



New Zealand Historic Places Trust Pouhere Taonga

## *Historic Places Act 1993*

# Application for an Archaeological Authority

An archaeological site is defined in the *Historic Places Act 1993* (the HPA) as any place associated with pre-1900 human activity, including shipwrecks, where there is evidence relating to the history of New Zealand that can be investigated using archaeological methods.

If you wish to do any work that may affect an archaeological site you must obtain an authority from the New Zealand Historic Places Trust (NZHPT) before you begin. This work could include, amongst other things:

- ▶ earthworks for forestry tracks, planting and harvesting
- ▶ earthworks for residential developments, including building platforms, topsoil stripping and accessways
- ▶ earthworks for stock races or farm tracks, fencing or landscaping,
- ▶ trenching for telephone, power, and waste disposal
- ▶ road construction
- ▶ quarrying
- ▶ building demolition or removal.

It is an offence to do work that may affect an archaeological site without a written authority from the NZHPT.

Please complete the following application form in full, and send **two** printed copies of both the authority application and the supporting documentation to:

**The Senior Archaeologist**

National Office, NZ Historic Places Trust Pouhere Taonga  
63 Boulcott Street  
PO Box 2629  
Wellington

Telephone: (04) 472 4341 / Fax: (04) 499 0669  
E-mail: [archaeologist@historic.org.nz](mailto:archaeologist@historic.org.nz)

**Please note** that 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.

A summary of the archaeological provisions of the *Historic Places Act 1993* and an electronic copy of this form is available from the Senior Archaeologist or from our website, [www.historic.org.nz](http://www.historic.org.nz).

You will require the services of an archaeologist. Please visit the NZ Archaeological Association's website [www.nzarchaeology.org](http://www.nzarchaeology.org) for available consultants. Please indicate on the form the archaeologist who has been contracted to undertake any work that may be required for this authority. The NZHPT must give approval for the chosen archaeologist to carry out the work, and some types of work (e.g. built heritage) may require specialist skills – ensure your consultant has the right skills.

You will be informed in writing of the NZHPT's decision to grant or decline your application within three months. Please note that all granted authorities are subject to a fifteen working day appeal period, during which time they cannot be exercised.

For more information about the role and work of NZHPT in archaeology, please visit [www.nzhtarchaeology.org.nz](http://www.nzhtarchaeology.org.nz).



*Historic Places Act 1993*

**Application for an Archaeological Authority**

**NZHPT use only**    Date received:     Application no:   
Archaeologist:

**SECTION A: CONTACT DETAILS**

**Contact Details of Applicant (the authority will be issued in this name)**

Name:   
Address:     Daytime phone:   
City, town or district:     Fax:   
Email:     Mobile:   
Postcode:

**Contact Details of Project Manager/Planning Consultant (if appropriate)**

Name:   
Address:     Daytime phone:   
City, town or district:     Fax:   
Email:     Mobile:   
Postcode:

**Contact Details of Archaeologist (contracted to carry out any archaeological work required)**

Name:   
Address:     Daytime phone:   
City, town or district:     Fax:   
Email:     Mobile:   
Postcode:

**Who should the NZHPT contact for further information if required?**

Application Form

**SECTION B: PROJECT DETAILS**

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Is this application for a particular site(s)? (section 11 HPA):  (Select from drop list)

Or for all sites (recorded or not) within a specified area of land, e.g. forestry block, subdivision? (section 12 HPA):  (Select from drop list)

The site(s) will be: damaged / modified  destroyed  (Tick appropriate box)

**For section 12 applications, why was it not possible to identify all the sites in the specified area?**

**Please describe the area of land under application and show on a map (including the regional context).**

**Have any other authorities been issued for this property in the past? Please provide authority numbers and date of issue (the NZHPT can assist you if necessary).**

**Description of the Proposed Work**

Please describe the proposed work that will affect the archaeological site(s). Plans, drawings, engineering specifications and/or photographs must accompany the applications, and plans must show the proposed works in relation to the archaeological site, or part of the site, that is to be affected.

