



AMAFA AKWAZULU-NATALI

BUILT ENVIRONMENT APPLICATIONS POLICY AND PROCEDURES

TITLE: BUILT ENVIRONMENT APPLICATIONS POLICY

PURPOSE

TO ENSURE THAT *AMAFA AKWAZULU-NATALI* RECEIVES AND PROCESSES APPLICATIONS FOR APPROVAL OF WORK CARRIED OUT ON PROTECTED STRUCTURES AND THE SITES ON WHICH THEY STAND IS CARRIED OUT IN A SYSTEMATIC MANNER AND IN ACCORDANCE WITH REGULATIONS PROMULGATED IN TERMS OF THE LEGISLATION.

LEGISLATIVE FRAMEWORK

Amafa aKwaZulu-Natali (Heritage/Erfenis KwaZulu-Natali) is a statutory body, established in terms of the KwaZulu-Natal Heritage Act (4 of 2008) and funded through the Department of the Premier, KwaZulu-Natal Provincial Government.

Where the Provincial Heritage Act is silent, the provisions of the National Heritage Resources Act (25/1999) will apply

The provisions of this Policy shall not contravene the Public Finance Management Act.

RESPONSIBILITY

The responsibility for ensuring compliance with the legislation is delegated to the Deputy Director: Research, Compliance & Professional Services, and, through him/her, to the Principle Heritage Officer: Built Environment Section.

DEFINITIONS:

“Act” refers to the KZN Heritage Act (4 of 2008)

“Applicant” refers to the owner of the property or someone authorised in writing to act on his behalf under Power of Attorney.

“Application” refers to the written request submitted for approval for work limited in terms of the various provisions of the heritage legislation and includes any supporting documentation attached thereto.

“Built Environment Committee” refers to the Sub-Committee of the Amafa Council appointed to deal with heritage matters concerning the Built Environment.

“SAHRA” refers to the South African Heritage Resources Agency

“SAHRIS” refers to the South African Heritage Resources Information System

“Submission Fee” refers to the fee applicable for the submission of an application for approval of proposed work.

POLICY

THIS POLICY DETERMINES STANDARDS OF SUBMISSION OF APPLICATIONS IN RESPECT OF ALTERATIONS AND ADDITIONS TO, AND DEMOLITION OF BUILDINGS OVER 60 YEARS OF AGE IN TERMS OF SECTION 33(1) OF THE KZN HERITAGE ACT (4 OF 2008) AND DAMAGE OF, ALTERATIONS AND ADDITIONS TO, AND REDECORATION OF BUILDINGS PROTECTED IN TERMS OF SECTIONS 38, 39, AND 42 OF THE KZN HERITAGE ACT (4 OF 2008); AND DETERMINES THE PROCEDURE FOR THE PROCESSING OF APPLICATIONS IN A SYSTEMATIC AND ORDERED MANNER.

1. GENERAL PRINCIPLES:

- 1.1. All applications will be handled in an equitable manner and no application or applicant will be treated more favourably than another.
- 1.2. Where possible and practical applications will be reviewed by independent persons or committees appointed to review them
- 1.3. Applications will be processed within 60 days of receipt of all required documentation.
- 1.4. All applications will be captured on a database and kept in digital format lodged on SAHRISs, the online applications system run by the SAHRA, or by arrangement with staff and in terms of current legislation.

2. SUBMISSION OF APPLICATIONS:

- 2.1. Applications must be submitted to Amafa on SAHRIS through the SAHRA website www.sahra.org.za, or by arrangement with staff and in terms of current legislation.
- 2.2. Applications must be made on in the correct forms and in the manner prescribed in the guidelines for submissions and must be supported by the required documentation and submission fees.
- 2.3. Incomplete applications will not be reviewed or processed
- 2.4. Applications will only be regarded as duly submitted when all documentation has been received.
- 2.5. Submission fees must be deposited in the Amafa bank account and proof of payment must be submitted together with the application prior to the release of the receipt and response/permit.

