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[Please note that the Afrikaans and Xhosa translations will be available shortly.]

PROVINCIAL NOTICE

The following Provincial Notice is published for general information.

G. A. LAWRENCE,
DIRECTOR-GENERAL

Provincial Building,
Wale Street,
Cape Town.

PROVINSIALE KENNISGEWING

Die volgende Provinsiale Kennisgewing word vir algemene inligting gepubliseer.

G. A. LAWRENCE,
DIREKTEUR-GENERAAL

Provinsiale-gebou,
Waalstraat,
Kaapstad.

PROVINCIAL NOTICE 298 OF 2003**NATIONAL HERITAGE RESOURCES ACT, 1999 (ACT 25 OF 1999)****REGULATIONS MADE BY HERITAGE WESTERN CAPE IN TERMS OF SECTION 25(2)(h)**

The provincial heritage resources authority has in terms of section 25(2)(h) of the National Heritage Resources Act, 1999 (Act 25 of 1999) made the regulations set out in the Schedule to this Notice.

SCHEDULE**ARRANGEMENT OF REGULATIONS**

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CHAPTER I**Definitions**

1. In these regulations any word or expression defined in the National Heritage Resources Act, 1999 (Act 25 of 1999 — "the Act"), and the regulations issued in terms of section 23 of the Act, have the meaning so assigned to it and, unless the context indicates otherwise —

"archaeological site" means any place where material remains resulting from human activity have been abandoned and have been in a state of disuse for more than 100 years, including hominid remains, artefacts and refuse, rock art, human remains outside of areas formally declared as cemeteries in the past, artificial features and structures that are no longer standing and any place where features, structures and artefacts associated with military history have been abandoned and in a state of disuse for more than 75 years;

"collaborating institution" means a —

- (a) South African museum, or
- (b) South African public institution,

approved by Heritage Western Cape;

"collaboration" means supervision and advice by that collaborating institution on any aspects pertaining to the recovery of objects, and the acceptance of any objects as part of its collections and the undertaking of their curation and conservation;

"excavation" means the scientific excavation, recording and retrieval of archaeological deposits and objects through the use of accepted archaeological procedures and methods, and excavate has a corresponding meaning;

"guidelines" means a document compiled by Heritage Western Cape that contains any additional information or requirements that Heritage Western Cape may deem necessary;

“museum” means a permanent public institution in the service and development of society which is open to the public and which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment;

“permit holder” means a person who applied to Heritage Western Cape for authorisation, in terms of section 48(1) of the Act and to whom a permit has been issued by Heritage Western Cape;

“practitioner” means a person qualified to undertake the work described in a permit issued by Heritage Western Cape;

“publication” means a document produced and which is generally available in multiple copies or locations to any member of the public, whether through purchase, hire, loan, subscription, license or free distribution or to members of an association or a society, the membership of which is open to any qualifying member of the public;

“reproduction for profit” means the making and use of an image of a provincial heritage site or part of a provincial heritage site, in graphic, visual, audiovisual or other intelligible format through any medium and any version or edition of such image, either in two or three dimensions, for the purposes of sale or lease, or advertising, promoting or decorating any product or service offered for sale or lease, or any activity for which a fee will be charged, and

“the Act” means the National Heritage Resources Act, 1999 (Act 25 of 1999).

CHAPTER II

GENERAL PROVISIONS FOR PERMIT APPLICATIONS (SECTION 48(1))

Application procedure and requirements

2. (1) An application for a permit must be made to Heritage Western Cape on the applicable official form, prescribed in the Annexures hereto, and must include the information required in terms of thereof.
- (2) Within 14 days of receipt of an application for a permit, Heritage Western Cape must acknowledge receipt thereof and must notify the applicant whether —
 - (a) the application is complete, and
 - (b) any fees are payable.
- (3) Heritage Western Cape may, by notice in the *Provincial Gazette*, determine an application fee.
- (4) Heritage Western Cape may, at its discretion, submit an application to relevant experts or to the relevant local authority for information and comment on the merits of the application, the issuing of a permit and on whether additional information is required, or conditions, restrictions or directions, if any, should be imposed.

Issuing of permits

3. (1) Heritage Western Cape must—
 - (a) after considering whether the proposed action, for which a permit is required in terms of the Act, is in accordance with the general principles for heritage resources management as set out in section 5 of the Act and the principles prescribed under section 6 of the Act, and
 - (b) after consideration of the provisions applicable for a specific permit in terms of these regulations,refuse or grant the permit, and when granting the permit, impose any conditions and restrictions or directions it may deem necessary.
- (2) The maximum time frame in which Heritage Western Cape will respond to the applicant, consult with local experts and authorities and reach a decision, is 60 days, excluding any time required by the applicant to conduct additional studies or obtain information required by Heritage Western Cape.
- (3) (a) Heritage Western Cape must advise the applicant in writing of the decision to grant or refuse the permit, and of any conditions and restrictions or directions it deems necessary.
- (b) The signed and dated official stamp of Heritage Western Cape on a copy of an officially lodged application or building plan constitutes written notification.
- (4) Heritage Western Cape retains the right to refuse to issue a permit to an applicant who has not submitted a report required in terms of a previous permit.
- (5) The holder of a permit may not transfer the permit to another person or body unless,
 - (a) in the opinion of Heritage Western Cape, exceptional circumstances exist, and
 - (b) Heritage Western Cape has authorised such transfer in writing.
- (6) (a) A permit issued by Heritage Western Cape in terms of these regulations is valid for a period not exceeding three years.
- (b) A permit may be renewed by Heritage Western Cape; provided that the applicant—
 - (i) applies for renewal within the period for which the permit was granted, and
 - (ii) any additional information required by Heritage Western Cape has been furnished to the satisfaction of Heritage Western Cape.

- (7) A permit issued in terms of these regulations does not exonerate the applicant from any other statutory requirements applicable to the activity concerned or from obtaining authorisation or a permit from any other organ of state or agency as required by other legislation.
- (8) Heritage Western Cape may accept an incomplete application if —
- (a) the situation is considered by Heritage Western Cape to be an emergency because —
 - (i) exceptional circumstances have placed a heritage resource in danger of destruction or severe damage, or
 - (ii) construction activities reveal and threaten conservation-worthy features of a heritage site not previously noted, and unavoidable delay in obtaining the relevant information will cause the heritage resource to lose its significance, and
 - (b) the applicant undertakes to supply the outstanding information by a date specified by Heritage Western Cape.

Minimum qualifications and standards of practice

4. (1) Heritage Western Cape reserves the right to consult professional bodies in relevant fields regarding the qualifications required for practitioners and may, at its discretion, specify minimum qualifications and standards of practice to be applied in any actions undertaken in particular circumstances under authorisation of a permit.
- (2) Heritage Western Cape may only issue a permit if it is satisfied that the proposed action for which a permit is required is in accordance with the general principles for heritage resources management as set out in section 5 of the Act and the principles prescribed under section 6 of the Act.
- (3) (a) If Heritage Western Cape has reason to believe that a permit holder has not complied with, or is not complying with, any of the conditions, restrictions or directions imposed in terms of a permit, it must call upon the permit holder to make written representations why the permit should not be revoked.
- (b) If Heritage Western Cape, after considering the representations by the permit holder, has reasonable grounds to believe the permit holder has not complied with, or is not complying with, any of the conditions, restrictions or directions imposed in terms of the permit, it may revoke the permit.

Monitoring responsibility of Heritage Western Cape

5. A heritage inspector or other authorised representative or delegate of Heritage Western Cape may, at any reasonable time —
- (a) inspect any site, place or structure for which a permit has been issued, or for which a permit is being applied for in terms of these regulations, and
 - (b) request to inspect a permit at a heritage site where work requiring a permit is in progress.

Offences and penalties

6. Any person who—
- (a) fails to provide any information that is required, whether or not on the request of Heritage Western Cape, in terms of the Act or the Regulations, or
 - (b) for the purpose of obtaining any permit, consent or authority in terms of the Act, makes any statement or representation knowing it to be false or not knowing or believing it to be true, shall be guilty of an offence and upon conviction shall be liable to such penalties as referred to in section 51 of the Act, in the form of a fine or imprisonment or both such fine and such imprisonment.

CHAPTER III

APPLICATION FOR PERMIT: PROVINCIAL HERITAGE SITE, PROVISIONALLY PROTECTED PLACE, OR STRUCTURE OLDER THAN 60 YEARS (SECTIONS 27(18), 29(10) AND 34(1))

Applicability

7. (1) Before undertaking any of the following actions, unless the relevant local authority has been deemed to be competent and has had the relevant functions or powers delegated to it by Heritage Western Cape in terms of section 26(1)(f) of the Act, a person must apply to Heritage Western Cape for a permit to—
- (a) destroy, damage, deface, excavate, alter, remove from its original position, subdivide or change the planning status of a heritage resource protected under section 27(18) of the Act; or
 - (b) damage, deface, excavate, alter, remove from its original position, subdivide or change the planning status of a place that has been provisionally protected by Heritage Western Cape under section 29(10) of the Act; or
 - (c) alter or demolish any structure or part of a structure that is older than 60 years as protected under section 34(1) of the Act; provided that, unless Heritage Western Cape indicates otherwise, if the provincial heritage site, the provisionally protected place or the structure older than 60 years is or contains a meteorite or an archaeological or palaeontological site and the application is for scientific excavation for bona fide research purposes, the regulations in Chapter IV will apply in addition to the regulations in this Chapter.
- (2) Heritage Western Cape may, by notice in the **Provincial Gazette**, identify and accept the content of existing surveys to be an adequate survey of the conservation-worthiness of all buildings and/or components of the landscape in a defined geographical area.
- (3) All structures that are more than 60 (sixty) years old not identified as having any cultural significance in a survey as referred to in subregulation (2), are exempted from the provisions of subregulation (1).

- (4) Any development categorized in section 38(1) of the Act that does not affect a building site, or component of a landscape that is identified to have cultural significance in an existing survey accepted by Heritage Western Cape to be a survey referred to in subregulation (2), is exempted from the requirements of section 38 of the Act, unless in the opinion of Heritage Western Cape, there may be possible impact upon archaeological or paleontological remains in which instance a heritage impact assessment may be required.

Application requirements and procedure

8. (1) An application for a permit must be made on the applicable official form, prescribed in Annexure A hereto.

Minimum qualifications and standards of practice

9. (1) Permits for work on provincial heritage sites and provisionally protected places may be issued only if Heritage Western Cape is satisfied that the proposed action is to be undertaken by persons who are suitably qualified or have suitable experience in terms of—
- (a) the scientific and/or cultural significance of the place concerned, and
 - (b) the specific actions to be undertaken.
- (2) Heritage Western Cape may require, and set guidelines for, reports on actions undertaken in terms of a permit it has issued.

