



**Sustainable Management of Historic Heritage Guidance**  
**Information Sheet 24**

**Monitoring the State of Historic Heritage Sample Form**

NZHPT Register No..... Listed Plan No..... NZAA No.....

Other No.....

**Local authority**.....

**Place Name** (or other names the place is known as)

.....

**Location description (include street no. if applicable)**

.....

**Chattels/Objects**.....

**GPS Location Data**.....

**Site Type (circle those that apply)**

Registered Historic Place (building)

Registered Historic Place (site)

Listed Historic Place (building)

Listed Historic Place (site)

DOC Actively Managed Historic Place

Recorded archaeological site

Registered Historic Area

Listed Historic/Conservation Area

Registered Wahi Tapu

Registered Wahi Tapu Area

Listed place or area of Significance to Maori

Historic reserve

Heritage covenant

Heritage order

Other.....

Archaeological sites

The monitoring of archaeological sites should be undertaken with the assistance of a professional archaeologist according to best practice archaeological methods and using the New Zealand Archaeological Association (NZAA) Site Record Forms. Any relevant information about archaeological sites obtained from site visits should be forwarded to the NZAA for inclusion in the NZAA Site Recording Scheme.

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**1. Does the place still exist? :** Yes No Not Found/Not Accessible

Add any **aids to relocation** if required (i.e. nearest road, walking distance, access notes):

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**2. What is the apparent condition of the place (see Note 1)?**

**Exterior** (describe condition)

.....

.....

**Interior** (describe condition if accessible)

.....

.....

**3. What is the apparent integrity of the heritage values of the place (See Note 2)?**

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.....

**4. What is the use of the place? (describe former and current land use)**

.....

.....

**5. Is the place privately or publicly owned (see Note 4)?**

.....

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**6. Photographs taken during visit?** Yes No

Permission of owner obtained to take photographs? Yes No

(a permission form should be signed by the owner and attached)

Photographic reference information

.....

**7. Brief comments** (if necessary, eg: any perceived threats to the place)

.....  
.....  
.....

**8. Recommended follow up actions** (e.g. provide incentive funding, assistance with maintenance and repairs, listing, registration, heritage covenant, further consultation)

.....  
.....

**9. Site conditions of visit** (i.e. weather and visibility)

.....

**10. Owner's/manager's contact details** (not to be made publicly available)

.....  
.....

**Name of the person completing this form**.....

**Agency/organisation**.....

**Date of visit**.....

**Notes**

# **Monitoring the state of Historic Heritage**

## **Explanatory Guidelines**

The following guidelines are to assist recorders to make assessments of places, and to enable others to interpret those assessments. They relate to the list of questions addressed by recorders in carrying out the sampling project.

### **Note 1. Judgements on Condition**

#### **Buildings**

Generally buildings in poor condition will have signs of damage from water penetration, rot, instability or structural failure of buildings, or erosion of major disturbance of sites. This might include the loss of a roof, fire damage, wall collapse or subsidence, major rising or falling damp damage, or major disturbance or damage to the site. Internally walls, floors, or joinery are missing, or in a dilapidated condition.

Generally, a building in fair condition is structurally sound, but has had inadequate maintenance and is in need of minor repair. Internally walls, floors and joinery are in need of minor repair, painting etc. A site retains its important features but these are in need of conservation action and maintenance.

A building in good condition is structurally sound, weather tight, and with no significant repair needed. Internally walls, floor and joinery are well maintained. A site has its important features well maintained.

#### **Places and Areas of Significance to Maori and Historic Sites**

Generally places/areas of significance to Maori and historic sites are in poor condition when there are signs of damage from earthworks or erosion and major disturbance of sites. This might include loss of major proportions of the site, the construction of non-heritage related structures on the site. The site may be suffering from uncontrolled vegetation growth or from activities such as dumping and disposal.

A site in fair condition has inadequate maintenance and is need of repairs. There may be some minor damage or disturbance and there may be some uncontrolled vegetation growth. The site retains its important features but these are in need of conservation action and maintenance.

A site in good condition is well maintained and all significant visible features are subject to a program of repair and maintenance. There has been no damage or disturbance to the site.

### **Note 2. Judgements on Integrity**

#### **Buildings**

A building with low integrity has major elements which would contribute substantially to its heritage values removed or extensively altered. Original cladding of walls or roof may have been replaced with newer materials or removed entirely;

interiors may have been removed or destroyed, or re-arranged with the insertion of a new interior. A site has had important features (such as structures, machinery, archaeological deposits etc) removed, or a new structure covers the site.

A building with medium integrity has some loss of important elements, but the site or building still retains sufficient original or historically associated fabric for its value to be understood and interpreted.

A building of high integrity has features that contribute to the value of the place are very largely intact and not compromised by significant loss of heritage fabric, modification or additions.

### **Places and Areas of Significance to Maori and Historic Sites**

In relation to places/areas of significance to Maori and historic sites without fabric, a judgement must be made on the impact of changes in diminishing the ability of the viewer to understand the associations of the place.

Generally, a place with low integrity has major elements which would contribute substantially to its heritage values removed or extensively altered. Original significant features have been destroyed, partially destroyed or damaged. Activities, such as dumping and disposal are carried out on the site that are fundamentally conflicting with the values of the site. The site is difficult to locate or identify.

A place with medium integrity can normally be located and identified, but there has been some loss of significant features. Despite some damage, the site sufficient original or historically associated features for its value to be understood and interpreted.

A place with high integrity can be located and identified and the original and significant features that contribute to the value of the place are intact and not compromised by significant modifications.

### **Note 3. Public versus private ownership**

It is useful to know if a place is in public or private ownership. This may not always be apparent to the recorder, so 'unknown' is an acceptable response. Public ownership would include ownership by central government, regional and local authorities, and by government owned bodies.

Source: NZHPT, *Sustainable Management of Historic Heritage Guidance Series*, Guide No.5 SER and Historic Heritage, 3 August 2007.

The NZHPT welcomes any feedback and comments on this information sheet.

Comments can be provided to [information@historic.org.nz](mailto:information@historic.org.nz). (Attention: Sustainable Heritage Guidance)