3. PROCESSING OF APPLICATIONS:

- 3.1. Applications will be dealt with in the order in which they were submitted.
- 3.2. Amafa Built Environment Section staff will review all applications and will process those that do not require external review.
- 3.3. Those requiring internal review will be reviewed by the Internal Review Committee, consisting of the Principle Heritage Officers: Archaeology and Built Environment Sections and chaired by the Deputy Director: Research, Compliance & Professional Services. The Internal Review Committee may refer applications for revision or refer applications to independent external review.
- 3.4. Independent External Reviewers are appointed from a list of experts to review the applications for work on protected buildings on behalf of the Amafa Council.
- 3.5. Terms of Reference provide guidelines for the review of applications and the functions or external reviewers.
- 3.6. The Independent Reviewer/s may recommend the approval of work or refusal of permits.
- 3.7. The Staff will take the final decision on applications for work on buildings protected in terms of Sections 33, 37, 38, 39 & 43 of the Act.

4. APPEALS AGAINST DECISIONS:

- 4.1. The Amafa Council and Committees of Council may review decisions taken based on the information provided during the application process.

- 4.2. Appeals against the decision of the Amafa Council or its Committees can only be heard by the Provincial Minister for the Heritage Portfolio.
- 4.3. The process for appeals is laid down in the Act.

5. PERMITS:

- 5.1. The following conditions will be standard to all permits:

<ul style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 	<p><i>That the alterations, additions, and/or demolition are carried out <u>strictly</u> in accordance with «CONDITIONS»(drawing numbers, reports, any specific conditions);</i></p> <p><i>That, in the event of any contemplated deviation from the approved plans – including the transfer of the work to the supervision of another architect/technologist –a <u>written motivation</u> in support of the deviations must be submitted to Amafa-aKwaZulu-Natali for consideration and t he <u>prior written approval</u> of Amafa aKwaZulu-Natali must be obtained, before any deviations are carried out;</i></p> <p><i>In the case of the demolition of a structure/s or part thereof, such demolition must take place <u>not more than 30 days</u> prior to the commencement of the new work, unless otherwise agreed to, in writing, by Amafa aKwaZulu-Natali;</i></p> <p><i>Any salvageable items not required for re-use in the project must be offered to the Amafa Conservation Materials Bank and all salvageable elements identified must be delivered to the Amafa Conservation Materials Bank, Pietermaritzburg, at the Applicant’s cost.</i></p> <p><i>Where <u>archaeological material or human remains</u> are uncovered during excavation, Amafa aKwaZulu-Natali must be contacted immediately in order to determine the significance of the find and mitigation required (a professional archaeologist may need to be employed).</i></p> <p><i>The issuing of this permit does not exempt the Applicant from obtaining the approval for the proposed work from the Local Authority or any other Authority, where required.</i></p> <p>7. AMAFA AKWAZULU-NATALI RESERVES THE RIGHT TO WITHDRAW THIS PERMIT IF ANY OF THE ABOVE CONDITIONS ARE NOT COMPLIED WITH. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RENDER ANY DEVIATION FROM THE ORIGINAL (PLANS) UNLAWFUL, AND AMAFA AKWAZULU-NATALI RESERVES THE RIGHT TO INSTITUTE CRIMINAL AND/OR CIVIL ACTION AGAINST THE PERSON/S RESPONSIBLE.</p>
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- 5.1.1 Permits will be valid for 3 years from the date of issue and will not be transferable from one owner to another.

