

Guide to searches

This document provides helpful tips to support applicants in completing licence and approval application forms.

Introduction

The department has made some changes to our water licence and approval application forms. The changes focus on providing greater clarity to applicants on what is required. The improved applications will help to reduce processing timeframes.

The new application forms now require applicants to complete and attach mandatory searches to support their application. The application form will identify which searches are required.

For more information about applying for licences and approvals, visit the department's website: water.dpie.nsw.gov.au/licensing-and-trade.

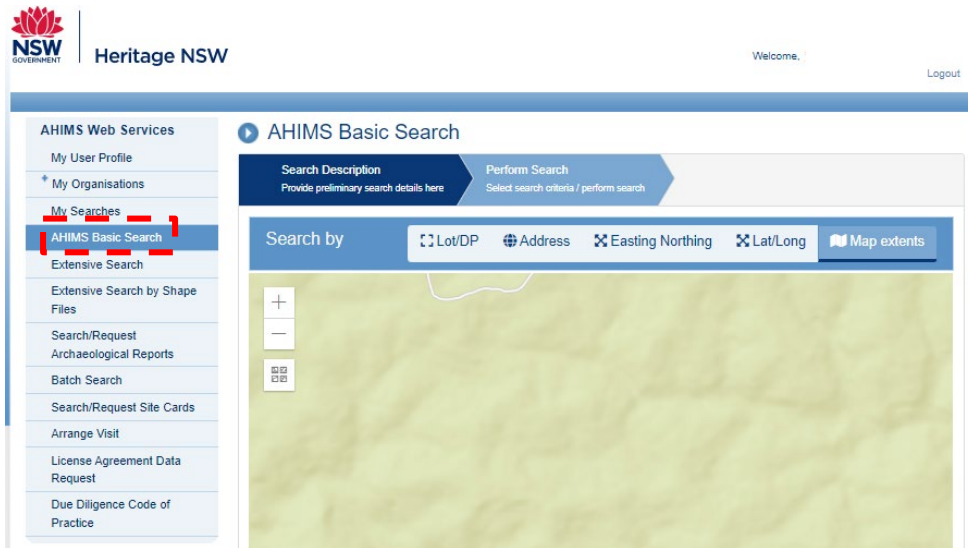
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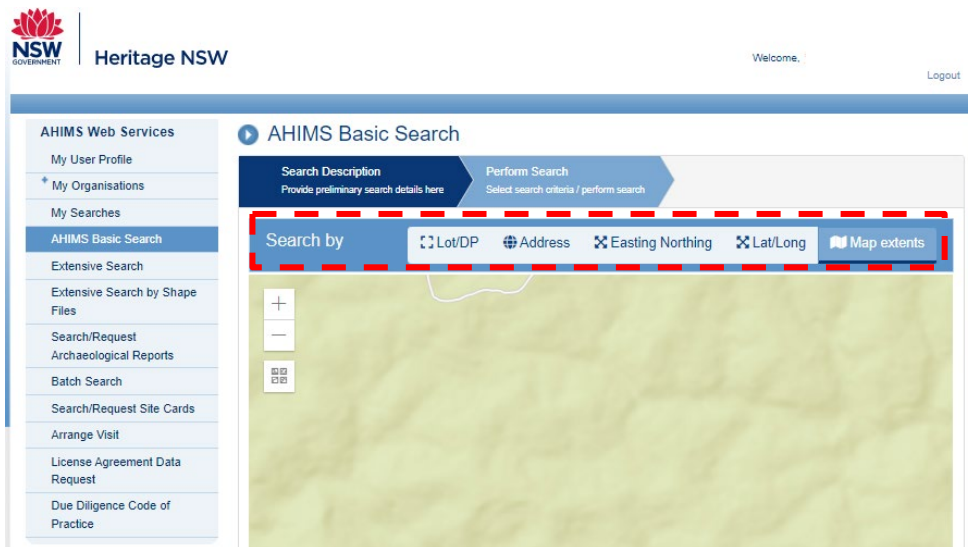
Aboriginal Heritage Information Management System (AHIMS) Web Services

Link: www.environment.nsw.gov.au/awssapp/login.aspx

1. Log in or register.
2. Choose *AHIMS Basic Search* in the left AHIMS Web Services Panel.

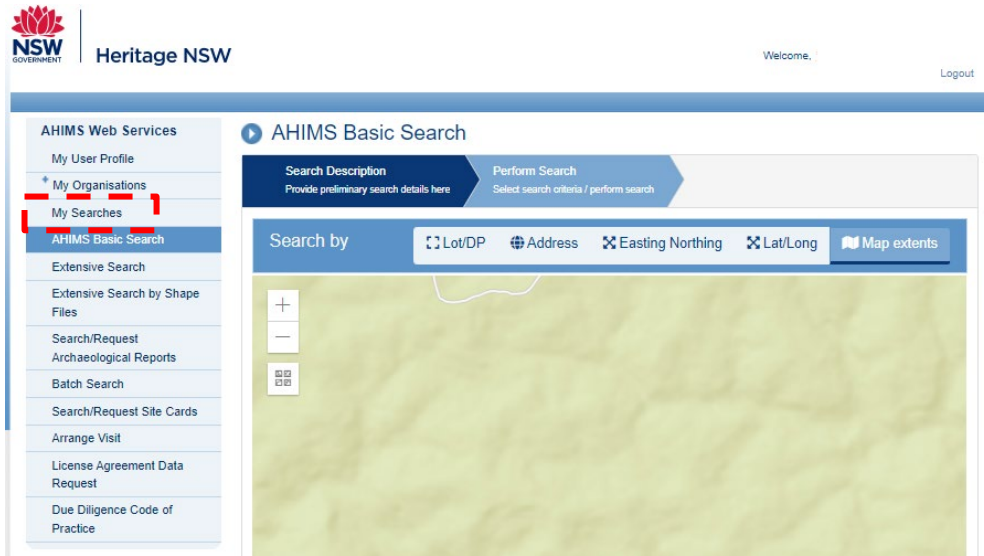



3. Enter a reference number – this can be an address or property name.
4. Search by Lot/DP, address or coordinates. Ensure there is a 50 m buffer selected for Lot/DP and address.



