



## Form B

# Application for an exploratory archaeological authority

This form is for an application for an authority to carry out an exploratory investigation. An exploratory investigation could be utilised to establish the presence or absence of an archaeological site, or to carry out limited investigation of a known archaeological site to determine its boundaries or nature.

### Stage 1: Pre-application

We recommend that you talk with us prior to submitting this form to ensure a smooth process (see Guide B 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 B 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.

### 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](http://www.archaeology.nz). Contact details for all offices can be found in Guide B.

- Electronic applications should be legible, and maps and plans provided in colour at a minimum of 400 dpi.
- The email addresses are for applications only. For general correspondence use the email addresses provided in Guide B.
- 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 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.
- This application is a legal document and is subject to the Official Information Act 1992.

Date received

Application no

Date accepted/  
returned

## Form B

# Application for an exploratory archaeological authority

### 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 (tick any that apply)**

- Determine the presence/absence of an archaeological site
- Determine the extent of an archaeological site
- Determine the nature of an archaeological site
- Other (please state below)

**1.8.** Please provide a full description (including the nature and purpose) of the investigation. 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.

Please tick this box to confirm that the site or locality will be returned as nearly as possible to its original state once investigations are complete (as required under section 56(6)(b) of the Act), unless otherwise agreed with the owner/occupier.

**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?

Land owner  Yes  No

Any other person likely to be affected, including tangata whenua or Moriori (Chatham Islands)  Yes  No  N/A

### 2.2. 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 site. This information can be provided below, or attached as separate documents to this application.

### 2.3. Consultation with any other person likely to be affected, where relevant, including tangata whenua or Moriori (Chatham Islands)

#### Contact details

Iwi/Hapu	<input type="text"/>	
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.

### SECTION 3: CONSENT OF LAND OWNER / OCCUPIER

Obtaining consent of all land owners is a legal requirement. All consents must be obtained prior to any activity covered by this application commencing. Consent from the occupier must also be obtained when the occupier is different from the land owner.

I (please print name):  as land owner acknowledge:

I (please print name):  as occupier 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 B.

Signature of land owner  
(or authorised agent):

Date:

Signature of occupier  
(or authorised agent):

Date:

### SECTION 4: 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

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Name

Email  Daytime phone

Mobile

Authority number  
(if authority granted)

**Note: decisions will be emailed.**

### SECTION 2: DECLARATION OF NOMINATED PERSON

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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

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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

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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**), details of statutory acknowledgement area or customary marine title if relevant (**Section 1.5**) and final plans, drawings etc. (**Section 1.8**)
- names and contact information, and details of consultation undertaken for: land owner (**Section 2.2**) and any other person likely to be affected, where relevant, including tangata whenua or Moriori (Chatham Islands) (**Section 2.3**)
- Form E completed and signed
- signatures provided for Sections **3, 4 and if required, Form E.**