Notice of Intention to carry out a survey for Aboriginal cultural heritage for the purposes of the  
*Aboriginal Heritage Act* *2006*

This form has been prepared for use by a person intending to carry out a survey for Aboriginal cultural heritage (‘Survey’) to complete the notification provisions pursuant to s.34A of the *Aboriginal Heritage Act* *2006* (the ‘Act’).

For clarification on any of the following please contact Victorian Aboriginal Heritage Register (VAHR) enquiries on 1800 762 003.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION 1 – Person intending to carry out survey (applicant)** | | | | |
| Applicant (*natural person or body corporate seeking to carry out survey*): | |  | | |
| ABN/ACN: |  | | | |
| Contact name: |  | | | |
| Postal Address: |  | | | |
| Telephone Number |  | | Fax number: |  |
| Mobile: |  | |  |  |
| Email Address: |  | | | |

|  |  |
| --- | --- |
| **SECTION 2 –Survey supervisor** | |
| Name: |  | |

Provide a description of the supervisor’s qualifications and experience relevant to surveys for Aboriginal cultural heritage:

|  |  |  |
| --- | --- | --- |
| **SECTION 3 – Description of proposed activity and Survey location** | | |
| Project Name: |  | |
| List the relevant municipal district/s (ie, Local Council or Shire): | |  |
| Clearly identify the proposed **activity** for which the survey relates (ie, cultural heritage or due diligence assessment, preliminary Aboriginal heritage test, research): | | |
|  | | |
|  | | |
|  | | |
| Clearly identify the **location** (such as listing cadastral information, attaching a copy of a title search, or indicating the street address): | | |
|  | | |
|  | | |
|  | | |

**Attach a map** (to scale, with a north arrow and indicating the municipal district - if any) that clearly identifies the survey area.

* Please ensure the map refers to existing roads and features, rather than proposed roads and features, and includes their names.
* Please ensure the map has the survey area outlined on it.
* The map should have a legend; at least three readily identifiable geographical locations (such as road intersections, parcel boundaries, or road/river crossings) and should state the map’s projection.

|  |
| --- |
| **SECTION 4 – Expected start and finish date for the survey** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Start date* | / / |  | *Finish date* | */ /* |

|  |
| --- |
| **SECTION 5 – List any relevant registered Aboriginal party (if any)** |
| *This section is to be completed only where there is a registered Aboriginal party in relation to the survey area* |
|  |
|  |
|  |

|  |
| --- |
| **SECTION 6 – Signature of applicant** |

I certify that to the best of my knowledge and belief that the information supplied is correct and complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signed*: |  |  | *Date*: | / / |
|  | [**applicant**] |  |  |  |

|  |  |
| --- | --- |
| **SECTION 7 – Notification checklist** | |
|  |  |
|  | Ensure appropriate attachment/s are completed and attached to this notification (see section 3 of this form). |

Please ensure this notice and all attached items are sent to the:

Director Heritage Services

First Peoples – State Relations

Department of Premier and Cabinet

GPO Box 4912

**MELBOURNE VIC 3001**

**OR Email: vahr@dpc.vic.gov.au**

***Notes:***

* **Ensure that any relevant Registered Aboriginal Party (RAP) is also notified. A copy of this notice may be used for this purpose.**

**(A RAP is allowed up to 14 days to provide a written response to a notification specifying whether or not it intends to participate in the survey).**

* **In addition to notifying the Director Heritage Services and any relevant RAP, a Sponsor must also notify any owner and/or occupier of land within the survey area. A copy of this notice may be used for this purpose.**
* **A copy of any documentation relevant to the survey must be given to the Secretary, Department of Premier and Cabinet (Secretary) for recording on the Victorian Aboriginal Heritage Register within 30 days of producing the final report relating to the survey, or within 12 months of submitting this application, whichever is earlier. Email: vahr@dpc.vic.gov.au**
* **Relevant documentation means any site records, photographs, maps and plans relating to the survey and a copy of any final report.**
* **The applicant must notify the Secretary if the survey did not occur within 12 months of submitting this application.**