User Guide for Creating Location Maps for WaterNSW Applications
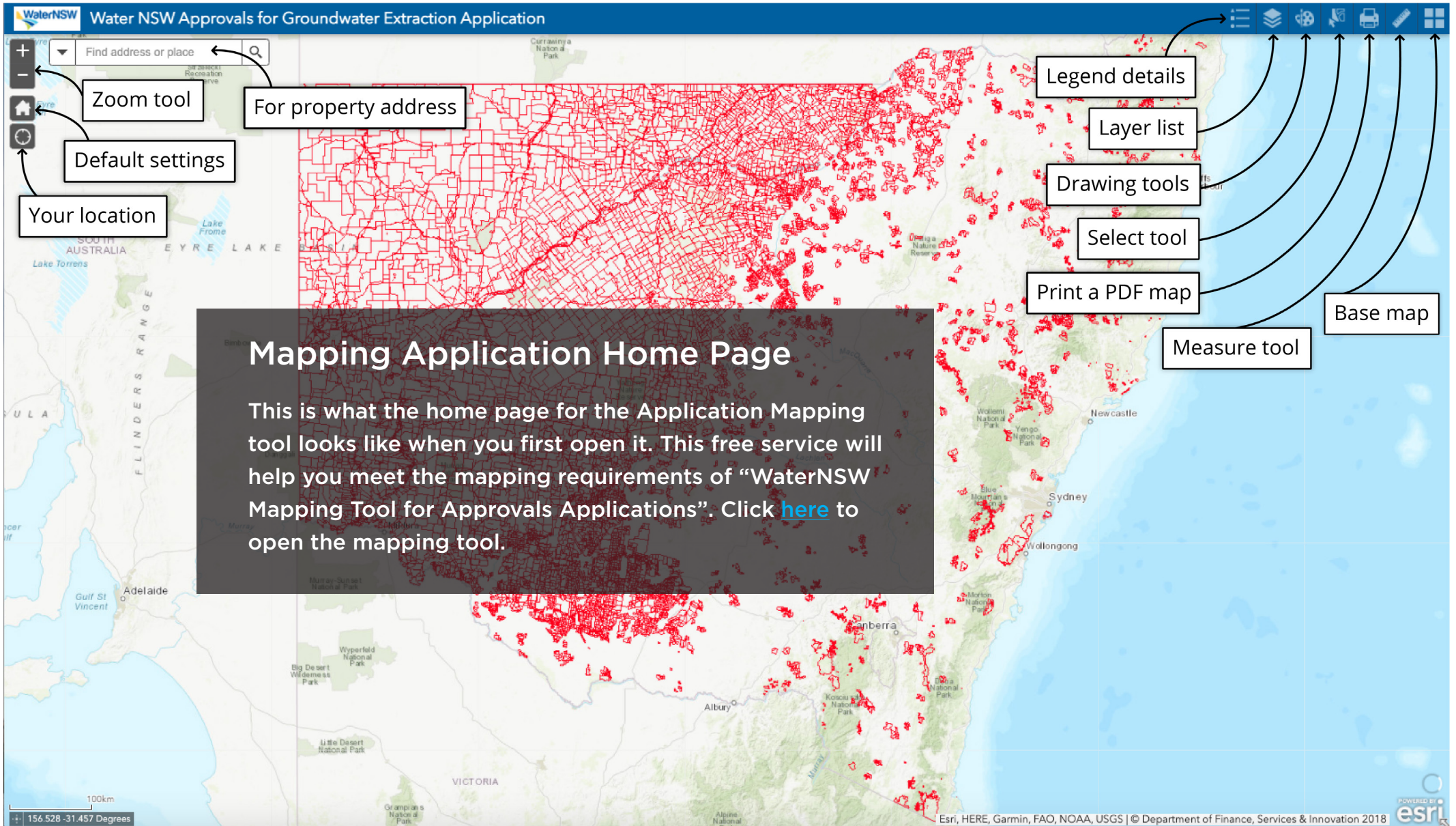
WaterNSW

NSW GOVERNMENT

The Department of Customer Service – Spatial Services and WaterNSW have created a new tool.

It's designed to assist property owners prepare their own digital 'location map' to support applications to WaterNSW.

This short guide will step you through the process of creating your own digital 'Smart Map'.