**Are any other consents required (eg building or resource consent)? What is their current status (e.g. under application, granted)?**

**Will the activity affect the whole or part of the archaeological site(s)?**

**Is it possible to protect/avoid the archaeological site(s)? If not, what mitigation, if any, has been considered?**

**What are your project timelines?**

## SECTION C: ARCHAEOLOGICAL ASSESSMENT

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The archaeological assessment **must** contain NZAA Site Record Form(s), maps marking positions of archaeological sites and aerial photographs if available; and a detailed description of the site including any previous modifications, an assessment of archaeological values and the effects of the proposed work on those values, in line with accepted best practice. This assessment should address the following: condition, rarity, contextual value, information potential, amenity value (e.g. educational, visual), cultural associations (e.g. Maori, European, Chinese etc), and be provided by a qualified archaeologist. If an assessment has already been prepared for a resource consent application, it may be able to be reused, but must show boundaries, building platforms, and proposed roads. For further information on archaeological assessments, please contact your local NZHPT office. Please attach Site Record Forms. These can be obtained from the NZAA Filekeeper for your region. Contact details for the Filekeepers are available on the NZAA website, [www.nzarchaeology.org](http://www.nzarchaeology.org), or from the NZHPT.

For a list of consulting archaeologists, visit the NZ Archaeological Association's website [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 the NZHPT under section 17 of the HPA, and not all consultants may have the skills needed for your project. If in doubt, ask the NZHPT.

**Please complete this section in full – do not write “Refer to the Archaeological Assessment”.**

### Site Information

NZ Archaeological Association Site Record  
Number(s)

Site name (if known)

Site type

Street address (if applicable)

Location

Legal description of area of land under  
application

District/City Council

Grid reference

Any other information (e.g. NZHPT  
Register number, heritage covenant,  
District Plan Schedule)

### Research Strategy

If an archaeological investigation pursuant to section 15 is recommended by the archaeologist in the archaeological assessment, then a research strategy (which includes cost estimates for the field work, analysis and report preparation, based on current knowledge) must be included with this authority application. Note: any application where the cost of the archaeological programme will be over \$100,000 requires the approval of the NZHPT Board.



**SECTION D: ARCHAEOLOGICAL MATERIAL**

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If any archaeological material (e.g. artefacts, faunal samples etc) is recovered during the exercise of this authority, the final repository of the material will be as set out below. This notification is partially determined by the requirements of the *Protected Objects Act 1975*; whereby Maori artefacts are prima facie the property of the Crown and must be deposited in regional museums, and historic/European artefacts are the property of the landowner, if they wish to retain them.

[please indicate proposed action]

**Left in/on site (please advise where and provide details of the repository's security).**

**Deposited in local museum (please advise details of museum).**

**Deposited in regional museum or collection (please provide name, and details of arrangement).**

**Other action (please advise).**

**SECTION E: CONSULTATION WITH TANGATA WHENUA AND ASSESSMENT OF MAORI VALUES**

If your application is for work that has the potential to affect a site with Maori cultural associations, you will need to consult with the relevant Maori authority.

**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 the Maori people who are directly connected with the land where the archaeological site(s) is(are) located.

You need to provide written evidence of the consultation. If the required information has already been obtained for a resource consent application, it may also be able to be used for this application. Note, however that the NZHPT requires consultation about the effects on the archaeological site, rather than about the general activity.

You **must** attach a letter or other such notification from tangata whenua relating specifically to this application.

Please contact the NZHPT if you require assistance with Maori consultation.

