



Form A

Application for a general archaeological authority *Including for an archaeological site where the effect will be no more than minor*

This form is for an application for a general authority, including for those cases where the effect on the archaeological site will be no more than minor. Complete this form if you wish to undertake an activity that may:

- modify or destroy an archaeological site. This applies to all archaeological sites, including those not yet identified
- OR**
- have an effect on an archaeological site that's no more than minor and where the site is recorded in the national inventory of archaeological sites (see accompanying Guide A for further information).

Stage 1: Pre-application

We recommend that you talk with us prior to submitting this form to ensure a smooth process (see Guide A for contact details). We also suggest that during consultation with tangata whenua or Moriori (Chatham Islands) if required, tikanga maori protocols are established.

Stage 2: Filling out the form

Guide A has been created to help with the filling out of this form. A checklist can also be found at the back of this form, detailing all information to be provided.

- Download the form and save it to your computer before filling it out to avoid losing information from the form.
- Referring to other documents in place of providing an answer may cause delays in (or may even prevent) the processing of your application.
- As this is a legal document please make sure all sections have been signed. This will sometimes involve the applicant signing more than once.
- Electronic applications must be legible, and maps and plans provided in colour at a minimum of 400 dpi as appropriate. We prefer that applications are completed as searchable pdfs with digital signatures.

Stage 3: Submitting the form

We can receive your application either in electronic (preferred) or hard copy format. For hard copies, post your application to the relevant office. For electronic copies, if they're less than 10MB email them to the relevant office, and for files over 10MB a large file transfer server can be found on our website at www.archaeology.nz. Contact details for all offices can be found in Guide A.

Stage 4: What happens next?

We'll let you know whether your application has been accepted within five working days from receipt at the relevant office.

Additional information

- Please direct any enquiries to the relevant office.
- There's **no fee** to process your authority application.
- Once a decision is made, a 15 working day appeal period begins (plus three working days to allow receipt by all parties if sent by post), during which work cannot start. We're legally unable to waive the appeal period.
- Note that if you're applying for an authority where the effect on the recorded archaeological site will be no more than minor, you don't need to fill in sections 3 and 4.
- This application is a legal document and is subject to the Official Information Act 1992.

Date received

Application no

Date accepted/
returned

Form A

Application for a general archaeological authority

Including for an archaeological site where the effect will be no more than minor

SECTION 1: APPLICATION DETAILS

1.1. Applicant's contact details

The authority will be issued in this name:

Applicant:

Attn

Address

Daytime phone

Mobile

Postcode

Email

Note: decisions will be emailed.

1.2. Other contact details

First point of contact for communication during the application process:

Applicant: Other (provide details below):

Name

Address

Daytime phone

Mobile

Postcode

Email

Note: decisions will be emailed.

1.3. Location details

Address/location of the site to be affected

Legal description (e.g. Lot, DP numbers). List here
or provide as a separate document

Local authority for land affected
(e.g. Dunedin City Council)

1.4. Details of archaeological site to be affected

Are there identified archaeological sites to be affected by the proposed activity? Yes No

A New Zealand Archaeological Association site record form must be included where identified sites are involved.

Provide details below

NZAA archaeological site number

Archaeological site name (if known)

Archaeological site type

1.5. Does the land lie within a

Statutory acknowledgement area? Yes No

Customary marine title? Yes No

If yes, please attach details.

1.6. Have any authorities been granted for this location in the past?

Yes No

If yes, please list authority numbers (feel free to contact the relevant office for help with this)

1.7. Description of proposed activity

Please provide a full description of the proposed activity, including a statement of what you are trying to achieve for your project. Attach final plans, drawings, engineering specifications and/or photographs that relate. Note that plans need to show the activity in relation to the location and extent (if known) of the archaeological site to be affected.

1.8. Heritage New Zealand encourages avoiding or protecting the archaeological site as a first option.

State the ways in which you have explored options for avoiding or protecting the archaeological site. If avoidance is not possible, explain why this is the case and how the impacts will be offset. Include the archaeological site numbers of any sites to be avoided or protected.

1.9. Do any of the following relate to this area? If yes, provide details below

- NZ Heritage List/Rarangi Korero entry (previously the NZ Historic Places Trust Register)
- Covenant or Heritage Order
- Scheduled on district plan
- Reserve status
- Other (*please state below*)

1.10. If you have engaged a person to undertake the archaeological work, fill in Form E included later in this form.

SECTION 2: CONSULTATION

2.1. Have you consulted with the following parties?

Tangata whenua or Moriori (Chatham Islands) Yes No

Land owner Yes No

Any other person likely to be affected Yes No N/A

If you have selected no to any of these, provide an explanation below

2.2. Consultation with tangata whenua or Moriori (Chatham Islands).

Provide details of the consultation undertaken and views expressed for archaeological sites that are of interest to Maori or Moriori (Chatham Islands).

Contact details

Iwi/Hapu

Contact name

Address

Daytime phone

Mobile

Postcode

Email

Provide details of the consultation with tangata whenua or Moriori (Chatham Islands) and the views expressed. This information can be provided below, or attached as separate documents to this application.

2.3. Consultation with land owner (if not the applicant)

Contact details

Contact name	<input type="text"/>	
Address	<input type="text"/>	Daytime phone <input type="text"/>
		Mobile <input type="text"/>
		Postcode <input type="text"/>
Email	<input type="text"/>	

Provide details of the consultation undertaken and the views expressed. Also indicate the extent to which the protection of the archaeological site prevents or restricts the reasonable future use of the land affected. This information can be provided below, or attached as separate documents to this application.

