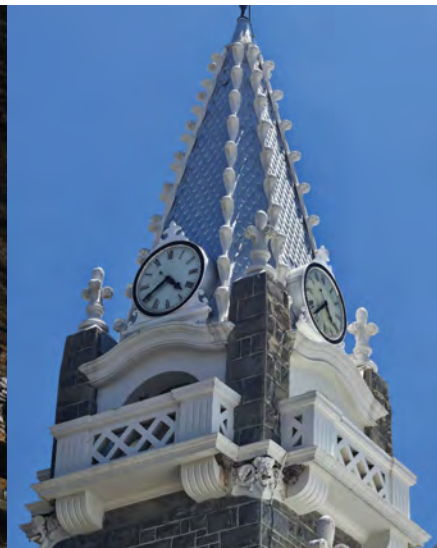




# HERITAGE WESTERN CAPE

## FREQUENTLY ASKED SAHRIS QUESTIONS



Western Cape  
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**FOR YOU**



[www.sahris.org.za](http://www.sahris.org.za)  
[hwc.hwc@westerncape.gov.za](mailto:hwc.hwc@westerncape.gov.za)



## WHAT IS SAHRIS AND WHY IS IT USED?

SAHRIS (South African Heritage Resources Information System, [www.sahris.org.za](http://www.sahris.org.za)) is a national online platform used by heritage authorities to receive, assess, and manage heritage applications and records. It allows for transparent tracking, centralised records, and direct communication between applicants and authorities.

### DID YOU KNOW SAHRIS ISN'T JUST FOR HERITAGE PROFESSIONALS?

Teachers, students, built-environment practitioners and history enthusiasts can all use SAHRIS as a single, publicly accessible gateway to South Africa's heritage.

Once you have registered an account, various features are available to you.

The platform provides access to:

- Heritage sites
- Architectural records of historic buildings and settlement
- Archaeological and palaeontological information
- Historic documents

It also captures cultural landscapes, highlighting the relationship between people, place, architecture and the natural environment over time.



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# MAKING AN APPLICATION?

HERE ARE SOME ANSWERS TO FREQUENTLY ASKED QUESTIONS

## **Do I need to create a SAHRIS account to submit an application?**

Yes. Applicants must register a user account on SAHRIS in order to submit applications.

## **What should I do if I experience technical difficulties on SAHRIS?**

For technical issues related to SAHRIS functionality, users should contact [info@sahra.org.za](mailto:info@sahra.org.za) or [hwc.hwc@westerncape.gov.za](mailto:hwc.hwc@westerncape.gov.za)

## **Can someone submit an application on my behalf?**

Yes. A registered SAHRIS user may submit an application on behalf of a property owner or applicant, provided that Power of Attorney is included within the submission.

## **Is there an application fee?**

<https://www.sahris.org.za/HWC>  
-Fees



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[hwc.hwc@westerncape.gov.za](mailto:hwc.hwc@westerncape.gov.za)

**What documents must  
be uploaded with my  
application?**

<https://sahris.org.za/HWC-NID-Checklist>

**How do I know if my  
application has been  
successfully submitted?**

Once submitted, the application will appear under your SAHRIS dashboard with a unique reference number called a CaseID and status of "Submitted". You will also receive system notifications via your SAHRIS Dashboard.

**What file formats are  
accepted on SAHRIS?**

SAHRIS accepts  
PDF format.

**How do I track the  
progress of my  
application?**

You can track the status of your application at any time by logging into SAHRIS and viewing your dashboard.



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### **Will I be notified if additional information is required?**

Yes. If further information is required, you will receive system notifications via your SAHRIS Dashboard. All additional information is to be submitted via the “Add Additional Submission” tab on the Case Landing Page.

