

NSW HERITAGE OFFICE

CHECKLIST FOR ARCHAEOLOGICAL APPLICATIONS

Please provide the following materials with your application. Use the checklist to ensure all items are included. Applications that do not have all necessary documentation will be returned to the applicant unprocessed. Faxed permits will not be accepted.

The following items **must** accompany every application:

- Application fee (see permit form).
- Two (2) signed original copies of all pages of the application form.
- An Archaeological Assessment report including an assessment of significance and an assessment of potential impact on the archaeological resource.
- A site location map and a plan of proposed excavation works.
- A Research Design and Methodology for the proposed excavation/monitoring works.
- A copy of the CV of the Excavation Director, and any key personnel. An updated CV should be lodged once every 2 years.
- 2 copies of all drawings necessary to describe the proposed works (for section 60 applications **only**).

Note: The Archaeological Assessment report and Research Design must be completed by a qualified archaeologist.

If development is proposed on the site, please include:

- Details about the proposed development highlighting any heritage or archaeological impacts or issues. This must include the DA number and the name of the consent authority.
- A schematic plan of the site, showing existing structures, and the proposed works.
- A diagram showing an elevation of proposed works, including sub-surface works. Specific details should be given as to the depth of excavation proposed.

Note: All plans must include a scale and north arrow.

Please note that items on the State Heritage Register (SHR) are subject to the Integrated Development Application (IDA) procedures of the *Environmental Planning and Assessment Act 1979*. IDA approval must be obtained in advance of submitting an application for works under section 60 of the *Heritage Act 1977*. Please refer to the form for approval under section 60.

It is important to allow time for your application to be considered and determined by the Heritage Office when planning your program of works. The process can take **3-6 weeks** depending on whether the application is for a SHR item or if it needs to be advertised prior to approval.

If you have any questions regarding the documentation which must be supplied, please contact the Heritage Office on (02) 9873 8500.