



HERITAGE NEW ZEALAND  
POUHERE TAONGA

## Application for an Emergency Authority

This form is for use following a national or local emergency declared under the Civil Defence Emergency Management Act 2002, or following notification of a transitory period.

An archaeological site is defined in the Heritage New Zealand Pouhere Taonga Act 2014 as any place associated with pre-1900 human activity, including shipwrecks, buildings and structures, where there is evidence relating to the history of New Zealand that can be investigated using archaeological methods.

If you wish to demolish a pre-1900 building or modify a pre-1900 structure that was damaged in the emergency, remove any foundations in areas where there may be evidence of pre-1900 occupation, redevelop sites that have been affected, or undertake earthworks to repair damaged infrastructure such as roading, water or sewerage, that may modify or destroy an archaeological site, you must obtain an authority from Heritage New Zealand before you begin.

Please contact Heritage New Zealand in the first instance in order to:

1. Discuss your proposal, and
2. Confirm whether an archaeological assessment will need to be obtained as part of the application.

Please complete the following application form in full. To ensure faster processing, submit this form plus any accompanying pages in electronic format. Electronic applications must be legible, and maps and plans provided in colour at a minimum of 400dpi. Emailed applications must be no larger than 10MB.

Please email it to the relevant office (see back page for contact details).

You will be informed in writing about Heritage New Zealand's decision within five (5) days of receipt if the application relates to a site of interest to Maori and within three (3) days in all other cases.

Please note that once an authority is issued, it is subject to a 14-day appeal period during which time the authority cannot be exercised.

This application is a legal document and is subject to the Official Information Act 1992.

It is an offence to undertake any work that modifies or destroys an archaeological site without a written authority from Heritage New Zealand.

### Charges

No application fees apply for an emergency authority application. The applicant is responsible for any costs associated with meeting any condition on an authority once it is granted.

## SECTION 1: EMERGENCY AUTHORITY APPLICATION DETAILS

### 1.1 Contact details

Applicant (the authority will be issued in this name):

Name:

Address:  Daytime phone:

Mobile:

Postcode:

Email:

Contact person (*if not the applicant*):

Name:

Address:  Daytime phone:

Mobile:

Postcode:

Email:

Decisions will be emailed.

### 1.2. Location details:

Address/location of the land to be affected

Legal description (e.g. Lot, DP numbers) and location plan

Local Authority for land affected (e.g. Kaikoura District Council)

Does the land lie within a statutory acknowledgement area or a customary marine title?

Do any of the following apply to the land under application: NZ Heritage List entry, covenant or heritage order, district plan schedule, reserve status, other. Provide details

**1.3. Site details (where relevant):**

NZ Archaeological Association Site  
Record Number(s)

Site name  
(if known)

Site type

Will the activity affect whole or part of the archaeological site?

Please state why it is not possible to protect or avoid the  
archaeological site

**1.4. Description of works:**

Provide a full description of the proposed activity, including a statement on what you are trying to achieve. If there are any final plans, drawings, engineering specifications and/or photographs that relate, please attach. Note that plans need to show the activities in relation to the archaeological site to be affected.

**1.5. Project timelines:**

**1.6. Archaeological assessment**

You will need to engage an archaeologist if an archaeological assessment is required (contact the Regional Archaeologist to find out whether this is the case). For a list of consulting archaeologists, visit the NZ Archaeological Association's website at [www.nzarchaeology.org](http://www.nzarchaeology.org).

Please note that any archaeological work required as a condition of an authority must be undertaken by an archaeologist who has been approved by Heritage New Zealand under section 45 of the Act, and not all consultants may have the skills needed for your project. Complete Form E included near the back of this form to apply for approval of your archaeologist.

If required, the archaeological assessment should contain NZAA Site Record Form(s), maps marking positions of archaeological sites and aerial photographs if available; and a description of the site including any previous modifications, an assessment of archaeological values and the effects of the proposed work on those values.

### **1.7. Archaeological investigation**

If an investigation pursuant to section 63 is recommended by the archaeologist, a research strategy may be required. The Regional Archaeologist will advise on this.

### **1.8. Assessment of Maori values**

If sites of interest to Maori are (or might be) affected, you must provide an assessment of Maori values of the archaeological site and the effect of the proposed activity on those values. This may take the form of a Maori values statement or assessment provided by Maori, detailed relative to the scale of sites affected. Note that Heritage New Zealand requires information about the effects on the Maori values of the specific archaeological site, rather than about the general activity.

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

Please contact Heritage New Zealand if you require assistance with this.

## SECTION 2: CONSULTATION

### 2.1. Consultation with tangata whenua

Note: this is compulsory for archaeological sites that are of interest to Maori.

Contact Details:

Iwi/Hapu:

Contact name:

Address:

Daytime phone:

Mobile:

Postcode:

Email:

Consultation is the responsibility of the applicant and must be carried out with an individual or group who is mandated to speak for tangata whenua. Your regional or local Council can provide contact information. Consultation should be undertaken with Maori who have or have had a connection with the land where the archaeological site is located.

Provide details of the consultation undertaken and the views expressed.

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

Please contact Heritage New Zealand if you require assistance with Maori consultation.

## 2.2. Consultation with landowner (if not the applicant)

Note: if it is not possible to obtain landowner consent in the time available, the authority can still be processed and exercised once the appeal period has passed.