5. A pop-up message will appear confirming the search is complete.


6. Go to *My searches* to view results



7. Hover over the arrow  icon on the left of the search results and choose *View Search Result - PDF*. This will download the search.
8. Save the PDF to your computer for later access.
9. View the search result. If there are results shown in the box at the bottom of page 1 an extensive search will be required. If there are no results an extensive search is not required.

A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

3	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

10. An extensive search can be conducted by hovering over the arrow  icon in *My Searches* as in step 6 and select *Request Extensive Search*.
11. Complete the required boxes. Please note this search requires a fee to be paid. Once complete the search can be viewed in *My Searches* as in step 7. Download and save the search for later access.
12. Your saved search results should be submitted with your application.

Example search result: Aboriginal Heritage Information Management System (AHIMS) Web Services

Figure 1. Example result from Step 7



AHIMS Web Services (AWS) Search Result

Your Ref/PO Number :

Client Service ID :

Date:

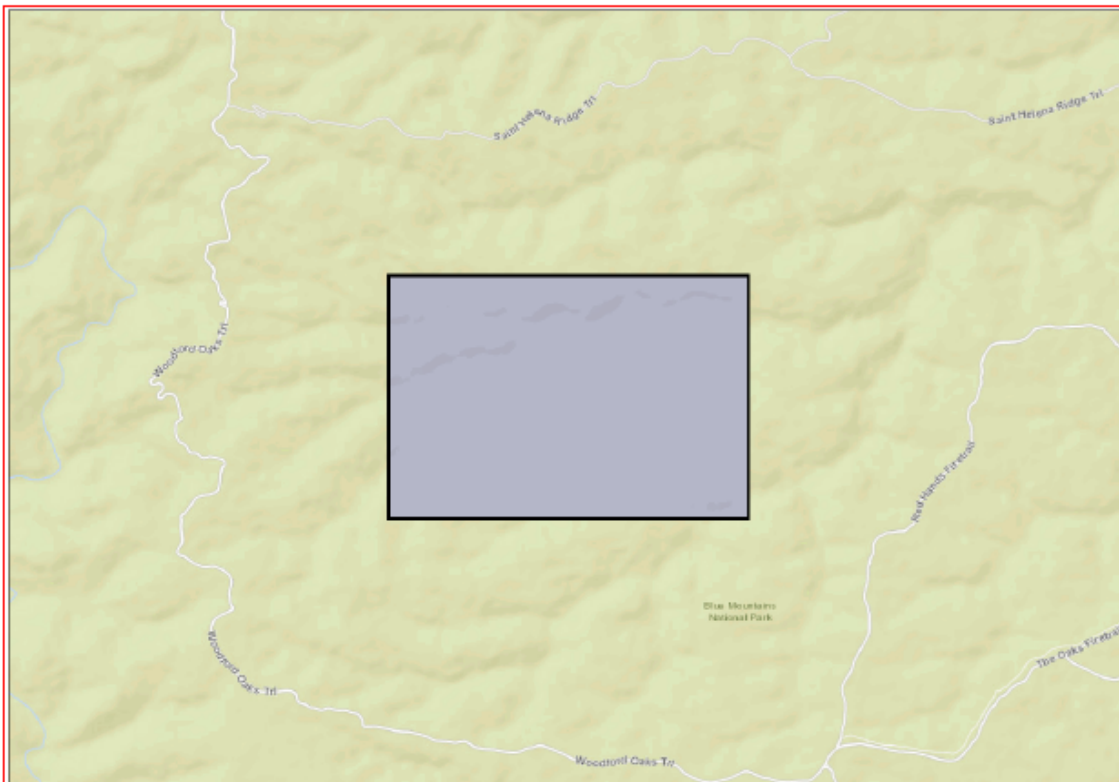
Attention:

Email:

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lat, Long From :
, conducted by on ,

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



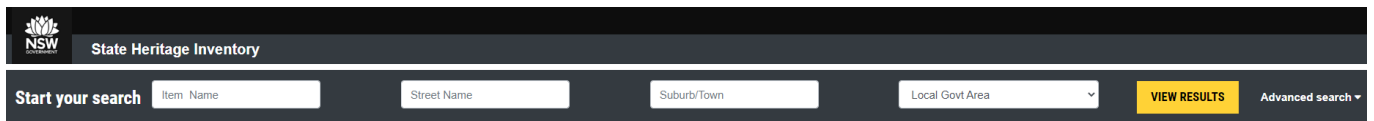
A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

Search for NSW heritage – State Heritage Inventory

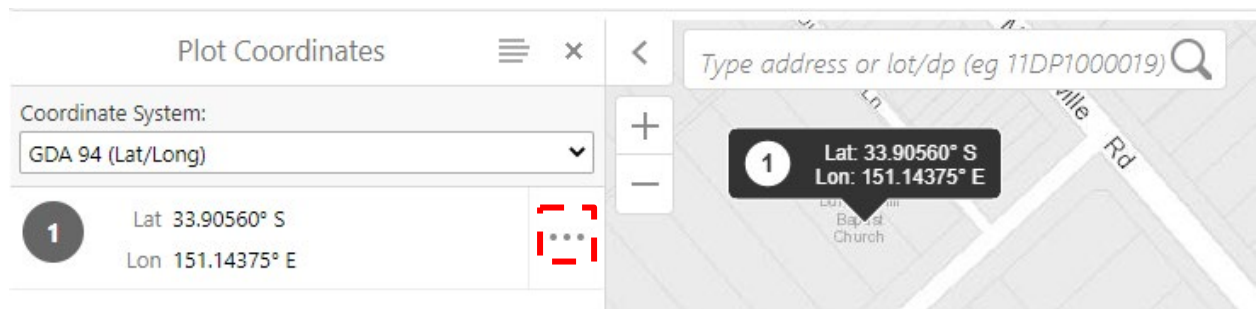
Link: www.environment.nsw.gov.au/topics/heritage

1. Select *Search heritage databases*
2. Select *State heritage inventory*
3. Select *Search the State Heritage Inventory and map*
4. Enter the search data (Item Name, Street Name, Suburb/Town, Local Govt Area) and select *View results*



5. Position your cursor at the appropriate location on the map – zoom in if needed – and right-click with your mouse and select *Plot a Coordinate*.

