

How to map a work or site in the Customer Portal

This guide will help you map a work or site, such as a pump, dam, or pipeline, in an application for a new water supply works and/or water use approval in the Customer Portal.

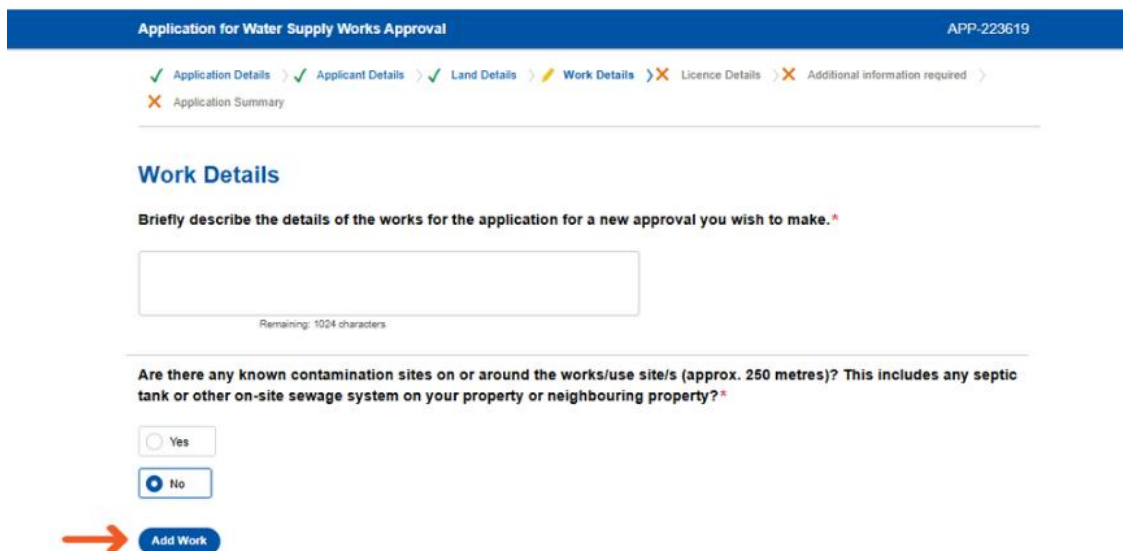
Mapping a work or site

As you work your way through an application, you will come across a section titled '**work details**'.

Within this section you need to provide information regarding the work, including the location of the proposed work/s and the location of any known contamination sites near the site of the work or use. You also need to provide a map of each work or site. You have the option to either attach a map indicating these sites or to plot a map within the application. This guide will demonstrate the three mapping options in the [Customer Portal](#).

Option 1: How to map a work site

Step 1. Click the 'Add work' button to add the item you are plotting.



Step 2. You will be asked to select the **work type**, which in this example is a **pump**. You will then be given a drop-down menu to select the **type of pump**, followed by the **size of the pump** and the **power source** for the pump.

Application for Water Supply Works Approval

Work - PUMP

Work ID
2003024577

Please select work type*

PUMP

Select the pump type*

Centrifugal

Select the Pump size*

80MM CENTRIFUGAL PUMP

Power source of pump*

☒ Electric ☐ Diesel/Petrol ☐ Solar

Enter the name of the watercourse your work is located on*

Click on the below button to specify work location on a map.

[Specify work location on a map](#)

OR

You can upload either a PDF or a Word file containing a map with the work location marked.

[Attach Map Document](#)

Step 3. You must then enter the name of the watercourse that it is located on.

Application for Water Supply Works Approval

Work - PUMP

Work ID
2003024577

Please select work type*

PUMP

Select the pump type*

Centrifugal

Select the Pump size*

80MM CENTRIFUGAL PUMP

Power source of pump*

☒ Electric ☐ Diesel/Petrol ☐ Solar

Enter the name of the watercourse your work is located on*

Gingham watercourse

Click on the below button to specify work location on a map.

[Specify work location on a map](#)

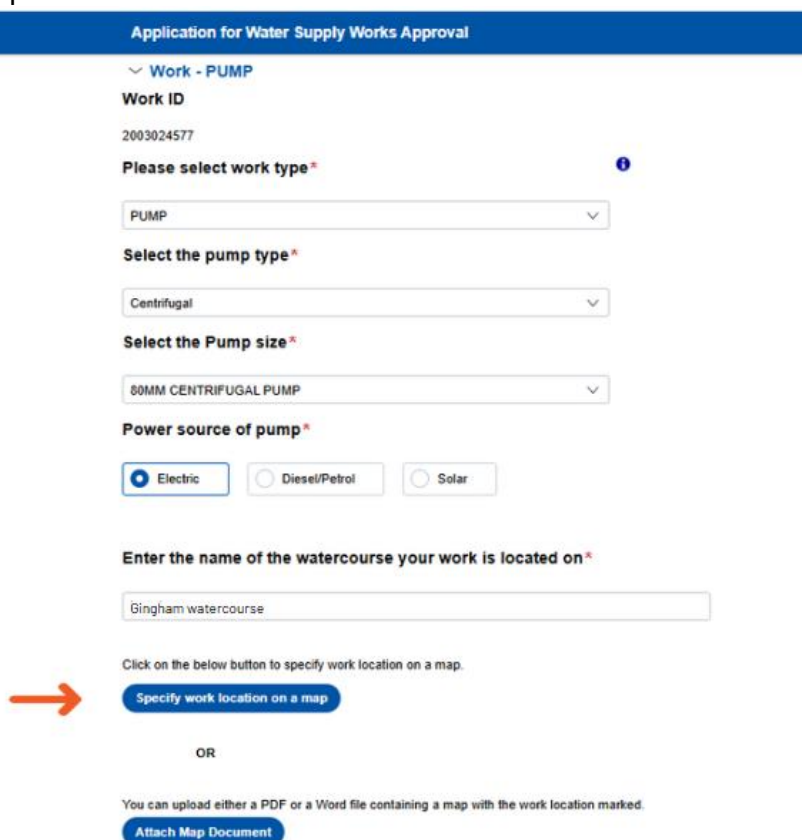
OR

You can upload either a PDF or a Word file containing a map with the work location marked.

