



Application for Registration of Historic Places and Historic Areas

Registration signifies that a place or area is part of New Zealand's historical and cultural heritage. Your application must identify the heritage values of the place or area you recommend for registration. You must also explain why you believe those values are important. Your explanations must be supported by evidence. Incomplete or unsupported applications are unlikely to be accepted.

Before you start

- ▶ Is the place/area *already* registered? Check with your local NZHPT regional or Area office. (See the Guideline for contact details.)
- ▶ Read the Information Sheet.
- ▶ Read the Guideline.

Application Questions Use the Guideline for advice on answering each question

1. What is the name of the place or area?

2. Where is the place or area? (*Attachment required*) Mark the location of your place or area on the map provided.

3. Do you know the legal description of the place or area?

Select from drop list. If yes please provide details.

4. Do you know who owns the place or area?

Select from drop list. If yes please provide details. (*Attachment required.*)

Name:

Address:

Postalcode:

Ph: Fax: Email:

5. Who might be interested in the place or area?

6. **Who have you consulted about your application?**

7. **What are your aims in applying for registration?**

8. **How does your place or area compare with other similar places?**

9. **Why do you think it is important?** Make a case for the significance of your place or area under one or more of these values: Aesthetic, Archaeological, Architectural, Cultural, Historical, Scientific, Social, Spiritual, Technological or Traditional. *(Your statements must be supported by evidence.)*

10. Can you make a case for Category I registration?

Select from drop list. If yes please describe.

11. Have you visited the place or area?

Select from drop list. If yes provide details and dates.

12. How would you describe the place or area? *(Attachments optional.)* Remember to consider these questions: What is the surrounding area like? What does the place or area include? What is it made from? What does it look like? What is it like inside?

13. What condition is it in?

14. What is the history of the place or area? *(Attachments required.)*

15. What information is available on the place or area? Where have you looked for information? What books or papers have you used? What other materials have you used? Do you know where other information might be found?

Signing and Dating Your Application

Name:

Address: Postalcode:

Ph: Fax: Email:

Signed: Date:

Final check

Your recommendation will not be considered until each question is completed, the attachments provided, and the application is signed and dated.

Have you:

- Answered each question?
- Attached your map?
- Attached the certificate of title (if available)?
- Included recent photographs of the place (if available)?
- Attached copies of the evidence you have relied on?
- Signed and dated the form?

Instructions on how to use Acrobat Reader's Callout Tool to mark location on the map

1. Download the appropriate map from the NZHPT website.
2. Select the magnifying glass from the toolbar and zoom into proximity of the place or area.
3. From the Menu Bar → Choose Tools → Comment & Markup → Callout tool .
4. On the map find place or area to be marked.
5. Click once to set the location of the end point, and click again to set the location of the text box.
6. Type the text.
7. (Optional) To make further changes to the text box:
 - ▶ To resize the callout, select it and drag any of the handles that appear.
 - ▶ To move the text box, click inside the box and drag it.
 - ▶ To move the entire callout, click either the end point line or an edge of the text box, and drag it.
8. Save.