



an agency of the
Department of Arts and Culture



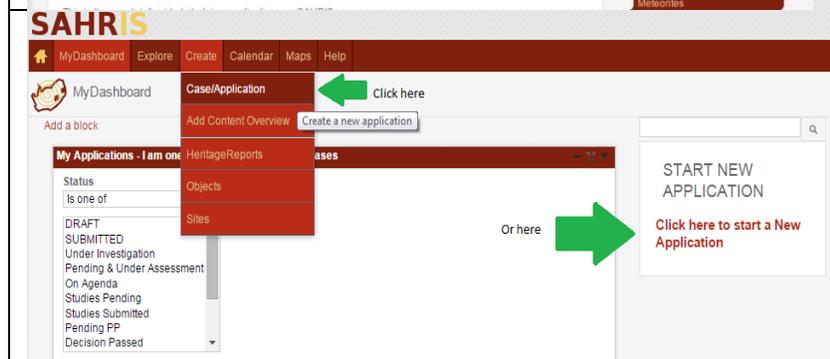
SITE AND OBJECT NOMINATION PROCESS



To begin you will first need to register on SAHRIS.

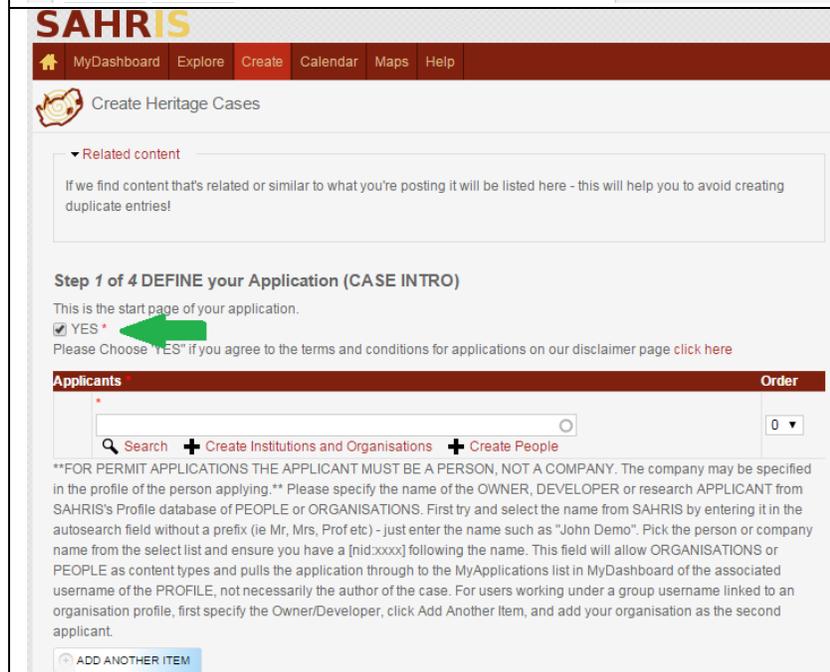
Click on the login/register.

Your registration will first be reviewed by a SAHRIS content moderator. You will be sent an email confirming your registration.



To nominate a site or object for declaration please proceed to the case creation page by hovering over the create tab then clicking on the option labeled "Case/Application"

Alternatively you may click on the link on the right of the screen.



Select yes in order to agree with the websites terms and conditions

SAHRIS

MyDashboard Explore Create Calendar Maps Help

Create Heritage Cases

Related content

If we find content that's related or similar to what you're posting it will be listed here - this will help you to avoid creating duplicate entries!

Step 1 of 4 DEFINE your Application (CASE INTRO)

This is the start page of your application.