2.4. Consultation with any other person likely to be affected (where relevant)

Contact details

Contact name	<input type="text"/>	
Address	<input type="text"/>	Daytime phone <input type="text"/>
		Mobile <input type="text"/>
		Postcode <input type="text"/>
Email	<input type="text"/>	

Provide details of the consultation undertaken and the views expressed. This information can be provided below or attached as separate documents to this application.

IF THIS IS AN APPLICATION FOR AN ACTIVITY WHICH WILL HAVE NO MORE THAN A MINOR EFFECT ON A RECORDED ARCHAEOLOGICAL SITE, SKIP THE NEXT TWO SECTIONS AND COMPLETE THE REST OF THE FORM FROM SECTION 5.

SECTION 3: ACCOMPANYING INFORMATION

- 3.1. Are there any historic heritage values (other than archaeological) affected by the proposed activity? (See Guide A for examples of other values to consider.)**

Yes No

If yes, your archaeological assessment report must include a discussion of the effect on these values (see B.8)

- 3.2. An archaeological assessment report must accompany this application. This assessment should be appropriate to the scale and significance of the proposed activity and the proposed modification or destruction of the archaeological site affected and can include information prepared for an associated resource consent.**
- 3.3. A research strategy must accompany this application if the archaeological assessment report recommends an investigation (s52(2) of the Heritage New Zealand Pouhere Taonga Act 2014).**
- 3.4. A site instruction or management plan may need to accompany this application if the proposed activity is complex and/or involves several different parties to carry out the work and/or covers a large area and/or is for the demolition of a pre-1900 building.**

SECTION 4: MAORI OR MORIORI (CHATHAM ISLANDS) VALUES

If archaeological sites of relevance to Maori or Moriori (Chatham Islands) are to be affected by the proposed activity, an assessment of the Maori or Moriori (Chatham Islands) values of the archaeological site and the effect of the proposed activity on those values must be provided. This may take the form of a Maori or Moriori (Chatham Islands) values statement or assessment provided by Maori or Moriori (Chatham Islands). This assessment should be appropriate to the scale and significance of the proposed activity and the proposed modification or destruction of the archaeological site affected and can include information prepared for an associated resource consent if it addresses Maori or Moriori (Chatham Islands) cultural values.

This information can be provided below, or attached as separate documents to the application form.

SECTION 5: CONSENT OF LAND OWNER

Obtaining consent of all land owners is a legal requirement. All consents must be obtained prior to the commencement of any activity covered by this application.

I (*please print name*) acknowledge:

- 1) that I have read and understood the description of proposed activity included in this application and I acknowledge and accept any implications the activity may have on me and my land
- 2) that I have been consulted regarding the proposed activity and give my consent to the activity being carried out
- 3) that I have read and understood the information on legal responsibilities concerning archaeological material provided in Guide A.

Signature of land owner
(or authorised agent)

Date

SECTION 6: APPLICANT'S DECLARATION

I (*please print name*) acknowledge:

- 1) that all the information provided with this application is true and correct to the best of my knowledge
- 2) that I have read and understood the description of proposed activity included in this application and I will inform Heritage New Zealand Pouhere Taonga about any changes to the proposed activity while the application is being considered
- 3) I accept responsibility for compliance with all the conditions of the authority resulting from this application and any monetary cost this will entail, including the cost of any analysis of the archaeological material recovered and the preparation of the report.

Please tick this box if the archaeological work associated with the proposed activity is likely to exceed \$100,000.

Signature
of applicant:

Date:

Form E

Application for approval (or change) of a person to undertake an activity under the authority

SECTION 1: DETAILS OF NOMINATED PERSON

Name

Email Daytime phone

Mobile

Authority number
(if authority granted)

Note: decisions will be emailed.

SECTION 2: DECLARATION OF NOMINATED PERSON

I (please print name) acknowledge:

- 1) that I agree to conform to accepted archaeological practice in undertaking the archaeological work required by the conditions of any authority granted as a result of this application
- 2) that I meet the criteria required to be an approved person to undertake an activity under the authority under section 45(2)(a) of the Heritage New Zealand Pouhere Taonga Act 2014
- 3) and, for a site of interest to Maori or Moriori (Chatham Islands):
 - a. that I can provide evidence of my skill and competency in relation to recognising and respecting Maori or Moriori (Chatham Islands) values; and
 - b. that I can provide evidence of cultural support from Maori or Moriori (Chatham Islands) for the work that will be undertaken for this authority.

Signature of
nominated person

Date

SECTION 3: APPLICANT'S DECLARATION

I (please print name) acknowledge:

- 1) that all the information provided with this application is true to the best of my knowledge
- 2) that I have ensured all information relevant to the proposed activity has been made available to the nominated person.

Signature of
applicant

Date

CHECKLIST

Your application cannot be considered until each section is completed and the application is signed and dated.

Your authority application should include:

- all information requested for each section
- application details: location plan (**Section 1.3**), NZAA site record form if required (**Section 1.4**), details of statutory acknowledgement area or customary marine title (**Section 1.5**) and final plans, drawings etc. (**Section 1.7**)
- names and contact information, and details of consultation undertaken for: tangata whenua or Moriori (Chatham Islands) if required (**Section 2.2**), land owner (**section 2.3**), and any other person likely to be affected if relevant (**section 2.4**)
- Form E completed and signed
- signatures provided for Sections **5, 6 and if required, Form E.**

If you have completed sections 3 and 4 you also need to include:

- archaeological assessment report (**Section 3.2**)
- if required, a research strategy (**Section 3.3**)
- if required, a site instruction or management plan (**Section 3.4**)
- if required, an assessment of Maori (or Moriori) values (**Section 4**).