### **Why is it important to provide comprehensive heritage information and documentation in my submission?**

HWC requires a comprehensive overview of the heritage sensitivities of the site and potential impacts thereon to decide whether a Heritage Impact Assessment is required. To avoid the procedural delays and unaccounted for costs of the Heritage Impact Assessment process, proper consideration of heritage resources is required at NID stage and is the responsibility of the applicant.

### **Where do I find the outcome of my application?**

All application outcomes are available on the Case Landing Page.



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# CHECKLIST FOR SUBMITTING A SECTION 38 NOTIFICATION OF INTENT TO DEVELOP APPLICATION VIA SAHRIS

## STEP 1: APPLICATION START

1

- ☐ Applicant Role:  
If you are not the registered landowner the following documentation must be submitted
  - Landowner Consent;
  - Power of Attorney; and
  - If the registered landowner is a company or a trust, a Company/Trust Resolution.

## STEP 2: DETAILS OF PROPOSED DEVELOPMENT

2

- ☐ Detailed description of the proposed development.
- ☐ Estimated construction cost of the development in South African Rands (ZAR).

## STEP 3: SITE DETAILS

3

- ☐ Current zoning and land use of the property and predominant land use of the surrounding properties.
- ☐ A .kml file depicting the site of the proposal.
- ☐ Approximate development footprint (in square meters or hectares).

## STEP 4: HISTORICAL OVERVIEW

4

- ☐ A historical overview of the site and its context.

## STEP 5: IDENTIFICATION OF HERITAGE RESOURCES AND POTENTIAL IMPACTS

5

- ☐ A summary of the anticipated impacts of the proposed development on heritage resources.

## STEP 6: SUPPORTING DOCUMENTATION

6

- ☐ A title deed or deed search.
- ☐ An SG Diagram or compilation document.
- ☐ Annotated photographs of the wider context of the site, the site itself, and any structures or features on the site.
- ☐ A site development plan (SDP) where applicable.
- ☐ Proof of payment with the correct payment amount and correct reference as per the HWC fee schedule and payment reference convention linked here: <https://www.sahris.org.za/node/358450>



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April 2026



# HERITAGE WESTERN CAPE

## APPLICATIONS SUBMITTED TO HWC ARE SUBJECT TO THE FOLLOWING:

- 1. A PROCESSING FEE** paid to the following account as per the fee schedule below:

|                 |                       |
|-----------------|-----------------------|
| Account Name:   | Heritage Western Cape |
| Bank:           | Nedbank               |
| Account Number: | 1452 048 924          |
| Branch Code:    | 14 52 09              |

- 2. THE SUBMISSION OF A PROOF OF PAYMENT** with the correct beneficiary reference as per the following convention:

"Erf/Farm Number, Jurisdiction"  
For example: "Erf 12345, Cape Town" or "Farm 12345, George"  
For applications involving multiple erven/ farms, please list the first numerical erf/farm in the payment reference.

- 3. PLEASE NOTE** once an application is submitted on SAHRIS, the prescribed fee is not refundable regardless of whether the application is subsequently refused or withdrawn.

| HWC FEE SCHEDULE        |                                                          |                       |
|-------------------------|----------------------------------------------------------|-----------------------|
| Section of the NHRA     | Application Description                                  | Application Fee (ZAR) |
| Sections 27, 29, 31, 34 | Application for a permit                                 | 1 000                 |
| Section 35              | Application for a permit                                 | 1 000                 |
| Section 36              | Application for a permit                                 | 1 000                 |
| Section 38 NID          | Submission of a Notification of Intent to Develop        | 1 500                 |
| Section 38 HIA          | Submission of a Heritage Impact Assessment               | 2 500                 |
| Section 51              | Penalty fee for the regularisation of unauthorised work  | 5 000                 |
| Section 49              | Application to appeal a record of decision issued by HWC | 1 000                 |
| Section 47              | Submission of a Conservation Management Plan             | 2 500                 |

April 2026

[www.westerncape.gov.za/cas](http://www.westerncape.gov.za/cas)

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