



HERITAGE NEW ZEALAND
POUHERE TAONGA

Form A

Application for a general or minor effects archaeological authority under section 44 of the Heritage New Zealand Pouhere Taonga Act 2014

Documents needed to complete (and accompany) this application:

- ☐ An archaeological assessment (for a general authority). Your application can include information prepared for an associated resource consent. This should be appropriate to the scale and significance of the archaeological values of the sites affected
- ☐ NZAA site record forms for any recorded site that will be affected by your proposed works
- ☐ All consultation documentation and contact details for iwi/hapū, landowners, and others if relevant
- ☐ A research strategy (if your archaeological assessment recommends an investigation)
- ☐ A site instruction or management plan (required for most applications for a general authority)
- ☐ Form E completed and signed.

Form A application

Use Guide A to complete this form

Submit your application online at www.heritage.org.nz/archaeology/archaeological-authorities. Please do not email it.

Talk to your local Heritage New Zealand Pouhere Taonga Office before you submit, using the office numbers below.

Northland: 09 407 0470 – archaeologistNA@heritage.org.nz

Auckland, Hauraki, Thames/Coromandel: 09 307 9920 – archaeologistMN@heritage.org.nz

Bay of Plenty, Waikato, Gisborne: 07 577 4530 – archaeologistLN@heritage.org.nz

Taranaki, Manawatū-Whanganui, Tasman, Nelson, Marlborough: 04 494 8320 – archaeologist1CR@heritage.org.nz

Chatham Islands, Hawke's Bay, Wellington: 04 494 8320 – archaeologist2CR@heritage.org.nz

West Coast, Canterbury: 03 363 1880 – archaeologistSR@heritage.org.nz

Otago, Southland: 03 477 9871 – archaeologistOS@heritage.org.nz

Please note that all decisions will be emailed

Form A

Application for a general or minor effects archaeological authority

A red box indicates a mandatory field

SECTION 1: APPLICATION DETAILS

1.1. Applicant's contact details

The authority will be issued in this name:

Applicant:

Contact person: Role in project:

Postal address: Phone:

Email: Postcode:

1.2. If another person is acting as the authorised agent for the applicant, please provide their details

Name:

Relationship to landowner:

Email:

Phone number:

1.3. First point of contact details (if different from above)

Name:

Address: Role in project:

Email: Phone:

Postcode:

1.4 This application is for: (select one only)

- ☐ a general authority
- ☐ works that will have only a minor effect on an archaeological site's values

If you are unsure, please consult your project archaeologist or talk to your regional Heritage New Zealand Pouhere Taonga archaeologist.

1.5 Location details

Address/location of the site to be affected

Legal description (e.g. Lot, DP numbers). List here
or provide as a separate document

Local authority for land affected
(e.g. Dunedin City Council)

SECTION 2: LANDOWNER IS APPLICANT: CONSENT

If the landowner is the applicant, please complete this section and skip section 3

If the landowner is *not* the applicant, please complete section 3 instead

I (please print name) acknowledge that I have read and
understood the information on legal responsibilities concerning archaeological material provided in [Guide A](#).

Signature of landowner or
authorised agent:

Date:

SECTION 3: LANDOWNER IS NOT APPLICANT: CONSULTATION AND CONSENT

*It is a legal requirement to provide landowner consultation and consent to Heritage New Zealand Pouhere Taonga before
your proposed works can begin.*

If there are many landowners, please use the table provided in [Guide A](#).

3.1 If another person is acting as the authorised agent for the applicant, please provide their details

Name:

Relationship to landowner:

Email:

Phone number:

3.2 Landowner contact details

Name:

Address:

Phone:

Email:

Postcode:

If multiple landowners will be affected, provide the legal description of the land owned by each affected owner

3.3 Consultation with landowner

Please provide details of the consultation undertaken (including dates of when consultation occurred) and the views expressed.

3.4 Consent of landowner or authorised agent

I (*please print name*) acknowledge

- 1) 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
- 2) that I have been consulted regarding the proposed activity and give my consent to the activity being carried out
- 3) that I have read and understood the information on legal responsibilities concerning archaeological material provided in [Guide A](#).

Signature of landowner or
authorised agent:

Date:

SECTION 4: ARCHAEOLOGICAL DETAILS

4.1 Details of recorded archaeological sites to be affected

Is there a chance that your proposed works will:

- Encounter sites that have not yet been found or recorded? ☐ No ☐ Yes
- Affect one or more sites that are recorded? ☐ No ☐ Yes *(please provide details below)*

NZAA archaeological site numbers

Archaeological site names (if known)

Archaeological site types

Provide as a separate document if more space is needed

A New Zealand Archaeological Association site record form must be included where identified sites are involved.

4.2 Description of proposed activity

Please provide an exact description of the proposed activity, including a list of all earthworks or ground-disturbing activities for your project. Attach related final plans, drawings, engineering specifications and/or photographs. Plans need to show the activity in relation to the location and extent (if known) of the affected archaeological sites.

Note: the authority will be granted for the activity described in this box.

4.3 Have any authorities been granted for this location in the past?

☐ No ☐ Yes

If yes, please list authority numbers (please contact the relevant HNZPT office for help with this)

4.4 Does the land lie within a

Statutory acknowledgement area? ☐ No ☐ Yes

Customary marine title? ☐ No ☐ Yes

If yes, please attach details. See our [Guide A](#) for more information.

4.5 Heritage New Zealand Pouhere Taonga recommends avoiding or protecting the archaeological site as the preferred option.

- State the ways in which you have explored options for avoiding or protecting the archaeological site.
- If avoidance is not possible, explain why this is the case and how impacts will be offset.
- Include the archaeological site numbers of any sites to be avoided or protected.
- Indicate the extent to which protecting the archaeological site would prevent or restrict reasonable future use of the land.

