**NOTICE FOR ATTENTION OF ALL HOLDERS OF, OR APPLICANTS FOR, ARCHAEOLOGICAL EXCAVATION LICENCES**

**NEW COMPLIANCE PROCEDURES TO ENSURE SUBMISSION OF REPORTS IN ACCORDANCE WITH CONDITIONS OF ARCHAEOLOGICAL EXCAVATION LICENCES**

**AND**

**AMENDMENT OF ARCHAEOLOGICAL EXCAVATION APPLICATION FORM AND NEW OR REVISED STANDARD CONDITIONS FOR ARCHAEOLOGICAL EXCAVATION LICENCES**

From 1 January 2019 the National Monuments Service (NMS) will commence a new compliance procedure aimed at ensuring that all unsubmitted archaeological excavation reports for the period since 1 January 2017 are submitted as soon as practicable. The detail of this is set out in a letter issued to all current or previous holders of archaeological excavation licences, the text of which can be viewed [here](https://www.archaeology.ie/sites/default/files/media/publications/Letter%20to%20current%20excavation%20licence%20holders%20regarding%20new%20compliance%20pr....docx) .

In summary, where applicants are identified as not being compliant with the requirement to submit reports in respect of excavations carried out since 1 January 2017, no further licence will be granted to them until either overdue reports are submitted or an agreement has been entered into by them undertaking to submit the reports within a set time-scale.

In addition to the above, from 1 January 2019 the standard set of conditions to which archaeological excavation licences are subject will be subject to several amendments. There will also be some amendment of the licence application form. Details are also set out in the letter which can be viewed at the link above. In summary, the main amendments are:

* Requirement that letter regarding project funding be submitted in accordance with template set out in application form.
* Requirement that reports be submitted in searchable format and with personal data in separate part.
* Requirements regarding notice to NMS of commencement and cessation of excavation.