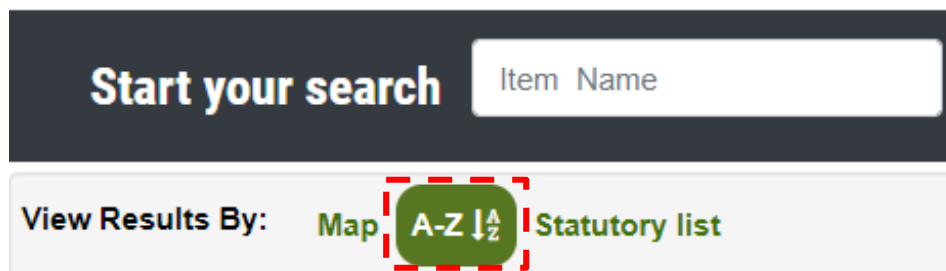
The panel on the left of the screen will show the latitude and longitude coordinates of the map position you have selected. You can move the selected map position by selecting the three dots next to the coordinates, followed by *Edit*. You can then manually enter the correct coordinates and select *Update*.



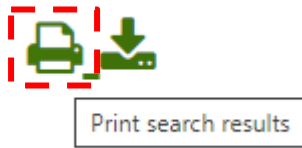
6. Select *Tools* in the top-right corner of the map and then select *Print*.

The left-hand panel will show the print options. Select *Print* at the bottom of the left-hand panel. The information in the left-hand panel will change to *Your file is ready. To view the file, please click 'Open File'*. Select *Open File*.

7. Download and save the file – you will need to submit it with your application.
8. On the search results tab, select *A-Z* in the *View Results By* pane at the top of the window.



- A list will appear where the map was. At the top-right of the list, select *Print search results*.

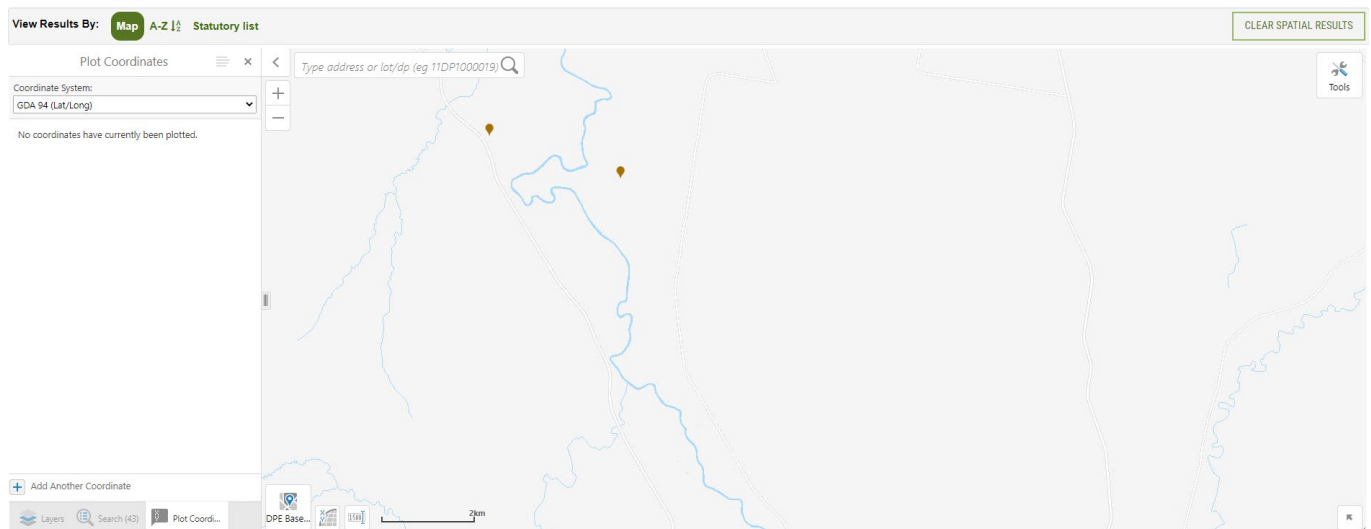


A PDF file will download to your computer. Save the file — you will need to submit it with your application.

- Both of these documents should be submitted with your application.

Example search result: State Heritage Inventory

Figure 2. Example search result from Step 5



NSW BioNet Atlas Search

Link: www.environment.nsw.gov.au/atlaspublicapp/UI_Modules/ATLAS_/AtlasSearch.aspx

1. Question 1, *Which species or group*, select *All entities*
2. Question 2, *Legal status*, choose *Select records that fall under one or more categories* and choose *Threatened in NSW* and *Threatened Nationally*
3. Question 3, *What area*, select *Define my own area*.

This will open in a new tab or window. You can select the area one of two ways:

- a. Using the coordinate boxes on the bottom-left of the screen
- b. By zooming in on the map and choosing *Select Extent* on the top-left of the map.

Click on the map with your mouse and drag to select an area on the map. A red border will appear around the area you have selected.

If the area selected is incorrect, start again by choosing *Select Extent* and selecting an area on the map. A new red border will appear in place of the original.


When the red border surrounds the area you wish to search, select *Use Extent*. This will close the tab/window and return to the search tab.

4. Question 4, *Period of records*, choose *Select records for a specific time period*.

Enter a date in the *Records since* field, choosing the date of your search (i.e. today's date), 20 years back.

For example, if you are completing the search on 1 December 2022, you need to enter 1 December 2002.

To do this:

- a. Click on the calendar icon  next to the *Records since* field
- b. A calendar of the current month and year will appear. Click on the month & year at the top of that calendar, then click on the year again. Using the arrow at the top-left of the calendar you can scroll through past years to select the correct year.
- c. Once you have selected the correct year, you can select the month and date.

