

HERITAGE WESTERN CAPE

GUIDELINES FOR BUILT ENVIRONMENT HERITAGE SURVEYS

These **Guidelines** are devised to assist local authorities and conservation bodies who are engaged in conducting built environment heritage surveys which are designed to establish the inventories referred to in Section 30(5) and (6) of the National Heritage Resources Act and/or to identify the heritage areas referred to in Section 31; and they should be read with Heritage Western Cape's **Short Guide to Grading** (last revised and approved by the Heritage Western Cape Council in February 2007).

What is a Built Environment Heritage Survey?

Ordinarily a **heritage survey** is a survey designed to identify and grade all **heritage resources** and **heritage areas** within a geographical area (or the component elements, buildings, sites and places with a heritage **theme**) which is usually an urban or rural environment or, in some cases, an entire municipal area.

Why are Built Environment Heritage Surveys conducted?

These surveys are conducted so as to identify all heritage resources and to quantify and describe their significance in advance of any potential development so that the management of any proposed development is clear, lawful, reasonable and procedurally fair.

Who conducts Built Environment Heritage Surveys?

These surveys may be conducted by any person or organization but, ideally and most commonly, by local authorities. Indeed, local authorities are required to conduct these studies in order to compile the inventories of heritage resources within their jurisdiction whenever they draw-up or revise their planning or zoning schemes.

What are the products and outcomes of Built Environment Heritage Surveys?

The primary products of a Heritage Survey are an **inventory** or list of all of the buildings, sites and areas which are recommended to be designated as heritage resources (many inventories list every single property and building in the area surveyed) and a **map** of the

area surveyed with all of the buildings, sites and areas which are recommended to be designated as heritage resources identified by colour.

The uses to which these inventories are put are fourfold:

First, even before the inventories are approved by the provincial heritage resources authority, all heritage resource-related management can be made more explicit, predictable and rational.

Second, once the gradings of the grade II and grade III heritage resources have been approved by the provincial heritage resources authority, Heritage Western Cape, the properties can be listed in the provincial and local heritage registers.

Third, once the gradings of the grade II and grade III heritage resources have been approved by the provincial heritage resources authority, Heritage Western Cape, the properties can be protected by the local authority via its zoning scheme.

Fourth, once the provincial heritage resources authority, Heritage Western Cape, is satisfied that the heritage resources within an area are adequately provided for (through formal protections where they are necessary) Heritage Western Cape may **exempt** the owners of buildings more than sixty years old that have not been identified as Grade II or III from applications to alter or demolish.

1. Demarcation of survey

Geographical

The area for the survey will eventually be the whole area that falls under the jurisdiction of the relevant local authority. It is however not necessary to cover the whole area with the first phase. The survey team will be expected to demarcate the area of the specific phase in terms of streets, roads and/or other structures used as beacons as well as directional orientation. (For example: The area of the survey covers the northern/central/western part of Town X, and is confined by Bloekom

Street in the north, Blom Street in the west, Protea Street in the east and the Krom River in the south.) (See **Maps** for further guidelines on location and demarcation.)

Chronological

It should be indicated whether all structures in the demarcated area will be included in the survey, or only structures of a certain age, for instance all structures older than 60 years, 30 years, or all structures, irrespective of age.

Typological

An indication should be given of the different types of structures that are found in this area, for example buildings, bridges, railway lines, open areas, etcetera.

Thematic

An indication should be given of the different heritage themes predominant in the area, for example, history of slavery, history of racial oppression, etc

2. Maps

A set of clear maps/plans of the whole area under the jurisdiction of the local authority, in particular, of the area covered in the survey must be provided. It is also essential for mapped overlays indicating the development over time, to be provided. For the specific phase of the survey, the relevant area should be indicated on the map. Enlargements of this area should also be included, showing, one, the ages of the buildings and, two, their proposed gradings, preferably distinguished by different colours for the different gradings.

3. Historical background

It is not necessary for the purposes of this survey to supply an in depth history of the town/village/settlement/area. A short overview of the history, social history and cultural history will suffice. The background should refer to the earliest inhabitants of the area (as far back as can be traced), the first granting of grazing licences, the first granting of land, the establishment of the town, the reasons for the plan or layout of the town, means of livelihood of the inhabitants, languages spoken, religion of inhabitants, education and schools, agriculture and the influence of forced removals and the Group Areas Act. Specific unique characteristics of the town/settlement and/or its inhabitants should naturally feature in this overview, in particular, **periods of economic boom** when large numbers of new buildings were constructed and/or old ones were altered or added to.

4. Sites with multiple resources

Where there is more than one structure on a specific site, these structures should be entered on different forms, because many of the detail like *date built, history, alterations, style* and *evaluation* may differ.

5. Architecture

An overview of architectural history, referring to

- earliest forms of habitation
- vernacular architecture with reference to specific vernacular styles and building materials of the area
- various architectural styles represented in the demarcated area
- architectural context (this refers to the buildings and structures in the whole of the local area, farming district and wider region, and not to the historical or geographical context)
- threats to the architectural heritage of this area)

6. Archaeological and Palaeontological Sites

These Guidelines do not apply to archaeological and paleontological sites which remain a provincial competence in terms of s.35 of the NHRA. Survey inventories should nevertheless include reference to any within the survey area that have been declared as provincial or national heritage sites. Archaeological and palaeontological resources are identified during impact assessments required prior to development in terms of s.38 of the NHRA. A database of properties surveyed and sites that have been identified during archaeological and palaeontological impact assessments is kept by Heritage Western Cape and SAHRA, and may be referred to for planning purposes.

7. Methodology

An explanation of how the research was done, methods used, the dates of site visits, sources used [a list of sources should be supplied]

8. Criteria for assessment of significance and the application of these criteria

The criteria applied for assessing the heritage value of the property should be discussed very briefly. It is not of any use to supply an in depth discussion of the theories on heritage values and assessment criteria used internationally, if they are not really applied to each property in the inventory. Most important is an explanation of the way in which the criteria for significance were adopted and adapted in practice and applied to the buildings in terms of typology, chronology, heritage themes, etc.

[This section is the most important part of any guide and of any survey.]

9. Research team

The names of the research team with an indication of their qualifications and expertise.

10. Inventory

The actual list of structures in the demarcated area should include the following fields:

Compulsory:

- 📄 erf number
- 📄 street address
- 📄 type of building (eg religious, military, house, flats)
- 📄 date built
- 📄 style (here should be referred to a specific style and not a period, eg Georgian style, although it may fall within the Victorian period)
- 📄 architectural period
- 📄 alterations (restorations, renovations, extensions, additions and the dates of such alterations)
- 📄 present NHRA protection
- 📄 suggested grading
 - significance in terms of NHRA
 - historical
 - rarity
 - aesthetic
 - technological
 - cultural

➤ social history

➤ slave history

[these fields are assessed by a system of blocks ticked, indicating

⊕ very significant

⊕ significant

⊕ slight significance

⊕ no significance

⊕ not assessed]

 photographs (photographs should be as recent as possible and should not date more than one month either side of the date of the survey; photographs should be clear and the structure(s) visible, for instance not hidden by trees or leaves; if possible, utilise the provision for additional photographs from different angles)

Optional:

 name of the building

 description

 history

 social history