

**PROVINCIAL HERITAGE RESOURCES AUTHORITY –  
GAUTENG  
(PHRA-G)**

---

APPLICATION REQUIREMENTS

---

- |                                   |                |
|-----------------------------------|----------------|
| 1. Requirements for PHRAG Permits | 2. Check list  |
| 3. Explanatory notes              | 4. Definitions |
- 

ADD THE PREAMBLE

1. Requirements for PHRAG permits

The following must be submitted with reference to the proposed destruction, damaging, defacement, excavation, alteration, removal from its original position, subdivision or changing of the planning status of a provincial heritage site or a provisionally protected place, or the proposed alteration or demolition of a structure or part of a structure that is older than 60 years.

<b>Provincial heritage site</b>	<b>Provisionally protected place</b>	<b>Structure/any part of a structure older than 60 years</b>
Completed PHRAG application form (see attached)	Completed PHRAG application form (see attached)	Completed PHRAG application form (see attached)
		A copy of the original building plan or a signed note from the responsible local authority stating that this is not available
Locality plan showing the position of the site in relation to its surroundings	Locality plan showing the position of the place in relation to its surroundings	Locality plan showing the position of the structure in relation to its surroundings
Site Development Plan in the event of any proposed new development of the property associated with the site	Site development Plan in the event of any proposed new development of the property associated with the place	Site Development Plan in the event of any proposed NEW development of the property associated with the structure

<b>Provincial heritage site</b> (continued)	<b>Provisionally protected place</b> (continued)	<b>Structure/any part of a structure older than 60 years</b> (continued)
		History of the structure: includes architectural history and previous ownership details (all owners). This can be obtained at the Deeds Office. The PHRAG may require additional information.
Coloured photographs with descriptive caption of all elevations of the site in its present form and context	Coloured photographs with descriptive caption of all elevations of the place in its present form and context	Coloured photographs with descriptive caption of all elevations of the structure in its present form and context adjacent houses in the area, street-scape. (for demolition include interior photographs)
		In the event of partial or complete external alteration or demolition, proof of the notice calling for comments from interested or affected parties. (see 3.3)

In the event of proposed alteration/s, three sets of drawings, one of which must be coloured up to show the proposed work / restoration details	In the event of proposed alteration/s, three sets of drawings, one of which must be coloured up to show the proposed work / restoration details	In the event of proposed alteration or partial demolition, three sets of drawings, one of which must be coloured up to show the proposed work / restoration details
Written comments on the subject of the application from the Heritage Assets Management Section of the Department of Public Works (PWD), in the case of the site being under the control of PWD (National)	Written comments on the subject of the application from the Heritage Assets Management Section of the Department of Public Works (PWD), in the case of the place being under the control of PWD (National)	Written comments on the subject of the application from the Heritage Assets Management Section of the Department of Public Works (PWD), in the case of the structure being under the control of PWD (National)

If in doubt about the extent of information required, please discuss your intended application with the PHRAG Provincial office.

## 2. Check list

The information to be submitted as part of a permit application is required both for PHRAG records and in order for an application to be successfully considered. Prospective permit applicants must therefore ensure that they have all the correct information before proceeding to submit their applications. **All documents must be bound in an A4 Format and filed in the same order as the Checklist. Plans are to be folded to an A4 size and placed at the back of your document. Incomplete applications will not be processed! In order to prevent unnecessary delays and frustration, it is therefore suggested that you tick the attached check list and then submit it together with the rest of the application documents.**

## 3. Explanatory notes

### 3.1 What are the contact details of the Provincial Heritage Resources Authority-Gauteng?

10<sup>th</sup> floor of the NEDBANK building at  
38 Rissik Street, (Cnr. Rissik & Market Streets), Johannesburg  
Ms. M. Ramphele, Tel: 011 – 355 2572; 0835541975  
Mr. G. Botha, Tel: 083447 9523  
Fax: 011 – 355 2541 / 355 2513.  
[heritageauthority@gauteng.gov.za](mailto:heritageauthority@gauteng.gov.za)

3.2 **What happens if a prospective applicant finds it difficult to determine the age of a structure (this refers to the so-called 60 Year Rule)?**

In the event of the original building plan of a structure not being available, it will be the prospective applicant's responsibility to then research other potential sources of information, such as relevant title deeds, showing information of previous ownership. Such information is required in order to develop a statement of the cultural significance of the structure in question.

