



HERITAGE NEW ZEALAND  
POUHERE TAONGA

## Form D

# Transfer of responsibility for authority conditions according to section 55(2) of the Heritage New Zealand Pouhere Taonga Act 2014 when the land owner changes

This form is to be used when:

- the land owner and the authority holder are the same party; and when
- land, under which an unfinished authority is in place, is sold to another party.

It acts as documentation confirming transferral and acceptance of responsibility of any remaining authority conditions to the new land owner who will become the authority holder.

Applications can be submitted online, in person at one of our offices, or posted. Details are on the last page. Please do not email it.

- Download the form and save it to your computer before filling it out to avoid losing information from the form.
- This form is best completed using Adobe Acrobat.

Authority number

## ORIGINAL LAND OWNER

(i.e. the party to which the archaeological authority was issued)

Consent

I (please print name)

acknowledge that I have advised the new land owner:

- 1) that an authority applies in relation to the land; and
- 2) of the conditions of the authority; and
- 3) of any other relevant conditions.

Signature

Date

## NEW LAND OWNER

(i.e. the party to which the responsibility of the archaeological authority is being transferred to)

Contact details

Name

Address

Daytime phone

Mobile

Postcode

Email

Mailing address  
(if different from  
above)

Mailing address

Postcode

Consent

I (please print name)

acknowledge:

- 1) that I accept the responsibility of the authority and any conditions that are now my responsibility; and
- 2) that the responsibility has been transferred from the original land owner to me.

Signature

Date

## FORM E: APPLICATION FOR APPROVAL OF ARCHAEOLOGIST

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It is not essential that Form E is completed along with your application for an archaeological authority. Your authority can be issued without having an approved person on board. However, the majority of authorities have conditions that require the input of an approved person.

The application for an s45 person has a 10-working day processing time (if received separately to Form C) and a 15-day appeal period (or 18 days if any parties are alerted by post rather than email) during which no works can be carried out. Therefore, it is a good idea to submit Form E at the same time as Form C so you only have one processing time and one appeal period to factor into your work schedule.

### SECTION 1: DETAILS OF NOMINATED PERSON

These are the details of the consultant who has been contracted to carry out any archaeological work required. A list of available archaeological consultants can be found at [nzarchaeology.org](http://nzarchaeology.org). Inclusion on this list does not necessarily mean that we approve them for your activity. We consider each application on an individual case by case basis, taking into account the person under application (their skills, experience and access to appropriate cultural support) and the activity that is proposed. Be aware that some projects may require specialist skills (for example archaeological buildings recording) so it is wise to ensure that the person you choose has the right skills for the job.

Refer to our s45 guideline (see [heritage.org.nz/resources/archaeology-resources](http://heritage.org.nz/resources/archaeology-resources) for more information on what is considered during this approval process.

## 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.

Applications can be submitted online, in person at one of our offices, or posted. Please **do not** email it.

Region	For QUESTIONS and GENERAL CORRESPONDENCE:
Northland	09 407 0470 ArchaeologistNA@heritage.org.nz
Auckland, Hauraki, Thames-Coromandel	09 307 9923 ArchaeologistLN@heritage.org.nz
Bay of Plenty, Waikato, Gisborne	07 577 4535 ArchaeologistLN@heritage.org.nz
Taranaki, Manawatū- Wanganui, Tasman, Nelson, Marlborough	04 494 8323 ArchaeologistCR1@heritage.org.nz
Chatham Islands, Hawke's Bay, Wellington	04 494 8324 ArchaeologistCR2@heritage.org.nz
West Coast, Canterbury	03 363 1884 ArchaeologistCW1@heritage.org.nz
Otago, Southland	03 470 2364 ArchaeologistOS@heritage.org.nz

Submitting your application ONLINE	Submitting your application IN PERSON
	Bring your application to your nearest Heritage New Zealand Pouhere Taonga office:
<p>Submit your application and any related documents via our website.</p> <ul style="list-style-type: none"><li>Go to <a href="http://www.heritage.org.nz">www.heritage.org.nz</a></li><li>Go to <a href="#">the archaeological authorities page</a> • In the yellow section, select the kind of application you are making</li><li>Click <i>Submit application</i></li><li>Complete the popup form, and load your application and any accompanying documents when prompted.</li><li>Check the Privacy box and click <i>Next</i></li><li>An email will confirm submission including the authority application number.</li></ul>	Northland Regional Office UD/21 Hobson Avenue, Kerikeri
	Northern Regional Office Level 10, SAP Tower, 151 Queen Street, Auckland
	Lower Northern Area Office 26 Wharf Street, Tauranga
	Central Regional Office Level 1, 79 Boulcott Street, Wellington
	Southern Regional Office 64 Gloucester Street, Christchurch Mail Centre, Christchurch
	Otago/Southland Area Office Level 2, 201 Princes Street, Dunedin
<b>Submitting your application by POST</b> Please keep in mind the likely delay in receipt of the paperwork	
Post your application to:      Heritage New Zealand Pouhere Taonga Attn: Archaeologists PO Box 2629 Wellington 6140	