

Checklist for lodging an archaeological authority application to Heritage NZ Pouhere Taonga

July 2021

- Have the Heritage NZ Pouhere Taonga (HNZPT) and Waka Kotahi guidelines been followed in preparing the archaeological assessment? See:
 - [HNZPT guidelines](#)
 - [Waka Kotahi Historic heritage impact assessment guide for state highway projects](#)
- Has there been early and ongoing consultation with HNZPT about applying for an archaeological authority, including seeking advice on tangata whenua to engage with?
- Has discussion with tangata whenua been with all the iwi/hāpu HNZPT consider to have an interest in this area?
- Has discussion with tangata whenua been documented to show they have been able to express their views, especially about sites of significance to Māori, avoidance of these sites and tikanga/cultural protocols?
- Is the documentation attached to the authority application? This includes contact details of iwi representatives, evidence of consultation, copies of minutes, emails etc.
- Have discussions with tangata whenua included discussion about procedures if kōiwi and taonga Māori are found?
- What measures have been taken to avoid archaeological sites?
- Have these measures and the avoidance of archaeological sites been fully explained? Often this happens early on in the design of the project; include it as part of the narrative.
- Have all the known archaeological sites that could be affected and the nature of the effects on these sites been described in the authority application?
- Has the potential for subsurface and unrecorded archaeological features/sites been documented sufficiently to support an authority application?
- Is there sufficient detail of the earthworks – both the depth and extent – so effects on any possible subsurface archaeological material can be assessed?
- Have all the different types of earthworks been covered, eg geotechnical testing, machinery access, platform levelling, enabling site works, landscaping, artworks and signage installation?
- Has a pre-lodgement meeting been held with the HNZPT regional archaeologist(s)?
- Is the correct application form being used, eg is this a general authority, minor authority or exploratory?
- Is the project team aware of the legislated and likely timelines between lodging an authority application and works starting – which could be up to 3 months?
- Has the archaeological assessment to accompany the authority application been shared with HNZPT ahead of a pre-lodgement meeting?
- Have options for conserving or mitigating damage to archaeological sites been fully explored beyond monitoring and reporting, such as public open days, interpretation of layers of history,

cultural artworks, cultural narratives through landscaping, repatriation of taonga tuku iho, setting aside reserve areas, heritage covenants, management plans, transfer of non-Māori artefacts to local museums etc?

- Are there any listed or scheduled built heritage places within the project corridor?
If yes, can damage to these places be avoided and, if so, what measures are being taken to avoid potential damage?
- Is all the property required for the project, including access and for enabling works, owned by the Crown? We can apply for an authority prior to having acquired property but cannot exercise the authority until ownership is by the Crown or access is agreed with the landowner and evidence provided to HNZPT.
- Are all the property land parcel details included where earthworks will be carried out under the archaeological authority?
- If private property is involved, is all the information completed for landowner consent and information, and land details?
- For access across private land, has a signed agreement been completed and attached to the authority application?
- Is there sufficient detail in all relevant boxes in the application form to enable this application to be read and understood as a standalone legal document?
For example, fill out the text box with succinct information rather than referring to attached documents.
- Have all boxes in the application form been completed or noted as N/A if not considered relevant?
- Has the authority application been reviewed and authorised by a Waka Kotahi Principal Environmental Planner?

Note that in the Auckland Council region, there are additional requirements under the Auckland Unitary Plan for earthworks that may affect archaeological sites and a discovery rule:

- Auckland Council Monitoring should be advised of all earthworks being undertaken that may affect archaeological sites. Email monitoring@aucklandcouncil.govt.nz
- Following the discovery and excavation of any archaeological features, koiwi, artefacts or post-1900 historic heritage sites the project archaeologist *must notify Auckland Council Monitoring and then advise the site manager that works can recommence and HNZPT authorisation has been obtained.*