- 6.1. Permits issued for buildings that have been assessed to have no significance in terms of Section 33(1)(a) will not include clause 5.1.2 and clause 5.1.7 will be replaced with the following wording:

<p>AMAFA AKWAZULU-NATALI RESERVES THE RIGHT TO WITHDRAW THIS PERMIT IF ANY OF THE ABOVE CONDITIONS ARE NOT COMPLIED WITH OR IF ANY SUBMISSIONS MADE IN RESPECT TO THE APPLICATION WERE INCORRECT. HOWEVER, THE PROPERTY HAS BEEN ASSESSED TO HAVE NO HERITAGE VALUE AND NO PERMITS IN RESPECT TO ANY FURTHER WORK ON THIS SITE NEED TO BE OBTAINED FROM AMAFA AKWAZULU-NATALI.</p>

- 6.2. Permits issued for buildings protected in terms of Sections 38, 39, and 42 of the Act will include the following conditions in addition to the above conditions:

<ul style="list-style-type: none"> 6.2.1. 6.2.2. 	<p>That the work is supervised by the relevant architect accredited for heritage work and is carried out by contractors with proven competence in heritage work.</p> <p>That full specifications, working drawings and bill of quantities are supplied to Amafa and that Amafa staff are invited to all site meetings and supplied with minutes thereof;</p>
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- 6.3. Further to the above conditions, the Amafa Council may enforce any additional conditions it deems appropriate, including calling for a deposit to cover the work or for any remedial work that may result from the applicant contravening the permit conditions.

7. REGULARISATION/RECTIFICATION OF UNLAWFUL WORK:

- 7.1. Applications for the regularisation/rectification of work that has been started or is complete must be made on Form I and uploaded to SAHRIS, the online applications

- system run by the SAHRA, or by arrangement with staff and in terms of current legislation.
- 7.2. The appropriate fee will be incurred and must be deposited into the Amafa account before the application is accepted.
 - 7.3. Work of a minor nature, deviations and work carried out on structures that are not over 60 years of age but are on a site of a structure over 60 years of age may be condoned by Amafa staff or the Internal Review Committee where Built Environment Section staff do not feel competent to approve such work.
 - 7.4. A letter of condonation of such work will carry the same standard conditions as the permit and will replace the permit.
 - 7.5. Serious contraventions of the Heritage Legislation will be referred to the Amafa Council for a recommendation regarding prosecution.
 - 7.6. The Amafa Council will decide on whether to prosecute the offenders.
8. **CONTRAVENTIONS OF THE LEGISLATION WHERE NO APPLICATION HAS BEEN RECEIVED:**
- 8.1. Amafa Staff will issue a Stop Work Order and require the offender to make the application for the regularisation/rectification of Unlawful Work referred to in 6. above.
 - 8.2. Should the offender fail to make the application within the given period (usually 14 days) Amafa staff will submit affidavits to the appropriate Police Station requiring charges against the offender/s to be investigated.
9. **REFUSAL OF PERMITS AND GRADING OF SITES:**
- 9.1. Where the permit is refused in terms of Section 33(1)(a) the Built Environment Section must make recommendations to Council for the grading of that site in terms of Section 33(1)(b) and under the categories laid down in the National Heritage Resources Act (25/1999)
 - 9.2. Similarly, where no heritage value is found and a structure is allowed to be demolished or altered beyond its heritage conservation worthiness, the Amafa staff will issue a letter to the owner, alternatively issue a permit indicating that the building has lost its conservation worthiness and no further applications in respect to the building or the site need be made to Amafa.
 - 9.3. The grading of sites need not be restricted to applications for work thereon but can be carried out in terms of an application on Form P (a) to have the site assessed for its heritage value or lack thereof.