This will populate the field with the appropriate date.

5. Question 5, *Status*, select *Valid records only*.
6. Select *Submit search* at the bottom of the screen.

Figure 3. A screenshot of the completed search page, ready to submit

HOME SPECIES SIGHTINGS SEARCH FLORA SURVEY

You are here: [Home](#) > Species sightings search

Species sightings search

BioNet Atlas contains recorded sightings of plants, mammals, birds, reptiles, amphibians, some fish, and some (mainly endangered) invertebrates. Use the search form below to find and map plant and animal records from the Species Sightings and Systematic Flora and Fauna Survey collections

1. Which species or group?

All entities Animals Plants Fungi Communities Threats Endangered populations Search for a species or group of species (e.g. birds)

2. Legal status?

All records Select records that fall under one or more categories

Species categories

Threatened in NSW Threatened Nationally Protected in NSW CAMBA JAMBA ROKAMBA Exotic Native

3. What area?

Entire area Select a geographic area Define my own area (Remember that you must select an area at least 10km x 10km. If you select a smaller area, the search area will be automatically extended to approximately 10km x 10km.)

Your area of interest

West: 144.52 North: -31.42 East: 144.74
South: -31.69

[Define again](#)

4. Period of records?

All records Select records for a specific time period

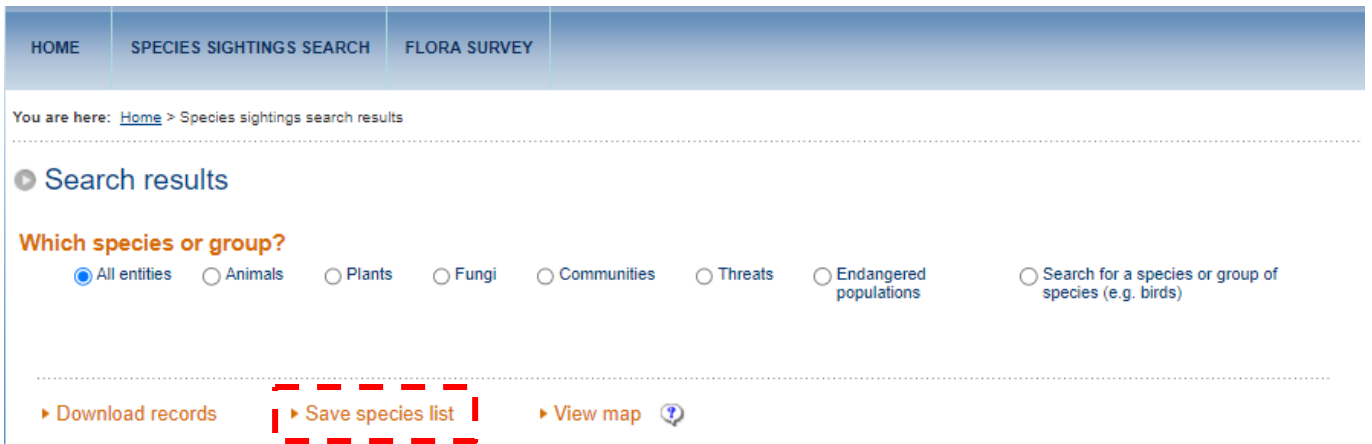
Specific time period

Records since Records before

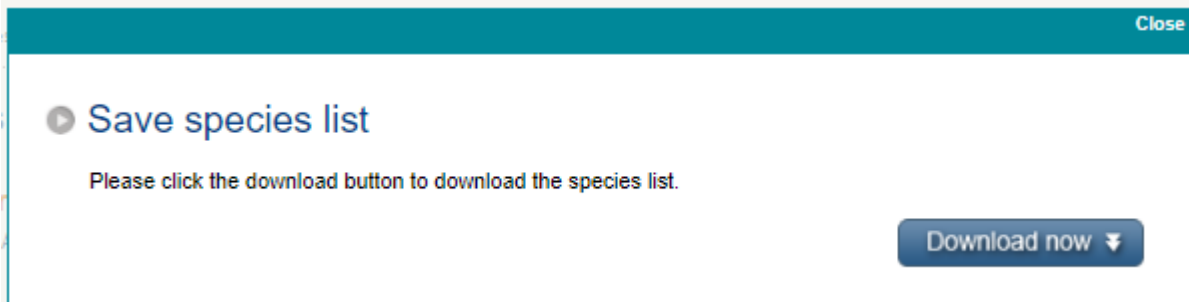
5. Status?

Valid records only Quarantine records only All records (incl. quarantine)

7. A results screen will load. If species are identified by the search this screen will include a list. Select *Save species list* to generate an Excel file.



8. Select *Download now* in the pop-up window to save the Excel file.



9. After saving the Excel file the pop-up window will close, returning you to the *Search results* page. Select *View map* to open the map in a new tab.
Select *Print* in the left-hand menu and select *Print* again when the white box opens. This will generate a PDF document of the map that will appear below the second *Print* button.
10. Select the *Atlas map* PDF to open the document in a new tab. Download and save this file to submit with you application, along with the Excel file.