The mapping tool is provided as a free service under the NSW Government's 'open access policy' just one of the many services provided in the Spatial Collaboration Portal.

Water NSW Approvals for Groundwater Extraction Application

Zoom tool

For property address

Default settings

Your location

Legend details

Layer list

Drawing tools

Select tool

Print a PDF map

Base map

Measure tool

Mapping Application Home Page

This is what the home page for the Application Mapping tool looks like when you first open it. This free service will help you meet the mapping requirements of "WaterNSW Mapping Tool for Approvals Applications". Click here to open the mapping tool.
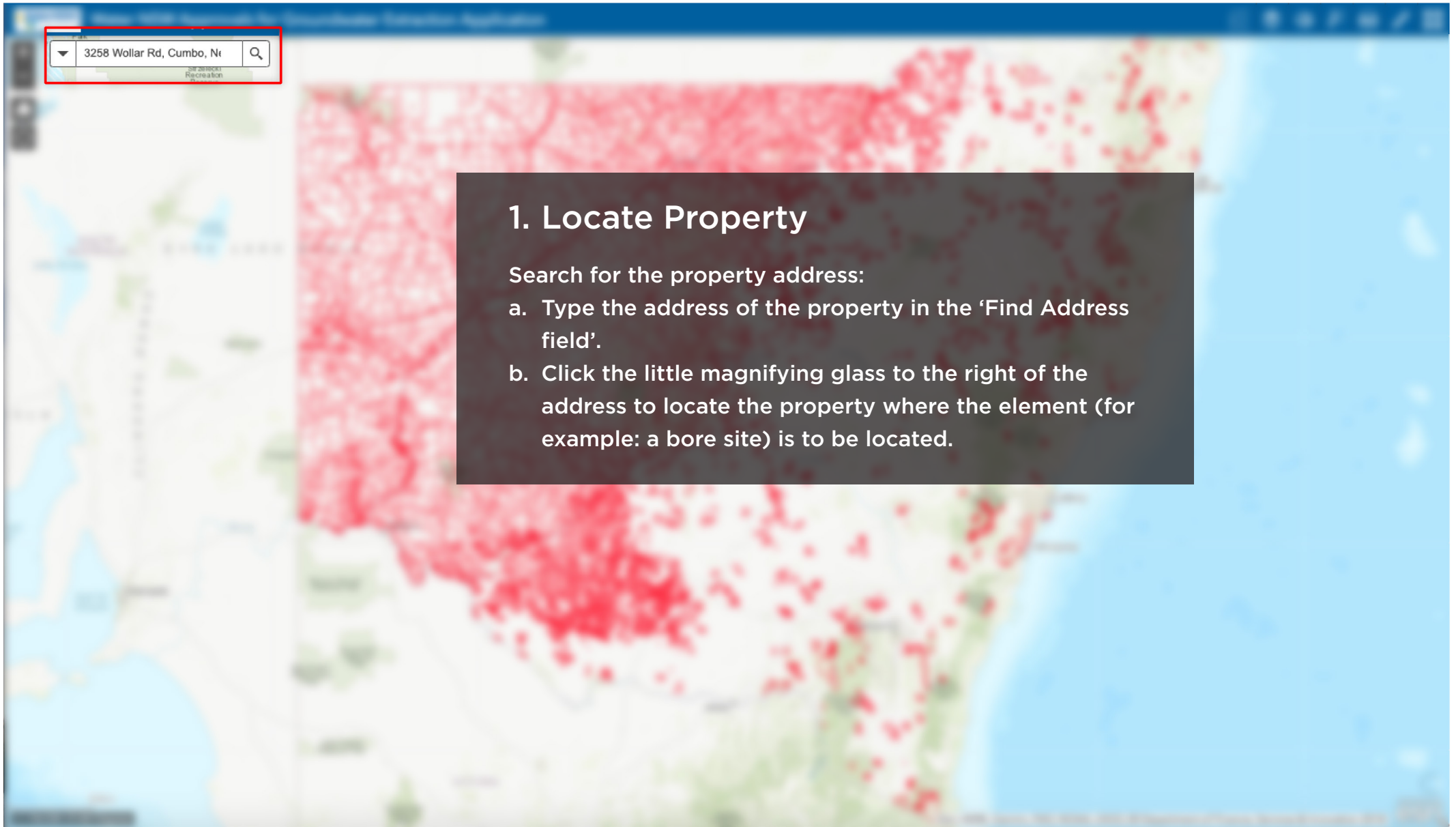
1. Locate Property

Search for the property address:

a. Type the address of the property in the 'Find Address field'.

b. Click the little magnifying glass to the right of the address to locate the property where the element (for example: a bore site) is to be located.

c. The map will change from the busy red map, to a closer perspective and you should see the boundaries of the property.

