



HERITAGE CONSERVATION ACT

APPLICATION FOR ALTERATION PERMIT

The undersigned
(Surname) (Given names)

of
(Company represented, if any, and address)

and

The undersigned
(Surname) (Given names)

of
(Company represented, if any, and address)

hereby applies/apply for a permit, under section 12 of the *Heritage Conservation Act*, to carry out a site alteration, in accordance with the information requested on the reverse of this form.

GENERAL TERMS AND CONDITIONS OF PERMIT

1. Permits shall be valid for the term stipulated on the front of the permit unless otherwise suspended or cancelled. Extensions to the term of the permit, or other amendments, will be considered upon submission of a request to the Archaeology Branch at least 20 days prior to the expiry date of the permit.
2. The permit-holder shall provide the Archaeology Branch with one (1) bound copy, if longer than five (5) pages, and one (1) electronic copy in PDF format of a written report outlining the work carried out under the terms of the permit.
3. The title page of all reports must indicate the name(s) of the copyright owner(s) and, where agreed to, a Grant of License statement completed and signed by the copyright owner(s).
4. The permit-holder shall provide the Archaeology Branch with an updated British Columbia Archaeological Site Inventory Form for any site altered under authority of the permit.
5. A person appointed by the branch may at any time inspect any aspect of a project conducted under the terms of this permit. To further their inspection, the appointee may conduct excavations within the study area. Notwithstanding the expiration or earlier termination of the term of the permit this provision will remain and continue in full force and effect.
6. Where a condition for archaeological monitoring of development is attached to the permit, the permit-holder shall arrange for a secure repository to curate any materials recovered under authority of the permit.
7. Heritage objects and associated materials recovered under authority of the permit may not be sold or exchanged for financial gain. Any other transfer of heritage objects, materials and records, or changes to the conditions identified under the "Disposition of materials collected..." section of the permit, may only be carried out with prior consent of the Minister.

8. A permit does not authorize the holder of the permit to enter property, or to make any alteration to property, without the permission of the owner or occupier.
9. In the event that human remains are encountered, all work must cease in the vicinity of the remains and the Archaeology Branch must be contacted for direction, unless otherwise provided for in the permit application.
10. Any other conditions that may be specified in the permit.

PROJECT DESCRIPTION

(Provide full information under appropriate headings)

1. Type of site alteration (specify nature of, and rationale for, alterations).
2. Background:
 - a) Indicate previous archaeological studies (provide *HCA* permit numbers)
 - b) Describe archaeological site type(s) and provide permanent site identification number(s)
 - c) Provide summaries or extracts from previous report(s) and branch recommendations, if any
3. Location:
 - a) Provide legal description of property, or geographic location if on Crown land (include Forest District, forest licence area and cutblock for CMT sites)
 - b) Provide location/development/archaeological site maps
4. Description of any concurrent archaeological studies (e.g., monitoring, CMT sampling/dating, etc.)
5. Disposition of materials and samples collected (repository and contact person)
6. Alteration schedule and requested permit expiry date
7. Archaeological field personnel (if any)
8. Previous permits held by applicant

CONSENT TO THE USE OF PERSONAL INFORMATION

Permit applicants and their clients must consent to the use of personal information such as names, addresses, and telephone numbers that is included in permit applications, site inventory forms or permit reports. However, consent is not required from representatives of corporate clients. Property owners must also consent to the use of this information if the application applies to private property. This consent is necessary as the Archaeology Branch collects and distributes personal information that is subject to the *Freedom of Information and Protection of Privacy Act*.

I consent to the use of personal information contained in this application, as well as the personal information contained in the resulting site inventory form and permit report, for contact and verification purposes. I understand this information will be retained in the provincial archaeological site database and permit report. I

also understand this information may be disclosed to researchers, consulting archaeologists and other users of the database and permit report. Database users must identify themselves and the purpose of their information request, and are precluded from further distribution of the information they obtain. The permit report will be publicly available once it has been accepted as meeting permit terms and conditions.

Date

Place
(Permit [Co-]Applicant Signature)

Date

Place
(Permit Co-applicant Signature)

Date

Place
(Client Signature)

Date

Place
(Property Owner Signature)

PERMIT APPLICANTS' CERTIFICATION

I certify that I am familiar with the provisions of the *Heritage Conservation Act* of British Columbia, and that I will abide by the terms and conditions listed on the front hereof, or any other conditions the Minister may impose, as empowered by said *Act*.

Date

Place
(Permit [Co-]Applicant Signature)

Date

Place
(Permit Co-applicant Signature)

NOTICE REGARDING COPYRIGHT

At the time of report production, the owner(s) of the report copyright will be asked to grant a non-exclusive license to the Province of British Columbia for the purpose of copying and distributing the report. The granting of this license will facilitate access to the archaeological data contained within the report and will therefore contribute to the protection of heritage resources throughout the Province. Copyright owners who refuse to grant a license to the Province, and anyone carrying out research on behalf of those copyright owners, will not be granted access to the Archaeology Branch's online library and will not be permitted to photocopy reports within the Branch office.

NOTICE REGARDING OTHER PERMITS

No permits or approvals, other than a *Heritage Conservation Act* permit, are required to carry out the site alterations described in the permit application. However, licensees and property owners or developers may also require other approvals such as forestry cutting permits and municipal development permits.