### Contact Details:

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

Provide details on the consultation undertaken and the views expressed. 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 the application form when submitted.

I (please print name):

acknowledge 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. That I have been consulted regarding the proposed activity and give my consent to the activity being carried out. That I have read and understood the following information on legal responsibilities concerning archaeological material:

- Archaeological material includes any material removed from an archaeological site. This can mean artefacts, faunal material, botanical material and environmental material.
- The conditions provided in an archaeological authority may require that analysis be undertaken on any archaeological material found. Once analysis is completed the long-term management and final repository of the material must be considered.
- When considering ownership, archaeological material can be classed as either one of two categories:
  - Taonga tuturu:
    - Owned by the Crown
    - the Ministry for Culture and Heritage classes any artefact removed from an archaeological site that (a) relates to Maori culture, history, or society, (b) was or appears to have been manufactured or modified in New Zealand by Maori, or brought into New Zealand by Maori, or used by Maori, and (c) is more than 50 years old, as taonga tuturu. For further information please visit the Ministry's website at <http://www.mch.govt.nz/nz-identity-heritage/protected-objects>.
  - Not taonga tuturu:
    - Owned by the current land owner
    - This includes any artefacts that don't meet the definition of taonga tuturu, plus faunal material, botanical material and environmental material.

Signature  
of landowner:

Date:

**SECTION 3: APPLICANT'S DECLARATION**

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I (please print name)

acknowledge that all the information provided with this application is true and correct to the best of my knowledge. That I have read and understood the description of proposed activity included in the application and I will inform Heritage New Zealand Pouhere Taonga about any changes to the proposed activity while the application is being considered. I accept responsibility for compliance with all 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.

Signature of applicant  
(or authorised agent):

Date:

If you are signing on  
behalf of the applicant,  
please specify your  
relationship:



## Form E

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

### SECTION 1: ARCHAEOLOGIST'S DETAILS

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Name:

Email:  Daytime phone:

Mobile:

Authority number:  
(if authority granted)

**Decisions will be emailed.**

### SECTION 2: ARCHAEOLOGIST'S DECLARATION

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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 of the Heritage New Zealand Pouhere Taonga Act 2014.

Signature of  
Archaeologist:

Date:

### SECTION 2: 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 will be made available to the specified archaeologist.

Signature of  
applicant:

Date:

If you are signing on  
behalf of the applicant,  
please specify your  
relationship:

## CHECKLIST

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

- Description of activity (including plans, drawings, photographs etc of proposed work and area of activity as appropriate) **(section 1.4.)**
- Archaeological assessment if required (including NZAA Site Record Form(s) where appropriate) **(section 1.6.)**
- Research strategy if required **(section 1.7.)**
- Evidence of Maori consultation and assessment of Maori values if required **(section 1.8. and 2.1.)**
- Evidence of consultation with land owner (if not the applicant) and their consent, if able to be provided **(section 2.2.)**
- Applicant's signature **(section 3)**
- Form E completed and signed.

Please note:

This application form has been specifically designed to incorporate the required information within the spaces provided, and does not allow for creation of additional pages or for insertion of graphics into the document. Additional information such as photos or plans must be attached to the application form as part of the supporting documentation.

An application cannot be accepted for consideration until all the required information, as set out above, has been provided. Heritage New Zealand will contact you if further information is required.

## CONTACT DETAILS

### **For the following areas:**

*Far North, Kaipara, Whangarei*

Send applications to: [applicationNA@heritage.org.nz](mailto:applicationNA@heritage.org.nz)

### **For the following areas:**

*Auckland, Hauraki, Thames Coromandel*

Send applications to: [applicationMN@heritage.org.nz](mailto:applicationMN@heritage.org.nz)

### **For the following areas:**

*Bay of Plenty, Gisborne, Hamilton, Kawerau, Matamata- Piako, Opotiki, Otorohanga, Rotorua, South Waikato, Taupo, Tauranga, Waikato, Waipa, Waitomo, Western Bay of Plenty, Whakatane*

Send applications to: [applicationLN@heritage.org.nz](mailto:applicationLN@heritage.org.nz)

### **For the following areas:**

*1) Chatham Islands, Horowhenua, Kapiti Coast, Manawatu, New Plymouth, Palmerston North, Porirua, Rangitikei, Ruapehu, South Taranaki, Stratford, Wanganui, Wellington;*

*2) Carterton, Central Hawkes Bay, Hastings, Hutt, Marlborough, Masterton, Napier, Nelson, South Wairarapa, Tararua, Tasman, Upper Hutt, Wairoa*

Send applications to::

1) [applicationCW@heritage.org.nz](mailto:applicationCW@heritage.org.nz) or 2) [applicationCE@heritage.org.nz](mailto:applicationCE@heritage.org.nz)

### **For the following areas:**

*Ashburton, Buller, Christchurch, Grey, Hurunui, Kaikoura, Mackenzie, Selwyn, Timaru, Waimakariri, Waimate, Westland*

Send applications to: [applicationSR@heritage.org.nz](mailto:applicationSR@heritage.org.nz)

### **For the following areas:**

*Central Otago, Clutha, Dunedin, Gore, Invercargill, Queenstown-Lakes, Southland, Waitaki*

Send applications to: [applicationOS@heritage.org.nz](mailto:applicationOS@heritage.org.nz)