CHAPTER IV

APPLICATION FOR PERMIT: ARCHAEOLOGICAL OR PALAEOONTOLOGICAL SITE AND/OR MATERIAL OR METEORITE (SECTION 35(4))

Applicability

10. (1) Before undertaking any of the following actions a person or body must, in terms of this Chapter, apply to Heritage Western Cape for a permit to—
- (a) destroy, damage, excavate, alter, deface or otherwise disturb any archaeological or palaeontological site or any meteorite;
 - (b) destroy, damage, excavate, remove from its original position, collect or own any archaeological or palaeontological material or object or any meteorite;
 - (c) bring onto or use at an archaeological or palaeontological site any excavation equipment or any equipment that assists in the detection or recovery of metals or archaeological and palaeontological material or objects, or use such equipment for the recovery of meteorites, when such site or meteorite is a provincial heritage site, is provisionally protected by Heritage Western Cape, or is included under the general protection for archaeological or palaeontological sites or meteorites provided for in section 35 of the Act.
- (2) The regulations in this Chapter do not apply to any person applying for a permit to trade in or sell for private gain any category of archaeological or palaeontological material or object or any meteorite. Such applications must be made in terms of Chapter VII of these regulations.

Application requirements and procedure

11. (1) An application for a permit to—
- (a) destroy, damage, excavate, alter, deface or otherwise disturb any archaeological site;
 - (b) destroy, damage, excavate, remove from its original position, collect or own any archaeological material or object;
 - (c) bring onto or use at an archaeological site any excavation equipment or any equipment that assists in the detection or recovery of metals or archaeological material or objects,
- when such site is a provincial heritage site, is provisionally protected by Heritage Western Cape, or is included under the general protection for archaeological sites provided for in section 35 of the Act, must be made on the applicable official form, prescribed in Annexure B hereto.
- (2) An application for a permit to—
- (a) destroy, damage, excavate, alter, deface or otherwise disturb any palaeontological site;
 - (b) destroy, damage, excavate, remove from its original position, collect or own any palaeontological material or object;
 - (c) bring onto or use at a palaeontological site any excavation equipment or any equipment that assists in the detection or recovery of metals or palaeontological material or objects,
- when such site is a provincial heritage site, is provisionally protected by Heritage Western Cape, or is included under the general protection for archaeological sites provided for in section 35 of the Act, must be made on the applicable official form, prescribed in Annexure C hereto.
- (3) An application for a permit to —
- (a) destroy, damage, excavate, alter, deface or otherwise disturb any meteorite;
 - (b) destroy, damage, excavate, remove from its original position, collect or own any meteorite;
 - (c) use any equipment that assists in the recovery of meteorites,

when such site is a provincial heritage site, is provisionally protected by Heritage Western Cape, or is included under the general protection for archaeological sites provided for in section 35 of the Act, must be made on the applicable official form, prescribed in Annexure D hereto.

Minimum qualifications

12. (1) Heritage Western Cape may only issue a permit in terms of section 35(4) of the Act if Heritage Western Cape is satisfied that the applicant is qualified and/or has experience in terms of—
- (a) the scientific or cultural significance of the site, fossils, meteorites or artefacts concerned, and
 - (b) the actions to be undertaken.
- (2) A permit to destroy an archaeological or palaeontological site in the course of earthmoving activities or development on a site smaller in extent than that which is contemplated in section 38 of the Act, will only be issued after the site has been sampled as specified by Heritage Western Cape after consultation with the developer or earthmover and archaeologist or palaeontologist.
- (3) A permit to destroy an archaeological or palaeontological site in the course of earthmoving activities or development on a site that is similar in extent to that contemplated in section 38 of the Act, may not be issued unless a successful heritage impact assessment has been undertaken.
- (4) A heritage assessment as contemplated in subregulation (3) must be compiled at the cost of the applicant or the person or body applying for the permit concerned.
- (5) A heritage assessment must be compiled by a person who is registered with Heritage Western Cape or who is a registered member of a professional body recognised by Heritage Western Cape and follows the standards set by that professional body.
- (6) A permit to destroy, damage, excavate, alter or remove a meteorite, either from its original position of impact or from the institution in which it is exhibited or stored, may not be issued unless Heritage Western Cape is satisfied the person concerned is suitably qualified or has suitable experience and submits written proof that he or she is working with a collaborating institution.

Standards of practice for excavation and removal of objects

13. (1) The holder of a permit allowing excavation works and the recovery of objects is at all times responsible for the excavation works and the objects recovered.
- (2) A permit holder contemplated by subregulation (1) must furnish Heritage Western Cape with the name or names and qualifications of all its authorised representatives.
- (3) A permit holder contemplated by subregulation (1) or an authorised representative must be present at all times during the actual performance of the excavation work and the recovery of objects.
- (4) To safeguard meteorites and archaeological and palaeontological sites, fossils and artefacts, a permit holder must—
- (a) supervise all excavations, castings, removals, sieving and sorting according to acceptable professional standards;
 - (b) plan the actions to be taken before commencing;
 - (c) in the case of archaeological deposits, excavate or remove no more than half of the known deposits or objects, unless the site or object is likely to be destroyed by natural processes of erosion, earthmoving activities or development, or unless specified in terms of the conditions of the permit issued by Heritage Western Cape;
 - (d) in the case of archaeological or palaeontological excavations, locate the site accurately on a 1:50 000 map with estimated geographical co-ordinates, or preferably a global positioning system (GPS) reading with datum, make a detailed photographic record of the site and work in progress and take photographs of any significant artefacts, fossilised remains, trace fossils, or trackways recovered *in situ*;
 - (e) in the case of archaeological or palaeontological excavations, survey the site and supply a measured plan on which the positions of all excavations and significant fossilised remains, artefacts and features are marked and, where relevant, supply measured drawings of all sections through excavated deposits;
 - (f) in the case of the removal of graffiti from a rock art site, make a detailed record of the site and of all graffiti and rock art before removing the graffiti according to the terms of a permit issued by Heritage Western Cape;
 - (g) in the case of unavoidable damage or removal of rock art, make a measured plan of the site and record all art by noting the position, colours, dimensions and other features before removal in terms of a permit issued by Heritage Western Cape and—
 - (i) make carbon rubbings of any engravings;
 - (ii) make a cast of any engravings in a material acceptable to Heritage Western Cape;
 - (iii) make a tracing of any rock paintings;
 - (iv) take detailed colour photographs of the rock art, and
 - (v) if the site is to be unavoidably destroyed, remove as much as possible of the rock art in terms of any conditions specified in the permit issued by Heritage Western Cape;
 - (h) develop a rehabilitation and/or maintenance plan for the site according to specifications as may be included in a permit issued by Heritage Western Cape;

- (i) leave the site neat and tidy during and after an excavation and, unless Heritage Western Cape, after consultation with the registered owner, grants written exemption, fill in the excavation or stabilize the sections excavated;
- (j) treat human remains in a way that ensures dignity and respect for cultural values and in such a way as to ensure compliance with all applicable statutory requirements, and
- (k) in consultation with the permit holder and property owner, allow for the possibility of displaying objects and interpretive information at the site during and after excavation.

Standards of curation and storage

14. (1) Prior to the application for a permit, the applicant must enter into a written agreement with a collaborating institution that has an established archaeological, palaeontological or meteorite collection to ensure that the institution will accept all archaeological or palaeontological material or meteorites obtained through the actions described in the permit application, and that the material will be curated according to a collections policy acceptable to Heritage Western Cape.
- (2) The archaeological or palaeontological material or meteorite excavated or removed in terms of a permit issued by Heritage Western Cape, in the case of a meteorite, either from its original position, or from the place of impact, must be curated and stored in a collaborating institution in the Western Cape, unless a collaborating institution in another province is approved in writing by Heritage Western Cape.
- (3) A permit holder is responsible for the labelling, packaging and boxing of the archaeological, palaeontological and meteorite material according to specifications provided by the collaborating institution, and for providing the collaborating institution with all relevant documentation.
- (4) The collections policy of the collaborating institution to whom archaeological and palaeontological material or meteorites will be entrusted for storage and curation, must ensure that the material is accessioned, documented and organized in an accessible form that renders the data capable of critical examination.
- (5) All archaeological and palaeontological material and meteorites curated by collaborating institutions will remain the property of the State.

Submission of reports

15. (1) (a) A person who has obtained a permit from Heritage Western Cape to destroy, damage, excavate, alter, deface or otherwise disturb any archaeological or palaeontological site or meteorite for a period of one year or less must, subject to paragraph (b), submit a final report within two years of the anniversary date on which the said permit was first issued, unless Heritage Western Cape has given written permission for extension of the due date.
- (b) If the permit has been renewed, or if the permit is issued for more than one year, a progress report must be submitted annually on or before the anniversary date on which the permit was first issued.
- (2) The progress and final reports must contain at least the following information —
- (a) a map on a scale no smaller than 1:50 000 with the site marked on it (a copied portion of a 1:50 000 map will suffice if the map number and name is given);
 - (b) a detailed plan of the site indicating where archaeological or palaeontological material or a meteorite was destroyed, damaged, excavated, altered, defaced, removed or otherwise disturbed, or where excavations were undertaken on the site;
 - (c) scale drawings of the stratigraphy in each excavation;
 - (d) a description of the material excavated, collected and/or removed in the form of a summary table or digital database;
 - (e) a written report of the progress made during the reporting period and conclusions reached;
 - (f) illustrations, where applicable;
 - (g) confirmation that a site record form was submitted to the relevant archaeological data recording centre in the Western Cape, and
 - (h) written acknowledgement of receipt from the collaborating institution in whose possession or custody the material and records have been placed.
- (3) Copies of published papers and/or theses and/or dissertations may be accepted in lieu of a report referred to in subregulation (2).
- (4) (a) A copy of every publication published by the permit holder on the actions undertaken in terms of a permit issued in terms of these regulations must be supplied to Heritage Western Cape.
- (b) If Heritage Western Cape is not satisfied with the information contained in the report, it may compel the permit holder to supply more adequate information.
- (c) It is the responsibility of the permit holder to submit copies of reports and publications to SAHRA for the national heritage library and inventory of the national estate, as required by the Act.
- (d) If a permit holder does not publish a final report within two years after submitting it to Heritage Western Cape in terms of subregulation (3), such a report may be made available by Heritage Western Cape on request to researchers compiling publications, and/or the information may be used in the publications of Heritage Western Cape.

