

SECTION 140 APPLICATION FOR AN EXCAVATION PERMIT
OR
SECTION 144 APPLICATION
FOR AN EXCAVATION VARIATION PERMIT
NSW HERITAGE ACT 1977

- This form can be used under Section 140 of the *Heritage Act* to obtain consent to excavate or disturb land that will or is likely to result in the discovery, movement and/or destruction of relics.
- This form can also be used to request a variation of a permit under Section 144 of the *Heritage Act, 1977*.
- This form should be completed by, or in consultation with a suitably qualified and experienced historical or maritime archaeologist.
- **All signatures on the form must be original.**
- **For the purposes of registering this application, 1 original and 1 electronic copy must be submitted. All signatures on the hard copy form must be original.**
- **Applications must be made and approved prior to commencement of works.**
- **Retrospective permits or approvals will not be issued.**

1. APPLICATION TYPE

Section 140 Excavation Permit Section 144 Variation Permit (existing S140 Permit No: _____)

2. SITE DESCRIPTION

Name or number of property / shipwreck /relic: _____

Street: _____ Suburb/Town: _____

Council: _____ Postcode: _____

Lot: _____ Section: _____ Strata/Deposited Plan: _____ Other: _____

Grid Ref: _____

3. SUMMARY OF ARCHAEOLOGICAL WORKS

4. PROPOSED DATE OF ARCHAEOLOGICAL ACTIVITY

Estimated dates: Commencement: _____ Completion: _____

5. PRIMARY ARCHAEOLOGICAL ACTIVITY

- Test Excavation Archaeological Monitoring Archaeological Salvage and Recording
 Large Scale Excavation Research Excavation Other, please describe
 Staged Archaeological Program (testing + salvage) _____

6. APPLICANT'S DETAILS [Note: The Primary/Secondary Excavation Director cannot be the Applicant]

Title: _____ Name: _____ Position: _____

Company Name: _____

Street: _____ Suburb/Town: _____

Postcode: _____ Email: _____

Phone No.: _____ Fax No.: _____ Mobile No.: _____

Signature: _____ **Date:** _____

7. OWNER/S DETAILS AND CONSENT

Title: _____ **Name:** _____

Position: _____

Company Name: _____

Street: _____ Suburb/Town: _____

Postcode: _____ Email: _____

Phone No.: _____ Fax No.: _____ Mobile No.: _____

Title: _____ **Name:** _____

Position: _____

Company Name: _____

Street: _____ Suburb/Town: _____

Postcode: _____ Email: _____

Phone No.: _____ Fax No.: _____ Mobile No.: _____

Registered Owner/s Consent

As the registered owner/s of the above property, I/We give consent to this application.

Signature: _____ **Date:** _____

As the registered owner/s of the above property, I/We give consent to this application.

Signature: _____ **Date:** _____

Important:

Every owner must sign this form (or attach a separate letter signed by each owner if more spaced is required).

It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of this application.

Consent may be provided in a separate letter if the owner(s) or occupier is unable to sign this form.

If the item or site is situated on Crown Land, this section should be completed by an appropriate Official representative of the NSW Government.

8. PRIMARY/SECONDARY EXCAVATION DIRECTOR/S

Note: The Applicant cannot be the Primary Excavation Director or Secondary Excavation Director.

PRIMARY: Title _____ **Name:** _____

SECONDARY: Title _____ **Name:** _____

Company Name: _____

Street: _____ Suburb/Town: _____

Postcode: _____ Email: _____

Phone No.: _____ Fax No.: _____ Mobile No.: _____

PRIMARY ED Signature: _____ **Date:** _____

SECONDARY ED Signature: _____ **Date:** _____

HOW TO LODGE YOUR APPLICATION

SUBMISSION REQUIREMENTS:

- (1) One (1) printed copies of an archaeological assessment prepared by a qualified historical archaeologist with demonstrated historic sites experience who can meet the Heritage Council's *Excavation Directors' Assessment Criteria*;
- (2) one (1) CD copy of the above-mentioned archaeological assessment;
- (3) the appropriate fee based on the TOTAL cost of development (see below); and
- (4) If development is proposed at the site, one (1) copy of approved DA, two (2) copies of a plan and two (2) copies of an elevation drawing showing existing structures and proposed works, as well as one (1) plan of sub-surface works must be submitted.

NOTES:

- a) **Archaeological assessments must be prepared in accordance with the Heritage Council's *Archaeological Assessments, Assessing Heritage Significance and Statements of Heritage Impact* guidelines as well as Heritage Council's *Assessing Significance of Archaeological Sites & Relics (2009)*.**
- b) **Delays in the determination of an excavation permit can be avoided by ensuring archaeological assessments have been prepared in accordance with the above-mentioned Heritage Council's guidelines, before they are submitted to the Heritage Council. The Heritage Council requires the information listed in this form for the purposes of assessing your application.**
- c) **Applications lodged without printed copies of required documents (specified in this form) may be refused, as the application lacks the information required to enable proper assessment and determination by the Heritage Council of NSW (in accordance with Section 141 of the NSW *Heritage Act 1977*).**
- d) **Timeframe for processing applications commences upon receipt of all required printed documents by the Heritage Council of NSW.**

CALCULATION OF FEE PAYABLE WITH AN EXCAVATION PERMIT APPLICATION:

- For development relating to an owner-occupied private house up to \$100,000 = **\$100**
- Other development up to \$100,000 = **\$250**
- All development over \$100,000 = **\$500 plus \$10 for each additional \$100,000 or part \$100,000**

Estimated cost of total development **including** archaeological works: \$ _____

Fee payable with application: \$ _____

(A fee calculator is available on the Heritage Council/OEH website at www.heritage.nsw.gov.au)(GST is not applicable)

Payment options: Cheque / Credit Card. Cheques should be made out to the Heritage Council of NSW (ABN: 48 523 374 931)

You can apply to have the fee reduced or waived on the basis on financial hardship. If so, please submit supporting evidence with your Section 140 application. There is no fee for requesting a Section 144 variation of a permit.

**THIS APPLICATION FORM, SUPPORTING DOCUMENTS & APPROPRIATE FEE SHOULD BE SENT TO:
The Heritage Council, C/- The Conservation Manager, Heritage Division, Office of Environment & Heritage.**

Mail: Locked Bag 5020, Parramatta NSW 2124
Email: heritagemailbox@environment.nsw.gov.au

NEED HELP? Phone the Heritage Division on (02) 9873 8500 and ask to speak to one of the archaeologists in the Conservation Team.