

For DMR officials submitting EMPS related to mining or prospecting applications, these are the bare minimum steps required:

1. Go to My Account, click on Create a Profile. Please check that your profile doesn't already exist as the RELATED CONTENT matches will show possible matches for your profile on SAHRIS.
2. If your profile already exists on SAHRIS - email sahrisadmin@sahra.org.za so that you can be linked to your profile and given authorship rights over it.
3. Start your application via <http://www.sahra.org.za/node/add/heritage-cases> (SAHRIS menu option is to hover over CREATE, then click on CASE/APPLICATION dropdown menu option)
4. You are now in the application wizard which has 4 steps:

1. DEFINE YOUR APPLICATION
2. APPLICATION DETAILS
3. DEVELOPMENTS S38
4. SUPPORTING DOCUMENTATION & UPLOADS

### **DEFINE YOUR APPLICATION (STEP 1)**

5. Tick YES to accept terms and conditions.
6. Enter the APPLICANT in the **Applicant** field - please read the help text below the field to understand the AUTOSEARCH fields. If the applicant is already in the system, their name will automatically appear as you begin to type it; click on the name and the system will fill it in for you. If the applicant is not already on the system, click on create applicant and fill in the person's name and contact details (telephone number, address and email address if you have those, but more than that is not necessary).
7. **Consultants** are usually not indicated in EMPS, so you can skip this field.
8. Tick the relevant **Heritage Authority** for your application. This will usually be SAHRA, but might also be the PHRA of the relevant province
9. Choose your CASE TYPE – for EMPS related to mining applications, this will always trigger DEVELOPMENT, S38(8).
9. Ignore the final field on the page.

CLICK NEXT PAGE...

### **APPLICATION DETAILS (STEP 2)**

10. Name your project in **CaseReference**. Use the name of the farm on which the mining is proposed (or one of them if there are several) as well as indicating the final digits of the DMR reference number e.g. Elandskloof EMP1023
11. **Proposal description** you can simply copy and paste from the cover page of the EMP, e.g. "Application in terms of Section 40 of the MPRDA...in the XXX Province"
12. **Expanded motivation** is not required for mining applications.
13. **Reference List** is not required for mining applications.

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### **DEVELOPMENTS S38 (STEP 3)**

14. Choose the type of mining for your **DevelopmentType** from the dropdown options. Be as specific as possible, i.e.

sand or mineral.

15. Specify Department of Mineral Resources as the DECIDING AUTHORITY. Your provincial branch will be on the system already, so please choose accordingly i.e. Department of Mineral Resources – Northern Cape. Enter your DMR EMP reference number and select whether the application is for a mining permit, mining rights or prospecting rights. The commenting deadline date should reflect the date by which your department requires comment. Finally fill in the name of the DMR case officer, which is likely to be yourself.

16. Map your development footprint using the drawing tools and map window, **OR** upload a KML file to the GoogleKML field. **Until such time as DMR security settings are changed to allow all necessary map overlays, you may submit your EMPs unmapped and email your SAHRA case officer requesting that they do the mapping for you.**

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#### SUPPORTING DOCUMENTATION & UPLOADS (STEP 4)

17. Generally, EMPs are not accompanied by heritage reports, and when these are compiled, should be added by the heritage practitioner. If there is a heritage report with the EMP, please upload it to the **HeritageReports** field, or request that the heritage practitioner or consultant on the case (i.e. the Environmental Assessment Practitioner) does this.

18. **CaseImages** – unless separate images have been submitted with the EMP (as jpgs, tiff or other image files) you can skip this step. Up to 10 images may be uploaded here - if you have more please upload them to **AdditionalDocuments**. Please write out what the files are in the description fields once you have uploaded them.

19. Upload the full EMP report to **AdditionalDocuments** but **NOT** any heritage reports which go in point 17. Please write out what the files are in the description fields once you have uploaded them.

20. No **ConsentLetters** are required

21. No **ProofofPayment** is required for mining applications.

22. **VERY IMPORTANT FIELD!** The **Status** field controls the workflow of the application. You may work on a case in **DRAFT** and it will not be assessed until you set it to **SUBMITTED**.

If the EMP did include an HIA that you uploaded as a heritage report, please set this to **Studies Submitted** so that your heritage officer is notified of the uploaded heritage report(s).

Finally, click on

# SAVE

For further enquiries about SAHRIS, please contact the system administrator on [sahrisadmin@sahra.org.za](mailto:sahrisadmin@sahra.org.za) or ask for the SAHRIS helpdesk at SAHRA on 021 462 4502.

Amafa Applications <http://www.sahra.org.za/organisations/amafaheritage-kwazulu-natal>

Eastern Cape PHRA Applications <http://www.sahra.org.za/organisations/eastern-cape-provincial-heritage-resources-authority>