**Contact Details of Authorised Person(s)/Organisation(s) consulted with:**

Name:

Iwi/Hapu:

Address:  Daytime phone:

Fax:

Mobile:

City, town or district:  Postcode:

Email:

Signature:

Name:

Iwi/Hapu:

Address:  Daytime phone:

Fax:

Mobile:

City, town or district:  Postcode:

Email:

Signature:

**Consultation Details**

Does the land lie within a statutory acknowledgement area?  (Select from drop list)

**If yes, how has this been addressed during consultation?**

**Provide description of Maori values and the likely effects of the proposal on these values.**

**If consultation was not undertaken, please explain why.**

**SECTION F: AFFECTED PARTIES AND OTHER VALUES**

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Will the proposed activity affect any other values (for example, historical, architectural, or social values)? Please summarise and/or attach an assessment. Again, if this assessment has been prepared for a resource consent application, it may be able to be reused.

Are any other people directly affected by your application? Have you consulted with them? If so, please provide their contact details.

Name:	<input type="text"/>	
Organisation:	<input type="text"/>	
Address:	<input type="text"/>	Daytime phone: <input type="text"/>
		Fax: <input type="text"/>
		Mobile: <input type="text"/>
City, town or district:	<input type="text"/>	Postcode: <input type="text"/>
Email:	<input type="text"/>	
Signature:	<input type="text"/>	

What were their views?

**Further Information**

Is there any other relevant information you wish to provide with your application?

**SECTION G: CONSENT OF LANDOWNER**

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If you (the applicant) do not own the land the archaeological site(s) is (are) located on, you must provide evidence of the landowner’s consent to the proposed work.

Name of owner:

Signature

Date:

**SECTION H: DECLARATION**

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I declare that all the information provided with this application is true and correct to the best of my knowledge, and that I am authorised to file this application. I will inform the NZHPT about any changes to the proposed activity or activities while the application is being considered.

Name:

Signature

Date:

## Checklist

Now that you have completed the application form, please ensure that you have attached copies of all the required documents, as follows:

- Location map
- Description of activity (including plans, drawings, photographs etc of proposed work and area of activity as appropriate)
- Archaeological assessment (include NZAA Site Record Form(s), maps marking positions of archaeological sites and aerial photographs if available)
- Evidence of Maori consultation and assessment of Maori values
- Any other relevant information, e.g. previous authorities, heritage covenant details, or consultation with any other directly affected parties
- Consent of the landowner if not the applicant
- Applicant's signature

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**The Senior Archaeologist**

National Office, NZ Historic Places Trust Pouhere Taonga  
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**Please note:**

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**The following is a summary of the relevant sections of the *Historic Places Act 1993*. For further details please consult a copy of the HPA, or seek legal advice.**

### **Granting of an authority**

The NZHPT may, under Section 14 of the *Historic Places Act 1993*:

- a) Grant an authority in whole or in part, subject to such conditions as it sees fit.
- b) Decline to grant an authority in whole or in part.
- c) Exercise all or any of the powers specified in any of sections 5 (Heritage Orders), 15 (Conditions), 16 (Review of Conditions), 17 (Rights and Duties), 18 (Investigation of Archaeological Sites) and 21 (Rights of Entry) of the HPA.

An application for an authority must include the information specified under section 11(2) of the HPA. An application cannot be lodged and a decision made until this information is supplied.

Under section 11(3) of the Act, the NZHPT, by written notice to the applicant, may require that the applicant provide further information.

The NZHPT shall make its decision within **three months** of the date the application has been lodged, unless further information is required, whereupon the NZHPT may take a further period of up to three months (section 14). The provision of all relevant information will help avoid delays.

An archaeologist **approved by the NZHPT under section 17** must undertake any archaeological work that may be required as a condition of the authority.

Any person who is directly affected by any decision, condition, or review of a condition made under sections 14, 15, 16, 17 and 18 may appeal against that decision or condition to the Environment Court, within 15 working days of the decision being received.

An authority expires five years from the date of issue (Section 14(10)), unless there is a condition explicitly detailing a different period. An authority is not transferable.