2. Draw Property Boundary

a. Click on the icon under the red arrow (artist's palate) to open the 'Drawing Tools' to choose from

b. Click on the "Polygon Drawing Tool"

c. Click on the map in one corner of the property and drag the tool to the next corner in a straight line.

d. Release the cursor at each corner and move to the next to trace the property boundary

e. As you move around the boundary it will mark a coloured line around the boundary of the selected property (example is selected in green)

NOTE: If you make a mistake, just click 'undo' button and start again.

3. How to Use the 'Point Drawing Tools'

a. In the 'Point Drawing Toolbox' are other symbols you can use to mark the location(s) of specific elements onto your map.

b. When you click on them your cursor will 'hold' them until you click onto the map to place the element.

NOTE: If you make a mistake, click the 'undo' button and start again.

Point drawing tool

Sample view

Septic tanks

Proposed bore hole location on map

Undo

Draw

Select draw mode

Preview:

Basic

Symbol size: 24

Undo   Redo   Clear

3258 WOLLAR RD, CUMBO

Show search results for 3258 ...

Point drawing tool

Draw

Select draw mode

Preview: 🔆

Sample view

Basic

Symbol size: 24

Septic tanks

Proposed bore hole location on map

Undo

Undo | Redo | Clear

4. Draw Proposed Location

a. Click on the 'Point Drawing Tool'

b. Select a symbol to represent the location of an element. Click it.

c. Move your cursor onto the map to where the proposed element is to be located.

d. Click on the map to place a symbol on the map for the element (example: a bore).

e. Select a different icon from the 'Drawing Tool' to mark the location of other elements on the property (example: septic tank(s)

NOTE: If you're marking septic tank(s) they may be located on an adjoining property. If so, use a different symbol.

If you make a mistake, click the 'undo' button and start again.

Water NSW Approvals for Groundwater Extraction Application

3258 WOLLAR RD, CUMB...

Show search results for 3258 ...

