



Application to Deposit Archaeological Material at the Queensland Museum

This form must be completed when seeking to deposit archaeological material at the Queensland Museum (QM) in accordance with the policy *QM311: Deposition of Archaeology Collections*. A separate form should be used for each archaeological site. The QM may decide not to accept custody of any or all of the material described in this form.

Site details

Site name: _____

Site ID: _____

Site accession number if applicable (issued by QM at time of prior notification of fieldwork): _____

Geographic location: _____

Easting: _____ Northing: _____ (Coordinates must be in GDA)

Latitude: _____ Longitude: _____

Map sheet (Location can be indicated on an attached map): _____

Details of depositor

Name of applicant: _____

Institution / Organisation: _____

Postal address: _____

Telephone: _____ Email: _____

Current location of archaeological materials: _____

Project details

Name of project: _____

Date of fieldwork: _____

Name and details of permit holder (if different from depositor): _____

Indigenous consent

Evidence of consent from the relevant Aboriginal or Torres Strait Islander communities must be attached to this application form

Name(s) and contact details of Registered Aboriginal / Torres Strait Islander party (as identified in the Qld State Cultural Heritage Register)

If no Registered Aboriginal / Torres Strait Islander party, name(s) and contact details of other relevant Aboriginal representatives:

Site Impact Approval		
	QLD Government authorisation (select one)	Reference numbers & dates:
<input type="checkbox"/>	Impacts to this site were authorised under a Cultural Heritage Management Plan (CHMP)	CHMP Number: _____ Date issued/signed: _____ Permit ID number: _____
<input type="checkbox"/>	The impacts to this site were authorised by a project approved by the Department of Environment and Heritage Protection (EHP)	Project Number: _____ Date of project approval: _____ Permit ID number: _____
<input type="checkbox"/>	Other (describe):	

Documentation available for submission

(State yes/no and provide comments as relevant)

Field notes: _____

Site Plans: _____

Section drawings: _____

Photographs: _____

Artefact catalogues (all finds): _____

Conservation / lab analysis documentation: _____

Report(s) (including CHMP): _____

Details of published documents (If necessary, attach a list to this form):

Other documentation (e.g. Thesis and location in which libraries, copies of results of any destructive analysis etc.):

Description of material to be deposited at the Museum

Original archaeological context (include comments on any known disturbances to the site prior to collection):

Sampling Methodology (include comments on discard and recovery bias as applicable):

Type and quantity of archaeological materials to be deposited (attach schedule if required, in excel for QM database):

Total volume of archaeological material (include number of standard sized boxes):

Total weight of archaeological material (kgs):

Description of surplus material / material to be stored elsewhere and the reason for this arrangement:

Statement of archaeological significance

One or more criteria (either Primary and/or Comparative) as set out in section 5.2 of the policy *QM311: Deposition of Archaeology Collections* must be addressed here:

Other comments

(Include any conservation requirements or issues of confidentiality or cultural sensitivity relating to the information contained in this application):

Declaration

The archaeological materials described in this application have been collected in accordance with relevant Federal and State heritage legislation and in accordance with all relevant QLD Government permit conditions. I understand that the Queensland Museum may choose not to accept custody of any or all of the materials. I understand that, except where cultural sensitivities are known to exist and have been described above, the information contained within this application, and the archaeological material referred to in this application, can be made available to persons accessing the Queensland Museum Collection.

Name of depositor: _____ Date: _____

Signature of depositor: _____

Submit the application form in hard copy to:

Curator of Archaeology
Queensland Museum
PO Box 3300
South Brisbane
QLD 4101

Or via email to:

nicholas.hadnutt@qm.qld.gov.au