Example search result: NSW BioNet Atlas search

Figure 4. Example results from Step 10 - Species map

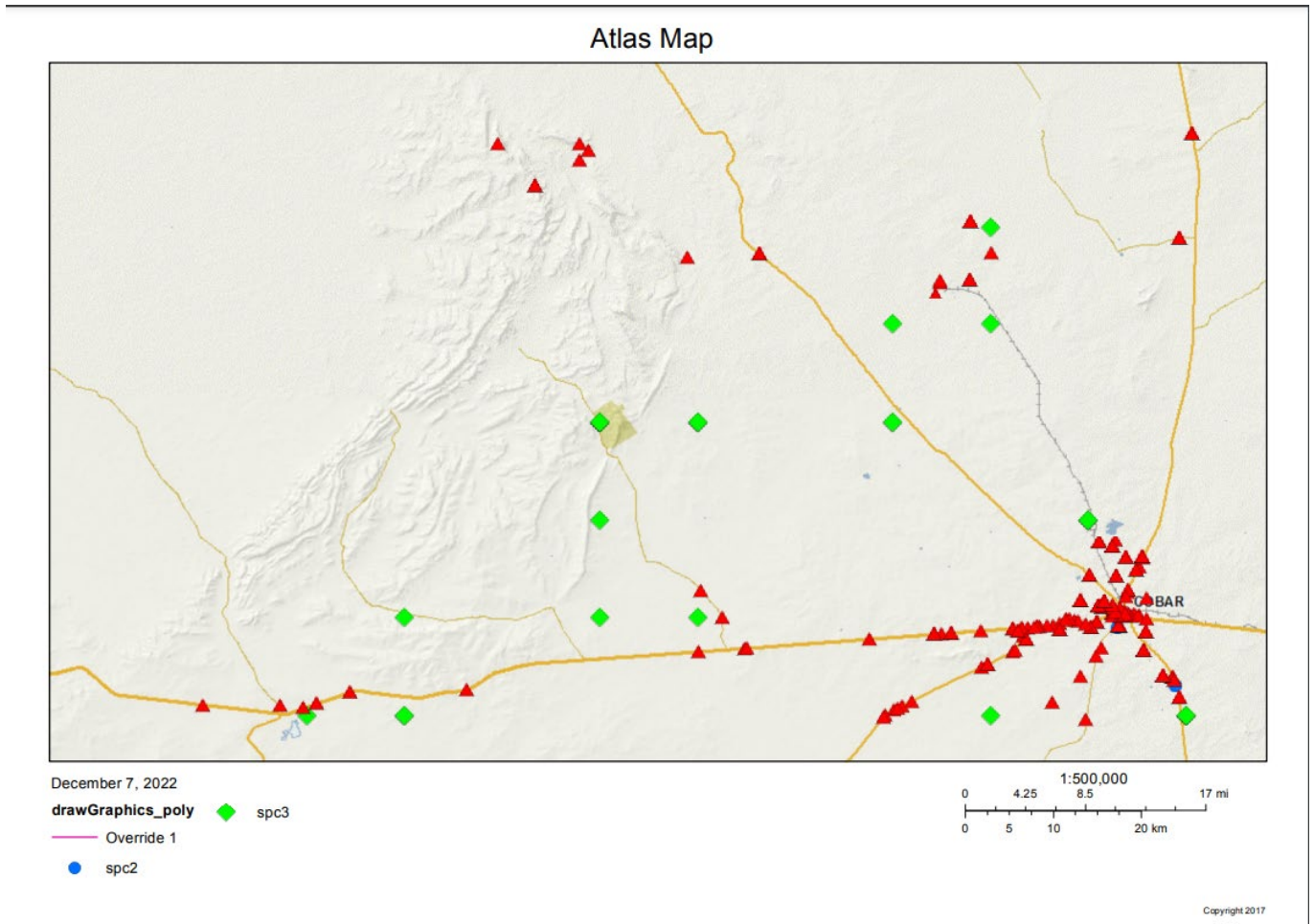


Figure 5. Example results from step 8 - Species list

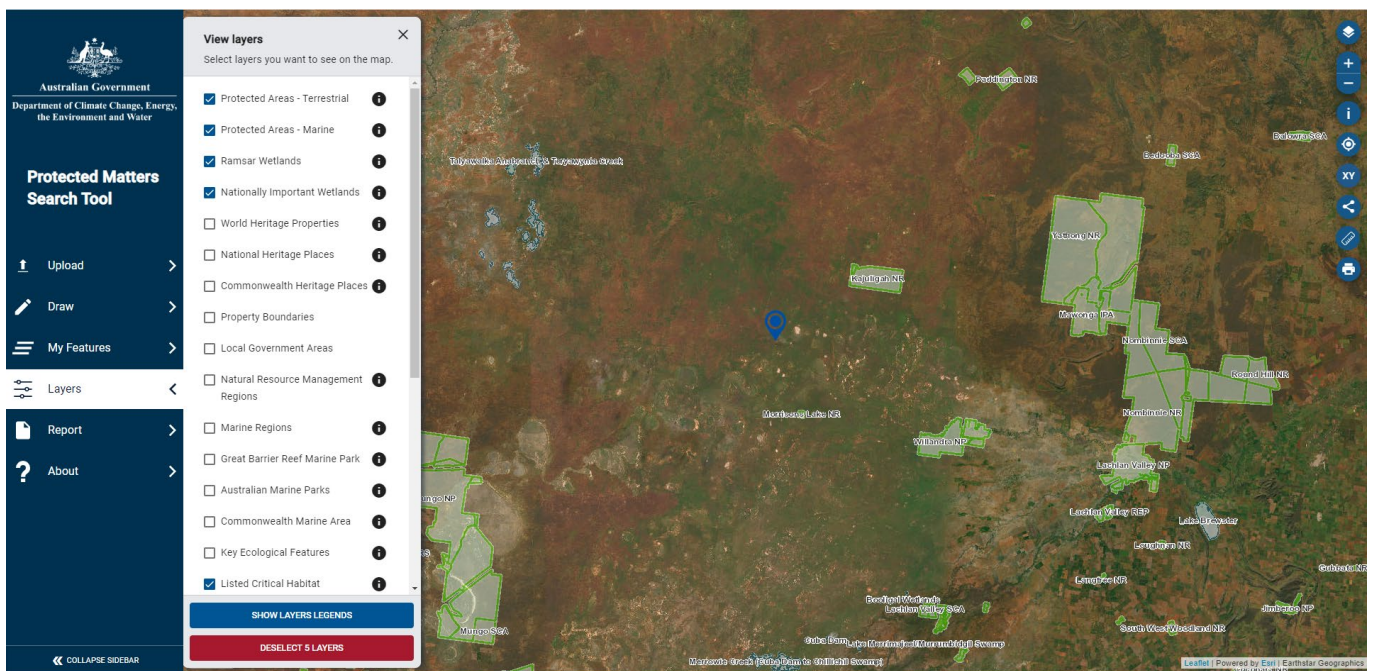
Data from the BioNet Atlas website, which holds records from a number of custodians. The data are only indicative and cannot be considered a comprehensive inventory, and may contain errors and omissions. Species listed under the Sensitive Species Data Policy may have their locations denatured (^ rounded to 0.1°C; ^^ rounded to 0.01°C. Copyright the State of NSW through the Department of Planning, Industry and Environment. Search criteria : Public Report of all Valid Records of Entities in selected area [North: -32.96 West: 147.06 East: 147.49 South: -33.21] recorded since 01 Dec 2002 until 07 Dec 2022 returned a total of 1,502 records of 253 species.
Report generated on 7/12/2022 9:00 PM

