Heritage

Notification of a discovery

**Use this form** to report a discovery of an artefact under section 89 ofthe *Queensland Heritage Act 1992.*

# Details of person notifying

|  |  |  |
| --- | --- | --- |
| Name | | |
| POSTAL ADDRESS | | POSTCODE |
| PHONE | E-mail | |

# Details of person/s who made the discovery (if different from notifier) (ensure you have the consent of this person/s to submit their details)

|  |  |  |
| --- | --- | --- |
| Name | | |
| POSTAL ADDRESS | | POSTCODE |
| PHONE | E-mail | |

# Discovery location and spatial co-ordinates

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ADDRESS | | | | | | POSTCODE |
| lot on plan number/s | | | |  | | |
| local government area | | | | | | |
| MAP GRID ZONE OF AUSTRALIA/PROJECTION:  54  55  56 | Easting | | | | Northing | |
| Longitude | | Latitude | | | | |
| ACCURACY +/- m (IF GPS) | | | Datum  WGS84  GDA94  GDA2020 | | | |
| Recorded using  Differential GPS  Hand-held GPS  Map Reading  Estimation  aerial photography  GIS  Landmark bearing | | | | | | |

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|  |
| --- |
| Recorded using  Differential GPS  Hand-held GPS  Map Reading  Estimation  aerial photography  GIS  Landmark bearing |

# Discovery details

|  |
| --- |
| date THE discovery WAS MADE |
| descriPTION OF the discovery  *Describe:*   * *the type, size and number of artefacts found (e.g. two ceramic sherds 3cm x 6cm, six 750ml beer bottles).* How big was the area in which the artefacts were found and if any other features were nearby e.g. ruins or postholes. * *if artefact/s were found above or below ground or submerged. If found below ground, note approximate depth.* * *any distinguishing features, e.g. decorative surfaces, patterns or identifying marks.* * *if artefacts have been disturbed or appear to have been moved from their previous location.* * *how and why the discovery was made.* |
| DescriPTION OF the site where discovery was made  *Describe:*   * *the physical extent of the site of the discovery.* * *how the site is currently used.* * *how easy it is to gain access to the site.* |
| interpretation OF the discovery  *Describe, for example:*   * *the estimated date of the discovery.* * *the use, function or purpose of the discovery.* * *deposition processes and associations.* |
| MANAGEMENT ACTIVITIES ALREADY UNDERTAKEN  *Describe, for example:*   * *recording the discovery (include the techniques used).* * *redesign of works to avoid impact.* |
| PROPOSED MANAGEMENT ACTIVITIES  *Describe, for example:*   * *Avoidance methods, reburial plans, and detailed recording prior to removal.* |

# Map

A map must be attached to or sent with this form. Tick to confirm:

The map shows the location of the site and includes any street addresses.

# Site plan

A site plan must be attached to or sent with this form. Tick to confirm:

The site plan is drawn or sketched to scale.

The site plan shows all significant archaeological features and these are clearly labelled in their approximate locations.

# Photographic record

Attach photographs to this notification that show the artefacts and the site where they were found. Number all photographs and complete the following index sheet. Add more rows if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| date and time taken | | photographer | |
| copyright permissions | | | |
| image number | file name | | Description |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

# Additional attachments

Attach any additional documents that need to be submitted as part of this notification (e.g. consultant’s reports or historical research). If needed, add more rows to the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Author | Date | TITLE | copyright permissions |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Signature of person making the notification

|  |  |
| --- | --- |
| SIGNATURE | DATE |

# Lodgement

Send one copy of the completed form and any attachments to:

|  |  |  |
| --- | --- | --- |
| **Email:**  archaeology@des.qld.gov.au | **OR** | **Post:**  Heritage Branch  Arts and Heritage Division  Department of Environment and Science  GPO Box 2454  Brisbane Q 4001 |

Further information

* email archaeology@des.qld.gov.au
* call 13 QGOV (13 74 68) and ask to speak to an Archaeologist in the Heritage Branch
* visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)

Your privacy

Information you provide assists the Department of Environment and Science (DES) in administering archaeological artefact discovery notifications made under the *Queensland Heritage Act 1992*.

All personal information in relation to your notification will be used only to manage the notification process and will not be disclosed to any other parties without your consent (and where relevant, the consent of third parties identified in this notification), unless authorised or required by law.

More information on our commitment to privacy is available on our [website](https://www.ehp.qld.gov.au/legal/privacy.html): www.des.qld.gov.au/help/legal/privacy. For specific privacy information or enquiries please email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).