

DATA REQUEST FORM

Applicants details

Name:

Company or Affiliation:

Address: State: Post Code:

Phone: Fax:

Email:

What is the area subject to the request?
 If possible please provide a suitable map with the boundaries of the area clearly annotated and any other details that will assist in providing the appropriate information.

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What information is required?

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What is the purpose / use of the research? What will the information be used for?

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Who will have access to the material?

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If you are not the Aboriginal party, has the Aboriginal party been involved in the research?
If you have done so please provide written evidence that the Aboriginal party has agreed to the release of site card or report.

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Has the Aboriginal party refused to be involved in the research or withheld their agreement to the release of site card or report?

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In what format is this information preferred?

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Completed application forms should be forwarded to:
Cultural Heritage Coordination Unit
Department of Environment and Resource Management
PO Box 2454
BRISBANE QLD 4000

Enquiries should be directed to:
The Registrar - Cultural Heritage Coordination Unit
Ph: 07 3238 3100
Fax: 07 3238 3842
Email: Cultural.Heritage@derm.qld.gov.au

OFFICE USE ONLY

Date Received: Request No: Date Completed:

Request approved:

Request completed by (officer name):

Comments:.....

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IMPORTANT NOTES AND CONDITIONS

The Cultural Heritage Coordination Unit (CHCU), Department of Environment and Resource Management (DERM) may reserve the right to withhold site information in accordance with discretionary powers provided under provisions of the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait Islander Cultural Heritage Act 2003* or as advised by Traditional Owners.

Access to site data, particularly exact site locations, is limited. Information can not be shared with any individual not listed on the form without the permission of the Director, CHCU or other delegated officer.

Locational data or other information which might enable the identification of a site must not appear in publicly available reports, publications, information releases etc (except for sites already open to the public). If symbols must be used to indicate cultural heritage site locations on publicly available maps, they should be large enough so as not to enable easy relocation of the site. No information about places should be released in a publicly available document unless such information is already public knowledge or the Director, CHCU or the appropriate Aboriginal or Torres Strait Islander party has given approval.

The information provided represents only that which has been formally recorded and submitted to the CHCU. Many areas of the State have not been systematically investigated, and it is likely that other unknown or unrecorded sites may exist within the area of interest.

The information provided does not by itself satisfy the information requirements of a cultural heritage overview or assessment and the Guidelines for Cultural Heritage Management Plans should be consulted. If you are gathering information for an overview or assessment prior to land development, contact the Registrar, CHCU, for further information regarding site inventory, evaluation and assessment requirements.

Questions regarding data content, structure, standards, policy and procedures should be directed to the CHCU.

The CHCU makes no guarantees regarding the accuracy, timeliness, or completeness of the data provided.

The user is requested to advise the CHCU of any inconsistencies or errors in the information provided. The user agrees to provide the CHCU with one unbound copy and one bound copy of any report or other such publication which incorporates use of information provided.

I have read, understood and accepted the above.

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Signed (Applicant to sign)

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Name (please print)