Kingdom	Class	Family	Species Code	Scientific Name	Exotic	Common Name	NSW status	Comm. status	Records	Info
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Australian Government Protected Matters Search Tool – under the EPBC Act

Link: <https://pmst.awe.gov.au/#/map?lng=131.52832031250003&lat=-28.671310915880834&zoom=5&baseLayers=Imagery>

1. Enter an address in the search field
2. Using the left-hand menu, select *Layers* and select the following
 - a. Protected Areas – Terrestrial
 - b. Protected Areas – Marine
 - c. Ramsar Wetlands
 - d. Nationally Important Wetlands
 - e. Listed Critical Habitat



3. Using the left-hand menu, select *Draw* and *Draw a rectangle*.

Using your mouse, click on the map to select the area where works will be occurring. Make sure you only select the area where the works will be, not a larger area.

You may need to zoom in on the map to select the right area.

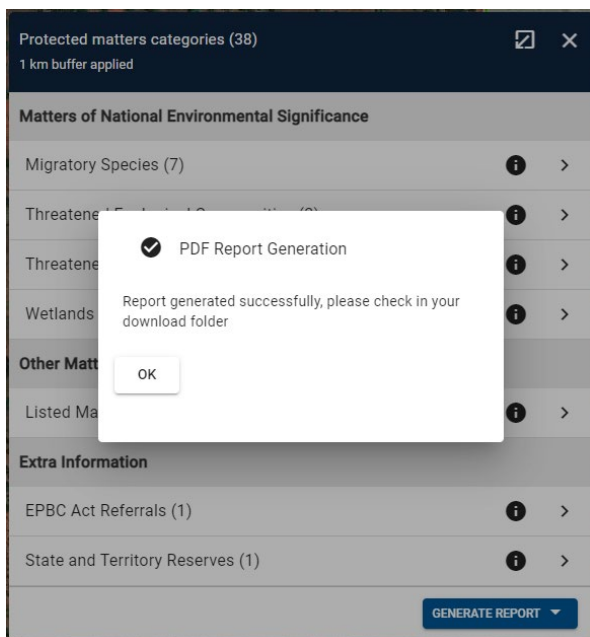


4. Click on the rectangle you drew to open a pop-up box. Enter a 1 km buffer and select *Explore*.
5. A *Terms and conditions* pop-up will appear – select *Accept*

A *Protected matters categories* pop-up window will appear listing the results of your search. Select *Generate report* in the bottom-left corner of the pop-up and select *PDF Report* in the drop-down menu.

Save this report to submit with your application.

Click *OK* to close the report generation pop-up and close the *Protected matters categories* pup-up by selecting the *X* at the top-right of the box.



6. In the menu list on the right-hand side of the map, select the *Measure* tool.

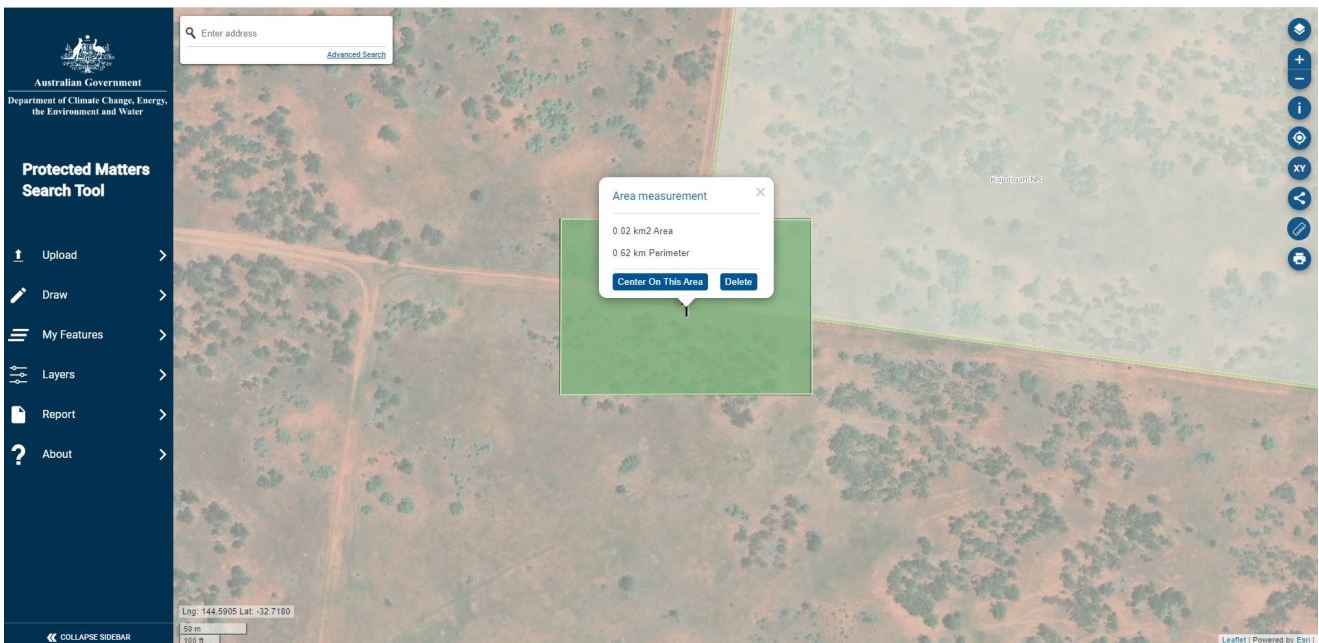
Select *Create a new measurement*, zoom in to the area you have previously selected and using your mouse, click on each corner of the rectangle to measure the distances and areas.

