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| Historical archaeological site card |
| Regulation 27 |

# Instructions to complete form

## Who should complete this form?

A person who discovers a site that should be recorded on the Heritage Inventory. This form must be completed in accordance with Heritage Victoria’s *Guidelines for Conducting Historical Archaeological Surveys* available at [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au).

## Enquiries and more information

Web: [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au)

Telephone: (03) 7022 6390

Email: [archaeology.admin@delwp.vic.gov.au](mailto:archaeology.admin@delwp.vic.gov.au)

## Please lodge your form in one of the following ways:

*By email* to: [archaeology.admin@delwp.vic.gov.au](mailto:archaeology.admin@delwp.vic.gov.au) (Word is the preferred document format) OR

*By post* to: The Executive Director, Heritage Victoria, PO Box 500, MELBOURNE VIC 8002

Please note: all sections must be completed. Incomplete forms will be returned to the applicant which may result in delays.

## Recommended site extent:

You are required to lodge a recommended site extent with your site card. It is our preference to receive .shp files with associated plan. **See section 5 of Heritage Victoria’s Archaeology Survey Guidelines.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Office use only* | | | | | | |
|  |  |  |  |  |  |  |
|  | *Heritage Inventory number and name* |  |  |  |  |  |
|  |  | | | | |  |
|  | *Date received* |  | *Date accepted* |  | *Hermes Number* |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# 1. Place details

|  |  |
| --- | --- |
| Place name: |  |
| Heritage Inventory Number (if any): |  |
| Other or former names: |  |
| Municipal Council: |  |
| Address: |  |
| Geographical coordinates (GDA94 or WGS84) expressed in degrees and decimals of a degree: |  |
| Mapsheet name and number (1:100,000 only): |  |

# 2. Cadastral location

|  |  |
| --- | --- |
| County: |  |
| Parish: |  |
| Township: |  |
| Section: |  |
| Allotment: |  |
| Standard Parcel Identifier (SPI): |  |

# 3. Details of site owner or land manager (where known)

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | | |
| First Name: |  | | |
| Surname: |  | | |
| Business or organisation name: |  | | |
| Position title: |  | | |
| Address: |  | | |
| Email address: |  | | |
| Telephone: |  |  |  |

# 4. Details of site occupier (where known)

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | | |
| First Name: |  | | |
| Surname: |  | | |
| Business or organisation name: |  | | |
| Position title: |  | | |
| Address: |  | | |
| Email address: |  | | |
| Telephone: |  |  |  |

# 5. Aboriginal cultural values

|  |  |  |
| --- | --- | --- |
| Site has known Aboriginal values | \*Yes | \*No |
| Site is recorded on the Victorian Aboriginal Heritage Register | \*Yes | \*No |

# 6. Current description of site

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide description: |  | | | |
| Date recorded: |  | | | |
| On Victorian Heritage Register | \*Yes  (please advise VHR number) |  |  | \*No |
| On Heritage Overlay | \*Yes  (please advise HO number) |  |  | \*No |
| Associated sites: |  | | | |

# 7. Place history

|  |
| --- |
| Please provide a brief history of the place (at least 1 to 2 paragraphs): |

# 8. Analysis of site (interpretation)

|  |
| --- |
| Include phases in the development of the site, functions and activities represented, as well as current place use: |

# 9. Statement of Significance

Please provide a brief description of why the site is significant (at least 1 to 2 paragraphs):

|  |
| --- |
| 10. Suggested Protection 🞏 Heritage Inventory  🞏 Victorian Heritage Register  🞏 Heritage Overlay |

# 11. Threat

|  |
| --- |
| Is the place under any threat? If so, what is the threat? |

# 12. References / Informants

Please list books or other sources that may provide historical information about this place.

|  |
| --- |
|  |

# 13. Attachments

Please attach the following to this form:

|  |  |
| --- | --- |
| 🞏 | A map showing the location of the site. Map must clearly identify recorded area and include any street addresses (eg excerpt from Melway and its reference numbers) |
| 🞏 | A plan showing all archaeological features, and any built cultural heritage. (The plan must be labelled and scale noted – eg 1:100,000) |
| 🞏 | Photographs of the site (you may include historical photogaphs, historical plans, and historic maps) |
| 🞏 | Any other documents or notes produced as a result of the survey. |

# 14. Recording archaeologist’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | | |
| First Name: |  | | |
| Surname: |  | | |
| Business or organisation name: |  | | |
| Position title: |  | | |
| Business or company address: |  | | |
| Email address: |  | | |
| Telephone: |  |  |  |

# 15. Statement

|  |  |
| --- | --- |
| I state that the information I have given on this form is correct to the best of my knowledge. | |
| Name: |  |
| Signature: |  |
| Date: |  |

\*Delete if not applicable