

Annexure A Check List for Sections 27, 31 and 34

COMPULSORY WITH ALL APPLICATIONS

- 1 **Completed Application Form with all the required signatures**
- 2 **Stamped, coloured up municipal plans (All plans to be folded to A4 size)**
2 sets if municipality has gone digital
5 sets if municipality still works on old system
- 3 **Locality plans (google map or city site maps)**
- 4 **Annotated Photos with labels - 2 photos per A4 page (No printed out photographs)**
Internal
External
Street Images / Contextual (not google street view images)
- 5 **Evidence of consultation with relevant Local Authority**
- 6 **Conservation Bodies Comments (Interested bodies that are registered and recognised by HWC)**
Comment from Body within 30 days commenting period of them being notified
If 30 days commenting period has past then proof of correspondence with Body
- 7 **Digital copies of all plans / applications, photos and documents on CD**
- 8 **Proof of payment with the correct reference number**
- 9 **Proof of ownership ie. Title Deed**
Power of Attorney must be supplied (if the applicant is not the owner) authorising the applicant to apply on the owner's behalf
A letter of authority from the Body Corporate is required if a Sectional Title Unit
- 10 **SG Diagrams**
- 11 **A motivation - strongly advised for significant buildings**
- 12 **Should any Bound documents be submitted please provide 2 copies**
- Extra Information
- 13 **Any additional info that can assist the evaluation of application e.g. Historical background**
- Re-submission (only where re-submission has been asked for by HWC Committees or by HWC Officials)
- 1 **With Re-submission**
- 1x copy of the previously approved plans
- Copy of the previous correspondence e.g. previous permit

P.T.O FOR SECTION 38 NID APPLICATION & HIA SUBMISSION REQUIREMENTS

www.westerncape.gov.za/cas

Street Address: Protea Assurance Building, Green Market Square, Cape Town, 8000 • **Postal Address:** Private Bag X9067, Cape Town, 8001
• **Tel:** +27 (0)21 483 5959 • **E-mail:** hwc.hwc@westerncape.gov.za

Straatadres: Protea Assuransie-gebou, Groentemarkplein, Kaapstad, 8000 • **Posadres:** Privaatsak X9067, Kaapstad, 8001
• **Tel:** +27 (0)21 483 5959 • **E-pos:** hwc.hwc@westerncape.gov.za

Requirements for a Section 38 NID application

COMPULSORY WITH ALL APPLICATIONS

- 1 Completed Application Form with all the required signatures
 - 2 Locality plans (google map or city site maps)
 - 3 **Graphic material**
 - Maps / satellite photographs
 - Annotated Photographs of site - **2 photos per A4 page**
 - Annotated Photographs of heritage resources on the site and in its environs if possible
 - 5 **Digital copies of information provided / applications and photos on CD**
 - 6 **Proof of payment with the correct reference number**
- Extra Information
- 7 **Any additional info that can assist the evaluation of application e.g. Historical background**

PLEASE NOTE ALL DOCUMENTATION WILL BE KEPT WITH THE EXCEPTION OF THE DRAWINGS AND COPIES OF ANY BOUND DOCUMENTS

HWC RESERVES THE RIGHT TO ASK FOR MORE INFORMATION OTHER THAN THE LISTED REQUESTED ITEMS.

Requirements for HIA Submissions in terms of Section 38(8)

- 1 **Executive Summary**
- 2 **Integrated Recommendations**
- 3 **Results of Consultation with Interested and Affected Parties**
- 4 **Specialist Studies when requested by HWC**
- 5 **Proof of payment with correct reference number**

P.T.O FOR SECTION 27, 31 & 34 APPLICATION REQUIREMENTS

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