3.3 **Why and how to invite comments from interested or affected parties before application is made to demolish a structure / parts of a structure older than 60 years?**

Under the National Heritage Resources Act, 1999 (Act 25 of 1999), all efforts are to be made to prevent the destruction of heritage resources that are considered part of the country's national estate. A structure / parts of a structure that are older than 60 years, might be culturally significant in view of *inter alia*, "its strong or special association with a particular community or cultural group for social, cultural or spiritual reasons" (quoted from the above Act). It is therefore necessary to provide interested or affected parties with an opportunity to comment on any proposed demolition prior to making of an application to PHRAG.

A prospective applicant must in this regard and together with the rest of his/her application documents, submit to PHRAG clear evidence of a notice – calling for comments with respect to the proposed demolition – having been published in an appropriate local newspaper and a notice to be put up on site. Such a notice must allow for a minimum period of 30 days for comments. See example below of such a notice, it is important to note that the information shown in this example is the minimum that PHRAG would like to see published.

Where a local residents association exists, prospective applicants will be required to also show evidence of having gauged the opinion of such a residents association. In rural areas, a prospective applicant will be expected to circulate a notice calling for comments through other appropriate means e.g. radio, school and churches.

All notices in the above connection must call for written comments to be furnished directly to PHRAG

**Example of notice:** "The owner, Mr. Jim Brown, (*the name of the registered owner*) plans to demolish the existing structure/s at Happy Street (Erf 212), Arcadia, Pretoria.

Any interested or affected party who wishes to comment on this is invited to do so in writing to the Provincial Heritage Resource Authority at Private Bag X33, Johannesburg, 2000, Facsimile (011) 355 2541 or by email to [heritageauthority@gauteng.gov.za](mailto:heritageauthority@gauteng.gov.za).

Closing date for comments :.....(30 days from and inclusive of date of publication of notice)."

### **3.4 Where to submit permit applications?**

Applications may be submitted at either of the following addresses:

10<sup>th</sup> floor of the NEDBANK building at  
38 Rissik Street, (Cnr. Rissik & Market Streets), Johannesburg  
Ms. M. Ramphela, Tel: 011 – 355 2572; 0835541975  
Mr. G. Botha, Tel: 083447 9523  
Fax: 011 – 355 2541 / 355 2513.  
[heritageauthority@gauteng.gov.za](mailto:heritageauthority@gauteng.gov.za)

### **3.5 What happens when PHRAG approves a permit application?**

In the event of the approval of an application, PHRAG will issue a permit to the applicant. The issuing of such a permit will be subject to a general appeal period of 14 days, and the permit may be suspended should an appeal against the issuing of the permit be received by PHRAG within 14 days from the date of the permit. PHRAG shall not be held responsible for any costs or losses incurred in the event of the suspension of retraction of such a permit. The appeal against the issuing of a permit will be considered by PHRAG's Appeals Committee within 21 days of the receipt of such an appeal.

The following conditions may often precede or be attached to the issuing of a permit:

- amendment of drawings;
- detailed recording of the structure/s to be demolished;
- donation of items e.g. doors, window frames, floor boards to PHRAG's restoration materials bank.

### **3.6 Appeals against decisions by PHRAG pertaining to permit applications**

An applicant will have the right to appeal against a decision of PHRAG not to approve his/her permit application. An applicant may also lodge an appeal against a decision pertaining to the conditional issuing of a permit. Any such appeal must be considered within 21 days of PHRAG having been notified in writing of the intention to appeal and having been furnished with the ground of such an appeal.

### **Heritage Impact Assessments (HIA 'S)**

It is important to note that PHRAG may call for a Heritage Impact Assessment (HIA) in the event of a proposed development being categorized as follows and an Environmental Impact Assessment (EIA) not being required under any other legislation:

- the construction of a road, wall, powerline, pipeline, canal or other similar form of linear development or barrier exceeding 300m in length;
- the construction of a bridge or similar structure exceeding 50m in length;
- any development or other activity which will change the character of a site
  - exceeding 5 000 square metres in extent; or

- involving three or more existing erven or subdivisions thereof; or
  - involving three or more erven or divisions thereof which have been consolidated within the past five years; or
  - the costs of which will exceed a sum set in terms of regulations by PHRAG;
- the re-zoning of a site exceeding 10 000 square metres in extent; or
  - any other category of development provided for in regulations by PHRAG.

