



Guidelines for applications

Context

Owners, architects, heritage consultants or other applicants usually apply for approval for new developments or alterations or rezoning within the ambit of two acts, the National Heritage Resources Act and the Municipal Systems Act.

Local government and heritage laws in South Africa require specific proposals or public participation processes for new developments of a certain size; for alterations to heritage sites; for the demolition of heritage structures, and for re-zoning. The National Heritage Resources Act, 1999 (Act no 25 of 1999), aims to conserve, protect and manage the cultural landscape. The Municipal Systems Act, 2000 (Act no 32 of 2000), regulate local government management and decisions and provides for local authorities to manage local heritage resources. Both Acts encourages community involvement to nurture their legacy.

In Stellenbosch the relevant authorities for enacting these laws are the Stellenbosch Municipality, for planning, zoning, building other matters, and Heritage Western Cape, for heritage matters.

All buildings with a heritage grading as well as any structure older than sixty years require heritage approval for alterations or demolition.

Apart from the normal approval of building plans and confirmation of zone conditions, there is an additional local government process for buildings in the historic centre of Stellenbosch. New plans in this area need to be approved also by the Planning and Advisory Committee.

The Stellenbosch Heritage Foundation is registered as an agent of Heritage Western Cape in Stellenbosch. The Foundation comments on heritage applications to enable the relevant committees at Heritage Western Cape to make informed decisions on heritage matters.

The Stellenbosch Heritage Foundation is also registered with the Stellenbosch Municipality as an interested party and stakeholder, to comment on planning and development matters in Stellenbosch.

See below the guidelines for applications in terms of different sections of the NHRA.

Applications in terms of sections 34 and 27 of the National Heritage Resources Act

In order to expedite the process of obtaining the comment of the Stellenbosch Heritage Foundation the following information should be provided when requesting a comment for application in terms of section 34 (structures older than 60 years); and section 27 (Provincial Heritage Resources and/ or National Monuments in terms of previous Monuments Act):

1. The completed Heritage Western Cape *application form* that will be submitted to HWC.
2. *One set of coloured-up drawings* (including elevations)
3. *Locality plan* showing where the site is.
4. *Site plan* showing the layout of the property - including trees and landscape features.
5. *Photographs, videos or other visual aids* of the site, place or structure in its present form and in context. Where appropriate, please include photographs, videos or other visual aids of the interior of the structure that will be affected by the proposed action. Please provide captions and dates to all photographs.

6. *A historical background* to the site, place or structure.
7. *A motivation* for the proposed action/s (as per paragraph 8 of the HWC application form.)
8. *Impact assessment report by an archaeologist*, if relevant.
9. *Details and outcome of any previous submissions made to any other authority* (the former National Monuments Council, SAHRA, etc.) in respect of this application
10. *Any additional pertinent information* regarding the site, place or structure that you believe will assist.

The above information is required by Heritage Western Cape prior to an application being processed by them. The SHF request for information does not place an additional burden on applicants.

Should you however be required by HWC to lodge a heritage report or in the event that you do so voluntarily, kindly provide such report to us.

You may access information regarding your property on our website by entering your erf number, should the property be situated in the area that has formed part of the heritage survey area. You can find the property search function here:

<http://www.stellenboschheritage.co.za/property-search>

Your request for comment together with the above information should be emailed to info@stellenbosch.co.za.

In terms of the HWC regulations conservation bodies have period of 30 days to comment. However, we endeavour to furnish applicants with our comment as soon as possible.

Applications in terms of sections 38 of the National Heritage Resources Act

In order to expedite the process of obtaining the comment of the Stellenbosch Heritage Foundation the following information should be provided when requesting a comment for application in terms of section 38:

1. *A locality plan* showing the exact geographic position of all known site(s), a table of latitude or longitude co-ordinates of sites (wgs84) (decimal degrees);
2. Full *cadastral* details of property: Site Name, Physical Address, Erf Number OR Farm Name and Number;
3. *Site plan(s)*, if available, showing the property layout and pertinent features relevant to the planned action;
4. *Site description(s)*, summarising the expected nature and extent of the identified site(s);
5. Relevant *contextual and scientific background* information;
6. *References* to relevant earlier studies or assessments;
7. *Visual aids* including photographs or videos of the site in its present form, where appropriate. Please provide captions and dates for all records;
8. *Any additional pertinent information* (where such information is not available yet, it should be supplied in the Mitigation Report).

The above information is required by Heritage Western Cape prior to an application being processed by them. The SHF request for information does not place an additional burden on applicants.

Should you however be required by HWC to lodge a heritage report or in the event that you do so voluntarily, kindly provide such report to us.

You may access information regarding your property on our website by entering your erf number, should the property be situated in the area that has formed part of the heritage survey area. You can find the property search function here:

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