




Instructions on how to complete this PDF document

Instructions on how to fill in the form

Fill in, save, and electronically submit forms easily. Start by selecting either the Hand tool or the Select tool. When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

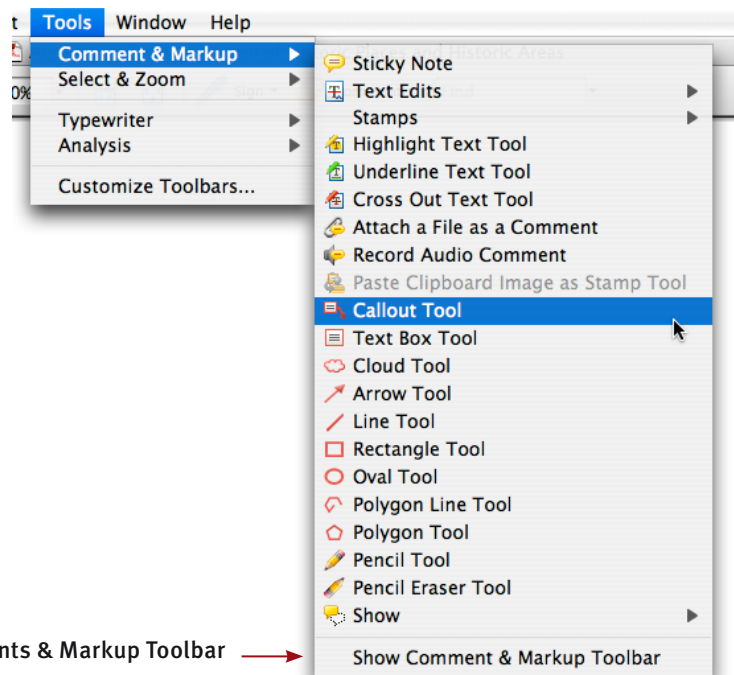
- ▶ The Pointing Finger  tool appears when the pointer is over a button, check box, or item in a list.
- ▶ The Select tool  appears when you can select an item in a list.
- ▶ The I-beam tool  appears when you can type text into a form field.
- ▶ Move from one form field to the next by pressing the Tab key. To delete an entry, press the Esc key.
- ▶ To save your information to your computer: From the menu choose File > Save As to name the file and save the form with your information without submitting it.

Tip: Save the file to your computer before starting the form then save regularly when filling it in to ensure no information is lost.

- ▶ Once you finish the form and have marked the property location on the map, do a final save and then click the submit button. This will place the PDF in an addressed email. Send as a regular email.

Instructions on how to use the Callout Tool to mark the location of the property on the map

- ▶ Download the map from the NZHPT website.
- ▶ To indicate where the property is: From the Menu Bar > go to **Tools** > choose **Comment & Markup** > then select the **Callout Tool**.



Or select **Show Coments & Markup Toolbar** and choose **Callout Tool** from the Toolbar.



- ▶ Click the map with the **Callout Tool** where you want the callout to point, drag to where you want the text to appear, and start typing.
- ▶ Type the place name and/or address in the text box.
- ▶ Save.



sample



Application for Registration of Historic Places and Historic Areas

Registration signifies that a place or area is part of New Zealand's historical and cultural heritage. Your application must identify the heritage values of the place or area you recommend for registration. You must also explain why you believe those values are important. Your explanations must be supported by evidence. Incomplete or unsupported applications are unlikely to be accepted.

Before you start

- ▶ Is the place/area *already* registered? Check with your local NZHPT Regional or Area office. (See the Guideline for contact details)
- ▶ Read the Information Sheet.
- ▶ Read the Guideline.

Application Questions Use the Guideline for advice on answering each question

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

2. Where is the place or area? (*Attachment required*) Mark the location of your place or area on the map provided.

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

Select from drop list. If yes please provide details.

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

Select from drop list. If yes please provide details. (*Attachment required*)

Name:

Address:

Postcode:

Ph:

Fax:

Email:

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

6. **Who have you consulted about your application?**

7. **What are your aims in applying for registration?**

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

9. **Why do you think it is important?** Make a case for the significance of your place or area under one or more of these values: Aesthetic, Archaeological, Architectural, Cultural, Historical, Scientific, Social, Spiritual, Technological or Traditional. *(Your statements must be supported by evidence)*

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

Select from drop list. If yes please describe.

11. Have you visited the place or area?

Select from drop list. If yes provide details and dates.

12. How would you describe the place or area? *(Attachments optional)* Remember to consider these questions: What is the surrounding area like? What does the place or area include? What is it made from? What does it look like? What is it like inside?

13. What condition is it in?

14. What is the history of the place or area? *(Attachments required)*

15. What information is available on the place or area? Where have you looked for information? What books or papers have you used? What other materials have you used? Do you know where other information might be found?

Signing and Dating Your Application

Name:

Address:

Postcode:

Ph:

Fax:

Email:

Signed:

Date:

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?
- Marked location of property on map (see following two pages)?
- 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?
- Saved?

Cape Reinga

Kaitiaki

Kaikōhe

Whangarei

Dargaville

Wellsford

Warkworth

Helensville

Coromandel

Whitianga

AUCKLAND

Thames

Waikato River

Paeroa

Waihi

Huntly

Ngaruawahia

Morrinsville

Tauranga

HAMILTON

Matamata

Te Awamutu

Putaruru

Rotorua

Otorohanga

Tokoroa

Te Kuiti

Whakatane

Opotiki

East Cape

New Plymouth

Mt Tararaki

Hawera

Taupo

Lake Taupo

Turangi

Raetihi

Ohakune

Waiouru

Napier

Hastings

Whanganui River

Wanganui

Feilding

Dannevirke

Waipawa

Waipukurau

Palmerston North

Levin

Otaki

Paraparaumu

Porirua

Upper Hutt

Lower Hutt

Pahiatua

Eketahuna

Masterton

Greytown

Featherston

Martinborough

Murupara

Gisborne

Wairoa

Mt Ruapehu

Waipukurau

Waipawa

Waipukurau

Palmerston North

Levin

Otaki

Paraparaumu

Porirua

Upper Hutt

Lower Hutt

Martinborough

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Greyt

South Island

