

**Cadw— er lles pawb.
For us all, to keep.**

Ancient Monuments & Archaeological Areas Act 1979

**Applications for scheduled monument
consent to undertake research excavations —
notes for guidance to applicants**

An applicant for consent to undertake a research excavation on a scheduled monument will need to demonstrate that the research strategy has been designed to achieve clearly identifiable objectives and that full consideration has been given to alternative means of achieving those objectives, by, for example, the excavation of a non-scheduled site. It is essential, therefore, that an application for scheduled monument consent is accompanied by an excavation form together with:

- i. a statement setting out why it is necessary to excavate a scheduled monument as opposed to a non-scheduled site and the reasons for selecting the particular monument in question;
- ii. an outline of what non-destructive techniques such as field survey, geophysical survey, building recording or aerial photography have and will be used to frame the excavation strategy;
- iii. an indication of the objectives that it is hoped will be achieved by the excavation;
- iv. details of any analogous excavations on the application site or elsewhere.

The Welsh Government will also need to be satisfied that the excavator can demonstrate that sufficient resources (both finance and manpower) can be expected to be raised to ensure that:

- i. the excavation can be adequately supervised, including with health and safety requirements, and completed within the proposed time-scale;
- ii. post-excavation work including conservation, dating (C14, dendrochronology etc) and environmental work can be undertaken; and
- iii. the excavation report will be completed within 5 years of the end of the excavation and publication of the results will not be delayed because of outstanding commitments (in this connection, where the applicant is an academic with teaching responsibilities the Welsh Government will expect the application to be accompanied by an assurance that his/her Head of Department/University supports the project and that the applicant's duties will not prevent the early completion of the post-excavation work).

Cadw should be kept informed of the success of funding applications and of any modifications of excavation strategy caused by a funding shortfall.

Applications to undertake works on a scheduled monument not under threat from development proposals or damage by erosion, etc. will be subjected to a rigorous examination. Applicants for SMC should ensure, therefore, that their applications are fully documented and that they are submitted well in advance of the proposed start date of the proposed excavation to allow time for the resolution of queries. In controversial cases, the Welsh Government may have to hold a public inquiry and this factor needs to be taken into account in planning a research excavation.

Scheduled monument consent application

Supplementary form for excavations

(To be completed by or on behalf of the applicant in BLOCK CAPITALS or typescript)

Please enclose with application a plan of the proposed excavation and surrounding area to a scale of at least 1:2,500 marking the position of the site and the location of the area to be excavated. Previously excavated areas should be clearly differentiated.

1. Name of site:

2. Community, District and County of Site:

3. Grid Reference:

4. Period of proposed excavation (starting date and number of weeks):

5. Nature of excavation (e.g. trial, first season of multiseason project, complete one-season project):

6. Have you obtained the landowner's and/or occupier's permission to excavate the site?:

7. Owner's name, address and telephone number:

8. Name, address and telephone number of occupier of site, if occupier is not the owner:

9. Describe briefly the type and period of the site:

10. What are the academic objectives of the proposed excavation?
(Outline excavation strategy including sampling strategy):

11. Present condition of site:

12. Describe briefly any previous archaeological work on the site:

13. Describe briefly any site reconnaissance and background research that has been carried out:

14. Name of proposed excavation director:

15. What briefly is his/her excavation, post-excavation and research experience?:

16. What are his/her outstanding excavation and post-excavation commitments?:

17. Details of supervisory staff and size of workforce:

18. How will the excavation be funded?

(Indicate, when applicable, when results of grant application(s) will be known):

19. What are the arrangements for reinstating the site after excavation?:

20. Post-excavation work:

What financial and administrative arrangements are being made for:

i. Deposition of site archive:

ii. Conservation of finds:

iii. Deposition of finds:

iv. Environmental work & C14 dating:

v. Preparation of the final report (please include timetable):

21. Where is it hoped that the final report will be published?:

22. Any other information relevant to the application:

Signed:

Date: