



Application Guidelines for Historic Place and Historic Area Registration

This Guideline will help you complete your application form. It details the information you need to supply when answering each question. Following it carefully will strengthen your application. Please note that supplementary documents or photographs provided with your application will not be returned.

Application Questions

1. What is the name of the place or area?

If a place has a formal name — for example, *Wellington Railway Station* — note it here. Also include any other name by which it is or has been known. If it is not named, use a word or term to describe its function. Example: ‘house’ or ‘commercial building’. If an area does not have a name, describe by location. Example: ‘*Buckingham Street Historic Area*’ or ‘*Denniston Historic Area*’.

2. Where is the place or area?

Give all known street address details, including street or rural services numbers, street name, suburb, town and region. If the place or area is not identified by an address, describe its location in relation to major nearby features, such as roads, rivers or settlements. Mark its location on the map provided, using a thick black pen. Obtain a more detailed map showing immediate surroundings of your place or area and use a thick black pen to mark its location precisely.

Tip: your local council will have maps available – check out their website or ask to see their district plan maps.

3. Do you know the legal description of the place or area?

If you know the legal description or certificate of title reference for the place or area, include it here. Example: *Lot 1, Deposited Plan 345 (Wellington), certificate of title WN43/65*. If you have a copy of the certificate of title, please attach it to your application.

4. Do you know who owns the place or area?

Note the names of any owners you know of. NZHPT will contact owners to tell them a registration application affecting their property has been received.

5. Who might be interested in the place or area?

Identify people and organisations that might be interested in or have a connection to the place or area. Among others, these are likely to include the local authority, current occupiers, prospective owners, hapu, iwi, community groups and societies. If your application is accepted, all interested parties will be contacted by NZHPT.

6. Who have you consulted about your application?

Name any people you consulted and the nature of any opinions they gave. If you have not consulted, please say so. You are not obliged to consult: NZHPT will carry out formal consultation if the application is accepted.

7. What are your aims in applying for registration?

Explain why you have chosen to complete an application form and what you wish to achieve through registration. Please think carefully about whether registration is the most effective means to achieve your aims.

8. How does your place or area compare with other similar places?

Determine how many places or areas like yours there are in New Zealand. If there are others, you must show that your recommendation is a particularly good example of its type. Frankton Junction Railway Settlement Historic Area, for instance, is important because the original factory and a large number of railway cottages are preserved. If your place or area is unusual, can you show it is one of few surviving examples of its type — for example, the Rabbit Proof Fence at Horsley Down. If only a few places or areas like yours were created, does it convey something important about New Zealand's history? An example is the Tangiwai Disaster Memorial. You must provide evidence for your statements (material such as referenced copies of photographs, oral history transcripts, newspaper articles or extracts from books is suitable).

9. Why do you think it is important?

Give your views on why you believe your place or area has values important to New Zealand. Make a case for its significance under the criteria headings that follow. Note that your recommendation may qualify under more than one category, but avoid duplicating information in successive entries. It is better to satisfy a few criteria well than a large number poorly. Be clear and precise about the heritage values you discuss. Your statements must be supported by evidence or examples.

Aesthetic Value

Use this criterion if your place or area has outstanding or famous visual attributes, such as Dunedin Railway Station, or an atmosphere that produces a strong emotional response, such as Auckland's Civic Theatre or Mount Eden Prison.

Archaeological Value

If your place is an archaeological site or has archaeological material that provides knowledge of New Zealand's history, this criterion is appropriate. Check with the New Zealand Archaeological Association for supporting information (<http://www.nzarchaeology.org/>).

Architectural Value

Use this criterion if your recommendation provides a strong example of work by an important architect or architects – for example, Wellington's Futuna Chapel by John Scott or the Workers' Dwellings in Patrick Street, Petone – or if it demonstrates a particular architectural style or period, such as the Art Deco buildings in Napier.

Cultural Value

Use this criterion if your recommendation provides insight into the culture of a community – for example, Akaroa's Langlois-Etevanau House, which is linked to early French settlement in New Zealand. This criterion is also appropriate for places and areas that foster or reflect community cultural accomplishments, such as the School of Music in Nelson or the Basin Reserve Historic Area in Wellington.

Historical Value

If you have evidence that your recommendation dates from an early period in New Zealand history, such as the 1830s Stone Store in Kerikeri, make a case under this criterion. It is also an appropriate criterion to use if your recommendation has a close association with an important New Zealander. The Katherine Mansfield Birthplace, for instance, was the home of an important New Zealand writer and inspired some of her most famous works. You can use this criterion if your recommendation is associated with an event that had a major impact on New Zealand history. The Treaty House at Waitangi has historical value for its association with the signing of the Treaty of Waitangi. But note that a close association with an important person or event is required – an incidental link may not prove sufficient. You can also use this criterion if your recommendation reflects a trend that had an impact on New Zealand history. For example, the state housing trend is represented by the First State House, in Miramar. Bear in mind that a number of places or areas may be associated with the same trend. Yours needs to stand out to earn registration.

Scientific Value

Use this criterion if the place is closely associated with scientific innovation and achievement, such as the Dominion Observatory Historic Area in Wellington.

Social Value

Use this criterion if your recommendation contributes to or reflects the identity of a community, such as the Wanganui War Memorial Hall. Places of social value are normally held in high esteem by the community.

Spiritual Value

Places with enduring and intrinsic spiritual value, or which strongly reflect religious, mystical, or divine beliefs and attitudes of a community, may be included under this criterion. Old St Paul's Cathedral in Wellington is an example of a place with spiritual value. For sacred sites of significance to Maori, consider applying for wahi tapu registration instead.

Technological Value

Use this criterion if your recommendation demonstrates technological innovation and achievement. For instance, Mokopeka Station Power House in Havelock North has technological value as one of the world's oldest continuously operating hydroelectric plants.