It is suggested therefore that the PHARG Provincial Office be consulted at the earliest possible opportunity in the event of the likelihood of PHRAG calling for an HIA.

Information pertaining to the following would need to be included in a Heritage Impact Assessment Report:

- *The identification and mapping of all heritage resources in the area affected;*
- *an assessment of the significance of such resources...;*
- *an assessment of the impact of the development on such heritage resources;*
- *an evaluation of the impact of the development on heritage resources relative to the sustainable social and economic benefits to be derived from the development;*
- *the results of consultation with communities affected by the proposed development and other interested parties regarding the impact of the development on heritage resources;*
- *if heritage resources will be adversely affected by the proposed development, the consideration of alternatives;*
- *plans for mitigation of any adverse effects during and after the completion of the proposed development.*

**For further information, kindly contact:**

10<sup>th</sup> floor of the NEDBANK building at  
 38 Rissik Street, (Cnr. Rissik & Market Streets), Johannesburg  
 Mr. K. Nzolo, 011 – 355 2530, 083 414 7049  
 Ms. M. Ramphele, Tel: 011 – 355 2572; 0835541975  
 Mr. G. Botha, Tel: 083447 9523  
 Fax: 011 – 355 2541 / 355 2513.  
[heritageauthority@gauteng.gov.za](mailto:heritageauthority@gauteng.gov.za)

Any comments with respect to the above-mentioned permit application requirements would be welcome. Such comments should likewise be forwarded to PHRAG'S Provincial Office.

## 4. Definitions

**alter** means “any action affecting the structure, appearance or physical properties of a place or object, whether by way of structural or other works, by painting, plastering or other decoration or any other means”

**cultural significance** means “aesthetic, architectural, historical, scientific, social, spiritual, linguistic or technological value or significance”

**heritage resource** means “any place or object of cultural significance”

**provincial heritage site** means a place declared to be a provincial heritage site in terms of section 27 of the National Heritage Resources Act of 1999 (such sites were previously known as national monuments)

**provisionally protected place** means a place protected under section 29 of the National Heritage Resources Act of 1999 (such places include former provisionally declared monuments)

**structure** means “*any building, works, device or other facility made by people and which is fixed to land, and includes any fixtures, fittings and equipment associated therewith*”.

## CHECK LIST FOR APPLICATIONS TO DO ALTERATIONS AND DEMOLITIONS.

- All documents must be bound in an A4 Format and filed in the same order as this Checklist.
- Plans are to be folded to an A4 size and placed loose at the back of your document.
- Complete this checklist as comprehensively and attach it to your application.
- Incomplete applications will not be processed! In order to prevent unnecessary delays and frustration, it is therefore suggested that you tick the attached checklist and then submit it together with the rest of the application documents.

i)	<b>COMPLETED APPLICATION FORM (301)</b>		
ii)	<b>3 SETS OF PLANS</b>	<b>2 SETS NOT COLOURED IN.</b> (One approved and stamped set will be returned to the applicant.)	
		<b>1 SET COLOURED IN</b>	
iii)	<b>CLEAR COLOUR PHOTOGRAPHS:</b> <i>(Alterations):- All elevations &amp; Interior – where applicable. (Labelled and Context.)</i> <i>(Total demolitions):- All elevations &amp; Interior – full interior. (Labelled and Context.)</i>		
	<b>STREET ELEVATIONS OF NEIGHBOURING PROPERTIES – COLOUR: -</b> <b>(Neighbours on the sides and across the road): -</b> <i>(Alterations &amp; Total Demolitions) (Labelled elevations and Context.)</i>		
	<b>STREETScape OF AREA IN FRONT OF THE PROPERTY – COLOUR: -</b> <i>(Alterations &amp; Total Demolitions) (Labelled street views taken in both directions.)</i>		
iv)	<b>COPY OF ORIGINAL BUILDING PLAN.</b> (If the Local Authority does not have the original (First) plans, then an official letter from the Local Authority, stating that no plans are available, will be required.)		
v)	<b>LOCALITY PLAN</b> (Copy of a page from a map book with the position of the property indicated.)		
vi)	<b>SITE DEVELOPMENT PLAN (SDP)</b>		
vii)	<b>HISTORICAL BACKGROUND INFORMATION, OWNERSHIP &amp; ARCHITECTURAL.</b>		
viii)	<b>COMMENTS – STATE-OWNED PROPERTY (NATIONAL)</b>		
ix)	<b>PROOF OF INVITATION FOR COMMENTS FROM INTERESTED / AFFECTED PARTIES.</b> (All Total Demolitions & All State-owned building.) <span style="float: right;"><b>Expire:</b> .....</span>		
x)	<b>COMMENTS RECEIVED FROM INTERESTED PARTIES. (Official use)</b>		
xi)	<b>A LETTER FROM THE HERITAGE TRUST / BODY, SHOULD THE BUILDING BE SITUATED IN A HERITAGE AREA.</b>		
xii)	<b>SIZE OF STAND (m<sup>2</sup>)</b>		
xiii)	<b>OTHER (Specify)</b>		