PROCEDURES/PROCESSES

1. SUBMISSION OF APPLICATIONS: INFORMATION REQUIRED:

- 1.1 Applications for the demolition of, or alteration and/or addition to structures over 60 years of age must be made on the prescribed Form A through SAHRIS via the SAHRA website www.sahra.org.za , or by arrangement with staff and in terms of current legislation, and must contain all the information and supporting documentation required on the Form A and in the accompanying guidelines.
- 1.2. Applications for the damage of, alteration or addition to or redecoration of formally protected structures must be made on the prescribed Form H through SAHRIS via the SAHRA website www.sahra.org.za , or by arrangement with staff and in terms of current legislation, and must contain all the information and supporting documentation required on the Form H and in the accompanying guidelines.
- 1.3. Applications for the Condonation/Rectification of Unlawful Work (work carried out prior to a permit being obtained) must be made on the Form I through SAHRIS via the SAHRA website www.sahra.org.za , or by arrangement with staff and in terms of current legislation, and must contain all the information and supporting documentation required on the Form I and in the accompanying guidelines. However, if the unauthorised work was carried out before the building turned 60years of age or was carried out on the site without affecting any structures

over 60 years of age, the application should be treated in the same manner as that in 1.1 above and will incur the appropriate fee.

- 1.4. Supporting Documentation: Applicable supporting documentation required in the guidelines must be submitted together with the application.
- 1.5. The applicant (i.e. the owner or person with power of attorney to sign on behalf of the owner) and the author of the plans must sign the application form and the plans/drawings. Alternatively a power of attorney enabling the author to upload the application and drawings must be submitted with the application. The power of attorney must include permission to upload the application to an internet site. In the case of Sectional Title or Share Block schemes, the written permission of the Body Corporate or Share Block Company must be submitted.
- 1.6. Photographs of the existing structures on the site as well as close-up views of areas to be altered must be submitted. Photographs must be no smaller than postcard size. They must be annotated or accompanied by a site plan indicating the positions from which they were taken, cross-referenced to the photographs.
- 1.7. The urban/surrounding context of the structures must be described on the form and depicted in photographic images.
- 1.8. The application will only be considered as duly lodged when all the required documentation has been submitted and the submission fee paid (see Addendum 1: Schedule of Application Submission Fees and Fees for Services connected to applications for approval of work on Heritage Sites and Protected Heritage Resources).
- 1.9. Six months will be allowed from the date of referral for the submission of the required documentation or for revised documentation in the case of a referral either by Amafa or the local authority before the application expires.

2. APPLICATION PROCESSING PROCEDURE:

- 2.1. Applications will be processed in accordance with regulations promulgated in terms of the KZN Heritage Act (4 of 2008) and the National Heritage Resources Act (25 of 1999).
- 2.2. Applications will be processed in the order in which they were submitted and requests to expedite the process will not be entertained.
- 2.3. Amafa staff may refuse/refer applications where insufficient information is submitted.
- 2.4. Amafa staff may refuse/refer applications that are not compliant with accepted conservation principles
- 2.5. Amafa staff may approve plans revised in terms of referrals from External Advisors, deviations plans where there is no impact on the heritage resource, and applications made for buildings and structures that are not over 60 years of age but are within the site of a building protected in terms of Sections 33, 38, 39, and 42.
- 2.6. Where necessary Committees appointed by the Amafa Council will advise staff or the Council on the final decision on applications in respect of buildings over 60 years of age and protected in terms of the Sections 33 and 42 of the KZN Heritage Act (4 of 2008).
- 2.7. Applicants will be notified of the decision of the deciding committee in writing, either through the issuing of a permit or through a referral letter.
- 2.8. Where the deciding committee finds no heritage value in a building over 60 years of age for which an application is made, the permit will state that no further applications in respect of that property need be made and/or a covering letter, stating the same, may be attached to the permit.
- 2.9. Applications for post facto approval/condonation of unauthorized work must be made on the appropriate Form I and must be fully motivated. These applications will not normally be entertained. The application fee applicable differs from the standard application fee (see Addendum 1: Schedule of Application Submission Fees and Fees for Services connected to applications for approval of work on Heritage Sites and Protected Heritage Resources).
- 2.10. Amafa staff may approve minor unlawful work or where the work carried out has had no impact on the heritage resource on the site.
- 2.11. Where approval/condonation is given a letter setting out the conditions under which the work has been condoned will substitute for the permit.

