



<b>Scope</b>	To provide staff some general information on HEB’s process for the management of archaeological Sites – specifically regarding permits/authorities.	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• <b>Authorities</b></li> <li>• <b>Authorities Register</b></li> <li>• <b>Contents of an Authority</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Offences / Fines</b></li> <li>• <b>Protect Objects Act 1975</b></li> </ul>
<b>Process Owner</b>	This document forms part of the Environmental Management Systems Issue and Review Process. The process is owned by the <b>National Environmental Manager</b> .	
<b>Authorities</b>	<p><b><i>Do you need a permit to work on/in an archaeological site?</i></b></p> <p>Yes you do. Instead of being called a permit they are known as authorities.</p> <p><b><i>Are there different types of Authorities?</i></b></p> <p>There are four types of archaeological authorities that authorise the holder to carry out investigations and work associated with an archaeological site:</p> <ul style="list-style-type: none"> <li>• General.</li> <li>• Scientific.</li> <li>• Exploratory.</li> <li>• Emergency authorities.</li> </ul> <p><b><i>Who issues the authority?</i></b></p> <p>Heritage NZ issue authorities.</p> <p><b><i>What does an authority allow me to do?</i></b></p> <p><b><i>General Authorities</i></b></p> <p>A general authority involves an activity that:</p> <ul style="list-style-type: none"> <li>• Will or may modify or destroy the whole or any part of any archaeological site or sites within a specified area of land, whether or not a site is a recorded archaeological site or is entered on the New Zealand Heritage List, or</li> <li>• Where the effects authorised by the authority are no more than minor, for example where a proposed driveway might clip the side of an archaeological site, affecting only a very small portion of the site. The archaeological site must be a recorded site (i.e. the site must be known to be present not just suspected, and it must have been recorded in the New Zealand Archaeological Association’s Site Recording Scheme).</li> </ul> <p><b><i>Scientific Authorities</i></b></p> <p>A scientific authority allows for a scientific investigation of an archaeological site. For example, an archaeological excavation carried out by a university for scientific or research purposes. This option does not apply to land-use applications.</p> <p><b><i>Exploratory Authorities</i></b></p> <p>This authority allows for an exploratory investigation of any site or locality. For example, to establish the presence or absence of an archaeological site in an area</p>	

	<p>where there are no existing indications, or to carry out limited investigation of a known site to determine its boundaries or nature.</p> <p><b>Emergency Authorities</b></p> <p>Emergency authorities are issued in relation to accidental discoveries. For example, if human remains or artefacts are discovered.</p>
<b>Authorities Register</b>	<p>What needs to happen if the client states they have an authority issued by Heritage NZ?</p> <ul style="list-style-type: none"> <li>• Ask to see a hard copy.</li> <li>• Provide a copy to the National Environmental Manager for review and inclusion in the Authority Register.</li> </ul>
<b>Contents of an Authority</b>	<p>Archaeological Authorities typically contain the following:</p> <ul style="list-style-type: none"> <li>• A unique number</li> <li>• Start and end dates</li> <li>• Identity of the authority holder (who it was issued to)</li> <li>• List of all known archaeological sites associated with the authority</li> <li>• Location of the physical works to be completed</li> <li>• Approved archaeologist details (who is permitted to complete the work)</li> <li>• Landowner consent</li> <li>• The “Determination” or summary of the authorised activity and what type of authority it is (general, scientific etc.)</li> <li>• Conditions</li> <li>• Advice notes (best practice, rights of review, non-compliance costs, guidelines)</li> </ul>
<b>Offences / Fines</b>	<p>Any non-compliance with direction and limitations of an authority can be punished by a fine up to \$120,000.00</p>
<b>Protected Objects Act 1975</b>	<p>The protected Objects Act 1975 regulates the sale, trade, and ownership of items recovered during the course of an archaeological authority.</p> <p>Fines can include up to \$10,000.00 per item and up to \$20,000.00 for corporate offending.</p>

**Forms associated with this Guidance Note: -**

Form Ref.	Doc. Control Ref.	Form Name:

**Revision Table**

Rev No.	Issue Date	Completed by	Approved by	Comments	Review Date
Draft 01	April 2017	Simon Cathcart	Mark Evans	Process Owner and forms reference added.	Feb 2018