YES *
Please Choose "YES" if you agree to the terms and conditions for applications on our disclaimer page [click here](#)

Applicants Order

Search + Create Institutions and Organisations + Create People

****FOR PERMIT APPLICATIONS THE APPLICANT MUST BE A PERSON, NOT A COMPANY. The company may be specified in the profile of the person applying.**** Please specify the name of the OWNER, DEVELOPER or research APPLICANT from SAHRIS's Profile database of PEOPLE or ORGANISATIONS. First try and select the name from SAHRIS by entering it in the autosearch field without a prefix (ie Mr, Mrs, Prof etc) - just enter the name such as "John Demo". Pick the person or company name from the select list and ensure you have a [mid:xxxx] following the name. This field will allow ORGANISATIONS or PEOPLE as content types and pulls the application through to the MyApplications list in MyDashboard of the associated username of the PROFILE, not necessarily the author of the case. For users working under a group username linked to an organisation profile, first specify the Owner/Developer, click Add Another Item, and add your organisation as the second applicant.

ADD ANOTHER ITEM

Input the name of the applicant.

Consultants/Experts Order

Search + Create People

Please specify the name of the architect, environmental consultants, heritage practitioners and or any other specialists who typically handle the application on behalf of the owner/client or who have been contracted to carry out a specialist study from SAHRIS's Profile database of PEOPLE. First try and select the name from SAHRIS by entering it in the autosearch field without a prefix (ie Mr, Mrs, Prof etc) - just enter the name such as "John Demo". Pick the person's name from the select list and ensure you have a [mid:xxxx] following the name. This field will only allow PEOPLE (no ORGANISATIONS allowed in this field) and pulls the application through to the MyProjects list in MyDashboard of the associated username of the PROFILE.

ADD ANOTHER ITEM

HeritageAuthority(s) *

- HWC
- Amata
- SAHRA
- ECPHRA
- PHRA-G
- HFS
- NBKB
- MPHRA
- LIHRA
- NWPHRA

Please choose the relevant heritage authority(s) to handle this application.

LIHRA

NWPHRA

Please choose the relevant heritage authority(s) to handle this application.

Select the appropriate heritage authority

For all National Heritage Site or Heritage Object nominations please select SAHRA

Case Type Order

- Select -

Please select - Select - declared sites, buildings older than 60 years and those more than one option if applicable. For DEVELOPMENT - Section 38 (1) - Decision from Heritage Authority required 8(1) or Section 38(8) depending on whether the heritage authority only, S38(8).

Heritage Crime

Permits

ADD Nominations & Declarations

This application is for Site Management, Object/Collection Management, Development/S38, or Rectification.

Search + Create Objects + Create Sites

Please choose the SITEREERENCE or Object Code in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the Create Site or Create Object links. Please lookup your site on SAHRIS if it has been declared via SAHRIS Declared Sites Listing - this will give you your SITEREERENCE. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via SAHRIS Objects Listing or SAHRIS All Sites Listing respectively.

Select nominations and declarations as the case type

This application relates to these sites or objects (SKIP if case=development/S38) Order

Search + Create Objects + Create Sites 0

Please choose the **SITEREFERENCE** or **Object Code** in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the **Create Site** or **Create Object** links. Please look up your site on SAHRIS if it has been declared via **SAHRIS Declared Sites Listing** - this will give you your SITEREFERENCE. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via **SAHRIS Objects Listing** or **SAHRIS All Sites Listing** respectively.

search for the site or object

MPHRA

Search

Title: is equal to FullSiteName: Contains ObjectCommonName: Contains

Title	FullSiteName	ObjectCommonName	Type
"Wadingsveen"			Sites
"Stapin"			Sites
"Woman walking on a dutch Canal path", Matthias (1784), Johannes de Jongh		Oil painting	Objects
"Two Congolese women seated in a forest", Maurice Charles Louis van Esche		Oil painting	Objects
"The Herb Seller", Vladimir Gregorovich Tretchikoff		Oil painting	Objects
"Lady with dahlias", Vladimir Gregorovich Tretchikoff		Oil painting	Objects
"Lady with crayfish", Vladimir Gregorovich Tretchikoff		Oil painting	Objects
"Hartbeespoort Dam", Jacob Hendrik Pierneef		Oil painting	Objects
"Garden of remembrance, Worcester", Pieter Hugo Naudd (South African, 1869-1941)		Oil painting	Objects

Type the name of the site into the "Full Site Name" search box then click apply

In the case of objects please search by either the object common name or the title of the object that was given during object creation.

