



**APPLICATION FOR A LICENCE TO EXCAVATE  
FOR ARCHAEOLOGICAL PURPOSES**

*Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995*

(To be submitted at least two weeks before beginning of project. Please use block capitals or type.)

1. NAME AND ADDRESS\* .....  
OF APPLICANT .....
2. NAME AND ADDRESS OF .....  
EMPLOYING INSTITUTION .....  
OR COMPANY .....
3. NUMBER OF PREVIOUS LICENCES .....0 .....<5 .....5-10 .....>10
4. TYPE AND SCALE .....  
OF PROJECT .....
5. DURATION, LIKELY .....  
START & END DATES .....
6. REASON FOR .....  
EXCAVATION .....
7. TYPE OF SITE .....
8. TOWNLAND/TOWN .....
9. COUNTY .....
10. GRID REFERENCE .....
11. SMR NUMBER(S) .....

---

\* If this is your first licence application for an excavation of this type and scale, please enclose a CV demonstrating your competence with the names, addresses and telephone numbers of two archaeological referees we can contact.

12. NAME OF SITE (if any) .....

13. PLANNING REFERENCE NO. ....

(Attach relevant Planning Condition and agreed Programme of Works)

14. RESEARCH DESIGN & .....  
METHODOLOGY .....

.....

.....

.....

(For large-scale projects and for all research projects, the research design should be typed separately and attached)

15. NAME AND ADDRESS OF .....  
SITE OWNER AND/OR .....  
OCCUPIER .....

(For work on a scheduled site, attach copy of Scheduled Monument Consent)

16. ARRANGEMENTS FOR .....  
TRANSFER OF TITLE .....

17. RESOURCES FOR STORAGE .....  
AND CONSERVATION OF .....  
EXCAVATED MATERIAL .....

18. SOURCE OF FUNDING .....

.....

19. RESOURCES FOR POST .....  
EXCAVATION WORK .....

20. FORM OF PROPOSED .....  
PUBLICATION .....

21. PROPOSED MEDIA .....  
STRATEGY .....

.....

I am fully aware of my responsibilities as the person in charge in the field under the **Health and Safety at Work (NI) Order 1978**. I have a Health and Safety Manual. I will manage the work to the highest standards of health and safety and will carry out risk assessments for my team and will take necessary remedial measures.

22. INSURANCE COVER .....  
PROVIDED BY .....

23. SIGNATURE OF APPLICANT .....  
DATE .....

24. APPLICATION APPROVED .....  
DATE ..... (Senior Inspector)

25. SERIAL NUMBER OF EXCAVATION **AE / 01 /**

*This section to be completed for excavations funded, grant-aided or assisted by Environment & Heritage Service, DOE.*

26. GROSS BUDGET AGREED WITH SENIOR INSPECTOR £.....

27. METHOD(S) OF PAYMENT AGREED WITH EHS ADMINISTRATION .....  
.....  
.....

28. STAFF STRUCTURE OF TEAM (FULLY FUNDED PROJECTS ONLY) .....  
.....  
.....

I have alerted/will alert Central Depot, MOIRA, to the date and location to which equipment is to be delivered and have forwarded the appropriate request form with map and clear guidance to rendezvous. I will undertake to have necessary assistance on site to load and unload equipment and to return all equipment borrowed from Central Depot, including vehicles, in a clean and serviceable condition.

29. SIGNED .....  
DATE .....

## NOTES

### General

This form has been designed to cover most eventualities and all questions should be addressed, if necessary using typescript sheets numbered appropriately. In practice, it may not always be necessary to complete all the questions; for example, if the information sought is clearly irrelevant or inapplicable because of the small scale of the investigation, or because of uncertainty as to the potential archaeological significance of the site. Clearly, if the form constitutes a re-application for a long-running excavation, details of which are already on file, only relevant sections need be completed.

1. The 'applicant' is the excavation director, *the person who has immediate responsibility for the conduct of the excavation in the field*. It is expected that the licensed director will be present on site at all times when work is in progress, apart from necessary absences connected with the management of the excavation.