3. PUBLIC PARTICIPATION PROCESS:

- 3.1. All applications for damage, alterations or additions to or redecoration of structures protected in terms of Sections 38, 39 and 42 of the KZN Heritage Act (4 of 2008) will undergo a public participation process as determined by the review committee.
- 3.2. Applications for sensitive structures protected under the general protection of all structures over 60 years of age may also be referred for public opinion.
- 3.3. This process could be limited to stakeholder participation (such as neighbours, ward councillors and ward committees, residents associations, and heritage societies or known interest groups in a particular area) or could require advertising the intention to the general public.
- 3.4. All costs relating to this process must be borne by the applicant.
- 3.5. Advertisements must be placed in newspapers of record and must be in English and one of the other official languages.
- 3.6. All responses must be forwarded to Amafa directly.

3. DETERMINATION OF CRITERIA FOR BEST PRACTICE, STANDARDS, NORMS, AND CONDITIONS:

- 3.1. Amafa staff will notify applicants of requirements in terms of Section 45 of the KZN Heritage Act (4 of 2008)
- 3.2. Applicants applying for permission to alter and add to structures protected in terms of Sections 38, 39 and 42 of the KZN Heritage Act (4 of 2008) or structures identified for such protection must consult architects with accredited heritage experience registered with Amafa.
- 3.3. Only contractors that have registered their heritage experience with Amafa may carry out the work under a permit issued by Amafa in respect of such protected structures. The accredited architect must supervise the work.

4. ACCREDITATION PROCESS:

- 4.1. Architects and Contractors wishing to carry out work on protected structures must make application to register their independent accreditation for such work with Amafa on the prescribed form.
- 4.2. The application must be supported by a CV, accreditation documentation and testimonials covering work carried out on heritage structures.
- 4.3. Amafa may require applicants to attend workshops at his/her cost as part of the registration process

5. REVIEW OF REFERRED APPLICATIONS/REFUSED PERMITS:

- 5.1. The first request for a review should be directed to the Amafa Council Professional Services Committee or the deciding committee. Further evidence in support of the application may be required.
- 5.2. In terms of Section 16(4)(c) of the KwaZulu-Natal Heritage Act (2 of 2008) any person may request the Amafa Council to review the processes followed by the Built Environment Section in reaching a decision.
- 5.3. Requests for a review must be received within 30 days of the issue of the written notification of the final decision reached by the Built Environment Committee.
- 5.4. The review committee appointed by the Amafa Council will meet within 21 days of receipt of the request for a review. The Built Environment Section must submit its reasons for its decision and the applicant must submit grounds for the review to Amafa at least 7 days before the review committee meeting. These time limits may be adjusted when convenient to all parties involved.
- 5.5. The costs of the review hearing, including attendance fees of committee members must be borne by the applicant (see Addendum 1: Schedule of Application Submission Fees and Fees for Services connected to applications for approval of work on Heritage Sites and Protected Heritage Resources).

6. APPEALS AGAINST A DECISION OF THE AMAFA COUNCIL:

Section 53 of the KZN Heritage Act (4 of 2008) sets out the procedure for appeals:

- 6.1. Written notice of the intention to appeal must be lodged with the relevant Minister (in this case, the Premier of KZN) within 30 days of the notification of the final decision of the Amafa Council.
- 6.2. The notice must be accompanied by a statement setting out the grounds for the appeal and must be supported by any documentation referred to in the appeal.
- 6.3. An extension of the 30-day time limit could be granted in writing on good cause.
- 6.4. The applicant must serve the Amafa Council with a copy of the notice.
- 6.5. The appeal must be finalized within 90 days of receipt of such appeal and the appellant will be notified in writing of the outcome as soon as possible thereafter.

