



Ratepayers' & Residents'  
ASSOCIATION

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**Heritage Western Cape** (HWC) is the authority for any building work or demolitions - partial or total - of properties, including in the City Bowl (Wards 77 and 115) which are older than 60 years, or that have other heritage value.

All conservation applications are referred to CIBRA's Conservation Advisory Panel of professionals for **review and comment**.

Our panel comprises of unpaid **volunteers** who can meet only once a month. This takes place on the 1st Monday of each month unless it is a Public Holiday, in which case it is usually the following Monday. (Note: No meetings in January.)

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## **GUIDELINE to SUBMISSION to CIBRA's Conservation Panel:**

### **SUBMISSION PROCESS:**

- ❖ Please **complete the submission Form** (Block A) and attend to all items on the checklist (Block B) in **pdf** format.
- ❖ The **completed Submission Form** and **all applicable documents, plans, drawings, photos etc.** must be **e-mailed** by **no later** than the Friday morning before the meeting to: [panel@cibra.co.za](mailto:panel@cibra.co.za)
  - **Late applications** will be postponed to the *following month* as the panel needs enough time to prepare.
- ❖ Ensure that the **SUBJECT LINE** of your e-mail contains the word "**PANEL APPLICATION**", **street address** and the **erf number** of the property which is the subject of the application.
- ❖ Thereafter please keep the same **SUBJECT LINE** throughout the process in any correspondence with CIBRA.
  - Failing this, accept that it may delay our answering any query.
- ❖ Following the monthly meeting, the panel will complete, for each application discussed, a **COMMENT FORM**.
- ❖ Once the **COMMENT FORM** are ready, there are 2 scenarios:
  - **NOT SUPPORTED**: CIBRA will send an e-mail to the applicants with the **COMMENT FORM** attached, explaining the reason for the objection.
  - **SUPPORTED**: CIBRA will send an e-mail to the applicants with the **COMMENT FORM** and the digitally stamped plans attached. This application can be brought forward to HWC for further assessment.
- ❖ Kindly note that a copy of *every* **COMMENT FORM** will be forwarded to HWC for their records.
- ❖ Kindly note that it can take up to **7 days** for *supported* digital plans to be returned. Not supported applications should receive the **COMMENT FORM** within a working week after the meeting.
- ❖ The panel may wish occasionally to meet with the applicant for discussion of the project; in such cases the applicant will be notified and be invited to attend the next monthly meeting unless another date is feasible for both the panel and the applicant.

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### **Further notes:**

**No** applications will be discussed telephonically - this is a consensus process via a panel.

**No** demolition application will be considered without entire item #9 in the Submission Form being documented and forwarded to CIBRA.

**No** plans for building *work in progress* or *completed* will be commented on.

**No** single e-mail to exceed ±12MB; send attachments into two or more e-mails if necessary.