CHAPTER V

APPLICATION FOR PERMIT TO REPRODUCE A PROVINCIAL HERITAGE SITE (SECTION 27(23))

Applicability

16. (1) The purpose of this Chapter is to ensure that reproductions of a provincial heritage site made for profit do not diminish the significance of the site.
- (2) A person other than the owner of the property wishing to make a reproduction for profit, in either two or three dimensions, in respect of a provincial heritage site or part of a provincial heritage site, in terms of section 27(23)(b) of the Act must, in terms of this Chapter, apply to Heritage Western Cape for a permit.
- (3) The following reproductions are not deemed to be making a reproduction for profit, even if the image is offered for sale or lease —
- (a) a unique, individual image made by hand without the use of mechanical reproductive techniques;
 - (b) photographs, films and videos of the site that have not been altered or modified by hand or computer, and
 - (c) architect and other scale plans and models.

Application requirements and procedure

17. (1) An application for a permit must be made on the applicable official form, prescribed in Annexure E hereto.
- (2) Heritage Western Cape must advise the applicant within 14 working days after receipt of the application whether a fee is payable, and if so, to what amount.

CHAPTER VI

PROCEDURE FOR CONSULTATION REGARDING A PROTECTED AREA (SECTION 28(3))

Applicability

18. (1) This Chapter applies to any person who intends to damage, disfigure, alter, subdivide or in any other way develop any part of an area designated as a protected area by Heritage Western Cape.
- (2) The person in subregulation (1) is hereafter referred to as the applicant.

Consultation procedure

19. (1) The applicant must consult Heritage Western Cape at the earliest possible stage, but not less than least 60 days prior to the proposed initiation of changes listed in regulation 18(1) in the protected area.
- (2) In order to comply with the consultation procedure, an applicant must complete and submit to Heritage Western Cape the applicable official form, prescribed in Annexure F hereto.
- (3) Heritage Western Cape will consider the proposals and may consult any other person or authority it considers appropriate.
- (4) Heritage Western Cape must make its final comments and recommendations known to the applicant within 60 days of receipt of the information listed in subregulation (2).

CHAPTER VII

APPLICATION FOR PERMIT TO TRADE IN OR SELL FOR PRIVATE GAIN ANY CATEGORY OF REGISTERED ARCHAEOLOGICAL OR PALAEOLOGICAL MATERIAL OR OBJECT, OR METEORITE (SECTION 35(4)(c))

Applicability

20. (1) (a) A person in possession of an object or collection registered in accordance with section 35(7) of the Act who wishes to trade in or sell for private gain any category of archaeological or palaeontological material or object or meteorite must, in terms of this Chapter, apply to Heritage Western Cape for a permit on the official form, prescribed in Annexure G hereto.
- (b) Collections that have not been registered in accordance with section 35(7) of the Act are deemed to have been collected illegally.

CHAPTER VIII

REGISTRATION OF CONSERVATION BODIES (SECTION 25(1)(b))

Procedure for registration

21. (1) An application by a conservation body to register an interest with Heritage Western Cape must be made on the official form prescribed in Annexure H hereto.
- (2) Heritage Western Cape may consult any other provincial heritage resources authority, SAHRA, or any other relevant organisation regarding the proposed registration of a conservation body.

- (3) Heritage Western Cape may refuse to register, or may cancel the registration of a conservation body, if the conduct or activities of such body are in conflict with the principles set out in section 5 and prescribed under section 6 of the Act or to the detriment of the management of heritage resources; provided that reasons must be given for such decision.
 - (4) Heritage Western Cape will supply the conservation body with a heritage registration number, which should be quoted on all correspondence with Heritage Western Cape and must be supplied on request to any interested party.
 - (5) Registration of an interest with Heritage Western Cape does not constitute registration of an interest with SAHRA or any other body.
22. (1) Registration of an interest with Heritage Western Cape is for a period of five years, where after registration will lapse unless it is renewed.
- (2) A registered conservation body must —
- (a) conduct its affairs in accordance with the principles set out in section 5 and prescribed under section 6(1) of the Act;
 - (b) annually inform Heritage Western Cape of any changes in respect of any information supplied under regulation 21(1), and
 - (c) send Heritage Western Cape a copy of the annual report of the conservation body at the end of each year.
- (3) An application to renew or modify the registration of an interest may be made in the same format as an application to register an interest.

ANNEXURE A

APPLICATION FOR A PERMIT

TO DESTROY, DAMAGE, DEFACE, EXCAVATE, ALTER OR REMOVE FROM ITS ORIGINAL POSITION, SUBDIVIDE OR CHANGE THE PLANNING STATUS OF A PROVINCIAL HERITAGE SITE, OR A PROVISIONALLY PROTECTED PLACE,

OR

ALTER OR DEMOLISH ANY STRUCTURE OR PART OF A STRUCTURE OLDER THAN 60 YEARS

PROTECTED IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT (ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION

1. DETAILS OF SITE, PLACE OR STRUCTURE

- 1.1 Name of site:
- 1.1.1 Physical address of site:
- 1.2 Erf/Stand/Farm name and number:
- 1.3 Type of site, place or structure (indicate by means of a cross in the appropriate space(s) below):
- 1.3.1 ☐ Provincial heritage site (previously a declared national monument in terms of the National Monuments Act, 1969) or a provisionally protected place (previously a provisionally declared national monument in terms of the National Monuments Act, 1969 (section 27)) or a provisionally protected heritage site in terms of Section 29 of the National Heritage Resources Act (1999). If so, attach a photocopy of the gazette notice or provide the following information (if known):
- 1.3.1.1 Date of notice of declaration or provisional protection in the *Government Gazette* or *Provincial Gazette*: (dd/mm/yy)
- 1.3.1.2 Number of notice of declaration or provisional protection in the *Government* or *Provincial Gazette*
- 1.3.1.3 Number of *Government Gazette* or *Provincial Gazette*
- 1.3.1.4 Statement of significance in the *Government Gazette* or *Provincial Gazette*
- 1.3.2 ☐ Structure older than 60 years (section 34)
- 1.3.3 ☐ Please indicate if the property is in a Heritage Area (previously designated conservation area by the National Monuments Act, 1969) (section 31)
- 1.4 Details of the title deed and diagram of the site, place or structure:
- 1.4.1 Number of title deed:
- 1.4.2 Date of title deed:
- 1.4.3 Number of Surveyor-General Diagram, where applicable:
- 1.4.4 Date of Surveyor-General Diagram, where applicable:
- 1.4.5 Registered servitude against title deed declaring the site a provincial heritage site or provisionally protected place, where applicable:
- 1.5 Cadastral co-ordinates (if available)
- 1.6 Current use of property:
- 1.7 Magisterial district in which the site, place or structure is situated:
- 1.8 Planning authority in whose area of jurisdiction the site, place or structure is situated:
- 1.8.1 Name of planning authority:
- 1.8.2 Postal address:
- 1.8.3 Postal code:
- 1.8.4 Telephone area code: () Telephone number: Facsimile number:

2. NAME AND ADDRESS OF APPLICANT

2.1 Name:

2.2 Address:

2.3 Postal code:

2.4 Contact numbers

2.4.1 Telephone area code: () Telephone number (h): Telephone number (w):

2.4.2 Facsimile area code: () Facsimile number (h): Facsimile number (w):

2.4.3 Cellular phone number:

2.4.4 E-mail:

2.5 Identity number of applicant:

2.6 Declaration: I, herewith declare that I intend to undertake the actions as proposed in this application.

Signature: Date:

3. REGISTERED OWNER OF PROPERTY: (if the applicant is not the registered owner of the property; or if the application is made on behalf of the registered owner, a power of attorney must be attached)

3.1 Name:

3.2 Address:

3.3 Postal code:

3.4 Contact numbers

3.4.1 Telephone area code: () Telephone number (h): Telephone number (w):

3.4.2 Facsimile area code: () Facsimile number (h): Facsimile number (w):

3.4.3 Cellular phone number:

3.4.4 E-mail:

3.5 Identity number of registered owner

3.6 Declaration: I, am fully aware of this application and accept its contents.

Owner Signature: Date:

4. NAME AND ADDRESS OF PRIMARY RESPONSIBLE AGENT (Architect/Designer/etc.)

4.1 Name:

4.2 Address:

4.3 Postal code:

4.4 Contact numbers

4.4.1 Telephone area code: () Telephone number (h): Telephone number (w):

4.4.2 Facsimile area code: () Facsimile number (h): Facsimile number (w):

4.4.3 Cellular phone number:

4.4.4 E-mail:

4.5 Identity number of primary responsible agent

4.6 Qualifications and/or relevant experience of primary responsible agent:

4.7 Will this agent oversee the action to completion? Yes/No

If not, who will then be responsible to oversee the completion of the proposed action?

4.8 Declaration: I, herewith declare that I will be responsible for the proposed actions in accordance with the proposals in this application.

Signature: Date:

5. **PROPOSED TYPE OF ACTION** (indicate by means of a cross in the appropriate block(s) below):

5.1 Type of work:

Destroy, damage, deface, excavate, alter or remove from its original position:

5.1.1 ☐ Total Demolition

5.1.2 ☐ Partial Demolition

5.1.3 ☐ Additions to existing structures

5.1.4 ☐ New buildings

5.1.5 ☐ Restoration

5.1.6 ☐ Alteration

5.1.7 ☐ Excavation

5.1.8 ☐ Landscaping

5.1.9 ☐ Remove from its original or current position

5.1.10 Subdivide or change planning status: ☐ Consolidation ☐ Subdivision ☐ Rezoning

5.1.11 ☐ Re-application for permit Date of previous permit: (dd/mm/yy):

5.2 Approximate cost of proposed action/Tender price:

5.3 Period for which permit is requested (maximum three years)/ Duration of proposed action:

From To:

6. **DETAIL OF THE ACTION PROPOSED** (Provide a short description of the proposed action which must be supported by the documentation specified in 10 hereunder)

7. **DRAWING REFERENCE NUMBERS AND DATES** (Please list all drawing reference numbers, including revision numbers, and the dates of the drawings.)

| Drawing reference number | Date of drawing | Version | Title of drawing |
|--------------------------|-----------------|---------|------------------|
| | | | |
| | | | |

8. **MOTIVATION FOR PROPOSED ACTION** (Motivate fully, with reference to conservation policy and/or principles, where appropriate. This space may also be used for additional details required above.)

9. **CONSULTATION**

9.1 **Conservation bodies**

Conservation bodies are interested parties in the management of our heritage resources. Heritage Western Cape is responsible for informing registered conservation bodies when applications are received for particular geographical areas or categories of heritage resources in terms of section 25(1) of the National Heritage Resources Act, 1999. Please indicate whether you have consulted any of your local conservation bodies regarding your proposal and submit any comments they might have on the impact of the intended actions on the cultural significance of the heritage resource to Heritage Western Cape as part of your application.