7. PERMIT VALIDITY AND EXTENSIONS FOR EXPIRED PERMITS:

- 8.1. Permits are valid for three calendar years from the date of issue.
- 8.2. Provided that the circumstances that gave rise to the original approval remain the same, Amafa staff may extend the permit validity on a permit for a further period of three years.
- 8.3. In the case of a permit where application for extension is made prior to the expiry of the permit, no further fee will be charged.
- 8.4. In the case of expired permits, the current application fee will apply (see Addendum 1: Schedule of Application Submission Fees).

8. DEVIATIONS TO APPROVED PLANS:

- 9.1. Unless otherwise stated on the permit, prior approval must be obtained where deviations from approved plans are anticipated.
- 9.2. Applications made within six months of the date on which the permit was issued will not incur a further fee if the deviations are required in terms of the National Building Regulations, municipal by-laws, or any other legislation or where proposed work is reduced or omitted.
- 9.3. All other deviation applications will incur a new submission fee (see Addendum 1: Schedule of Application Submission Fees and Fees for Services connected to applications for approval of work on Heritage Sites and Protected Heritage Resources). See also section 5 par 2 regarding unlawful work.

MONITORING AND REVISION

The effectiveness of the Processes and Procedures contained in this Policy must be monitored on an annual basis. Where necessary the Addendum 1: Schedule of Application Submission Fees and Fees for Services connected to applications for approval of work on Heritage Sites and Protected Heritage Resources may be revised.

ADOPTION/AMENDMENT

Policy ADOPTED by the *Amafa aKwaZulu-Natali* Council

Signed by Chairman: Date:

ADDENDUM 1:

REGULATIONS PUBLISHED IN THE GOVERNMENT GAZETTE 2 APRIL 2012 REQUIRE THE FOLLOWING:

Regulation: 2(5) If the Council decides to grant the approval for the demolition, alteration or addition to a structure in terms of section 33(1)(a) of the Act, the Council must give notice in the Gazette of the intention to grant such approval.

(6) The Council may dispense with the process referred to in sub-regulation (5) by means of a special resolution of the Council setting out justifiable and cogent reasons indicating that such process would, in the particular matter at hand, place an unfair or unintended administrative or financial burden on the Council.

(7) The notice referred to in sub-regulation (5) must-

(a) identify the affected site and include the following information regarding the site

(i) a full description of the site where the structure is situated,

(ii) the name and address of the applicant; and

(iii) the actual or probable cultural significance of the structure; and

(b) give interested parties an opportunity to make written representations or submissions regarding the approval for the demolition, alteration or addition to such a structure, within a period of not less than 30 days.

(8) The intention of lodging such representations or submissions must be received by the Council within 14 days of the date of publication of the notice.

(9) The Council must, in addition to the notice to be published in terms of sub-regulation (5), cause a copy of such notice to be sent by registered post or delivered to-

(a) the person or body in current control of the structure;

(b) the registered owner of the land and the occupier of the structure;

(c) the municipal manager of the municipality for the area in which the structure is situated;

and

(d) all known stakeholders in the general area in which the affected property is situated, advising those persons that they may make written representations or submissions regarding the possible approval for the demolition, alteration or addition to such a structure.

(10) The intention of lodging such representations or submissions must be received by the Council within 14 days of the notice publication date.

(11) The Council must consider the application and make a finding no more than 15 days after any representations or submissions contemplated in sub-regulations (7) and (9) are received.

The above requirements also apply to applications for listed and permanently protected structures (in terms of Sections 38, 39 & 42 of the KZN Heritage Act) where the Application Form H must be used.

The above requirements also apply to applications for Condonation/Approval/Rectification of work that has already been commenced/completed – Form I.