Draw

Select draw mode

Text drawing tool

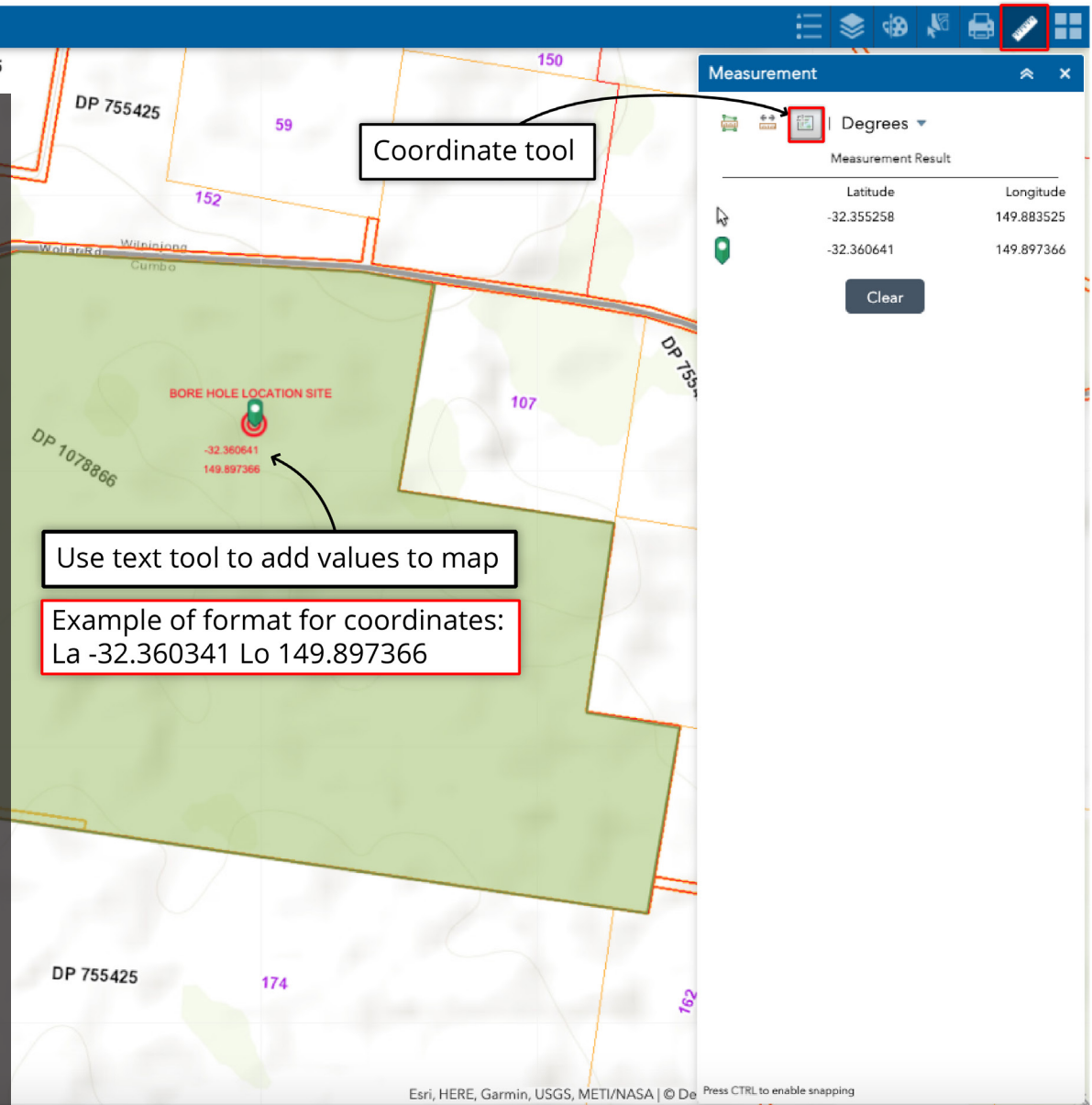**Sample view**

Preview: BORE HOLE LOCATION SITE

Text: BORE HOLE LOCATION SITE

Font color:

