



Form C

Application for a scientific archaeological authority

This form is for an application for an authority to carry out a scientific investigation of an archaeological site. For example, an excavation carried out by a University for research purposes. This type of authority does not apply to land-use activities. Please note that Maori or Moriori (Chatham Islands) consent is mandatory for this type of authority for archaeological sites that are of interest to Maori or Moriori (Chatham Islands).

Stage 1: Pre-application

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

Stage 2: Filling out the form

Guide C 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 in electronic (preferred) or hard copy format. For hard copies, please post to Heritage New Zealand Pouhere Taonga, Antrim House, PO Box 2629, Wellington 6140. For electronic copies, email to SnrArchaeologist@heritage.org.nz. Emails have a 10MB size limit.

- 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 Guides A and 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 by the Senior Archaeologist.

Additional information

- 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 C

Application for a scientific 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 investigated

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

Local authority for site investigated
(e.g. Dunedin City Council)

1.4. Details of archaeological site to be investigated

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 archaeological site in the past?

Yes No

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

1.7. Please provide a full description (including the nature and purpose) of the investigation. Plans, drawings, and/or photographs must accompany the application. Note that plans need to show the investigation area in relation to the location and extent (if known) of the archaeological site to be investigated.

1.8. 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)*

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

1.10. Are there any historic heritage values (other than archaeological) affected by the proposed investigation? (See Guide C for examples of other values to consider).

- Yes No

If yes, your archaeologist must include a discussion of the effect on these values in the archaeological assessment report (see 1.10)

1.11. An archaeological assessment report must accompany this application. This report must include the relevant New Zealand Archaeological Association site record forms

1.12. A research strategy must accompany this application

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)

Consultation with tangata whenua or Moriori (Chatham Islands) is compulsory 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

Address Daytime phone

Mobile

Postcode

Email

Provide details of the consultation undertaken and the views expressed. If applicable, 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

Address Daytime phone

Mobile

Postcode

Email

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

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

I (please print name) acknowledge:

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

Signature of land owner (or authorised agent) Date

SECTION 4: CONSENT OF IWI OR HAPU, OR MORIORI (CHATHAM ISLANDS)

Please note that consent is legally required for archaeological sites that are of interest to Maori or Moriori (Chatham Islands).

I (please print name) of iwi or hapu
I (please print name) of iwi or hapu
I (please print name) of iwi or hapu

acknowledge:

- 1) that I am authorised to sign on behalf of the relevant iwi or hapu, or Moriori (Chatham Islands)
- 2) that I have read and understood the description of the proposed investigation included in this application and I acknowledge and accept any implications the investigation may have on the land in question and on any values inherent in this land
- 3) that I give my consent to the activity being carried out, on behalf of iwi or Hapu, or Moriori (Chatham Islands).

Signature of iwi or hapu or Moriori (Chatham Islands) representatives Date

Signature of iwi or hapu or Moriori (Chatham Islands) representatives Date

Signature of iwi or hapu or Moriori (Chatham Islands) representatives Date

If the parties above (previous page) are different to the parties provided in **Section 2.2**, please provide their contact details below:

Contact details

Contact name

Address Daytime phone

Mobile

Postcode

Email

SECTION 5: 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 investigation included in this application and I will inform Heritage New Zealand Pouhere Taonga about any changes to the proposed investigation 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 investigation 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**), details of statutory acknowledgement area or customary marine title if relevant (**Section 1.5**) and final plans, drawings etc. (**Section 1.7**)
- archaeological assessment report which includes New Zealand Archaeological Association site record forms (**Section 1.11**)
- a research strategy (**Section 1.12**)
- names and contact information, and details of consultation undertaken for: tangata whenua or Moriori (Chatham Islands) if relevant (**Section 2.2**), land owner (**Section 2.3**), and any other person likely to be affected if relevant (**Section 2.4**)
- if required, Form E completed and signed
- signatures provided for Sections **3, 4, 5 and if required Form E.**