

APPLICATION FORM

COLLECTION NOTICE

By submitting this form, you acknowledge that you have read and understood our [Collection Notice](#), which outlines how we handle your personal information.

This form is to be used by professional archaeologists intending to undertake excavations that do not require planning approval under the *Planning and Development Act 2005* from the decision-making authority (e.g. local government). Under Section 79 of the *Heritage Act 2018*, the Heritage Council can issue a permit for works undertaken at a place entered in the State Register of Heritage Places. This permit is used only when there is no requirement for planning, building or other approval from any other authority under the *Planning and Development Act 2005*.

For further information or assistance in completing this form, please contact a Heritage Officer at the Department of Planning, Lands and Heritage on (08) 6551 8002. Numbers, names and descriptions of places on the State Register of Heritage Places can be found at <https://inherit.dplh.wa.gov.au/Public/>

1. APPLICANT DETAILS

Name:

Company name:

Address for correspondence:

Postcode:

Telephone:

Email:

Signature:

Date:

Specify whether the applicant is the owner/occupant/lessee/representative (e.g. builder, architect):

2. PLACE DETAILS

Name of place: (as it appears in the State Register of Heritage Places):

Place number:

Address of place:

Postcode:

GPS coordinates, other identifying land parcel information (eg. Certificate of Title details):

3. PROPOSAL

Brief title of project (eg. Archaeological excavation):

Summary description of project:

Anticipated or planned start and completion dates:

4. OWNER APPROVAL (if the Applicant does not own the land to be excavated)

I acknowledge that the applicant has my permission to undertake this project on the land I own.

Signature:

Date:

5. OTHER APPROVAL BODIES

Other approvals may be required for the proposed archaeological excavation. Please indicate on the list below whether the following bodies have been contacted or mark with 'Not Applicable' (NB: this list is only a guide. The onus is on the applicant to ensure appropriate approval processes have been followed).

Local government authority	☐ Approval obtained	☐ Approval not required
Department of Planning, Lands and Heritage	☐ Approval obtained	☐ Approval not required
Swan River Trust	☐ Approval obtained	☐ Approval not required
Other		
	☐ Approval obtained	☐ Approval not required
	☐ Approval obtained	☐ Approval not required

6. SUPPORTING DOCUMENTS

Please ensure your application includes the following information.

Supervising Archaeologist Qualifications and Experience

- ☐ Evidence of a Bachelors/Honours in Archaeology.
- ☐ Outline demonstrating supervising archaeologist has appropriate of experience and knowledge in proposed excavation, field artefact management and conservation processes or appropriate contact for conservation advice.
- ☐ A brief CV.

Research Design and Reporting

- ☐ Archaeology based research proposal including questions stating what the excavation is proposing to address.
- ☐ Excavation methodology that is appropriate to the archaeological potential and significance of the site. For sites with a high archaeological potential and significance, the methodology must reflect best practice, e.g. controlled archaeological excavation, with all materials/deposits/contexts appropriately recovered and recorded.
- ☐ Maps/plans showing the location and extent of the excavation area (as per research proposal).
- ☐ Artefact management proposal outlining details of how recovered artefacts/material will be managed, including details of the proposed repository.
- ☐ Project reporting details outlining proposed reporting procedures/requirements for the completed work.

Return your completed form, with accompanying documents to:

Heritage Council of WA
Locked Bag 2506
Perth WA 6001

T: (08) 6551 8002
FREECALL (regional): 1800 524 000
E: info@dplh.wa.gov.au
W: www.dplh.wa.gov.au