Application received: \_\_\_\_\_

Notified of outstanding info: \_\_\_\_\_

Outstanding info received: \_\_\_\_\_

**Please note that the application time period is 8 – 10 weeks from the date when all outstanding info has been received.**



**Application Form 301**

OFFICIAL USE ONLY:
PHRAG Ref: .....
Date received: .....
Application No: .....
Application approved: .....
Not approved: .....
Date of permit notification: .....

---

**APPLICATION**

To destroy, damage, deface, excavate, alter, remove from its original position, subdivide or change the planning status of a **Provincial Heritage Site or a Provisionally Protected Place, or to alter or demolish a Structure 60 years old or more**, as protected in terms of the National Heritage Resources Act (Act No> 25 of 1999).

---

**PLEASE FILL IN ALL SECTIONS RELATING TO YOUR APPLICATION.**

**1. APPLICANT**

Name: .....

Address: .....

.....

Post Code: ..... Telephone: ..... Fax: .....

Identity Number: ..... e-mail: .....

**2. OWNER OF PROPERTY (when this is not the applicant)**

Name: .....

Address: .....

.....

Post Code: ..... Telephone: ..... Fax: .....

Identity Number: ..... e-mail: .....

Signature: ..... Date: .....

**3. SITE indicate by means of a cross in the appropriate space(s) below:**

- Provincial Heritage Site (previously a National Monument) Gazette No: .....
- Provisionally Protected Place
- Structure older than 60 years
- Situated Within a Heritage Area (previously Conservation Area)

Current use: .....

Proposed Use: .....

Name of Property: .....

Address: .....

Erf /Stand/Farm no: .....

Magisterial District: .....

Address of Local Authority: .....

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

Name: .....

Qualification: .....

Company: .....

Address: .....

Post Code: ..... Telephone: ..... Fax: ..... e-mail.....

**5. PROPOSED WORK (indicate by means of a cross in the appropriate space(s) below):**

- |   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Total Demolition   | <input type="checkbox"/> Alteration  | <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"/> Departure   |

Other: .....

**Drawing Reference Numbers and their Dates:**

.....  
.....  
.....

**Detail the manner in which the proposed work is carried out:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Motivation For Proposed Work** (please motivate fully, with reference to conservation principles where appropriate. This space may be used for additional details required above)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Approximate value of proposed work: R**

**Old buildings require special treatment in terms of specifications, techniques and planning of alterations:**

**What experience does the Primary Agent have in working with historical sites?**

.....  
.....  
.....

**What experience does the contractor working on the site have in working with historical sites?**

.....  
.....  
.....

**6. APPLICANT**

I, .....  
Undertake fully to observe the terms, conditions, restrictions, regulations, guidelines and directions under which the Provincial Heritage Resources Agency - Gauteng may issue the permit to me.

Signature: .....

Place: ..... Date: .....

**ITEMS TO ACCOMPANY THIS FORM:**

- THREE SETS OF DRAWINGS, ONE OF WHICH MUST BE COLOURED-UP
- PHOTOGRAPHS OF STRUCTURES IN THEIR PRESENT FORM AND IN CONTEXT
- ANY OTHER INFORMATION REQUESTED BY PHRAG

**PLEASE NOTE:**

- PERMISSION WILL BE GRANTED OR DECLINED BY MEANS OF AN OFFICIAL PHRA-G PERMIT. NO VERBAL PERMISSION WILL BE BINDING
- UNLESS THIS FORM IS SIGNED IT WILL NOT BE PROCESSED
- IT IS AN OFFENCE IN TERMS OF THE NATIONAL HERITAGE RESOURCES ACT TO MAKE ANY FALSE STATEMENT OR REPRESENTATION IN THIS APPLICATION

## GUIDELINES FOR THE PREPARATION OF PLANS COMMITTEE SUBMISSIONS

### INFORMATION

It is important to submit sufficient information to clearly describe the property and your proposals. To avoid delay in the consideration of your application please make sure that submission is complete.

