



## **GUIDELINES FOR THE PREPARATION OF ECPHRA PERMIT SUB-COMMITTEE SUBMISSIONS**

These guidelines are intended to assist applicants to prepare a submission to the Provincial Heritage Resources Authority of the Eastern Cape Permit Sub-Committee.

It is important to submit sufficient information to clearly describe the property and your proposals. If the Committee does not receive a complete submission, the consideration of your application may be delayed.

Obviously, the information required varies according to the extent of your proposals. If the proposal is very minor, a letter describing the work and photographs of the affected area may be sufficient. The Permit Sub-Committee Application Form, which must be submitted with every application, includes a checklist of the information, which is usually required for different categories of work.

Please read these guidelines carefully before preparing your submission.

### **PLANS**

Plans (numbers 1 – 3 below) must be copies of the original, and must be submitted in duplicate. All of the copies must be coloured in accordance with the instructions below, and signed in ink by the owner and the designer.

Plans should not be smaller than A4 (210 x 297mm) and should preferably not be larger than A0 size (841 x 1189mm).

### **1. SITE PLAN**

The site plan may be drawn at 1:1000, 1:500, 1:200 or 1:100 scale, and the scale must be clearly stated on the plan. The site plan must be drawn in accordance with the approved diagram of the site and must show:

- the North Point
- the location of the property and any structures on it in relation to surrounding roads, buildings and other features
- existing buildings, structures, and pools on the site (uncoloured), proposed work (coloured red) and buildings or portions of buildings which it is proposed to demolish (in dotted lines)
- the erf/property number of the site
- the extent of the declared area (in the case of a protected site)



## **2. FLOOR PLANS, ELEVATIONS AND SECTIONS**

Sufficient plans, sections and elevations must be submitted to clearly show the proposed work. These drawings should be at 1:100, 1:50 or 1:20 scale, and must be fully dimensioned.

Drawings should be coloured as follows:

MATERIALS	COLOUR
all existing	grey
demolition	dotted lines
new masonry	red
new concrete	green
new iron or steel	blue
new wood	brown
other	clearly indicated using colours other than those above

The position of section lines must be indicated on the plan.

The elevations should accurately reflect the affect of the proposal on the structure and the relationship to adjacent buildings.

All new materials, including finishes, must be specified.

## **3. SCALE PLAN OF EXISTING STRUCTURE(S)**

If it is impossible to distinguish the existing layout from the floor plans submitted, a measured floor plan of the structure as it exists is required. It should preferably be at the same scale as the floor plans, for comparative purposes.

## **4. ORIGINAL PLANS**

Include copies of the original/archival plans of the Building(s) or structure(s) where possible.

## **5. PHOTOGRAPHS OF EXISTING STRUCTURE(S) AND SURROUNDINGS**

Sufficient photographs (colour or black and white) must be submitted to clearly illustrate the features of the affected building, which are relevant to the application, and the surroundings. Except in the case of alterations, which do not change the appearance of the building, a general view showing the building in its context should always be included.



Photographs should preferably be mounted on A4 sheets, and be keyed (indicating position and direction of view) to a suitable copy of the plan.

## **6. HISTORICAL REPORT**

A brief history of the occupation of the site and the phases of construction, as well as an assessment of historical significance is necessary when the building or site is of historical importance. If in doubt about the amount of information required, consult ECPHRA's regional office.

## **7. ARCHITECTURAL REPORT**

This should include an analysis of the styles and phases of construction of the building, including alterations and additions to it, a statement of its architectural significance and an assessment of its condition.

## **8. CONTEXT REPORT**

Submit a brief analysis of the contextual relevance of the building within the current fabric of the immediate area. This should include the age, current condition, existing signage, and historical importance of the adjacent buildings. Also list any other items of cultural significance or special interest as defined under Clause 3 and Clause 32(1) of the National Heritage Resources Act of 1999. (Could be incorporated under section 6)

## **9. DOOR AND WINDOW SCHEDULES AND DETAILS**

If doors or windows are to be changed, sufficient information regarding the proposed replacement must be given to enable the Committee to assess their suitability in terms of size, proportion and detail. This may be in the form of manufacturer's information (for stock windows and doors) or joinery details (for specials). If shutters are to be changed or added, this information should be included.

## **10. RESTORATION PLAN & REMEDIAL WORK**

Include details of work to be undertaken to restore/maintain the rest of existing structure. (For example replacing of fireplaces, roof finishes, floorboards, plaster, and picture rails) List remedial



action for broken historical items. (For example fireplaces, stonework and ironmongery) Include general photographs if items. (This section could be more detailed)

### **11. MODE OF PROCEDURE AND ON-SITE SUPERVISION**

Indicate procedure, control and supervision details.

### **12. SIGNAGE**

Submit detailed drawings of all proposed signage (Fixed to building, walls or free standing) for approval. Final sizes and all erection/fixing positions must be included. (Including on building elevations)