

# Guidelines for nominating a historic heritage place for evaluation

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**Auckland  
Council**

Te Kaunihera o Tāmaki Makaurau



**Cover illustration: Te Muri cemetery.**

Like many heritage places Te Muri has multiple values. The cemetery was a burial place for both local Maori and for settler families. It is the archaeological site of an earlier Maori village, and the pohutukawa tree is considered to be tapu.

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These guidelines outline the requirements for nominating a historic heritage place for evaluation by Auckland Council and will assist you in completing and submitting the nomination form.

## Nominating a place

Any person or organisation may nominate a place or group of places for evaluation by completing and submitting the nomination form.

Before you submit a nomination, please read these guidelines to check whether nomination is appropriate and to ensure that you complete the form correctly. You should only nominate a place if you consider it has significant heritage value.

Council as being of significant heritage value to the people of Auckland

- Is protected by provisions in the plan to ensure its significance is not lost
- May be eligible for grants and other incentives.

## Purpose of evaluation

The purpose of evaluation is to identify places of heritage significance. Significant places will be considered for potential inclusion in the historic heritage schedule of the Auckland Unitary Plan, or other appropriate management to protect the values of the place.

Nomination of a place does not automatically guarantee that it will be evaluated or considered for scheduling. Priority will be given to nominations that clearly identify the values associated with a place and the community to which it is significant, and are supported by relevant background information. Therefore you are encouraged to make a persuasive case for the significance of the place.

## Draft Auckland Unitary Plan criteria for scheduling historic heritage places

The proposed Draft Auckland Unitary Plan sets out draft criteria for evaluating the significance of historic heritage and the level of significance required to be considered for inclusion in the heritage schedule. The criteria are:

### (a) Historical

The place reflects important or representative aspects of national, regional or local history, or is associated with an important event, person, group of people or idea or early period of settlement within the nation, region or locality

## What is the historic heritage schedule?

The historic heritage schedule of the Auckland Unitary Plan is a list of significant heritage places in the Auckland region.

Inclusion of a place in the schedule means that the place:

- Has been officially recognised by Auckland

### b) Social

The place has a strong or special association with, or is held in high esteem by, a particular community or cultural group for its symbolic, spiritual, commemorative, traditional or other cultural value

**(c) Tangata whenua**

The place has a strong or special association with, or is held in high esteem by, tangata whenua for its symbolic, spiritual, commemorative, traditional or other cultural value.

**d) Knowledge**

The place has potential to provide knowledge through scientific or scholarly study or to contribute to an understanding of the cultural or natural history of the nation, region or locality.

**(e) Technology**

The place demonstrates technical accomplishment, innovation or achievement in its structure, construction, components or use of materials.

**(f) Physical attributes**

The place is a notable or representative example of a type, design or style, method of construction, craftsmanship or use of materials or the work of a notable architect, designer engineer or builder.

**(g) Aesthetic**

The place is notable or distinctive for its aesthetic, visual, or landmark qualities.

**(h) Context**

The place contributes to or is associated with a wider historical and cultural context, streetscape, townscape, landscape or setting.

To be considered eligible for inclusion in the schedule of the Draft Auckland Unitary Plan, a place (or area) must be of overall considerable or exceptional significance. Category A places must be of significance to the Auckland region or to the nation.

Other factors such as integrity are also taken into account in the decision to recommend a place for scheduling. Sometimes scheduling is not the most appropriate way of protecting the values of a place. The final decision is made by the council after the views of the owner and any other affected parties have been considered.

## What heritage places can be nominated?

Historic heritage places can include:

- Archaeological sites and features
- Buildings, structures, and monuments
- Shipwrecks and underwater heritage
- Groups of inter-related places, including cultural landscapes; townscapes, streetscapes and settlements
- Gardens, trees and plantings
- Places of historical or cultural importance including places of significance to tangata whenua such as wāhi tapu (sacred places) and wāhi tūpuna (places of traditional importance or value).