PROCESS TO BE FOLLOWED:

- 8.1. Where Amafa intends to issue a permit, it will publish a notice of such intention in the Government Gazette as soon after the approval as possible.
- 8.2. Amafa will notify the municipality directly but will provide applicants with a copy of the draft notice and a set of standard forms for the applicant to deliver by registered mail or by hand to the other stakeholders, including the resident in the property, and immediate neighbours, and any others identified by the review committee.
- 8.3. In addition to 2.2 all applications for damage, alterations or additions to or redecoration of structures protected in terms of Sections 38, 39 and 42 of the KZN Heritage Act (4 of 2008) – listed and permanently protected structures & sites - will undergo stakeholder consultation process as determined by the review committee.
- 8.4. Applications for sensitive structures protected under the general protection of all structures over 60 years of age in terms of Section 33 of the Act will also undergo stakeholder consultation process as determined by the review committee. However,

the Amafa Council or its appointed review committee may dispense with this provision where the proposal will not negatively impact on a heritage resource.

- 8.5. Stakeholder Participation: The process referred to in 2.3 and 2.4 could be limited to immediate neighbours, but could include other stakeholders such as ward councillors and ward committees, residents associations, and heritage societies or known interest groups in a particular area. The Committees could also require that it include all residents/owners of property within 100m of the applicant property where a permanently protected structure is affected, where demolition of the structures on the site or major alteration of generally protected structures is proposed. The applicant must ensure that the stakeholders receive notification of the intention to issue the permit and afford them the opportunity to review the proposed work contained in the application.
- 8.6. All responses/representations/objections must be forwarded to Amafa directly. Thirty days after the publication of the notice in the Gazette is allowed for the lodging of responses/ representations/objections but Amafa must be notified of the intention to do so within fourteen days of the Gazette notice.
- 8.7. All costs relating to this process must be borne by the applicant and will be included in the application fee where possible.
- 8.8. FORMS: The following package of Public Participation Forms must be made available to all stakeholders:
 - 3.8.1 A Notification of Intention to Issue a Permit: for distribution to neighbours/ stakeholders.
 - 3.8.2 A Neighbours Consent Form: for consenting neighbours to sign in addition to signing on the submission plans.
 - 3.8.3 A Notification of Intention to lodge a Response/Objection/Representation Form: to notify Amafa within 14 days of receipt of notification of proposal.
 - 3.8.4 A Response/Objection/Representation Form: for setting out the grounds for objections in terms of the heritage legislation to be made available to all stakeholders for use in their submission of representations.
- 3.8.5 **DISTRIBUTION OF FORMS AND LETTERS/NOTIFICATIONS:**

The applicant must send the above forms to neighbours/ stakeholders by registered mail at his her cost. Proof of registered mail posting must be sent to Amafa or uploaded to the online application.

Where only the immediate neighbours are required to be consulted, the applicant may choose to hand deliver the application, plans and above-mentioned forms to the neighbours. In which case, proof of receipt of the package of Public Participation forms must be obtained. Where neighbours agree with the proposal they must declare on the Neighbours Consent Form that they have viewed the plans that are on line. The Neighbours Consent form must then be uploaded to the online application.
- 8.9. All costs relating to this process must be borne by the applicant.
- 8.9.1. Advertisements may be called for and must be placed in newspapers of record in English and in one of the other official languages.
- 8.10. All responses from the above processes must be forwarded to Amafa directly.

ADDENDUM 2:

SCHEDULE OF SUBMISSION FEES AND FEES FOR SERVICES IN CONNECTION WITH APPLICATIONS FOR APPROVAL OF WORK ON HERITAGE SITES AND PROTECTED HERITAGE RESOURCES.	
Initial Application Fee for Built Environment, Needs & Desirability, and Archaeology permit applications:	R700.00 per application
Renewal/Extension of expired permit:	R700.00 per application
R700.00 per application	R700.00 per application
Applications in appeal/regularisation of unauthorised work	R3500.00 per application
Application for permit to be registered under a new owner's name (if the application is made 6 months later than the original application):	R700.00 per application
Special Meetings of Built Environment Committees or Permit Review Committees:	R4000.00 per hour or part thereof
Special Meetings of Amafa Council or its sub-Committees	R7000.00 per hour or part thereof