

Guidance for completing a Treasure Receipt form for potential treasure found during archaeological fieldwork

These notes are intended for members of archaeological organisations that are reporting potential treasure found as part of (normally planning-led) archaeological fieldwork within the county of Cambridgeshire and unitary authority of Peterborough.

The official 'Treasure Receipt' is used to report all potential treasure cases as defined by the Treasure Act 1996. See www.finds.org.uk/treasure/advice/summary for the current definitions. The process for completing the form is different depending on whether the potential treasure is discovered by a member of the public or as part of archaeological fieldwork. See www.finds.org.uk/treasure/advice/forarchaeologists for more information.

Procedure for submitting the Treasure Receipt

Page 2 and 3 of this document is an annotated copy of the Treasure Receipt for guidance.

Page 4 and 5 of this document is a blank electronic copy of the Treasure Receipt for you to use.

1. Enter details for all parts of the form indicated on the annotated guidance form.
2. Once completed send this to the relevant Finds Liaison Officer (see 'Finding the right FLO' below).
3. The FLO will obtain a Treasure Number for you and report to the Coroner. They will then notify you of the Treasure Number, PAS number and, if issued, a Coroner's reference number (not all Coroner Districts issue their own reference number). Once these have been provided you can add them to your copy of the Treasure Receipt.
4. A copy of the specialist's report for the artefact/s should be sent with photographs (including scale and a white background) and/or illustrations to the Treasure Team directly or via the FLO.

Finding the right FLO

For potential treasure found in Cambridgeshire, please contact the FLO or email Pasadministration@cambridgeshire.gov.uk.

For potential treasure found outside of Cambridgeshire, please check the correct FLO contact for that area here: <https://finds.org.uk/contacts>.

Whilst in some cases FLOs do supervise treasure cases that fall outside of their area, please check with the relevant Development Management Officer for the fieldwork. In some cases it may be stipulated that treasure is to be reported to the FLO for the area where the fieldwork was undertaken rather than the FLO nearest to your office base.

Treasure Receipts and archives in Cambridgeshire

The Treasure Number and PAS record number must be included in any interim and all final reports. The archaeological accession/event number, feature, context and SF numbers (and site area for large archaeological projects) must be included on the Treasure Receipt.



Treasure number	
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Treasure Act 1996

Receipt for object(s) of potential treasure submitted to the Coroner

In order to meet the requirements of the Treasure Act 1996, and the Treasure Act Code of Practice, the personal information in this form will be passed to the Coroner, the Treasury Registry at the British Museum/National Museum Wales/Ulster Museum, and may be shared with the Department of Digital, Culture, Media and Sport, the Portable Antiquities Scheme, any institution that takes possession of the find, and other interested parties in the case. For further information please contact the Treasure Registry at treasure@britishmuseum.org

PAS Database Number		
Date of Find	Date of Find: Date of discovery during fieldwork or the date it was discovered through environmental sampling. This is not the 'period' of the find (e.g. 'Roman' coin).	
Location of find spot (Include 8 figure grid reference, along with the parish and the county. A map may be attached)	Parish CP:	Location of find spot: All three fields should be completed. Grid reference should be for the exact find spot rather than the centre point of the wider investigation area. 'To be known as' can be left blank.
	County:	
	Grid Reference:	
Circumstances of find (Depth of find, nature of land, other objects found nearby)	Circumstances of find: Please include as a bare minimum: The nature of the fieldwork undertaken (fieldwalking/trial trench evaluation/open area excavation/sample analysis) and by what action (machine watching, mattocking, trowelling). Very short overview of the site (Multi-period/Romano-British/Post-Medieval) and if possible whether the land was pasture/cultivated land/brown field/demolition site, etc. prior to fieldwork commencing. The feature, context and SF number if applicable). The CHER Event reference must be included.	
Description of object(s) (Include object type and material, weight and dimensions, condition, decorations and inscriptions)	Description of object(s): Please include the number of objects, material type, object type, assumed date, completeness. e.g. <i>single silver gilt Medieval brooch, pin missing and stone missing from collet, weight...g.</i>	
Institution receiving find		No. of objects deposited:
Person receiving find		Tel no:
Signature and date		

Name of depositor		Tel no:
Email address		
Signature and date	Signature and date: Although archaeological treasure cases are not normally deposited with the FLO you do need to sign and date the form to confirm the information provided is correct.	
I confirm that the information I have provided concerning my name, address, the location, date, and the nature and circumstances of the find, is correct.		