Search

Title: is equal to FullSiteName: Contains ObjectCommonName: Contains

Title	FullSiteName	Type
MCL-01	Mapungubwe Cultural Landscape	Sites
Mapungubwe Cultural Landscape	Mapungubwe Cultural Landscape	Sites
Mapungubwe	Mapungubwe Museum	Sites

Click on the correct site to link it to the application

This application relates to these sites or objects (SKIP if case=development/S38) Order

Mapungubwe Cultural Landscape [nid: 19175]

Search + Create Objects + Create Sites 0

Please choose the **SITEREFERENCE** or **Object Code** in the autosearch field. This is a compulsory field for permit applications or cases involving nominations or declarations. If the site(s) or object(s) (or group of objects) do not exist on SAHRIS, you must create them using the **Create Site** or **Create Object** links. Please look up your site on SAHRIS if it has been declared via **SAHRIS Declared Sites Listing** - this will give you your SITEREFERENCE. For objects and sites that have been recorded on SAHRIS previously, the unique references can be found via **SAHRIS Objects Listing** or **SAHRIS All Sites Listing** respectively.

Click NEXT to go to page 2 of the application

SAHRIS previously, the unique references can be found via SAHRIS Objects Listing or SAHRIS All Sites Listing respectively.

Click NEXT to go to page 2 of the application

Step 2 of 4 APPLICATION DETAILS (CASE HEADER)

CaseReference *

Please enter a short title for your project or permit application e.g. Alterations and Additions to 12 Test Road, Test Place OR Apple Solar Energy Facility Development, Test Place.

Please EXPLORE before creating new cases to find whether your new case has already been created on SAHRIS. You may also find that the case already exists when going to LOCATION INFO and viewing your proposed project area for previously mapped cases. Please limit the Case Reference to less than 128 characters.

Provide a short reference for the case eg: nomination of Mapungubwe

ProposalDescription *

Please provide a more detailed description of your application in 3-4 lines. Finish off your proposal description with the name of the province in which this application is taking place. For built environment permit applications specify the erf and drawing numbers. For example: Proposed 240 hectare housing development on erf 12345, Hilton, Bloemfontein, Mangaung Municipality, Free State Built Environment example: Proposed alterations & additions to Erf 12345, 12 Main Road, Berea, Durban, Ethekwini, KwaZulu-Natal. Drawing 12/555678

Under proposal description provide an executive summary of the reasons for nomination as well as the sphere of importance

Expanded_Motivation

This field is used for much longer explanations and motivations pertaining to your case. It is necessary to fill this in for all PERMIT applications but not necessarily for developments triggering Section 38(8) where the motivation for the development is stated in the uploaded documentation (such as a background information document or scoping report). For built environment applications this field typically includes a brief opinion on the heritage significance of the site followed by a detailed explanation of the scope of work which is envisaged. This field is different to the Proposal Description above which is meant to be formulaic and shorter, as described in the help text.

Under expanded motivation provide a full statement of significance as well as any other information that will assist the committee in making its decision