The information required may vary according to the extent of your proposals. For example, if the proposal is very minor, the completed application form and photographs of the affected area may be sufficient, For a major structural alteration or addition to a national monument, however, historical and architectural reports and a full set of plans, sections, elevations and details may be required, please discuss your proposals with the PHRAG's Office. (see page 8)

Please note that the information submitted is required for PHRAG records. Two approved and stamped sets of plans will be returned to the applicant.

### PLANS

Plans (see n<sup>o</sup>. 1-3 and 8 below) must be copies of the original, and must be submitted in triplicate. All sets must be coloured in accordance with the instructions below, and signed in ink by the owner and the architect or designer and dated. One set will be kept by the PHRAG.

Plans should not be smaller than A4 size (210 x 297 mm) and should preferably not be larger than A0 size (841 x 1189mm)

### 1. SITE PLAN

The site plan may be drawn at 1: 000, 1:500, 1:200 or 1:100 scale, and the scale must be clearly stated on the plan. The site plan must be drawn in accordance with the approved surveyor's diagram of the site and must show

- the north point
- the location of the site and any structures on it in relation to surrounding roads, buildings and other features
- Existing building, structures, and pools on the site (coloured grey or uncoloured), proposed work (coloured red) and buildings or portions of building which it is proposed to demolish (in dotted lines)
- The erf/property/farm number of the site
- The extent of the declared area (in the case of a national monument)

### 2. FLOOR PLANS, ELEVATIONS AND SECTIONS

Sufficient plans, sections and elevations must be submitted to show the proposed work clearly. These drawings should be at 1:100, 1:50 or 1:20 scale, and must be fully dimensioned.

The position of section lines must be indicated on the plan.

The elevations should accurately reflect the effect of the proposal on the structure and its relationship to adjacent buildings.

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

MATERIALS	COLOUR
all existing .....	grey
demolition .....	dotted lines
new masonry .....	red
new concrete .....	green
new iron or steel .....	blue
new wood .....	brown
other .....	clearly indicated using colours other than those above

### **3. SCALE PLAN OF EXISTING STRUCTURE(S)**

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

### **4. PHOTOGRAPHS OF EXISTING STRUCTURE(S) AND SURROUNDINGS**

Sufficient photographs (colour or black and white) must be submitted to clearly illustrate the features of the affected building which are relevant to the application. Photographs showing all the elevations, which will be affected by the proposed work, as well as a general view showing the building in its context, must be provided.

Photographs should preferably be mounted with photo corners on A4 sheets, and be keyed (indicating position and direction of view) to a suitable copy of the plan. Photographs not mounted are to be placed in an envelope. They will be kept and entered into the NMC's photographic database.

### **5. HISTORICAL REPORT**

When the building or site is of historical importance, a brief history of the occupation of the site and the phases of construction, as well as an assessment of historical significance is necessary. Consult the NMC's Regional Manager if you are in doubt about the amount of information required.

### **6. ARCHITECTURAL REPORT**

An assessment of the condition of the building should usually be given. When required, provided an analysis of the styles and phases of construction of the building, including alterations and additions and a statement of its architectural significance.

### **7. DOOR AND WINDOW SCHEDULES AND DETAILS**

Proposals for changing or replacing doors or windows must include sufficient information about their size, proportion and detail. This may be in the form of manufacturer's information (for stock windows and doors) or joinery details (for specials). If shutters are to be changed or added, this information should be included.

### **8. SURVEYOR'S DIAGRAM**

A land surveyor's diagram is required for any application to subdivide a national monument. All copies must be signed by a registered land surveyor.

### **9. ARCHAEOLOGICAL REPORT**

If the development is likely to disturb buried features and artefacts of historical, archaeological or palaeontological interest, a professional archaeologist must be hired to do an impact assessment and a written report must be submitted to the NMC. See the NMC publication "Archaeology for Planners, Developers and Local Authorities" for details.