It is necessary for applicants to demonstrate their competence to direct the proposed project if it represents a departure from their past experience. This, of course, is especially true for first-time applicants or for those moving from evaluation work to larger projects. The Department may request a demonstration of competence in connection with any licence request where it does not have evidence that the applicant's immediate experience covers the potential demands of the excavation.

3. This is to draw attention to your experience, but also to alert the Department to any earlier difficulties there may have been in timely submission of reports.
4. Type could mean, for example, research, rescue, evaluation or sampling. Scale could be anything from coring, through trial-trenching, to 'complete' in the case of a visible monument or 'large-scale', quoting an approximate area, in the case of a large site.
6. Details may be reserved for 'research strategy', especially in the case of a research project. The 'reason' in this case could be dealt with simply; for example, 'research', or rescue in advance of housing development/farm improvement,/planning decision, etc.
10. This must be the appropriate Irish Grid Reference, comprising a letter followed by at least a six-figure reference.
13. In cases where the licence is being sought to satisfy a Planning Condition, the conditions must be stated and the research strategy should include a Programme of Works for the entire development site, as required by the Planning Condition. If the licence is required for a preliminary assessment or a portion of a development site, further licences should be applied for as and when necessary.
14. The research design and methodology should explain why this particular site is to be excavated and the methods to be used. It should include known or suspected archaeological survival on the site and/or in the landscape, surveying techniques and equipment to be used, the locations and dimensions of any trenches to be opened, and method(s) of excavation.

15. The full extent of the excavation and any foreseeable disruption, inconvenience or delay should have been explained to the owner (and occupier if different) and his/her consent obtained. Note also that 'Scheduled Monument Consent' must also be obtained from EHS if any work will be on or affect a scheduled site and a copy should be attached to the application.
16. Archaeological objects belong to the owner of the land on which they are found (except in the case of treasure). It is expected that you will have secured the agreement of the owner to transfer ownership of all excavated material to the care of a recognised curatorial institution before excavation begins (and his/her signature to that effect). A suitable draft letter can be supplied.

The discovery of possible treasure items (as defined by *The Treasure Act 1996*) must be reported at once to the Department in case it proves necessary to hold a treasure inquest. Finds of human remains must be reported at once to the Police, but the testimony of an archaeologist to the antiquity of the remains is usually sufficient to avoid holding an inquest.
17. Finds from excavations funded by EHS will be conserved and, if necessary, stored by EHS.
18. Please state how the excavation will be funded and, in the case of developer funding, indicate what funds will be available for report-writing and publication.
19. Not only should resources be considered here if a project design has not been prepared, but the various types of post-excavation work which might be required should be described and quantified.
20. The licence will require that a summary report on the excavation is submitted to EHS within four weeks of the end of the excavation or its temporary cessation. The summary should be published in an annual *Excavations Bulletin*. The licence will also specify what form of final publication is required. Forms of publication include articles and notes in journals and monographs and interim or summary reports in journals and bulletins. Generally, only full publication will be acceptable for research projects or for rescue excavations funded by EHS. In the case, however, of smaller evaluations and salvage excavations carried out for research purposes, the deposition of a typed report with illustrations and the site archive in the Northern Ireland Monuments and Buildings Record (5-33 Hill Street, Belfast BT1 2LA) will be acceptable.
22. It is assumed that archaeologists employed directly by institutions will have insurance cover against accidental injury to themselves and those in their charge. This request for information applies to freelance archaeologists working on sites not indemnified by an institution (such as EHS).

#### *Declaration on Health and Safety*

In the case of excavations not carried out by its own staff, the Department cannot provide continuous health and safety monitoring. It is reasonable, however, under the conditions of the licence to expect some demonstration, in advance, of the director's awareness of health and safety procedures and a commitment to operating them scrupulously. Excavations may, from time to time, be inspected to ensure that proper standards are observed in health and safety procedures. If failure to observe acceptable standards at any stage of the work becomes apparent the licence will be revoked instantly. In the case of excavations carried out under contract to EHS, failure to observe adequate health and safety procedures will constitute grounds for termination of the contract.

The Department's Inspectors cannot be considered to have any day-to-day responsibility for health and safety on site, nor to have any practical or legal expertise in health and safety matters superior to that of the excavation director.