HM Coroner name	HM Coroner name and District: if you are unsure of these details, the FLO will be able to assist you. They relate to the location of the discovery.
District	
Date reported to Coroner	Date reported to Coroner: the FLO will pass this information to you after the form is submitted and the Treasure number and PAS record have been assigned.



Finder 1 Name:	Address: Finder 1: These are mandatory fields and must be completed. For archaeological treasure you need to enter the company details and named contact for the project. The named contact in these fields will receive correspondence from the Treasure Team and Coroner.
	Tel no: _____ Email: _____

Finder 2 Name:	Address: _____
	Tel no: _____ Email: _____
If there are more than two finders their names, addresses and telephone numbers should be noted separately. If the objects found by the different finders are to be kept separate, it might be better to fill out a separate form for each finder.	

Owner of land Name:	Address: Owner of land: These are mandatory fields and must be completed. The named contact in these fields will receive correspondence from the Treasure Team and Coroner.
	Tel no: _____ Email: _____

Occupier of land/tenant if different from above Name:	Address: Occupier/tenant: If there is also an occupier/tenant that is different to the landowner, enter their details here. Please enter 'N/A' if there is none.
	Tel no: _____ Email: _____

Reward DCMS encourages finders and landowners to consider waiving their share of any reward and recognises this by giving certificates to those who do so. Museums welcome full or partial donations at any stage of the treasure process	Please sign if you are willing to waive your share of any reward and relinquish any claim to the object/s.
	Finder _____ Finder: Please enter 'Archaeological fieldwork Treasure discovery' Landowner _____ Occupier (if different from above) _____

Notes

- Copies to be given to the depositor, the Coroner, and any body to which the object (s) is/are transferred. A copy should also be sent to the landowner and occupier (where these are different)
- If the Coroner has already been notified, please attach a copy of the acknowledgement
- The HER/SMR should be informed of the find as soon as possible
- Information identifying the find spot should be treated as confidential



Treasure number	
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PAS Database Number		
Date of Find		
Location of find spot (Include 8 figure grid reference, along with the parish and the county. A map may be attached)	Parish CP:	
	County:	
	Grid Reference:	
	To be known as:	
Circumstances of find (Depth of find, nature of land, other objects found nearby)		
Description of object(s) (Include object type and material, weight and dimensions, condition, decorations and inscriptions)		
Institution receiving find		No. of objects deposited:
Person receiving find		Tel no:
Signature and date		

Name of depositor		Tel no:
Email address		
Signature and date		

I confirm that the information I have provided concerning my name, address, the location, date, and the nature and circumstances of the find, is correct.

HM Coroner name	
District	
Date reported to Coroner	



Finder 1 Name:	Address:	
	Tel no:	Email:

Finder 2 Name:	Address:	
	Tel no:	Email:

If there are more than two finders their names, addresses and telephone numbers should be noted separately. If the objects found by the different finders are to be kept separate, it might be better to fill out a separate form for each finder.

Owner of land Name:	Address:	
	Tel no:	Email:

Occupier of land/tenant if different from above Name:	Address:	
	Tel no:	Email:

Reward DCMS encourages finders and landowners to consider waiving their share of any reward and recognises this by giving certificates to those who do so. Museums welcome full or partial donations at any stage of the treasure process	Please sign if you are willing to waive your share of any reward and relinquish any claim to the object/s. Finder _____ Landowner _____ Occupier (if different from above) _____
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