**APPLICATION TO REGISTER A REPOSITORY FOR
MATERIAL COLLECTED IN TERMS OF:**
**Section 27(18) / Section 35(4) / Section 38(4), (8), (10)**

**IN ORDER FOR THE APPLICATION TO BE CONSIDERED, ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED**

**HERITAGE WESTERN CAPE REFERENCE NO., AS PROVIDED DURING SCRUTINY:**

**SECTION A**

**DETAILS OF APPLICANT AND INSTITUTION –** Head of institution / Chairperson of relevant board

Name of Institution:

Name of Head of Institution:

Address and postal code:

Cellular phone number:

E-mail:

Declaration: I, am fully aware of this application and accept its contents and declare that I intend to undertake the actions as proposed in this application.

Signature: Date:

**COLLECTIONS MANAGER OF INSTITUTION**

Name and Surname:

Cellular phone number:

E-mail:

Declaration: I, am fully aware of this application and accept its contents and declare that I intend to undertake the actions as proposed in this application.

Signature: Date:

**SECTION B**

**DESCRIPTION OF PROPOSED REPOSITORY**

Municipality / Region of Interest:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Researchers |  | Students |
|  | Academics |  | Member of the public |
|  | Heritage Authorities  |  | Authorised officials  |

**WILL THE MATERIAL BE DISPLAYED FOR PUBLIC VIEWING? (YES/NO) IF SO, PROVIDE DETAILS**

**TYPE OF MATERIAL TO BE HOUSED AT THE REPOSITORY**

**STAFFING DETAILS –** Number of staff and the roles of each (proposed) staff member for the management of collections:

**DESCRIPTIONS OF STORAGE –** Status of where the material will be stored in the specific building and/or room, i.e., the types of shelving, climatic conditions, and other associated information.

**REGISTERED BODY ASSOCIATED WITH INSTITUTION OR REPOSITORY:**

**PLEASE NOTE**

Applications are considered to be public documents and are open to public scrutiny. Should you wish for your application to be kept confidential, please motivate your request on a separate sheet attached to your application form.

For applications that are granted confidentiality, this confidentiality will be limited to one year (12 months).