3. 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, and structures on the site (coloured grey or uncoloured); and the extent of the declared area (in the case of a proclaimed property). Heritage resources must be clearly marked on the plan.
- 1.4. KML MAP FILE AND AERIAL OR SATELLITE VIEWS OF THE SITE** that clearly illustrate the features of the affected site relevant to the application must be submitted.
- 1.5. 1:50 000 MAP OF THE SITE** that clearly illustrates the features of the affected site relevant to the application must be submitted
- 1.6. GPS co-ordinates:** the GPS co-ordinates for the site must be given under the property description but where possible the reports must contain the co-ordinates of the actual heritage resources that are subject of this application.

- 2. SUBMISSION OF APPLICATIONS:** Application forms can be downloaded from [www.heritagekzn.co.za](http://www.heritagekzn.co.za) – look under the “Permits” tab - download forms – Form D. Electronic submissions can be uploaded to the sahris system operated by the South African Heritage Resources Agency [www.sahra.org.za](http://www.sahra.org.za). In the case of a failure of the sahris system the application can be emailed to [archaeology@amafapmb.co.za](mailto:archaeology@amafapmb.co.za) and [bernadetp@amafapmb.co.za](mailto:bernadetp@amafapmb.co.za). Interventions on Rock Art sites must be sent to [celester@amafapmb.co.za](mailto:celester@amafapmb.co.za). The application must also be submitted in hard copy delivered to 195 Langalibalele Street, Pietermaritzburg, 3201 OR posted to Box 2685, Pietermaritzburg, 3200 (address to The Head: Archaeology Section). **When submitting on sahris note that you must still check “Permits” under the case type and KZN – Amafa** for the Provincial Heritage Resources Authority.

The applicant is the “owner” and the Assessor is the “Consultant” and the correct fields must be completed.

The Consent Letters allowing a Consultant to act on behalf of the owner and/or to upload the case to sahris must be placed in the correct boxes which are blocked from public view.

The proof of payment must also be loaded to the designated box to prevent members of the public obtaining banking details, etc from the document.

- 3. PROCESSING OF APPLICATIONS:** applications are processed in the order in which they are received, except during the December/January holiday break. The Institute will receipt the application and alert the applicant to any missing information within 2 weeks of submission. Allow 90 days for processing of complex applications as these may be submitted to external reviewers. Lobbying of external reviewers will disqualify the application and it will not be processed. Written responses to applications will be uploaded to Sahrís. Telephonic or e-mails enquiries will not be responded to.

**\*PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.  
Allow 90 days from the receipt of all required documentation**