

FOR OFFICE USE ONLY
Date received: .....
Application number: .....
Permit no: .....



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To destroy, damage, 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 older**, as protected in terms of the National Heritage Resources Act (Act No. 25 of 1999).

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

**1. APPLICANT**

Name: .....

Address: ..... Postal Code: .....

Telephone: ..... Fax: .....

Identity Number: ..... Email: .....

**2. OWNER OF PROPERTY**

Name: .....

Address: .....

Postal Code: ..... Telephone: ..... Fax: .....

Identity Number: ..... Email: .....

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

Permit Application Form FSPHRA

**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 (Please provide evidence)
- 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: .....

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

Name: .....

Qualification: .....

Professional Registration Number: .....

Company: .....

Address: .....

Postal code: ..... Email: .....

Telephone: ..... Fax: .....

**5. PROPOSED WORK**

Total demolition	Alteration
Partial demolition	Restoration
Excavation	Landscaping

Other: .....

Drawing Reference Numbers and their Dates:

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**6. Detail the manner in which the proposed work is to be carried out:**

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

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**8. Approximate value of proposed work: R \_\_\_\_\_**

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

What experience does the Primary Responsible Agent have with historical sites?

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

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**11. CONSULTATION**

**11.1. Heritage Organizations**

Heritage organizations are interested parties in the management of our heritage, and as such FSPHRA 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 FSPHRA as part of your application. Should you wish to know which Heritage Organizations to contact, FSPHRA staff will issue you with the contact details of the relevant organizations.

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

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**11.2. Neighbours**

Alterations to one's property often affect the properties of adjoining neighbours. In terms of the NHR Act 25 of 1999, any person may appeal against a decision of FSPHRA on conservation grounds, and as such it is necessary for FSPHRA 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. Please indicate whether you have attached addresses and results of consultation with these neighbours.

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**12. APPLICANT**

I,.....

Fully undertake to observe the terms, conditions, restrictions, regulations, guidelines and directions under which the Free State Provincial Heritage Resources Authority may issue the permit to me.

**Signature:**

.....

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

**ITEMS TO ACCOMPANY THIS FORM:**

- **THREE SETS OF DRAWINGS, ONE OF WHICH MUST BE COLOURED**
- **LOCALITY PLAN SHOWING WHERE THE SITE IS**
- **SITE PLAN SHOWING THE LAYOUT OF THE PROPERTY – INCLUDING TREES AND LANDSCAPE FEATURES**
- **COLOUR PHOTOGRAPHS OF STRUCTURES IN THEIR PRESENT FORM AND IN CONTEXT, WHERE APPROPRIATE INCLUDE INTERNAL PHOTOGRAPHS**
- **A HISTORICAL BACKGROUND TO THE PROPERTY**
- **PLEASE NOTE THAT ANY OTHER INFORMATION MAY BE REQUESTED BY FSPHRA**

**PLEASE NOTE:**

- **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.**
- **No emailed applications will be accepted**

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**PERMIT COMMITTEE OF FSPHRA**

HA Auret (Chairperson), D Van der Merwe, L Soqaka, MM Thulo, L Lekhu

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Department of Sport, Arts, Culture and Recreation