4.6 If there are any heritage values (other than archaeological or Māori or Moriori) affected by your proposed activity, please describe them here:

For example, architectural, technological, scientific, or spiritual values.

4.7 Do any of the following relate to this area? If yes, provide details below

- | | |
|---|---|
| <input type="checkbox"/> Reserve status | <input type="checkbox"/> Heritage or QEII Covenant or Heritage Order |
| <input type="checkbox"/> Inclusion in district plan schedules | <input type="checkbox"/> New Zealand Heritage list/Rārangi Kōrero entry |
| <input type="checkbox"/> Other (<i>please state below</i>) | |

SECTION 5: CONSULTATION

5.1 Have you consulted with the following parties?

- | | | | |
|--|-----------------------------|------------------------------|------------------------------|
| Tangata whenua or Moriori | <input type="checkbox"/> No | <input type="checkbox"/> Yes | |
| Any other person likely to be affected | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |

If you have selected no to either of these, provide an explanation below

5.2 Consultation with tangata whenua or Moriori

Contact details

Iwi/ Hapū:

Contact Name:

Address:

Phone:

Email:

Postcode:

Iwi/ Hapū:

Contact Name:

Address:

Phone:

Email:

Postcode:

Provide in the box below a description of the consultation undertaken with tangata whenua or Moriori, including dates of when consultation occurred and the views expressed. Reference can be made to relevant documents (e.g. email correspondence) supplied with your application.

Consultation should include the provision of all documentation, a discussion of the proposed works, the effects on iwi /hapū values, establishing tikanga, the availability of cultural support for the archaeologist nominated in Form E, and the production of a publicly available final report.

5.3 Consultation with any other person likely to be directly affected (where relevant)

Please refer to [Guide A](#) for more information about directly affected parties.

Contact name:	<input type="text"/>		
Address:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Postcode:	<input type="text"/>

Provide details of the consultation undertaken (including dates of when consultation occurred) and the views expressed. This information can be provided below or attached as separate documents to this application.

SECTION 6: MĀORI OR MORIORI VALUES

Note: this section is not needed for minor effect authority applications

If archaeological sites of interest to Māori or Moriori are to be affected by the proposed activity, provide in the box below an assessment of the Māori or Moriori values of the archaeological sites and the effect of the proposed activity on those values. Reference can be made to a values statement or assessment provided by Māori or Moriori supplied with your application.

The assessment should be appropriate to the scale and significance of the proposed activity and the proposed modification of the archaeological sites affected. This can include information prepared for an associated resource consent if it addresses Māori or Moriori cultural values of the archaeological sites.

SECTION 7: APPLICANT'S DECLARATION

I (please print name) acknowledge:

- 1) that all the information provided with this application is true and correct to the best of my knowledge
- 2) that I have read and understood the description of proposed activity included in this application and I will inform Heritage New Zealand Pouhere Taonga about any changes to the proposed activity while the application is being considered
- 3) that any reports produced as a result of this (and any related) authority application will be made publicly available via the Heritage New Zealand Pouhere Taonga Digital Library
- 4) I accept responsibility for compliance with all the 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.

☐ Please tick this box if the **archaeological work** associated with the proposed activity is likely to exceed \$100,000.

Signature of applicant:

Date:

Form E

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

SECTION 1: DETAILS OF NOMINATED PERSON TO UNDERTAKE ARCHAEOLOGICAL WORK

Name:

Email: Phone:

Postal address:

Authority Number:
(if authority granted)

SECTION 2: DECLARATION OF NOMINATED PERSON TO UNDERTAKE ARCHAEOLOGICAL WORK

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(2)(a) of the Heritage New Zealand Pouhere Taonga Act 2014
- 3) that for a site of interest to Māori or Moriori:
 - a that I can provide evidence of my skill and competency in relation to recognising and respecting Māori or Moriori values; and
 - b that I can provide evidence of cultural support from Māori or Moriori for the work that will be undertaken for this authority.

Signature of
nominated person: Date:

SECTION 3: APPLICANT'S DECLARATION

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 has been made available to the nominated person
- 3) if this application is for a change of person to undertake an activity under the authority, that the person being replaced has been advised of the proposed change and has provided access to the necessary resources to undertake this authority.

Signature of applicant: Date:

QUESTIONS and SUBMISSION OF APPLICATION

If you have questions or need some advice about your authority application, please get in touch with your nearest Heritage New Zealand Pouhere Taonga office.

All authority applications are uploaded via our website as described below. Please do not email your application.

Region	Use the following contact details for general correspondence:	Submitting your application Please do not email it
Northland	09 407 0470 ArchaeologistNA@heritage.org.nz	<p>Submit your application and any related documents via our website:</p> <ul style="list-style-type: none">• Go to www.heritage.org.nz• Go to the archaeological authorities page• In the yellow section, select the kind of application you are making• Click <i>Submit application</i>• Complete the popup form, and load your application and any accompanying documents when prompted• Check the Privacy box and click <i>Next</i>• An email will confirm submission including the authority application number.
Auckland, Hauraki, Thames-Coromandel	09 307 9920 ArchaeologistMN@heritage.org.nz	
Bay of Plenty, Waikato, Gisborne	07 577 4535 ArchaeologistLN@heritage.org.nz	
Taranaki, Manawatū-Wanganui, Tasman, Nelson, Marlborough	04 494 8323 Archaeologist1CR@heritage.org.nz	
Chatham Islands, Hawke's Bay, Wellington	04 494 8324 Archaeologist2CR@heritage.org.nz	
West Coast, Canterbury	03 363 1884 ArchaeologistCW@heritage.org.nz	
Otago, Southland	03 470 2364 ArchaeologistOS@heritage.org.nz	