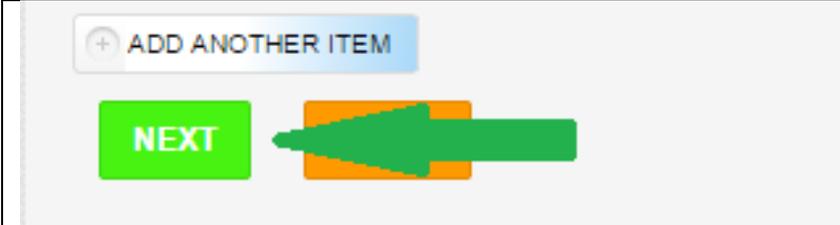
ReferenceList:Citation	ReferenceType	Date Retrieved	Order	Remove
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<input type="text" value="- None -"/> <input type="text" value="- None -"/> <input type="text" value="Book"/> <input type="text" value="Journal"/> <input type="text" value="Newspaper"/> <input type="text" value="Other Publication"/> <input type="text" value="Website"/>	Date Retrieved <input type="text" value="Date"/> E.g., 09/12/201 <input type="text" value="Time"/> E.g., 03:46:24p	<input type="text" value="0"/>	<input type="button" value="REMOVE"/>

Often used for citations related to research applications where the project has a number of published articles which support the application. Can also be used for development cases or permits where the application has related information on websites or other sources.

Provide any references that support the nomination

Please be sure to note the date that the source was retrieved as well as the reference type.

You can add additional references by clicking "Add another item"



Click NEXT to go to page 3 of the application

SAHRIS

MyDashboard Explore Create Calendar Maps Help

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Related content

If we find content that's related or similar to what you're posting it will be listed here - this will help you to avoid creating duplicate entries!

Step 3 of 4 DEVELOPMENTS (S38) AND HERITAGE CRIME

Only used for heritage crime or developments triggering Section 38 of the NHRA. SKIP this section if your application is for a permit of an identified heritage resource such as a declared site, building older than 60 years, research permit or import/export of an object. For heritage crime please complete only the "Other references" and "Contact Person" fields.

Development Type: Order:

If 'Development' was selected as the Case Type, choose one or more of the development types in this list.

OtherReferences

Department:

Search CaseReference:

You may skip page 3 in its entirety, please scroll to the bottom of the page and click next.

Page 3 is intended for use only for development applications and for the reporting of heritage crime.



	<p>Link any heritage reports that support the case (if applicable).</p> <p>If there are supporting heritage reports already loaded onto SAHRIS please click search to locate them, alternatively if you wish to upload a heritage report the click on “create heritage report”</p>
	<p>Provide clear images of the site or object in question.</p> <p>Click choose file then navigate to the pictures location using the popup box.</p> <p>Once selected click “upload” to upload your images to SAHRIS.</p>
	<p>Attach any additional documents as required (such as an expanded motivation, site layout etc...).</p> <p>Click choose file then navigate to the document using the popup box.</p> <p>Once selected click “upload” to upload your document to SAHRIS.</p>
	<p>Upload any consent letters such as the consent of the property owner.</p> <p>Click choose file then navigate to the document using the popup box.</p> <p>Once selected click “upload” to upload your document to SAHRIS.</p>

<p>Status *</p> <ul style="list-style-type: none"> DRAFT DRAFT SUBMITTED Under Investigation Pending & Under Assessment On Agenda Studies Pending Studies Submitted Pending PP Decision Passed Appeal Lodged Returned to Applicant For Noting Closed (Approved) Closed (Refused) <p>MITTED" only when you have completed all the necessary documentation mitted" is used when requested heritage impact assessments have been y for consideration - typically involved in "S38 Development" applications. will not be processed!</p> <p>4 / 5</p> <p>date.</p>	<p>Change status to SUBMITTED</p> <p>The default status is DRAFT, failure to change to the status of the application will prevent an official from attending to the application.</p>
<p>Status *</p> <p>SUBMITTED</p> <p>Please change "DRAFT" to "SUBMITTED" only when you have completed all the necessary documentation for your application. "Studies submitted" is used when requested heritage impact assessments have been uploaded to SAHRIS and are ready for consideration - typically involved in "S38 Development" applications. Please note cases left in DRAFT will not be processed!</p> <p>SAVE PREVIOUS</p> <p>4 / 4</p>	<p>Click "SAVE" to submit your application.</p> <p>Once saved you will be directed to a case summary page.</p>