The following conservation bodies have been contacted, and their comments are attached

| Name of registered conservation body | Contact details | Written comments on the proposed action attached |
|--------------------------------------|-----------------|--|
| | | |
| | | |

9.3 **Archaeological and/or palaeontological expertise**

Have you consulted an archaeologist or palaeontologist with regard to the impact of the proposed actions on the heritage values of the site? If so, provide a copy of the written report.

10. DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- 10.1 ONE SET OF COLOURED-UP DRAWINGS to be retained for record purposes by Heritage Western Cape.
- 10.2 ANY FURTHER SETS OF RELEVANT DRAWINGS that will be returned to the applicant (usually the local authority and owner require their own stamped set of drawings) and will be stamped if approved by Heritage Western Cape.
- 10.3 LOCALITY PLAN showing where the site is.
- 10.4 SITE PLAN showing the layout of the property - including trees and landscape features.
- 10.5 PHOTOGRAPHS, VIDEOS OR OTHER VISUAL AIDS of the site, place or structure in its present form and in context. Where appropriate, please include photographs, videos or other visual aids of the interior of the structure that will be affected by the proposed action. Please provide captions and dates to all photographs. If a model is submitted, please provide photographs of the model for Heritage Western Cape records.
- 10.6 A HISTORICAL BACKGROUND to the site, place or structure.
- 10.7 A MOTIVATION for the proposed action/s (paragraph 8).
- 10.8 COMMENTS OF CONSERVATION BODIES if consulted.
- 10.9 IMPACT ASSESSMENT REPORT BY AN ARCHAEOLOGIST, if relevant.
- 10.10 COMMENTS OF REGISTERED OWNERS OF ADJOINING PROPERTIES, if relevant.
- 10.11 DETAILS AND OUTCOME OF ANY PREVIOUS SUBMISSIONS MADE TO ANY OTHER AUTHORITY (the former National Monuments Council (NMC), SAHRA, etc.) in respect of this application.
- 10.12 ANY ADDITIONAL PERTINENT INFORMATION regarding the site, place or structure that you believe will assist Heritage Western Cape to consider your application.

11. PLEASE NOTE

- 11.1 Unless the applicant and the registered owner sign the application form, if these are not the same person, it will not be processed by Heritage Western Cape.
- 11.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet. Cases in which confidentiality is granted will be limited to one year (12 months).**

When completed, please return this form to:
The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax: 021 424-0457

ANNEXURE B

APPLICATION FOR AN ARCHAEOLOGICAL PERMIT

TO DESTROY, DAMAGE, EXCAVATE, ALTER, DEFACE OR OTHERWISE DISTURB
ANY ARCHAEOLOGICAL SITE,

OR

DESTROY, DAMAGE, EXCAVATE, REMOVE FROM ITS ORIGINAL POSITION,

OR

COLLECT ANY ARCHAEOLOGICAL MATERIAL OR OBJECT

OR

BRING ONTO OR USE AT AN ARCHAEOLOGICAL SITE ANY EXCAVATION
EQUIPMENT OR ANY EQUIPMENT THAT ASSISTS IN THE DETECTION OR
RECOVERY OF METALS OR ARCHAEOLOGICAL MATERIAL OR OBJECTS,

PROTECTED IN TERMS OF SECTION 35(4) OF THE NATIONAL HERITAGE
RESOURCES ACT (ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION.

1. DETAILS OF ARCHAEOLOGICAL SITE

- 1.1 Name and physical address of site:
- 1.2 Erf/Stand/Farm name and number:
- 1.3 Type of site (Provide a short description of the site, on a separate sheet):
- 1.3.1 Period, era, age or date of site:
- 1.4 Magisterial district in which the site, place or structure is situated (essential):
- 1.4.1 Planning authority (if known):
- 1.5 Is the site a declared provincial heritage site or provisionally protected place? YES / NO
If so, please attach a photocopy of the gazette notice or provide the following information:
- 1.5.1 Date of notice of declaration or provisional protection in the *Government Gazette* or *Provincial Gazette* (dd/mm/yy) (if known):
- 1.5.2 Number of notice of declaration or provisional protection in the *Government Gazette* or *Provincial Gazette* (if known):
- 1.5.3 Number of *Government Gazette* or *Provincial Gazette* (if known):
- 1.5.4 Date of publication of the *Government Gazette* or *Provincial Gazette* (dd/mm/yy) (if known):
- 1.6 Current use of property:
- 1.7 Cadastral or geographical co-ordinates of the site, place or structure (Mark the position of the site on a copy of a 1:10 000 map / aerial photograph or a 1:50 000 map and include this in your application):
- 1.7.1 Name and number of 1:50 000 (or larger scale) map:
- 1.7.2 Latitude and longitude (where possible supply decimal version):
- 1.7.3 Spatial Referencing System:
- | | |
|--|---|
| <input type="checkbox"/> Global position | Datum: Old Cape / WGS84 / Other (Please specify date of reading): |
| <input type="checkbox"/> Trigonometry | Date of map: |
| <input type="checkbox"/> Other | Date of recording: |

2. DETAILS OF THE APPLICANT

- 2.1 Name and Title:
- 2.2 Address:
- 2.3 Postal code:
- 2.4 Contact numbers:
- 2.4.1 Telephone area code: (.....) Telephone number: (w) (h)
- 2.4.2 Facsimile area code: (.....) Facsimile number:

- 2.4.3 Cellular phone number:
- 2.4.4 E-mail:
- 2.5 Qualifications and experience of the applicant:
- 2.6 Current academic status of the applicant:
- 2.7 Identity number / Passport number of the applicant:

- 2.8 Declaration of applicant: I,
hereby declare that I undertake to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which I am applying.

Signature of applicant: Date:.....

- 2.9 Declaration of Research Supervisor if applicant is a research student:
I,
hereby declare that I will support this project and will assist the student to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which this student is applying.

Signature of Research Supervisor: Date:.....

3. **NAME AND ADDRESS OF AUTHORISED REPRESENTATIVE(S) OF THE APPLICANT WHO WILL BE PERMANENTLY ON SITE DURING THE ACTION**

- 3.1 Name and Title:
- 3.2 Address:
- 3.3 Postal code:
- 3.4 Contact Details:
- 3.4.1 Telephone area code: (.....) Telephone number:
- 3.4.2 Facsimile area code: (.....) Facsimile number:
- 3.4.3 Cellular phone number:
- 3.4.4 E-mail:
- 3.5 Identity number:.....
- 3.6 Qualifications and/or relevant experience of authorised representative/s:
- 3.7 Will the authorised representative/s undertake the actions under supervision of the applicant?Yes/No
- 3.8 Declaration: I, hereby declare that I will undertake the actions under the supervision of the applicant.

Signature of authorised representative: Date:

4. **DETAILS OF THE REGISTERED OWNER OF THE SITE** *(A letter from the owner giving the following details and comment on the planned action may be submitted)*

- 4.1 Name and Title:
- 4.2 Address:
- 4.3 Postal code:
- 4.4 Contact details:
- 4.4.1 Telephone area code: (.....) Telephone number:
- 4.4.2 Facsimile area code: (.....) Facsimile number:
- 4.4.3 Cellular phone number:
- 4.4.4 E-mail:
- 4.5 Identity number:
- 4.6 Declaration: I, am fully aware of this application and accept its contents.

Signature of owner: Date:

- 4.7 Comments from owner on planned action (if any)

5. PURPOSE OF THE APPLICATION (place a cross in the appropriate block(s) below)

5.1 Type of work/Nature of activity:

5.1.1 Destruction for the purpose of:

☐ Analysis ☐ Dating ☐ Restoration ☐ Other

5.1.2 Damage for:

☐ Analysis ☐ Dating ☐ Restoration ☐ Other5.1.3 ☐ Excavation5.1.4 ☐ Alteration5.1.5 ☐ Defacement5.1.6 ☐ Disturbance5.1.7 ☐ Removal from its original position5.1.8 ☐ Collection5.1.9 ☐ Use of excavation equipment or any equipment that assists in the detection or recovery of metals or archaeological material or objects

(If relevant, provide a motivation for the use of mechanical excavation equipment or any equipment that assists in the detection or recovery of metal or archaeological material or objects.)

5.1.10 ☐ Removal of graffiti at a rock art site

5.2 Period for which the permit is required (maximum three years)/ Proposed date of completion of activity:

From: To:

5.4 ☐ Re-application for permit Date and number of previous permit: (dd/mm/yy)**6. DESCRIPTION OF AND MOTIVATION FOR THE ACTION PROPOSED**

(Provide a short description of the proposed action which must be supported by the documentation specified in 7 and 9 hereunder, as well as a full motivation for the proposed action, with reference to conservation policy and/or principles, where appropriate.)

7. DETAILS OF COLLABORATING INSTITUTION WHERE THE APPLICANT WILL BE BASED WHILE UNDERTAKING THE PROJECT

7.1 Name of the collaborating institution:

7.2 Name and Title of Head of the collaborating institution:

7.3 Identity number of the Head of the collaborating institution:

7.4 Address:

7.5 Postal code:

7.6 Telephone area code: (.....) Telephone number:

7.7 Facsimile area code: (.....) Facsimile number:

7.8 Cellular phone number:

7.9 E-mail:

7.10 Declaration of the Head of the collaborating institution: I,
in my capacity as of the
hereby declare that the applicant will be based at this institution while undertaking the project and that I support the application.

Signature of the Head of the collaborating institution: Date:

8. DETAILS OF THE COLLABORATING INSTITUTION WHERE MATERIALS AND RECORDS WILL BE STORED AND CURATED

8.1 Name of the collaborating institution:

8.2 Name and title of Head of the collaborating institution:

8.3 Identity number of the Head of the collaborating institution:

8.4 Address:

8.5 Postal code:

8.6 Telephone area code: (.....) Telephone number:

8.7 Facsimile area code: (.....) Facsimile number:

8.8 Cellular phone number:

8.9 E-mail:

- 8.10 Declaration of the Head of the collaborating institution: I,
in my capacity as of the
..... hereby declare that the collaborating institution has an official
written collections policy and undertakes to store and curate the material and records from this project,
once completed.