We will not accept nominations for:

- Any building, structure or other place less than 30 years old, other than in exceptional circumstances
- Moveable or portable heritage such as vehicles, boats, furniture, or works of art that are not fixed in place. Abandoned objects that are non-mobile and form part of a wider heritage context or place (such as a steam boiler at a sawmill site) can be included in the nomination for that place
- Any place that cannot be described in such a way as to sufficiently identify it.

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# Completing the nomination form

## Before completing the form

Before you complete the nomination form you should check the heritage schedule in the relevant operative district or regional plan (available on the Auckland Council website) to ensure that the place is not already scheduled. You may submit a nomination supporting a change in category for a place that is already scheduled (e.g. from B to A).

## Completing the form

You are encouraged to complete and submit the nomination form in electronic format. You can download an electronic copy of the form from: [www.aucklandcouncil.govt.nz/EN/newseventsculture/heritage/Pages/home.aspx](http://www.aucklandcouncil.govt.nz/EN/newseventsculture/heritage/Pages/home.aspx)

## Section 1 (Contact details)

We need to be able to acknowledge receipt of your nomination, verify information if needed, and keep you informed. We cannot accept anonymous nominations.

## Section 2 (Address)

We need to know where the place is. If it doesn't have a street address, you can provide the legal description or grid reference (using NZ Transverse Mercator coordinates). You can access these through the council's GIS viewer: [maps.aucklandcouncil.govt.nz/aucklandcouncilviewer/](http://maps.aucklandcouncil.govt.nz/aucklandcouncilviewer/)

Legal description: use the 'identify' button on the toolbars on the right of the screen

Grid reference: go to Tools/capture map coordinates.

## Section 3 (Owner/occupier)

Complete this section if you have access to this information.

## Section 5 (Description)

You should include a summary of the history of the place and attach or include any relevant background

information or bibliographic references that will assist us in understanding the place.

## Section 6 (Threats)

It is useful to identify known threats to a place, because this will assist in prioritising nominations.

## Further assistance

If you need assistance with the form, please contact the council's Heritage Information Management team on 09 301 0101 or by email at [Heritage@aucklandcouncil.govt.nz](mailto:Heritage@aucklandcouncil.govt.nz)

**Please complete the form in as much detail as possible.**

# Frequently asked questions

## Can I provide information in confidence?

Generally not. Evaluation of Auckland's heritage is a public process. All members of the public, including the owner of a heritage place or item, are entitled to access all information held by the council on a property. Councils are only required to restrict access to sensitive information about places of significance to tangata whenua as this is a statutory requirement under the Resource Management Act 1991. All other information relating to a property is public information, and is therefore available to members of the public upon request. If you have concerns about providing information that is or may be sensitive or subject to copyright, you can discuss this with staff in the council's Heritage Unit before providing the information.

## What about my personal details?

Auckland Council has a responsibility to comply with the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987. There is a general presumption within this legislation that all information provided to, and held by council as public records, is public information and is subject to disclosure upon request unless there are reasons why it should not be disclosed. These reasons include where

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disclosure of the information would compromise the safety of an individual, or where it would impede proper maintenance of the law. If you have concerns, you should refer to the relevant acts, and seek independent advice.

### **What if I don't have the time or knowledge to provide all the information you require?**

The more supporting evidence you can provide the better. Nominations that lack sufficient information may be assigned a low priority. You could approach your local board, historical society or other community group to assist with the nomination or to make it on your behalf.

### **Why can't the council evaluate all nominated places?**

The process of evaluating heritage places requires specialised personnel and resources. As well as public nominations, the council identifies potentially significant places through Historic Heritage Area Plans and targeted/thematic research. All nominations receive an initial appraisal. Those that are unlikely to meet the significance thresholds or lack sufficient information will be assigned a low priority or may not proceed. In some cases places that are nominated have previously been evaluated, so unless new information becomes available they will not be re-evaluated.