Select *Finish Measurement*



7. The measurement results will appear in a box centred on the area you have selected.

Take a screenshot of the area measurement as shown below and paste it into a Word document. Save the document to submit with your application.



8. The PDF report generated in Step 5 and Word document showing the map screenshot generated in Step 7 should be submitted with your application.

Example search result: Australian Government Protected Matters Search Tool – under the EPBC Act

Figure 6. Example of the Summary table in the PDF report generated at Step 5

Summary

Matters of National Environment Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the [Administrative Guidelines on Significance](#).

World Heritage Properties:	None
National Heritage Places:	None
Wetlands of International Importance (Ramsar)	3
Great Barrier Reef Marine Park:	None
Commonwealth Marine Area:	None
Listed Threatened Ecological Communities:	2
Listed Threatened Species:	11
Listed Migratory Species:	7

Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at <https://www.dcceew.gov.au/parks-heritage/heritage>

A [permit](#) may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

Commonwealth Lands:	None
Commonwealth Heritage Places:	None
Listed Marine Species:	13
Whales and Other Cetaceans:	None
Critical Habitats:	None
Commonwealth Reserves Terrestrial:	None
Australian Marine Parks:	None
Habitat Critical to the Survival of Marine Turtles:	None

Extra Information

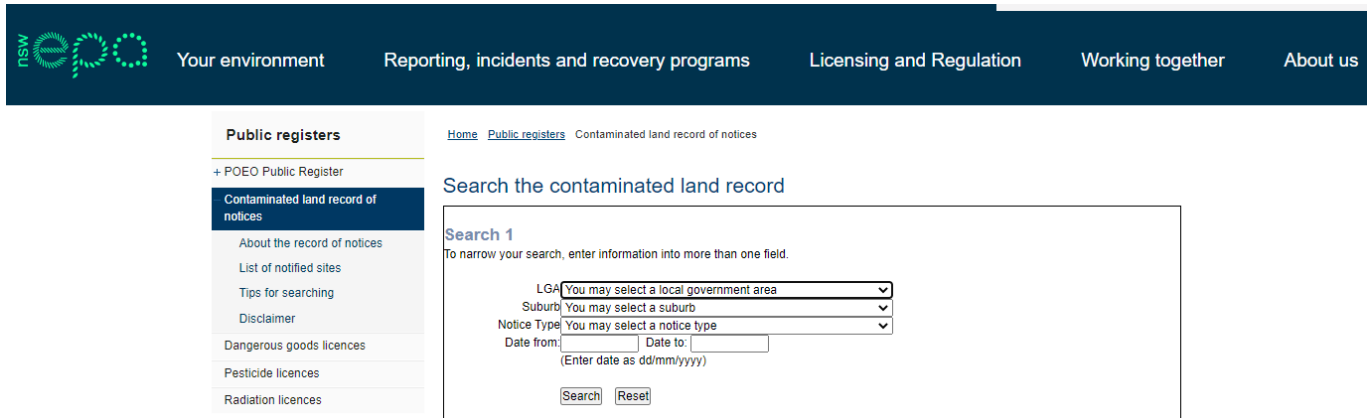
This part of the report provides information that may also be relevant to the area you have

State and Territory Reserves:	1
Regional Forest Agreements:	None
Nationally Important Wetlands:	None
EPBC Act Referrals:	1
Key Ecological Features (Marine):	None
Biologically Important Areas:	None
Bioregional Assessments:	None
Geological and Bioregional Assessments:	None

EPA public register – contaminated land record of notices

Link: <https://apps.epa.nsw.gov.au/prclmapp/searchregister.aspx>

1. Select the LGA your proposed works are in and then select *Search*.



2. Screenshot the search results page – even if there are no search results found. If search results are shown, check how many pages of search results there are at the bottom-left of the table. If there is more than 1 page, click through each additional page and capture screenshots of all search result pages.

Note: make sure your saved screenshots include the date at the bottom-right of the search results table.

3. From the *Public registers* menu on the left-hand side, select *List of notified sites*.
4. Select *Download PDF list* of notified sites.
5. Search the document to find the suburb your proposed works are in. To search quickly, press *ctrl* and *F* together and type the suburb into the search field.

If your suburb does not appear in the document, you should save the document to show a non-result.

If your suburb appears in the document, screenshot the results showing your suburb.

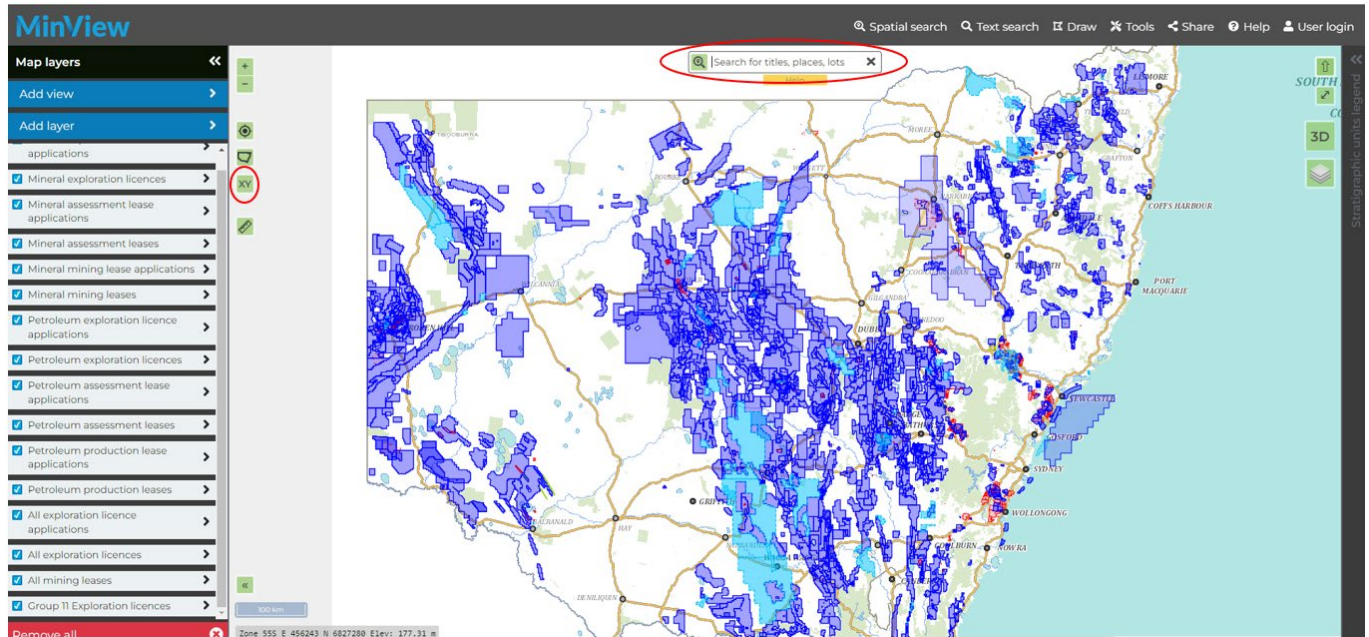
Note: There may be multiple lines of results, across more than one page.