Signature of the Head of the collaborating institution: Date:

9. DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- 9.1 LOCALITY PLAN showing where the site is and a SITE PLAN showing the layout of the property and pertinent features relevant to the planned action.
- 9.2 SITE DESCRIPTION (see 1.3).
- 9.3 PROJECT DESCRIPTION AND MOTIVATION including relevant scientific background, motivation for use of mechanical equipment and plans for conservation of the site after the planned action including plans for conservation of the site after the action.
- 9.4 VISUAL AIDS including photographs, videos of the site in its present form, where appropriate. Please provide captions and dates to all photographs.
- 9.5 Details and outcome of any PREVIOUS SUBMISSIONS made to any other authority (the former National Monuments Council (NMC), SAHRA, etc.) in respect to this application.
- 9.6 ANY ADDITIONAL PERTINENT INFORMATION that you believe will assist Heritage Western Cape to consider your application.

10. PLEASE NOTE:

- 10.1 Unless both the applicant and the head of the department / head of the institution which curates the material, sign the application form, and the registered owner either signs or supplies a letter approving the project, this form will not be processed by Heritage Western Cape.
- 10.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.**

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax 021 424-0457

ANNEXURE C

APPLICATION FOR A PALAEOLOGICAL PERMIT

TO DESTROY, DAMAGE, EXCAVATE, ALTER, DEFACE OR OTHERWISE DISTURB
ANY PALAEOLOGICAL SITE,

OR

DESTROY, DAMAGE, EXCAVATE, REMOVE FROM ITS ORIGINAL POSITION, OR
COLLECT ANY PALAEOLOGICAL MATERIAL OR OBJECT

OR

BRING ONTO OR USE AT A PALAEOLOGICAL SITE ANY EXCAVATION
EQUIPMENT OR ANY EQUIPMENT THAT ASSISTS IN THE DETECTION OR
RECOVERY OF PALAEOLOGICAL MATERIAL OR OBJECTS

PROTECTED IN TERMS OF SECTION 35(4) OF THE NATIONAL HERITAGE
RESOURCES ACT (ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION

1. DETAILS OF PALAEOLOGICAL ACTIVITY OR RESEARCH PROJECT

- 1.1 Name of site or research / heritage project:
- 1.2 Type of project (indicate by means of a cross in the appropriate space below). Supply a short description of the site on a separate sheet). For Quaternary projects (or projects at sites where hominid material might be located) detailed site-specific information is required.
- EITHER:
- 1.3.1 ☐ Name of specific Palaeontological site
- 1.3.1.1 ☐ Period, era, age or date of site:
- 1.3.1.2 ☐ Stratigraphic and lithological context (supergroup, group, formation, etc):
- OR
- 1.3.2 ☐ Regional project.....
- 1.3.1.1 ☐ Period, era, age or date of strata involved:
- 1.3.1.2 ☐ Stratigraphic and lithological context (supergroup, group, formation, etc):
- OR
- 1.3.3 ☐ Other (specify)
- 1.4 Category of fossil material involved:
- 1.4.1 ☐ Invertebrates
- 1.4.2 ☐ Vertebrates
- 1.4.3 ☐ Plants
- 1.4.4 ☐ Microfossils
- 1.4.5 ☐ Trace fossils
- 1.4.6 ☐ Specific taxon (specify):
- 1.4.7 ☐ All fossil material within specified horizon
- 1.4.8 ☐ Other (specify):
- 1.5 Region or locality for which the permit is required:
- 1.6 Magisterial district(s) involved:
- 1.7 Does the area include a declared provincial heritage site or provisionally protected place? YES / NO
- If so, please attach a photocopy of the gazette notice or provide the following information:
- 1.7.1 Date of notice of declaration or provisional protection in the *Government Gazette* or *Provincial Gazette* (dd/mm/yy) (if known):
- 1.7.2 Number of notice of declaration or provisional protection in the *Government Gazette* or *Provincial Gazette* (if known):
- 1.7.3 Number of *Government Gazette* or *Provincial Gazette* (if known):
- 1.7.4 Date of publication of the *Government Gazette* or *Provincial Gazette* (dd/mm/yy) (if known):

If the application is for a specific site please supply the details in 1.8 to 1.10 below. If the application is for a regional project, note that the information listed below need not be given now, but MUST be supplied for each site in the permit report.

- 1.8 Site name:
 1.9 Erf/Stand/Farm name and number:
 1.10 Geographical coordinates of the site, place or structure (mark the position of the site on a copy of a 1:10 000 or 1:50 000 map and include this in your application):
 1.10.1 Name and number of 1:50 000 (or larger scale) map:
 1.10.2 Latitude and longitude (where possible supply decimal version):
 1.10.3 Spatial Referencing System:
☐ Global position Datum: Old Cape / WGS84 / Other (Please specify date of reading):
☐ Trigonometry Date of map used:
☐ Other Date of recording:

2. DETAILS OF THE APPLICANT

- 2.1 Name and Title:
 2.2 Address:
 2.3 Postal code:
 2.4 Contact numbers:
 2.4.1 Home: Telephone area code: (.....) Telephone number: (w) (h)
 2.4.2 Facsimile area code: (.....) Facsimile number:
 2.4.3 Cellular phone number:
 2.4.4 E-mail:
 2.5 Qualifications and/or relevant experience of the applicant:
 2.6 Current academic status of the applicant:
 2.7 Identity number / Passport number of the applicant:
 2.8 Declaration of applicant: I, hereby declare that I undertaketo comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which I am applying.

Signature of applicant: _____ Date:

- 2.9 Declaration of Research Supervisor if applicant is a research student: I, hereby declare that I will support this project and will assist the student to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which this student is applying.

Signature of Research Supervisor: _____ Date:

3. NAME AND ADDRESS OF AUTHORISED REPRESENTATIVE(S) OF THE APPLICANT

- 3.1 Name and Title:
 3.2 Address:
 3.3 Postal code:
 3.4 Contact Details:
 3.4.1 Telephone area code: (.....) Telephone number:
 3.4.2 Facsimile area code: (.....) Facsimile number:
 3.4.3 Cellular phone number:
 3.4.4 E-mail:
 3.5 Identity number:.....
 3.6 Qualifications and/or relevant experience of authorised representative/s:
 3.7 Will the authorised representative/s undertake the actions under supervision of the applicant? Yes/No.
 3.8 Declaration: I, hereby declare that I will undertake the actions under the supervision of the applicant.

Signature: _____ Date:

4. DETAILS OF THE REGISTERED OWNER OF THE SITE (in the case of specific site applications) A letter from the owner giving the following details may be submitted

- 4.1 Name and Title:
- 4.2 Address:
- 4.3 Postal code:
- 4.4 Contact details:
- 4.4.1 Telephone area code: (.....) Telephone number:
- 4.4.2 Facsimile area code: (.....) Facsimile number:
- 4.4.3 Cellular phone number:
- 4.4.4 E-mail:
- 4.5 Identity number:
- 4.6 Declaration: I, am fully aware of this application and accept its contents.
Owner Signature: Date:

5. PURPOSE OF THE APPLICATION (place a cross in the appropriate block(s) below)

- 5.1 Type of work/Nature of activity:
- 5.1.1 Destruction for the purpose of:
- ☐ Analysis ☐ Dating ☐ Restoration ☐ Other
- 5.1.2 Damage for:
- ☐ Analysis ☐ Dating ☐ Restoration ☐ Other
- 5.1.3 ☐ Excavation
- 5.1.4 ☐ Alteration
- 5.1.5 ☐ Defacement
- 5.1.6 ☐ Disturbance
- 5.1.7 ☐ Removal from its original position
- 5.1.8 ☐ Collection
- 5.1.9 ☐ Use of excavation equipment or any equipment that assists in the detection or recovery of fossils or palaeontological material or objects
(If relevant, provide a motivation for the use of mechanical excavation equipment or any equipment that assists in the detection or recovery of fossils or palaeontological material or objects.)
- 5.2 Period for which permit is requested (maximum three years)/ Proposed date of completion of activity:
From: To:
- 5.3 ☐ Re-application for permit Date and number of previous permit: (dd/mm/yy)

6. DESCRIPTION OF AND MOTIVATION FOR THE ACTION PROPOSED

(Please provide a short description of the proposed action which must be supported by the documentation specified in 9 hereunder, as well as a full motivation for the proposed action, with reference to conservation policy and/or principles, where appropriate.)

7. DETAILS OF COLLABORATING INSTITUTION WHERE THE APPLICANT WILL BE BASED WHILE UNDERTAKING THE PROJECT

- 7.1 Name of the collaborating institution:
- 7.2 Name of Head of the collaborating institution:
- 7.3 Identity number of the Head of the collaborating institution:
- 7.4 Address:
- 7.5 Postal code:
- 7.6 Telephone area code: (.....) Telephone number:
- 7.7 Facsimile area code: (.....) Facsimile number:
- 7.8 Cellular phone number:
- 7.9 E-mail:
- 7.10 Declaration of the Head of the collaborating institution:
I, in my capacity as
of the hereby declare that the applicant will be based at
this institution while undertaking the project and that I support the application.

Signature of the Head of the collaborating institution: Date:

8. DETAILS OF THE COLLABORATING INSTITUTION WHERE MATERIALS AND RECORDS WILL BE STORED AND CURATED

- 8.1 Name of the collaborating institution:
- 8.2 Name of Head of the collaborating institution:
- 8.3 Identity number of the Head of the collaborating institution:
- 8.4 Address:
- 8.5 Postal code:
- 8.6 Telephone area code: (.....) Telephone number:
- 8.7 Facsimile area code: (.....) Facsimile number:
- 8.8 Cellular phone number:
- 8.9 E-mail:
- 8.10 Declaration of the Head of the collaborating institution:
I,, in my capacity asof
the hereby declare that the collaborating institution
has an official written collections policy and undertakes to store and curate the material and records from
this project, once completed.

Signature of Head of the collaborating institution: _____ Date:

9. DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- 9.1 LOCALITY PLAN showing where the site is as well as a LOCALITY DESCRIPTION (required for applications for permits for specific sites – for other projects these plans and descriptions must be included in annual reports).
- 9.2 PROJECT DESCRIPTION AND MOTIVATION including relevant scientific background including plans for conservation of the site after the action.
- 9.3 VISUAL AIDS including photographs, videos of the site in its present form, where appropriate. Please provide captions and dates to all photographs.
- 9.4 Details and outcome of any PREVIOUS SUBMISSIONS made to any other authority (the former National Monuments Council (NMC), SAHRA, etc) in respect to this application.
- 9.5 ANY ADDITIONAL PERTINENT INFORMATION that you believe will assist Heritage Western Cape to consider your application.

