



أبوظبي للثقافة والتراث
ABU DHABI CULTURE & HERITAGE

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GUIDELINES FOR PROCESSING REQUESTS FOR PRELIMINARY CULTURAL REVIEW (PCR) TO THE ABU DHABI AUTHORITY FOR CULTURE AND HERITAGE

The Preliminary Cultural Review (**PCR**) is a service provided by the Abu Dhabi Authority for Culture and Heritage to organizations, firms or individuals requiring archaeological/cultural impact clearance prior to development, whether it is in the context of a Preliminary Environmental Review (PER), Strategic Environmental Assessment (SEA), Environmental Impact Assessment (EIA) study, or Construction/Development Permit.

1. The **PCR** request submitted to ADACH (1st Party) must include the following:

a. An official letter from the organization, firm or individual (2nd Party) soliciting a **PCR** and specifying the reasons behind the request, for a well delimited zone / area within the Emirate of Abu Dhabi. The letter should be signed and stamped by the official representative of the 2nd Party and should state clearly that the 2nd Party understands fully and accepts the provisions and conditions of the implementation of a **PCR** by ADACH, as explained in this document.

b. A **PCR Application Form** completed with all the relevant details pertaining to the project/area under review.

c. A clear map showing the location of the site subject to **PCR**, clearly defined within its surroundings and delimited with access ways and potential service ways and areas. GPS co-ordinates of the centre point of the site and its boundary points should also be provided (in the format of decimal degrees, with the datum as WGS84).

d. An initial application processing fee of AED 500 to be paid by cheque to the order of the “Abu Dhabi Authority for Culture and Heritage” and submitted with the complete application to the Cashier's Office, Abu Dhabi Authority for Culture and Heritage (ADACH), National Archive (white building next door to National Center for Documentation and Research, behind Carrefour – Airport Road), P.O. Box 2380, Abu Dhabi, United Arab Emirates.

For applications submitted in Al Ain, the relevant address is: the Cashier's Office, Historic Environment Department, Al Ain National Museum. The application processing fee is equivalent to the level of effort and time spent on collecting and analyzing preliminary information on the zone/area subject to **PCR** to enable a fair estimate to be made on the cost of the **PCR**.

2. The applicant will be issued an **Application Number** as reference for future inquiries and **PCR** results. Inquiries will be looked into after the Application Processing Period has elapsed.
3. An **Application Processing Period** of no less than 14 days should be envisaged.
4. No changes to critical information listed in the submitted **PCR Application Form** will be accepted after submission (critical information pertains to the location and extents of the zone / area subject to **PCR** or to significant information on the nature and purpose of the project and envisaged land use). Any such changes require the submission of a new application and the payment of the relevant fees for processing. The 2nd Party is therefore advised to submit the **PCR Application Form** once all the relevant data and details are accurately available.
5. Based on the evaluation of the **PCR Application Form**, the 2nd Party will be contacted by e-mail and informed of the following:
 - a. There will be no need for a **PCR**, as indicated by the review of ADACH's environmental database and Risk Maps;
 - b. A **PCR** is required. This will involve a site visit and the drafting of a **PCR Report**. In which case, the 2nd Party will be informed about the fees resulting from the implementation of the **PCR**. These fees are calculated on the basis of parameters such as distance of site from base (Abu Dhabi or Al Ain), accessibility of site, surface area to be investigated, equipment and logistics required, manpower to be assigned to the **PCR** (usually between 2 to 4 personnel depending on the nature of the site and its potential significance), duration of assignment including the time required for processing field data, and report writing.
 - c. The 2nd Party will be required to pay the necessary fees in order to receive the **PCR** report. The 2nd Party will issue the payment in the form of a cheque to the order of ADACH. Once the payment is received by the 1st Party (ADACH), the **PCR** will be released in hard and soft copy to the 2nd Party.
6. The PCR Report may be the final end product in itself, or may include provisions for further actions/studies/tests to determine accurately the cultural significance of the designated site, in which case, the Scope of Additional PCR Activities and associated expenses will be defined and discussed with the 2nd Party.
7. The outcome of the **PCR Report** and the **Scope of Additional PCR Activities** will determine the need for a more substantial **EIA-Cultural Heritage Impact Assessment Study**. If this is the case, the scope and cost of such a study will be determined by ADACH and included in the **PCR Report**.
8. ADACH, having provided the **PCR**, will undertake the **EIA-Cultural Heritage Impact Assessment Study** after a formal request has been submitted by the 2nd Party to ADACH. The costs of the **EIA-Cultural Impact Assessment Study** will be covered by the 2nd Party.
9. The preparation of a **PCR** or **EIA-Cultural Heritage Impact Assessment Study** does not in any way relieve the 2nd Party or any other entity or individual from the responsibility of notifying ADACH and the local authorities of the discovery of any archaeological remains or artefacts within the area subject to **PCR**, nor of causing harm in any way or form to such remains or artefacts.

10. For any additional information on how to apply for a **PCR**, please send your queries to both of the following e-mails: anjana.reddy@adach.ae / ahmedalhaj@adach.ae - or contact the following people for more information

Anjana Reddy (Abu Dhabi) – tel: 02 6576212, or Ahmed Al Haj (Al Ain) – tel: 050 7533453.