



## HERITAGE CONSERVATION ACT

# APPLICATION FOR ALTERATION PERMIT

The undersigned .....  
(Surname) (Given names)

of .....  
(Company represented, if any, and address)

hereby applies 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 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.
4. A person designated by the Minister may at any time inspect any alteration being carried out under the terms of the permit.
5. 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.
6. 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.
7. Permits issued pursuant to section 12(2) are only valid on private land if the permit-holder obtains the permission of the owner or occupier to enter onto land for the purpose of altering a heritage site.
8. 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.
9. 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 Applicant Signature)

Date .....

Place .....

.....

(Client Signature)

Date .....

Place .....

.....

(Property Owner Signature)

***PERMIT APPLICANT'S 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 Applicant Signature)