10. PLEASE NOTE

- 10.1 Unless both the applicant and the head of the department / head of the institution which curates the material, sign the application form, and the registered owner either signs or supplies a letter approving the project, this form will not be processed by Heritage Western Cape.
- 10.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.**

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax: 021 424-0457

ANNEXURE D

APPLICATION FOR A METEORITE PERMIT

TO DESTROY, DAMAGE, EXCAVATE, ALTER, DEFACE OR OTHERWISE DISTURB
ANY METEORITE,

OR

DESTROY, DAMAGE, EXCAVATE, REMOVE FROM ITS ORIGINAL POSITION, OR
COLLECT ANY METEORITE

OR

BRING ONTO OR USE ANY EXCAVATION EQUIPMENT OR ANY EQUIPMENT THAT
ASSISTS IN THE DETECTION OR RECOVERY OF METALS, OR USE SUCH EQUIPMENT
FOR THE RECOVERY OF METEORITES

PROTECTED IN TERMS OF SECTION 35(4) OF THE NATIONAL HERITAGE
RESOURCES ACT
(ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION.

1. DETAILS OF METEORITE AND SITE ON WHICH IT IS/WAS SITUATED

- 1.1 Name of meteorite (if any):
- 1.2 Type of meteorite:
- 1.3 Is it a complete meteorite / shattered fragment / purposefully removed section?
- 1.4 Mass of meteorite / sample:
- 1.5 Associated history of meteorite (please supply details separately if necessary)
- 1.6 Name and physical address of site:
- 1.7 Erf/Stand/Farm name and number:
- 1.8 Type of site (Supply a short description of the site):
- 1.9 Magisterial district in which the site is situated:
- 1.10 Current use of property:
- 1.11 Geographical coordinates of the site, place or structure (mark the position of the site on a copy of a 1:10 000 or 1:50 000 map and include this in your application):
- 1.11.1 Name and number of 1:50 000 (or larger scale) map:
- 1.11.2 Latitude and longitude (where possible supply decimal version):
- 1.11.3 Spatial Referencing System:
 - ☐ Global position Datum: Old Cape / WGS84 / Other (Please specify date of reading):
 - ☐ Trigonometry Date of map:
 - ☐ Other Date of recording:

2. DETAILS OF APPLICANT

- 2.1 Name and Title:
- 2.2 Address:
- 2.3 Postal code:
- 2.4 Contact numbers:
 - 2.4.1 Home: Telephone area code: (.....) Telephone number:
 - 2.4.2 Office: Telephone area code: (.....) Telephone number:
 - 2.4.3 Facsimile area code: (.....) Facsimile number:
 - 2.4.4 Cellular phone number:
 - 2.4.5 E-mail:
- 2.5 Qualifications and experience of the applicant:
 - 2.5.1 Qualifications and experience of the applicant:
 - 2.5.2 Current academic status of the applicant:
- 2.6 Identity number / Passport number of the applicant:

- 2.7 Declaration of applicant: I, hereby declare that I undertake to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which I am applying.

Signature of applicant: Date:

- 2.8 Declaration of Research Supervisor if applicant is a research student:
I, hereby declare that I will support this project and will assist the student to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which this student is applying.

Signature of Research Supervisor: Date:

3. **NAME AND ADDRESS OF AUTHORISED REPRESENTATIVE(S) OF THE APPLICANT**

- 3.1 Name and Title:

- 3.2 Address:

- 3.3 Postal code:

- 3.4 Contact numbers:

- 3.4.1 Telephone area code: (.....) Telephone number:

- 3.4.2 Facsimile area code: (.....) Facsimile number:

- 3.4.3 Cellular phone number:

- 3.4.4 E-mail:

- 3.5 Identity number:

- 3.6 Qualifications and/or relevant experience of authorised representative:

- 3.7 Will this authorised representative undertake the actions under supervision of the applicant? Yes/No

- 3.8 Declaration: I, hereby declare that I will undertake the actions under the supervision of the applicant.

Signature: Date:

4. **DETAILS OF THE REGISTERED OWNER OF THE SITE IF PERMISSION IS REQUIRED TO ENTER THE PROPERTY** (A letter from the owner giving the following details may be submitted)

- 4.1 Name and Title:

- 4.2 Address:

- 4.3 Postal code:

- 4.4 Contact Numbers:

- 4.4.1 Telephone area code: (.....) Telephone number:

- 4.4.2 Facsimile area code: (.....) Facsimile number:

- 4.4.3 Cellular phone number:

- 4.4.4 E-mail:

- 4.5 Identity number:

- 4.6 Declaration: I, am fully aware of this application and accept its contents.

Signature of property owner: Date:

- 4.7 Owner's comments on proposed action

5. PURPOSE OF THE APPLICATION (indicate with a cross in the appropriate block(s) below)

5.1 Type of work/Nature of activity:

5.1.1 Destruction for the purpose of:

☐ Analysis ☐ Dating ☐ Restoration ☐ Other

5.1.2 Damage for:

☐ Analysis ☐ Dating ☐ Restoration ☐ Other5.1.3 ☐ Excavation5.1.4 ☐ Alteration5.1.5 ☐ Defacement5.1.6 ☐ Disturbance5.1.7 ☐ Removal from its original position, or in the case of a meteorite, its original position of impact5.1.8 ☐ Collection5.1.9 ☐ Use of excavation equipment or any equipment that assists in the detection or recovery of meteorites
(If relevant, provide a motivation for the use of mechanical excavation equipment or any equipment that assists in the detection or recovery of metals or meteorites.)

5.2 Period for which permit is requested (maximum three years)/ Proposed date of completion of activity:

From: To:

5.3 ☐ Re-application for permit Date and number of previous permit: (dd/mm/yy)**6. DESCRIPTION OF AND MOTIVATION FOR THE ACTION PROPOSED**

(Provide a short description of the proposed action which must be supported by the documentation specified in 9 hereunder, as well as a full motivation for the proposed action, with reference to conservation policy and/or principles, where appropriate.)

7. DETAILS OF COLLABORATING INSTITUTION WHERE THE APPLICANT WILL BE BASED WHILE UNDERTAKING THE PROJECT

7.1 Name of the collaborating institution:

7.2 Name of Head of the collaborating institution:

7.3 Identity number of the Head of the collaborating institution:

7.4 Address:

7.5 Postal code:

7.6 Telephone area code: (.....) Telephone number:

7.7 Facsimile area code: (.....) Facsimile number:

7.8 Cellular phone number:

7.9 E-mail:

7.10 Declaration of the Head of the collaborating institution: I,
in my capacity as of the
hereby declare that the applicant will be based at this institution while undertaking the project and that I support the application.

Signature of the Head of the collaborating institution: Date:

8. DETAILS OF THE COLLABORATING INSTITUTION WHERE MATERIALS AND RECORDS WILL BE STORED AND CURATED

8.1 Name of the collaborating institution:

8.2 Name of Head of the collaborating institution:

8.3 Identity number of the Head of the collaborating institution:

8.4 Address:

8.1 Telephone number:

8.2 Facsimile area code: (.....) Facsimile number:

8.3 Cellular phone number:

8.4 E-mail:

Declaration of the Head of the collaborating institution: I,
in my capacity as of the
hereby declare that the collaborating institution has an official written collections policy and undertakes to store and curate the material and records from this project, once completed.

Signature of the Head of the collaborating institution: Date:

9. DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- 9.1 LOCALITY PLAN showing where the site is, if relevant to this application.
- 9.2 SITE DESCRIPTION (see 1.8), if relevant to this application.
- 9.3 PROJECT DESCRIPTION AND MOTIVATION including relevant scientific background including plans for conservation of the site after the action.
- 9.4 VISUAL AIDS including photographs, videos of the site in its present form, where appropriate. Please provide captions and dates to all photographs.
- 9.5 Details and outcome of any PREVIOUS SUBMISSIONS made to any other authority (the former National Monuments Council (NMC), SAHRA, etc.) in respect to this application.
- 9.6 ANY ADDITIONAL PERTINENT INFORMATION that you believe will assist Heritage Western Cape to consider your application.

10. PLEASE NOTE

- 10.1 Unless both the applicant and the head of the department / head of the institution which curates the material, sign the application form, and the registered owner either signs or supplies a letter approving the project, this form will not be processed by Heritage Western Cape.
- 10.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.**

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax: 021 424-0457

ANNEXURE E

APPLICATION FOR A PERMIT

TO REPRODUCE FOR PROFIT A PROVINCIAL HERITAGE SITE PROTECTED IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT (ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION

1. DETAILS OF PROVINCIAL HERITAGE SITE FOR WHICH APPLICATION IS BEING MADE

- 1.1 Name and physical address of provincial heritage site:
- 1.1
Erf/Stand/Farm number:
- 1.3 Details of notice of the declaration of the provincial heritage site (or national monument) in the *Government Gazette* or *Provincial Gazette*. Attach a photocopy of the gazette notice or provide the following information:
- 1.3.1 Number of *Government Gazette* or *Provincial Gazette*:
- 1.1.1 Number of notice in *Government Gazette* or *Provincial Gazette*:
- 1.1.2 Date of publication of the *Government Gazette* or *Provincial Gazette* (dd/mm/yy):
- 1.3.4 Statement of significance of protected area in the *Government Gazette* or *Provincial Gazette*
.....
.....
- 1.2 Current land use:
- 1.3 Cadastral or geographical co-ordinates of the protected area (if known):
- 1.4 Magisterial district in which the protected area is situated:

2. NAME AND ADDRESS OF APPLICANT

- 2.1 Name:
- 2.2 Address:
- 2.3 Postal code:
- 2.4 Contact numbers:
- 2.4.1 Telephone area code: (.....) Telephone number:
- 2.4.2 Facsimile area code: (.....) Facsimile number:
- 2.4.3 Cellular phone number:
- 2.4.4 E-mail:
- 2.5 Identity number of applicant:
- 2.6 Declaration: I, hereby declare
that I have undertaken a survey of existing rights pertaining to the affected provincial heritage site and have
established that the following rights pertaining to the provincial heritage site exist:

| Type of existing right | Owner of existing right | Contact details of owner: |
|------------------------|-------------------------|---------------------------|
| | | |
| | | |
| | | |
| | | |

Signature: _____ Date:

3. REGISTERED OWNER OF PROVINCIAL HERITAGE SITE

- 3.1 Name:
- 3.2 Address:
- 3.3 Postal code:
- 3.4 Contact numbers:
- 3.4.1 Telephone area code: (.....) Telephone number:
- 3.4.2 Facsimile area code: (.....) Facsimile number:
- 3.4.3 Cellular phone number:
- 3.4.4 E-mail
- 3.5 Identity number of registered owner:
- 3.6 Declaration: I,
hereby declare that I am the registered owner of the affected provincial heritage site and agree/do not agree in terms of section 27(23)(a) of the National Heritage Resources Act, 1999, to the proposed reproduction for profit by the applicant.
- Owner's signature: Date:
- 3.7 Other comments or conditions proposed by the registered owner:

