

National Heritage Council of Namibia

52 Robert Mugabe Avenue
Private Bag 12043, Ausspannplatz
Windhoek - Namibia

Tel: (061) 244 375
Fax: (061) 246 872
Email: nmc@iway.na



APPLICATION FOR PERMIT FOR WORKS AND ACTIVITIES

In terms of Section 48(1) of the National Heritage Act (Act 27 of 2004)

CONDITIONS & INSTRUCTIONS

1. This application is subject to a fee of N\$150,00
 2. The receipt issued serves as a reference when making enquiries.
 3. Allow for processing time of at least 7days.
 4. Foreign film crews must submit an accreditation permit from Ministry of Information & Broadcasting
 5. Works and construction type activities will be subject to an EIA requirement at applicant's expenses
 6. Instructions for Completion:
Section A – All Applicants
Section B – ONLY Applications for research, export & transportation of materials
Section C – ONLY Applications for works, leisure and other activities
Section D – All Applicants – relevant sections only
-

A. APPLICANT DETAILS

1. Name and address of applicant

1.1 Full Name and Designation of the Head of Responsible Organisation

1.2 Full Name & Details of Researcher, Contractor, Person in Charge of the Proposed Works /Activities

2. Academic qualifications, skills & competencies of person in charge mentioned under 1.2 above. Include current occupation where relevant.

3. Previous permits issued in Namibia

4. Period for which permit is required: From
to

5. Date by which permit is required

B. RESEARCH, EXPORT & TRANSPORTATION

6. Indicate whether this is an Application for:

Temporary Export Permanent Export Local Transportation

7. Name & address of Namibian institutions presently housing the material

6. Name & Address of local/foreign institution to which the material will be exported.

7. Description of material to be exported/transported. Indicate number of items & accession numbers given by the Namibian institutional from which their are on loan.

8. Description of the site (cave, rock shelter, grave, structure, midden, open surface site etc or Geological formation from which material originates.

9. Geographic Location (farm, village, settlement, town, region, magisterial district, constituency, GPS coordinates) of material.

10. Reason for transportation of materials (identification, exhibition etc)

C: WORKS, LEISURE & OTHER ACTIVITIES

11. Geographic Location & Address (farm, village, settlement, town, region, magisterial district, constituency, GPS coordinates) of the site, protected object or place where works or activities are proposed.

12. Detail description of the nature of works, activities for which permit is applied for (e.g. excavation, construction, filming etc) (*Attach additional and supporting information is the space on the form is not enough.*)

D: UNDERTAKINGS BY APPLICANTS

Hereby undertake to strictly observe the terms and conditions under which the National Heritage Council may issue the permit.

Signature
Date

Signature
Date

13. I _____ the Head of _____
_____, Institution where material to be
exported/transported is currently housed, do hereby state that I support / do not support the
application.

Signature _____ Date _____

14. I _____ the Head of _____
_____, Institution to which material will be
exported hereby undertake that the material will be returned to Namibia during the period
indicated in point 4 above.

Signature _____ Date _____