Font size: 10

Undo   Redo   Clear

Add text to map

Castle View

SEPTIC TANK

BORE HOLE LOCATION SITE
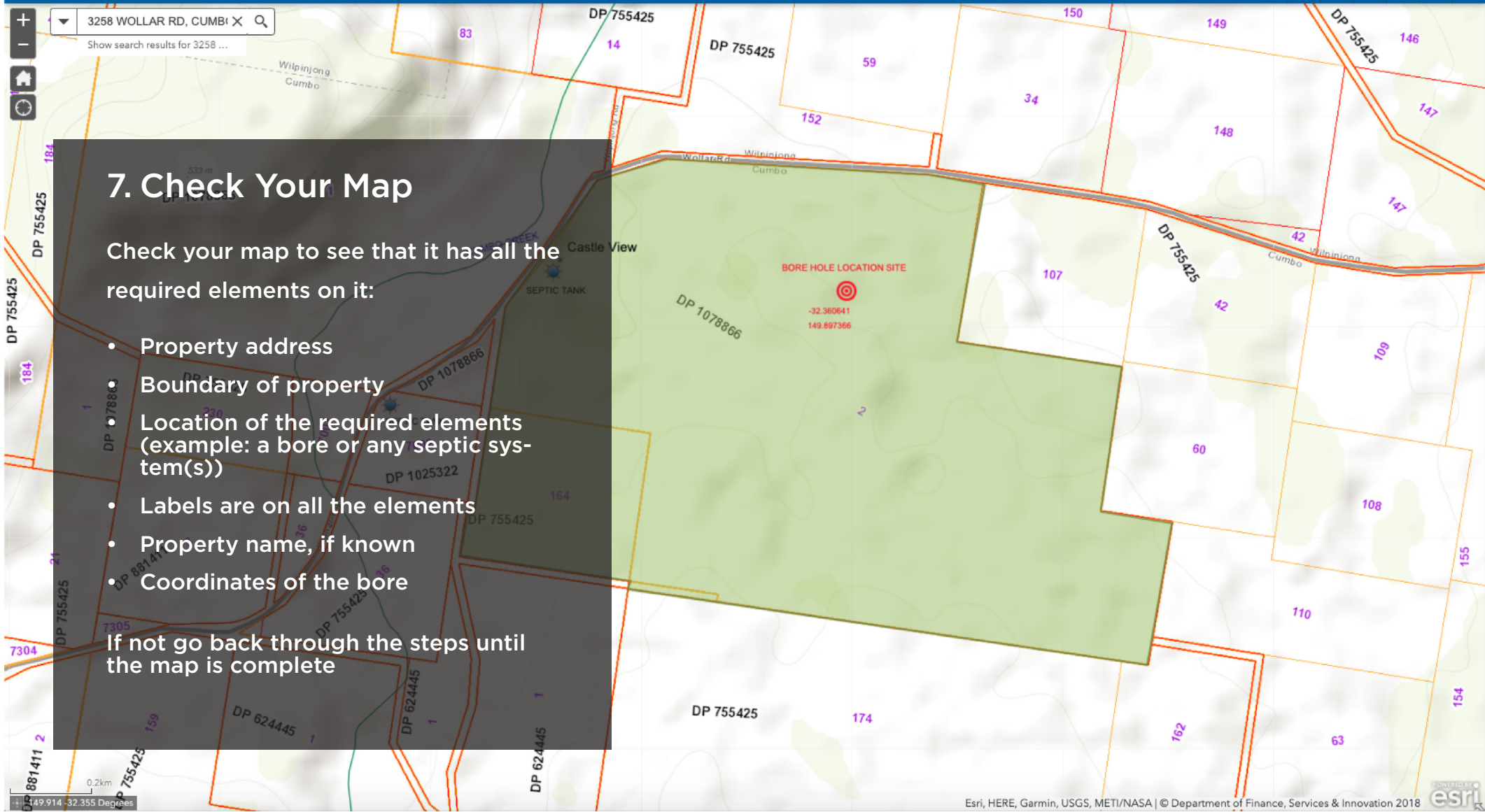
SEPTIC TANK
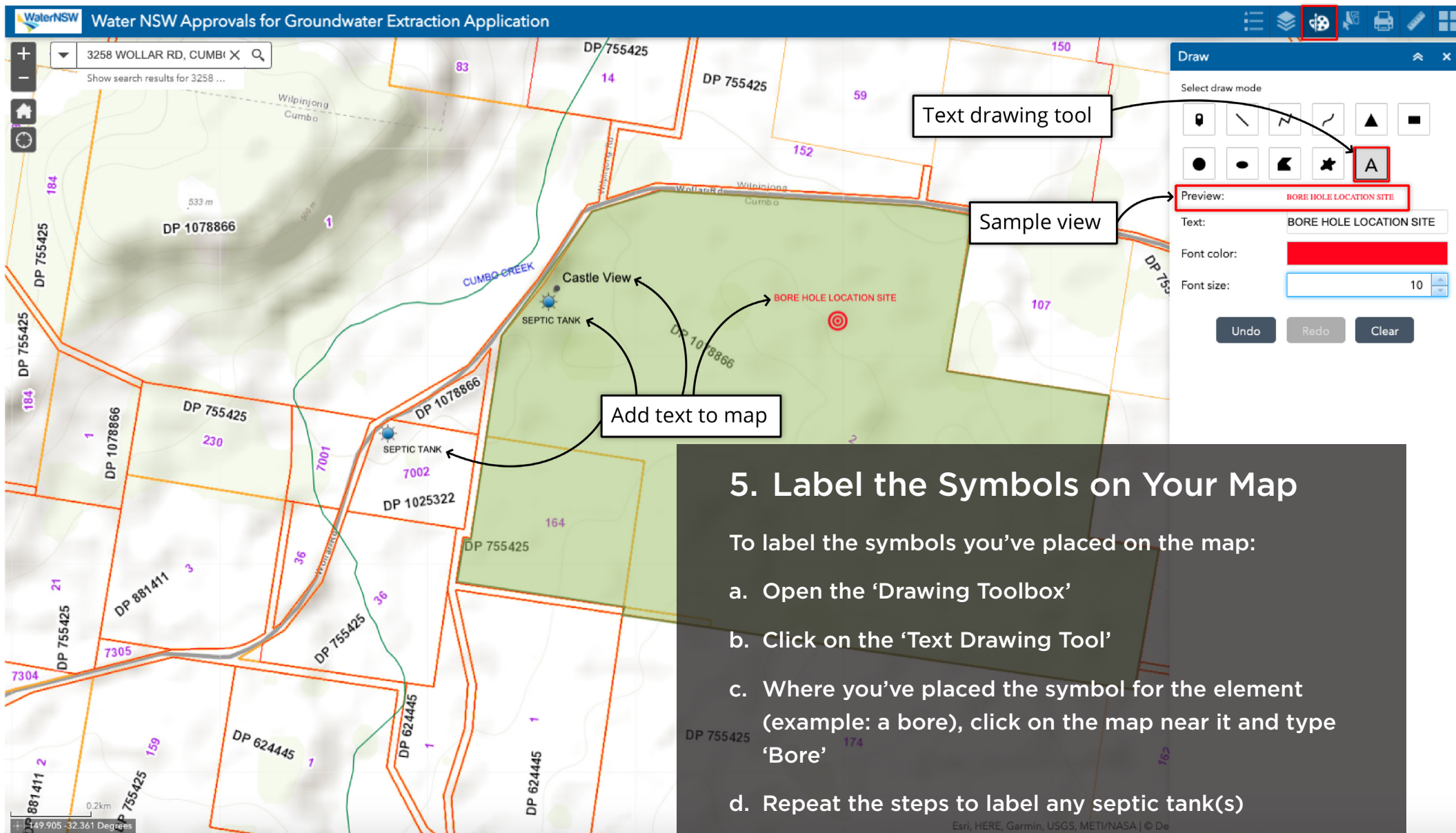
5. Label the Symbols on Your Map