4. NAME AND ADDRESS OF DESIGNER (Designer/product developer, advertising agency, etc.)

- 4.1 Name:
- 4.2 Address:
- 4.3 Postal code:
- 4.4 Contact details:
- 4.4.1 Telephone area code: (.....) Telephone number:
- 4.4.2 Facsimile area code: (.....) Facsimile number:
- 4.4.3 Cellular phone number:
- 4.4.4 E-mail

5. PROPOSED REPRODUCTION

- 5.1 Provide the following information regarding the proposed reproduction (below or on a separate sheet):
- 5.1.1 Format:
- 5.1.2 Size:
- 5.1.3 Finishing colours:
- 5.1.4 Materials:
- 5.1.5 Wording or text associated with the reproduction:
- 5.1.6 Reproduction methods:
- 5.1.7 Scale drawing/plan/model or sample:
- 5.1.8 Purpose:
- 5.2 Estimated number of reproductions:
- 5.3 Method of distribution:
- 5.4 Approximate cost of proposed reproduction:
- 5.5 Period for which permit is requested/Proposed date of completion of proposed action:
- 5.6 ☐ Re-application for permit: Date of previous permit: (dd/mm/yy)

- 5.7 **MOTIVATION FOR PROPOSED REPRODUCTION** (Motivate fully, with reference to conservation policy and/or principles, where appropriate. This space may also be used for additional details required above.)
6. **DOCUMENTATION TO ACCOMPANY THIS APPLICATION**
- 6.1 ONE SET OF COLOURED-UP DRAWINGS to be retained for record purposes by Heritage Western Cape.
- 6.2 ANY FURTHER SETS OF DRAWINGS to be returned to the applicant.
- 6.3 PHOTOGRAPHS, VIDEOS OR OTHER VISUAL AIDS to illustrate the provincial heritage site and proposed reproduction.
- 6.4 A HISTORICAL BACKGROUND to the provincial heritage site.
- 6.5 COPY OF ANY PREVIOUS SUBMISSIONS MADE TO ANY OTHER AUTHORITY (the former National Monuments Council (NMC), SAHRA, etc.) in respect to this application. If relevant, please provide details and outcome of such application.
- 6.6 ANY ADDITIONAL PERTINENT INFORMATION regarding the site, place or structure that you believe will assist Heritage Western Cape to consider your application.
7. **PLEASE NOTE**
- 7.1 Unless the applicant and the registered owner sign the application form, the application will not be processed by Heritage Western Cape.
- 7.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.**

When completed, please forward this application to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax 021 424-0457

ANNEXURE F

CONSULTATION PROCEDURE REGARDING A PROTECTED AREA

WITH INTENTION TO DAMAGE, DISFIGURE, ALTER, SUBDIVIDE OR DEVELOP ANY
PART OF A PROTECTED AREA DESIGNATED AS A PROTECTED AREA IN TERMS OF
SECTION 28(3) OF THE NATIONAL HERITAGE RESOURCES ACT
(ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO THIS FORM

1. DETAILS OF PROTECTED AREA

- 1.1 Name and physical address of protected area:
- 1.2 Erf/Stand/Farm number:
- 1.3 Details of notice of the designation of the protected area in the *Government Gazette* or *Provincial Gazette*:
Please attach a photocopy of the gazette notice or provide the following information:
- 1.3.1 Number of *Government Gazette* or *Provincial Gazette*:
- 1.3.1 Number of notice in *Government Gazette* or *Provincial Gazette*
- 1.3.2 Date of publication of the *Government Gazette* or *Provincial Gazette* (dd/mm/yy):
- 1.3.3 Statement of significance of protected area in the *Government Gazette* or *Provincial Gazette*
- 1.4 Current land use:
- 1.5 Cadastral or geographical co-ordinates of the protected area (if known):
- 1.6 Magisterial district in which the protected area is situated:
- 1.7 Details of the title deed and diagram (if available):
- 1.7.1 Number of title deed:
- 1.7.2 Date of title deed:
- 1.7.3 Number of Surveyor-General Diagram:
- 1.7.4 Date of Surveyor-General Diagram:
- 1.7.5 Registered servitude designating the protected area, if applicable:
- 1.8 Details of planning authority in whose area of jurisdiction the protected area is situated:
- 1.8.1 Name of planning authority:
- 1.8.2 Postal address:
- 1.8.3 Postal code:
- 1.8.4 Telephone area code: () Telephone number:
- 1.8.5 Facsimile area code: () Facsimile number:
- 1.8.6 Comment by the planning authority (if available):

2. NAME AND ADDRESS OF APPLICANT

- 2.1 Name:
- 2.2 Address:
- 2.3 Postal code:
- 2.4 Contact details:
- 2.4.1 Telephone area code: (.....) Telephone number:
- 2.4.2 Facsimile area code: (.....) Facsimile number:
- 2.4.3 Cellular phone number:

- 2.4.4 E-mail:
- 2.5 Identity number / passport number of owner or applicant
- 2.6 Declaration: I, herewith
declare that I intend to undertake the actions as proposed for which I am consulting with the relevant role-players.
- Signature: Date:
3. **REGISTERED OWNER OF THE PROTECTED AREA:** (if the applicant is not the registered owner of the property)
- 3.1 Name:
- 3.2 Address:
- 3.3 Postal code:
- 3.4 Contact details:
- 3.4.1 Home: Telephone area code: (.....) Telephone number:
- 3.4.2 Office: Telephone area code: (.....) Telephone number:
- 3.4.3 Facsimile area code: (.....) Facsimile number:
- 3.4.4 Cellular phone number:
- 3.4.5 E-mail:
- 3.5 Identity number / Passport number of the registered owner:
- 3.6 Declaration of owner: I,
the registered owner of the protected area, am fully aware of this proposal and my comments are attached.
- Owner Signature: Date:
4. **PROVINCIAL HERITAGE SITE OR DECLARED ARCHAEOLOGICAL, PALAEOLOGICAL OR METEORITE SITE WITHIN THE PROTECTED AREA**
- 4.1 Name and physical address of the provincial heritage site or archaeological or palaeontological site or meteorite within the protected area:
.....
.....
- 4.2 Erf/Stand/Farm number:
.....
- 4.3 Details of notice of the declaration of the provincial heritage site in the *Government Gazette* or *Provincial Gazette*: (dd/mm/yy) (if known)
Please attach a photocopy of the gazette notice or provide the following information:
- 4.3.1 Number of *Government Gazette* or *Provincial Gazette*:
- 4.3.2 Number of notice in the *Government Gazette* or *Provincial Gazette*:
- 4.3.3 Date of publication of the *Government Gazette* or *Provincial Gazette*:
- 4.3.4 Statement of significance of the provincial heritage site in the *Government Gazette* or *Provincial Gazette*, or scientific significance of the archaeological or palaeontological site or meteorite surrounded by the protected area:
.....
.....
- 4.4 Current land use:
- 4.5 Cadastral or geographical coordinates of the provincial heritage site or archaeological or palaeontological site or meteorite surrounded by the protected area (if known):
- 4.6 Magisterial district in which the provincial heritage site or archaeological or palaeontological site or meteorite is situated
- 4.7 Details of the title deed and diagram of the site, place or structure (if available):
- 4.7.1 Number of title deed:
- 4.7.2 Date of title deed:
- 4.7.3 Number of Surveyor-General Diagram, where applicable:
- 4.7.4 Date of Surveyor-General Diagram, where applicable:
- 4.7.5 Registered servitude against title deed declaring the site a provincial heritage site, where applicable:

5. **REGISTERED OWNER OF THE PROVINCIAL HERITAGE SITE OR ARCHAEOLOGICAL, PALAEOONTOLOGICAL OR METEORITE SITE:** (if the applicant is not the registered owner of the provincial heritage site or the archaeological, palaeontological site or meteorite site)
- 5.1 Name:
- 5.2 Address:
- 5.3 Postal code:
- 5.4 Contact numbers:
- 5.4.1 Home: Telephone area code: (.....) Telephone number: (w) (h)
- 5.4.2 Facsimile area code: (.....) Facsimile number:
- 5.4.3 Cellular phone number:
- 5.4.4 E-mail:
- 5.5 Identity number / Passport number of the registered owner:
- 5.6 Declaration of owner: I,
the registered owner of the provincial heritage site / archaeological site / palaeontological site / meteorite site, am fully aware of this application and accept its contents.
- Owner Signature: Date:

6. **PROPOSED TYPE OF ACTION** (indicate by means of a cross in the appropriate block(s) below):
- 6.1 Type of work:
- ☐ Damage or disfigure ☐ Alteration ☐ Subdivision ☐ Demolition ☐ Restoration
- ☐ Rezoning ☐ Excavation ☐ Landscaping ☐ Consolidation ☐ Other development
- 6.2 Time frame of proposed action and/or proposed date of completion of proposed action:
From: To:

7. **DETAIL OF THE ACTION PROPOSED**
Please provide a detailed description of the proposed action that may affect:
- (a) the protection and reasonable enjoyment of the provincial heritage site surrounded by the protected area;
- (b) the protection of the view of and from the provincial heritage site that is ensured by the protected area;
or
- (c) the protected area surrounding an archaeological or palaeontological site or meteorite.
8. **DRAWING REFERENCE NUMBERS AND DATES:** (List all drawing reference numbers, including revision numbers, and the dates of the drawings.)

| Drawing reference number | Date of drawing | Version | Title of drawing |
|--------------------------|-----------------|---------|------------------|
| | | | |
| | | | |

9. **MOTIVATION FOR PROPOSED ACTION** (Motivate fully, with reference to conservation policy and/or principles, where appropriate. This space may also be used for additional details required above.)

10. **CONSULTATION**

10.1 **Conservation bodies**

Conservation bodies are interested parties in the management of our heritage resources. Heritage Western Cape is responsible for informing registered conservation bodies when applications are received for particular geographical areas or categories of heritage resources in terms of section 25(1) of the National Heritage Resources Act, 1999. Please indicate whether you have consulted any of your local conservation bodies regarding your proposal and submit any comments they might have on the impact of the intended actions on the cultural significance of the heritage resource to Heritage Western Cape as part of your application.