6. You will need to submit the PDF list, or the screenshots of search results from Step 5 with your application.

MinView search – Regional NSW – Mining, Exploration & Geoscience

Link: <https://minview.geoscience.nsw.gov.au/#/?lon=147.4782&lat=-32.30322&z=7&bm=bm3&l=ti13:y:100,ti14:y:100,ti0:y:100,ap0:y:100,pt6:y:100,pt5:y:100,pt4:y:100,pt3:y:100,pt2:y:100,pt1:y:100,mt6:y:100,mt5:y:100,mt4:y:100,mt3:y:100,mt2:y:100,mt1:y:100>

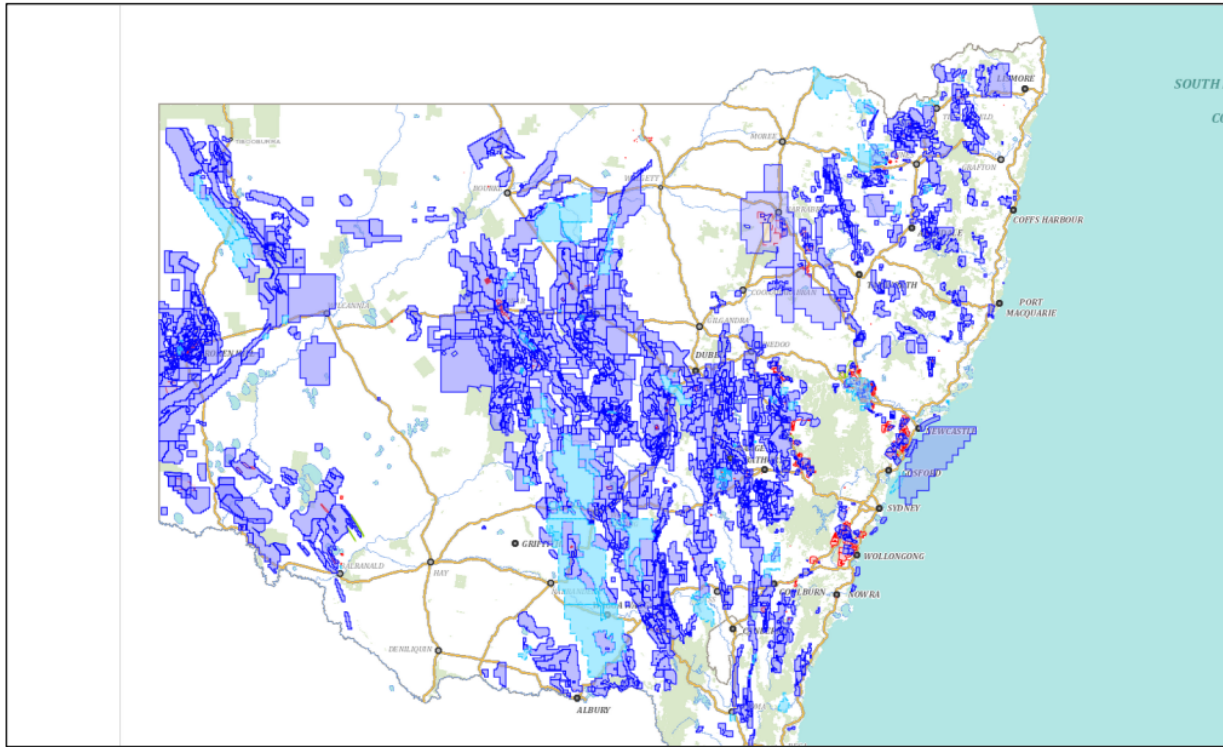
1. Search by the address, title or coordinate of where works will be occurring.



2. Select *Tools* and *Print* on the top menu bar, then check the box *Include layer legend(s)* and select *Print*.
3. This will generate a PDF of the map showing your search results. Save this PDF and submit it with your application.

Example search result: MinView search – Regional NSW – Mining, Exploration & Geoscience

Figure 8. Example search results from Step 3



Contact: geoscience.products@planning.nsw.gov.au
Date Saved: 26/04/2023 12:17



278km

Disclaimer
Because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date. The information contained in this publication may not be or may no longer be aligned with government policy nor does the publication indicate or imply government policy. No warranty about the accuracy, currency or completeness of any information contained in this document is inferred (including, without limitation, any information in the document provided by third parties). While all reasonable care has been taken in the compilation, to the extent permitted by law, the State of New South Wales (including the NSW Department of Planning and Environment) exclude all liability for the accuracy or completeness of the information, or for any injury, loss, or damage whatsoever (including without limitation liability for negligence and consequential losses) suffered by any person acting, or purporting to act, in reliance upon anything contained herein. Users should rely upon their own advice, skills, interpretation and experience in applying information contained in this publication.

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