Traditional Value

Non-sacred places or areas of significance to tangata whenua, such as the Maori Parliament building 'Turangawaewae House', may be considered under this criterion. It can also be used if a long-standing tradition, practice, custom or ritual is associated with the place, such as the Kurahaupo Waka Sites Historic Area at Muriwhenua. For places or areas of sacred significance to Maori, consider applying for a wahi tapu registration instead.

10. Can you make a case for Category I registration?

Category I registration is reserved for historic places of outstanding significance. Do you think your recommendation is exceptionally special or outstanding? Briefly explain why it might be a good candidate for Category I registration.

11. Have you visited the place or area?

Please note the date(s) you visited. If you haven't visited, please say so. When making a visit, bear in mind that many historic places are privately owned. The possibility that a place or area may warrant registration does not give any right to enter property without the owner's permission.

12. How would you describe the place or area?

NZHPT needs a clear description to identify the place or area as it is today. A site visit will help you to complete this section. If you cannot visit, you may rely on books, people and other sources for information. You need to record the names of these sources with your statements. Attach recent photographs to support your description where possible, and try to answer the following questions:

What is the surrounding area like?

Provide a brief location description – for instance, is the place or area on the main commercial street of a town or a large rural station?

What does the place or area include?

Describe the place and its immediate setting. Identify any open spaces (such as gardens or courtyards) and each structure on the site.

What is it made from?

Describe the main materials used.

What does it look like?

Describe each component in as much detail as possible. Consider what makes it interesting. Include information on the construction methods used, if known.

What is it like inside?

If you have access to the interior, provide a description of it. Record important features of each part.

13. What condition is it in?

When answering, note any long-term factors that may influence condition, such as lack of maintenance or proposed alterations or development.

14. What is the history of the place or area?

Provide any information you have that helps us understand origins and developments – why it was created, who created it, what it was used for, what changes have occurred. Note what evidence you have to support your claims; where possible, attach copies of your evidence to the application. Avoid unsubstantiated assertions and hearsay.

15. What information is available on the place or area?

Where have you looked for information?

Name all places you visited to find information (for instance, local libraries, councils).

What books or papers have you used?

Note titles, authors, publishing dates and other references for all papers used. Where appropriate, attach copies of such papers to your application.

What other materials have you used?

If you have seen items such as historical photographs, maps or plans, please list them. Detail what they are, together with relevant information such as where you saw them. If possible, attach copies to your application.

Do you know where other information might be found?

When completing this question, include what sort of information it is and why it might be useful.

Signing and dating your application

NZHPT needs your name and details so you can be contacted if more information is needed. If completing the application on behalf of an organisation or group, please provide its contact details. This information is normally kept on file for reference and may be subject to requests under the Official Information Act 1982. If you have any questions about this section, please contact the Heritage Advisor for Registration in your NZHPT regional office.

Final check

Your recommendation will not be considered until each question is completed, the attachments provided, and the application is signed and dated.

Have you:

- Answered each question?
- Attached your map?
- Attached the certificate of title (if available)?
- Included recent photographs of the place (if available)?
- Attached copies of the evidence you have relied on?
- Signed and dated the form?

Preparing your application

Place your completed application form first, then your map, ownership documents (if available), photographs (if available), and your evidence. Staple the papers together.

Present photographs on white A4 paper, each with a caption describing what is shown. Below each image, write the photographer's name and the date the photograph was taken. If your photographs are historical, note the references and where you obtained them from.

If you copied historical papers from books or other documents, make sure each copied paper has its source clearly written. All relevant information, including title, author, page number(s), etc, must be noted.

Sending in your application

Completed application forms should be sent to the Heritage Advisor for Registration at your regional office of NZHPT. Check the list of NZHPT offices to find the one nearest to you.

New Zealand Historic Places Trust Offices:

For places in Northland, send your application to:

Northland Area Office

ATTN: Area Manager
62 Kerikeri Road
PO Box 836, Kerikeri
Phone (09) 407-4443
Fax (09) 407 3454
infonorthland@historic.org.nz

For places in Auckland, Hauraki and Thames–Coromandel, send your application to:

Northern Regional Office

ATTN: Heritage Advisor – Registration
Premier Buildings, 2 Durham Street East
Private Box 105-291, Auckland
Phone (09) 307-8896
Fax (09) 303-4428
infonorthern@historic.org.nz

For places in the Waikato, Bay of Plenty and Gisborne, send your application to:

Lower Northern Area Office

ATTN: Area Manager
Level 1, 28 Wharf Street
PO Box 13339, Tauranga
Phone (07) 578-1219
Fax (07) 578-1141
infolowernorthern@historic.org.nz

For places in the Wairarapa, Manawatu, Hawkes Bay, Tararua, Taranaki, Wanganui, Wellington, Nelson, Marlborough send your application to:

Central Regional Office

ATTN: Heritage Advisor – Registration
Level 1, Tadix House, 1 Blair Street
PO Box 19173, Wellington
Phone (04) 801-5088
Fax (04) 802-5180
infocentral@historic.org.nz

For places in Canterbury, South Canterbury, Kaikoura, West Coast, send your application to:

Southern Regional Office (Christchurch)

ATTN: Heritage Advisor – Registration
Gough House, 90 Hereford Street
PO Box 4403, Christchurch
Phone (03) 365-2897
Fax (03) 374-2433
infosouthern@historic.org.nz

For places in Otago, North Otago and Southland, send your application to:

Southern Regional Office (Dunedin)

ATTN: Heritage Advisor – Registration
Level 4, 109 Princes Street
P O Box 5467, Dunedin
Phone (03) 477-9871
Fax (03) 477-3893
infodeepsouth@historic.org.nz



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