



EASTERN CAPE  
PROVINCIAL HERITAGE  
RESOURCES AUTHORITY

SOUTH AFRICA



# Provincial Heritage Resources Authority Eastern Cape

## APPLICATION FOR PERMIT

TO ALTER, DESTROY, DAMAGE, EXCAVATE OR REMOVE FROM ITS ORIGINAL POSITION A  
**STRUCTURE OR PROPERTY**  
PROTECTED IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT (Act 25 of 1999)

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PLEASE FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION

### 1. SITE FOR WHICH APPLICATION IS BEING MADE

Name and Address of Site:

Erf/Stand/Farm no:

Type of Site (indicate by means of a cross in the appropriate space(s) below):

- Provincial Heritage Site (previously a National Monument)
- Structure older than 60 years
- Grave or Burial Outside a Local Authority Administered Cemetery
- Protected Area
- Heritage Area (previously Conservation Area in terms of the National Monuments Act)

Current use:

### 2. CURRENT REGISTERED OWNER OF PROPERTY

Name:

Address:

Postal Code:

Telephone:

Fax:

E-mail:

Owner ID Number:

I \_\_\_\_\_ am fully aware of this application and accept its contents.

Owner Signature: \_\_\_\_\_ Date:

3. **NAME AND ADDRESS OF PRIMARY RESPONSIBLE AGENT**

(Architect / Designer etc)

Name:

Address:

Post Code:

Telephone:

Fax:

Cell:

E-mail:

Will the work be overseen to completion by the above person?

4. **PROPOSED TYPE OF WORK**

(indicate by means of a cross in the appropriate space(s) below):

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Total Demolition   | <input type="checkbox"/> Alterations | <input type="checkbox"/> Subdivision   |
| <input type="checkbox"/> Partial Demolition | <input type="checkbox"/> Restoration | <input type="checkbox"/> Rezoning      |
| <input type="checkbox"/> Excavation         | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Consolidation |

Cost of Proposed Work:

Time frame for proposed work:

5. **DETAIL THE WORK PROPOSED:**

6. **DRAWING REFERENCE NUMBERS AND DATES:**

(Please list all drawing reference numbers, including revision numbers and the dates of the drawings.)

7. **MOTIVATION FOR PROPOSED WORK**

(Please motivate fully, with reference to conservation principles, where applicable. This space may also be used for additional details required above.

## 8. **CONSULTATION**

### **Heritage Organizations**

Heritage organizations are interested parties in the management of our heritage, and as such PHRA generally needs to ascertain the view of such interested parties when considering an application. Please indicate whether you have consulted your local heritage organizations regarding your proposal and submit any comments they might have to PHRA as part of your application. Should you wish to know which Heritage Organizations to contact, PHRA staff will issue you with the contact details of the relevant organizations.

The following heritage organizations have been contacted, and their comments are attached:

### **Neighbours**

Alterations to ones property often affect **the properties of adjoining neighbours**. In terms of the NHRA, any person may appeal against a decision of PHRA on **conservation grounds, and as such it is necessary** for PHRA in certain instances to consider the comments of **direct neighbours** when assessing applications. When the Application involves **external additions, subdivision, consolidation or change in land use**, please attach on a separate sheet the names, addresses and telephone numbers of immediate neighbours bordering on your property, as well as written comment from the neighbours on the proposed work covered by this application.

## 9. **ITEMS TO ACCOMPANY THIS FORM:**

(See Guidelines for the Preparation of PHRA Permit Sub-Committee Submissions)

- **ONE SET OF COLOURED-UP DRAWINGS FOR RETENTION BY PHRA.**
- **ANY FURTHER SETS OF DRAWINGS TO BE RETURNED TO THE APPLICANT.**
- **LOCALITY PLAN SHOWING WHERE THE SITE IS.**
- **SITE PLAN SHOWING THE LAYOUT OF THE PROPERTY - INCLUDING TREES AND LANDSCAPE FEATURES**
- **PHOTOGRAPHS OF THE PROPERTY AND STRUCTURES IN THEIR PRESENT FORM AND IN CONTEXT, WHERE APPROPRIATE INCLUDE INTERNAL PHOTOGRAPHS**
- **AN HISTORICAL BACKGROUND TO THE PROPERTY.**
- **ANY ADDITIONAL PERTINENT INFORMATION REGARDING THE SITE.**
- **ANY INFORMATION YOU BELIEVE WILL ASSIST THE COMMITTEE TO ASSESS THE APPLICATION**

## 10. **APPLICANT** (Please note that all correspondence will be addressed to the Applicant unless otherwise requested)

Name:

Address:

Post Code:

Fax:

Cell:

E-mail:

Applicant ID Number:

I, **(Authorised Signatory)** undertake to fully observe the terms, conditions, restrictions, bylaws and directions under which PHRA may issue the permit to me.

Applicant Signature:

Place:

Date:

- **UNLESS THIS FORM IS SIGNED BY THE APPLICANT AND THE OWNER IT WILL NOT BE PROCESSED.**
- **IT IS A CRIMINAL OFFENCE IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT TO MAKE ANY FALSE STATEMENT OR REPRESENTATION IN THIS APPLICATION.**
- **FAILURE TO COMPLY WITH THE REQUIREMENTS OF THE NATIONAL HERITAGE RESOURCES ACT CONSTITUTES A CRIMINAL OFFENCE.**
- **APPLICATIONS ARE CONSIDERED TO BE PUBLIC DOCUMENTS, AND ARE OPEN TO PUBLIC SCRUTINY, SHOULD YOU WISH YOUR APPLICATION TO BE KEPT CONFIDENTIAL PLEASE TICK THIS BOX  AND SUPPLY ON A SEPARATE SHEET YOUR MOTIVATION FOR THIS REQUEST.**

**New Information for Heritage Offices:**

**2<sup>nd</sup> Floor Old Elco Building, No.17 Commissioner Street, East London CBD, 5201**

Telephone: 081 552 2201/ 081 434 3544

Email : [nmaxongo@ecphra.org.za](mailto:nmaxongo@ecphra.org.za)/ [lmzazi@ecphra.org.za](mailto:lmzazi@ecphra.org.za)