The following conservation bodies have been contacted, and their comments are attached:

| Name of registered conservation body | Contact details | Written comments on the proposed action attached |
|--------------------------------------|-----------------|--|
| | | |
| | | |

11. DOCUMENTATION TO BE INCLUDED IN THE CONSULATION:

- 11.1 ONE SET OF COLOURED-UP DRAWINGS to be retained for record purposes by Heritage Western Cape.
- 11.2 ANY FURTHER SETS OF DRAWINGS to be returned to the applicant (usually the local authority and owner require their own stamped set of drawings) stamped if approved by Heritage Western Cape.
- 11.3 LOCALITY PLAN showing where the protected area is situated.
- 11.4 SITE PLAN showing the layout of the property - including trees and landscape features.
- 11.5 PHOTOGRAPHS, VIDEOS OR OTHER VISUAL AIDS of the provincial heritage site and the protected area in its present form and in context. Where appropriate, please include photographs, videos or other visual aids of the site or object that will be affected by the proposed action. Please provide captions and dates to all photographs.
- 11.6 A HISTORICAL BACKGROUND to the provincial heritage site, archaeological or palaeontological site or meteorite, place or structure.
- 11.7 COMMENTS OF THE CONSERVATION BODY OR BODIES CONSULTED.
- 11.8 COMMENTS OF THE REGISTERED OWNERS OF ADJOINING PROPERTIES.
- 11.9 ANY PREVIOUS SUBMISSIONS MADE to any other authority (the former National Monuments Council (NMC), SAHRA, etc) in respect to this application. If so, please provide details and outcome of such application.
- 11.10 ANY ADDITIONAL PERTINENT INFORMATION regarding the site, place or structure that you believe will assist Heritage Western Cape to consider your proposal.

12. PLEASE NOTE

- 12.1 Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424-0410
Fax: 021 424-0457

ANNEXURE G

APPLICATION FOR A PERMIT

**TO TRADE IN OR SELL FOR PRIVATE GAIN ANY CATEGORY OF ARCHAEOLOGICAL OR
PALAEOLOGICAL MATERIAL OR OBJECT OR ANY METEORITE,**

**PROTECTED IN TERMS OF SECTION 35(4)(c) OF
THE NATIONAL HERITAGE RESOURCES ACT (ACT 25 OF 1999)**

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION.

Potential applicants should note that the Act prohibits the sale of archaeological objects and materials, palaeontological fossils and meteorites, because they are the property of the State. In terms of the Act, all persons with such objects, materials or meteorites in their possession, but who do not have a permit, must register their collection with Heritage Western Cape. Collections that have not been registered are deemed to have been collected illegally. This application form therefore applies only to the sale of, or trade in, items from a registered collection.

**1. DETAILS OF SITE FROM WHICH THE ARCHAEOLOGICAL OBJECT/S OR MATERIAL/S,
PALAEOLOGICAL FOSSIL/S, OR METEORITE/S ORIGINATED**

1.1 Name and physical address of site:

1.2 Erf/Stand/Farm number:

1.3 Type of site (indicate by means of a cross in the appropriate space(s) below and supply a short description of the site):

1.3.1 ☐ Archaeological site

1.3.1.1 Period, era, age or date of site:

1.3.2 ☐ Palaeontological site

1.3.2.1 Period, era, age or date of site:

1.3.3 ☐ Site on which a meteorite is or was situated

1.3.3.1 Type of meteorite

1.4 Geographical coordinates of the site (if known):

1.5 Magisterial district in which the site is situated:

**2. DESCRIPTION AND STATEMENT OF SIGNIFICANCE OF ARCHAEOLOGICAL OR
PALAEOLOGICAL MATERIAL OR OBJECT, OR METEORITE**

2.1 Description of material or object or meteorite to be sold:

2.2 Number of objects or meteorites to be sold:

2.3 Statement of significance of material or object or meteorite:

.....

*Heritage Western Cape Permit Application Form G:
Sale of registered archaeological or palaeontological objects or meteorites*

3. DETAILS OF APPLICANT

- 3.1 Name:
- 3.2 Address:
- 3.3 Postal code:
- 3.4 Contact numbers:
- 3.4.1 Telephone area code: () Telephone number: (w) (h)
- 3.4.2 Facsimile area code: () Facsimile number: (w) (h)
- 3.4.3 Cellular phone number:
- 3.4.4 E-mail:
- 3.2 Identity number of the applicant:
- 3.3 Number and date of registration certificate from SAHRA or Heritage Western Cape
- 3.6 Declaration of applicant: I, hereby declare that I undertake to comply with the conditions and restrictions or directions under which Heritage Western Cape may issue the permit for which I am applying.
- Signature of applicant: Date:

4. DETAILS OF THE REGISTERED OWNER OF THE MATERIAL, OBJECT OR METEORITE (if the applicant is not the registered owner)

- 4.1 Name:
- 4.2 Address:
- 4.3 Postal code:
- 4.4 Contact details:
- 4.4.1 Telephone area code: () Telephone number: (w) (h)
- 4.4.2 Facsimile area code: () Facsimile number (w) (h)
- 4.4.3 Cellular phone number:
- 4.4.4 E-mail:
- 4.5 Identity number:
- 4.6 Number and date of registration certificate from SAHRA or Heritage Western Cape:
- 4.7 Declaration: I, am fully aware of this application and accept its contents.
- Owner Signature: Date:

5. NAME AND ADDRESS OF PROSPECTIVE PURCHASER OF THE MATERIAL, OBJECT OR METEORITE (if known)

- 5.1 Name:
- 5.2 Address:
- 5.3 Postal code:

- 5.4 Contact numbers:
- 5.4.1 Telephone area code: () Telephone number: (w) (h)
- 5.4.2 Facsimile area code: () Facsimile number: (w) (h)
- 5.4.3 Cellular phone number:
- 5.4.4 E-mail:
- 5.5 Declaration: I, herewith declare that I do/do not intend to export the material, object or meteorite that I will be purchasing from the owner and understand that should I decide to export the material, object or meteorite, I must make application for a permit to export the material, object or meteorite in terms of section 35(4)(c) to the South African Heritage Resources Agency (SAHRA).
- Signature: Date:
6. **DETAIL OF THE PROPOSED SALE** (Provide a short description of the proposed sale (for example, auction, private sale, retail):
7. **MOTIVATION FOR PROPOSED SALE** (Motivate fully the reasons for the sale)
8. **DOCUMENTATION TO ACCOMPANY THIS APPLICATION**
- 8.1 LOCALITY PLAN showing where the site is (if known).
- 8.2 PHOTOGRAPHS, VIDEOS or other visual aids of the material, object or meteorite in its present form. Please provide captions and dates to all photographs.
- 8.3 SUPPORTING DOCUMENTATION on the origin and significance of the material, object or meteorite.
- 8.4 COPY OF CERTIFICATE OF REGISTRATION of collection from SAHRA or Heritage Western Cape.
- 8.5 COPY OF ANY PREVIOUS SUBMISSIONS made to any other authority (the former National Monuments Council (NMC), SAHRA etc.) in respect to this application.
- 8.6 ANY ADDITIONAL PERTINENT INFORMATION regarding the site, material, object or meteorite that you believe will assist Heritage Western Cape to consider your application.
9. **PLEASE NOTE**
- 9.1 Unless the applicant and the registered owner sign the application form, if these are not the same person, it will not be processed by Heritage Western Cape.
- 9.2 **Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.**

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000

Telephone: 021 424 0410
Fax: 021 424 0457

ANNEXURE H

APPLICATION FOR REGISTRATION AS CONSERVATION BODY

IN TERMS OF SECTION 25(1)(b) OF THE NATIONAL HERITAGE RESOURCES ACT (ACT 25 OF 1999)

FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION.

1. DETAILS OF APPLICANT

- 1.1 Name:
- 1.2 Address:
- 1.3 Postal code:
- 1.4 Contact details:
- 1.4.1 Telephone area code: () Telephone number: (w) (h)
- 1.4.2 Facsimile area code: () Facsimile number: (w) (h)
- 1.4.3 Cellular phone number:
- 1.4.4 E-mail:
- 1.5 Registration number of organisation(if applicable):
- 1.6 Number of members (if applicable):
- 1.7 Declaration of applicant: I, hereby declare that the conduct and activities of the body are in line with the principles set out in section 5 and 6 of the National Heritage Resources Act, 1999 and I undertake to inform Heritage Western Cape annually of any changes in the information as furnished in this application.

Signature of Chairperson of organisation (applicant) Date:

2. BRIEF STATEMENT OF MAIN AIM/S OF BODY

.....

.....

3. NAMES AND ADDRESS OF OFFICE BEARERS AND/OR COMMITTEE MEMBERS OF SUCH BODY AND POSITIONS HELD BY EACH

- 3.1 Name:
- 3.1.1 Address:
- 3.1.2 Contact details:
- 3.1.2.1 Telephone area code: () Telephone number: (w) (h)
- 3.1.2.2 Facsimile area code: () Facsimile number: (w) (h)
- 3.1.2.3 Cellular phone number:
- 3.1.2.4 E-mail:
- 3.1.2.5 Position held in organisation:

- 3.2 Name:
- 3.2.1 Address:
- 3.2.2 Contact details:
- 3.2.2.1 Telephone area code: () Telephone number: (w) (h)
- 3.2.2.2 Facsimile area code: () Facsimile number: (w) (h)
- 3.2.2.3 Cellular phone number:
- 3.2.2.4 E-mail:
- 3.1.2.5 Position held in organisation:
- 3.3 Name:
- 3.3.1 Address:
- 3.3.2 Contact details:
- 3.3.2.1 Telephone area code: () Telephone number: (w) (h)
- 3.3.2.2 Facsimile area code: () Facsimile number: (w) (h)
- 3.3.2.3 Cellular phone number:
- 3.3.2.4 E-mail:
- 3.1.2.5 Position held in organisation:

4. PERIOD FOR WHICH THE BODY HAS BEEN IN EXISTENCE:

5. PRECISE DESCRIPTION OF THE GEOGRAPHICAL AREA IN WHICH THE BODY WISHES TO REGISTER AN INTEREST

6. THE CATEGORY OF HERITAGE RESOURCES IN WHICH THE BODY WISHES TO REGISTER AN INTEREST

7. DOCUMENTATION TO ACCOMPANY THIS APPLICATION

- 7.1 CONSTITUTION OF BODY.
- 7.2 MINUTES OF LAST ANNUAL GENERAL MEETING.
- 7.3 ANY ADDITIONAL PERTINENT INFORMATION regarding the organisation that you believe will assist Heritage Western Cape to consider your application.

8. PLEASE NOTE

- 8.1 Applications are considered to be public documents and are open to public scrutiny. Should you wish your application to be kept confidential, please motivate your request on a separate sheet.

When completed, please return this form to:

The Secretariat
Heritage Western Cape Permit Committee
Private Bag X9067
CAPE TOWN
8000
Telephone: 021 424 0410 Fax: 021 424 0457

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