Instructions to complete form



Notification form

Form to report the discovery of a shipwreck or shipwreck artefact (r 7)

**Preliminary information**

It is the applicant’s responsibility to ensure that the full and correct information is provided. Applications made on behalf of business names or unincorporated associations also require an individual applicant’s name, eg Ms Jane Smith, Capital Enterprises Pty Ltd.

Under the *Heritage Act 2017*, the penalty for failure to report the discovery of a shipwreck and/or shipwreck artefact/s is, in the case of a natural person, 120 penalty units, and in the case of a body corporate, 240 penalty units.

**Who should complete this form?**

A person who has discovered a shipwreck or shipwreck artefact.

**Enquiries and more information**

Web: heritage.vic.gov.au

Phone: (03) 7022 6390

Email: [heritage.victoria@delwp.vic.gov.au](mailto:heritage.victoria@delwp.vic.gov.au)

**Please lodge your notification via email to** [**heritage.victoria@delwp.vic.gov.au**](mailto:heritage.victoria@delwp.vic.gov.au)

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| --- | --- | --- | --- | --- | --- | --- |
| ***Office use only*** | | | | | | |
|  |  |  |  |  |  |  |
|  | *Shipwreck/ artefact* |  | *Date received* |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Finder details

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname: |  |
| Address: |  |
| Email address: |  |
| Telephone: |  |

Find details

|  |  |
| --- | --- |
| Date of find: |  |
| Dates of any subsequent visits to the site: |  |
| Will the finder/s be available to accompany representatives of Heritage Victoria to the site? | 🞏 Yes 🞏 No |
| Would the finder/s be interested in being involved in research into or an archaeological survey of the site? | 🞏 Yes 🞏 No |
| Name of shipwreck (if known): |  |
| Description of shipwreck or artefact/s found: |  |
| Do you consider the shipwreck or artefact to be of historical significance? | 🞏 Yes 🞏 No |
| Circumstances under which the shipwreck or artefact was found: | 🞏 Scuba diving  🞏 Snorkelling  🞏 Boating  🞏 Hiking  🞏 Other (please state) |
| Are photographs of the shipwreck or artefact available? | 🞏 Yes (please provide a copy)  🞏 No |
| Are videos of the shipwreck or artefact available? | 🞏 Yes (please provide a copy)  🞏 No |

Location of find

|  |  |
| --- | --- |
| Locality: |  |
| Latitude: |  |
| Longitude: |  |
| If using GPS, GPS datum: |  |
| Nearest prominent landmark: |  |
| True/compass bearings, sextant or visual bearings to prominent landmarks: |  |
| Is the site above high water mark? | 🞏 Yes 🞏 No |
| Is the site dry or partly dry at low tide? | 🞏 Yes 🞏 No |
| Distance from site to shore: |  |
| Has a buoy, stake, cairn or other marker been placed on or near the site? | 🞏 Yes 🞏 No |
| Is a depth sounder required? | 🞏 Yes 🞏 No |
| Other comments on location of the shipwreck or artefact: |  |

Conditions at the site

|  |  |
| --- | --- |
| Depth of water in metres: |  |
| Type of bottom: |  |
| Visibility: |  |
| Is the site sheltered or exposed? |  |
| Does the site become covered by sand, and if so, when? |  |
| Is the site much affected by surf, bottom surge or currents? |  |
| Other comments on diving conditions: |  |

Description of shipwreck/artefact

|  |  |
| --- | --- |
| Is the shipwreck: | 🞏 Mostly buried 🞏 Partly buried 🞏 Fully exposed |
| Does the hull appear to be: | 🞏 Wood 🞏 Iron 🞏 Composite |
| Is the hull: | 🞏 Mostly intact 🞏 Partly intact 🞏 Broken up |
| Is the outline discernible: | 🞏 Hull 🞏 Bow 🞏 Stern |
| Estimated total area of wreckage (in square metres): |  |
| If fastening bolts are noted, are they: | 🞏 Iron 🞏 Copper 🞏 Brass |
| Are there signs of: | 🞏 Iron 🞏 Copper 🞏 Engine/s 🞏 Winch/es 🞏 Machinery 🞏 Boiler/s 🞏 Anchor/s 🞏 Propellor/s 🞏 Mast/s 🞏 Chain 🞏 Ceramic 🞏 Glass 🞏 Wire rope 🞏 Fibre rope 🞏 Coal |
| Brief description of any of the above items which are present, or of any other materials (including small artefacts) found at the site: |  |
| Any threats to the current condition of the shipwreck or artefact (eg looting, development, recreational activity): |  |
| Please attach a sketch map to aid staff in relocating the site. |  |

Finder declaration

|  |  |
| --- | --- |
| I state that the information I have given on this form is correct to the best of my knowledge and that I am reporting the finding of this shipwreck or artefact on behalf of myself or myself and other persons named in the section above | |
| Name: |  |
| Signature: |  |
| Date: |  |