### **How does the nomination process relate to the notification of the proposed Unitary Plan?**

The draft version of the Auckland Unitary Plan, which will be released in March 2013 for region-wide informal public consultation, will show which places are currently included in the proposed heritage schedule. You can nominate a place for addition to the schedule before or after that time. However not all nominations will be able to be evaluated prior to public notification of the proposed Auckland Unitary Plan, scheduled for September 2013. Therefore you should also make a submission on the proposed Draft Auckland Unitary Plan in support of your nomination as it will have a better chance of being considered, as part of the public process.

### **What happens if a place meets the threshold and is eligible for scheduling?**

Eligibility for scheduling does not automatically result in a place being protected.

The next step is to consider if scheduling is the most appropriate way of managing the place. Other factors that need to be considered include whether scheduling would allow reasonable use of the place into the future, and whether consents have been granted for the place.

There is a planning process that must then be followed before a place can be scheduled. Through this process, the owner and any other person with an interest in the place will have an opportunity to submit for or against the proposal before a final decision is made.

After the Auckland Unitary Plan is substantively operative, additional places recommended for scheduling will be added by way of a variation or plan change.

### **Where does historic character fit into this process?**

Areas or groups of places that do not meet the criteria and thresholds for inclusion in the heritage schedule will be considered against the proposed Auckland Unitary Plan criteria for historic character areas. Character areas are subject to a different set of planning controls designed primarily to retain the traditional character of historic streetscapes.

### **What is the best format for sending information to the council?**

Electronic files are preferred. Original photographs or documents should be scanned or copied. If you have large files (over 10MB) send them in parts or convert them to smaller file sizes (e.g. by converting them to pdf files) or copy them onto a CD.

▶ **For more information:** phone 09 301 0101  
or visit [www.aucklandcouncil.govt.nz](http://www.aucklandcouncil.govt.nz)

# Nomination of a historic heritage place for evaluation

## 1. Your contact details *Tell us how we can contact you*

[required]

Name:

Organisation (if on behalf of an organisation):

Postal address (for correspondence):

Telephone number:

Email:

## 2. Location *Where is the place you are nominating for evaluation?*

[required]

Name of property or place (if applicable):

Property address (include street number, street name, suburb and town or city). If the place has no street address please provide NZTM grid reference or legal description:

Legal description (if known):

New Zealand Archaeological Association site record number (if known/applicable):

New Zealand Historic Places Trust registration number (if known/applicable):

## 3. Owner/occupier *Do you know who owns and/or occupies the place?*

Is the property:  Privately owned  Publicly owned

Name of owner(s):

Postal address (for correspondence):

Telephone number (if known):

## 4. Heritage features *Tell us what the main components or features of the place are.* *You can tick more than one box for the same place*

[required]

Building or structure  Archaeological site  Place of significance to tangata whenua

Garden, trees or planting/s  Group of inter-related places  Other

**5. Description** *Describe the place and its setting, including any changes that have taken place. The more information you can provide the better. Attach further information if you have any.*

*[required]*

**6. Threats** *Is the place at risk? Tell us about any immediate threat/s to the place that you know of.*

**7. Significance** *Tell us why you think the place is significant. Who is it significant to?*

[required]

*Which of the significance criteria a-h on pages 3-4 of the guidelines are relevant?*

*It is helpful if you can include any supporting information that helps to show us why a place is significant or important to you or the group that you represent.*

**8. Further information** *It would be helpful if you could provide the following information:*

- Map – a printed or drawn map showing the location and extent of the place or area you are nominating
- Photographs – recent colour photograph/s, preferably in digital electronic format, if you have any
- Supporting documentary material – such as research reports, newspaper articles, historic maps/plans, a conservation plan or heritage assessment or historic photographs and illustrations if you have any

*Note: Photographs, plans or information submitted will be kept for our records and will not be returned. Provide photocopies, scans or digital files rather than the originals unless you are happy for them to be retained by Auckland Council.*

**9. Submitting your nomination**

Send the completed form and any attachments to:

Heritage@aucklandcouncil.govt.nz or:

Heritage Information Management  
Heritage Unit  
Environmental Strategy and Policy  
Auckland Council  
Private Bag 92300  
Auckland 1142