To label the symbols you've placed on the map:

a. Open the 'Drawing Toolbox'

b. Click on the 'Text Drawing Tool'

c. Where you've placed the symbol for the element (example: a bore), click on the map near it and type 'Bore'

d. Repeat the steps to label any septic tank(s)

e. If you know the name of the property, 'write' it on the map, too.

3258 WOLLAR RD, CUMB

6. Place Coordinates of Elements on Your Map

a. Have a paper and pen with you for this step.

b. Close the 'Drawing Toolbox' by clicking on the symbol that looks like an artist's palate.

c. Click on the 'Ruler' symbol (the measurement tool).

d. Click on the map where you've placed the element (bore, septic tank, etc.).

e. Coordinates in latitude and longitude appear under 'Measurement Result'

f. Write the numbers down.

g. Click on the 'Ruler' symbol to close the Measurement Tool

h. Open the 'Drawing Toolbox'.

i. Select the 'Text tool' (see previous page)

j. Place your cursor near the element. Type in the 'La' and 'Lo' numbers onto the map

Coordinate tool

Measurement

Degrees

Measurement Result

	Latitude	Longitude
	-32.355258	149.883525
	-32.360641	149.897366

Clear

BORE HOLE LOCATION SITE

-32.360641
149.897366

Use text tool to add values to map

Example of format for coordinates:
La -32.360341 Lo 149.897366

Press CTRL to enable snapping

Esri, HERE, Garmin, USGS, METI/NASA | © De

7. Check Your Map

Check your map to see that it has all the required elements on it:

- Property address
- Boundary of property
- Location of the required elements (example: a bore or any septic system(s))
- Labels are on all the elements
- Property name, if known
- Coordinates of the bore

If not go back through the steps until the map is complete

3258 WOLLAR RD, CUMBO

Show search results for 3258 …

Print PDF tool

Print

Map title: Castle View Bore Hole Application

Layout: A4 Landscape

Format: PDF

Advanced   Print

1. Castle View Bore Hole Application

Clear prints

8. Print your map

Once the map is complete:

a. Click on the printer symbol

b. Type in the title of the map, if it is not displayed

c. Click the print button

d. Save as tile will come up.

e. Name the file: Your last name-first name or initial-date (dd-mm-yyyy) and save it on your desktop

f. Attach this map to your on-line application or attach it to your application and send to WaterNSW.

BORE HOLE LOCATION SITE

-32.360641
149.897366

Castle View

SEPTIC TANK

149.912 -32.354 Degrees

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For more information visit waternsw.com.au or https://portal.spatial.nsw.gov.au/portal/apps/sites/#/home