[Attach Map Document](#)

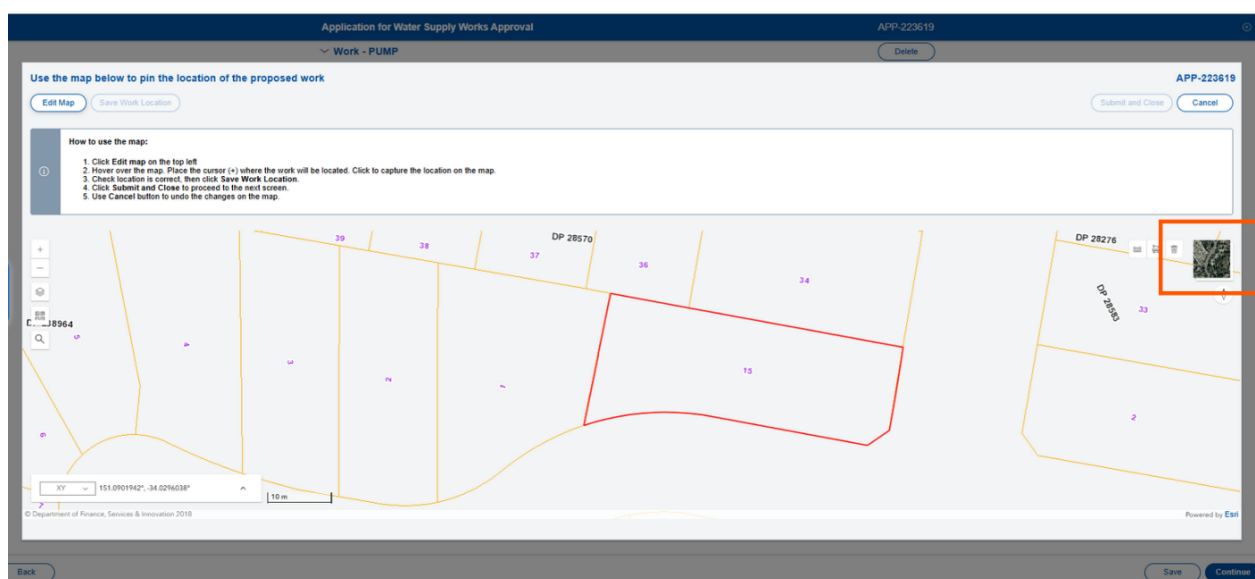
How to map a work or site in the Customer Portal

Step 4. To plot within the Customer Portal, click the ‘Specify work location on a map’ button, and a pop-up screen will appear.

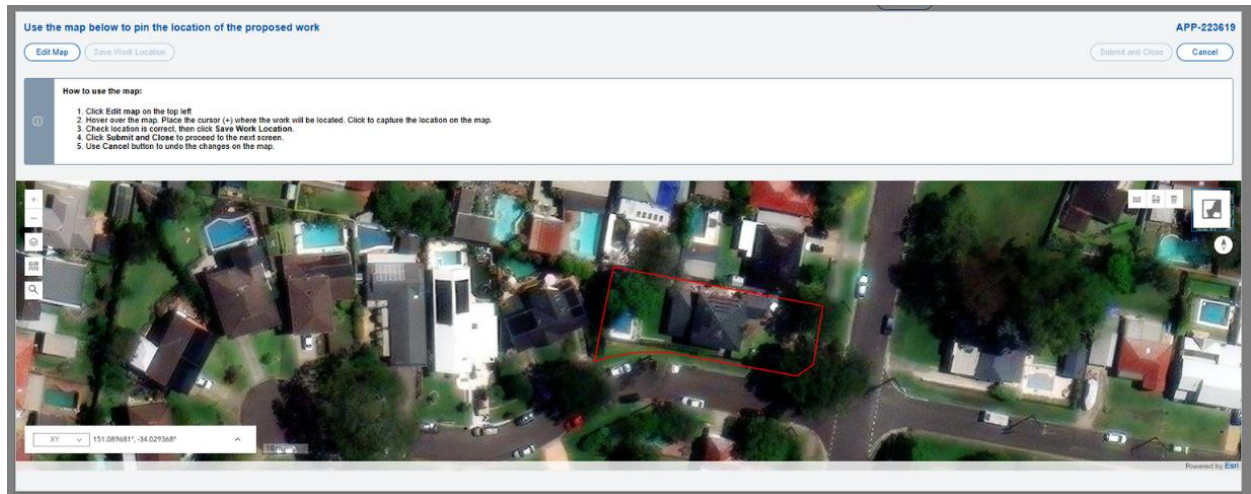


Step 5. The map will open with the boundary line map setting. If you would prefer to use a satellite map setting, click the icon in the top right-hand corner of the map to change the view.

Boundary line map view



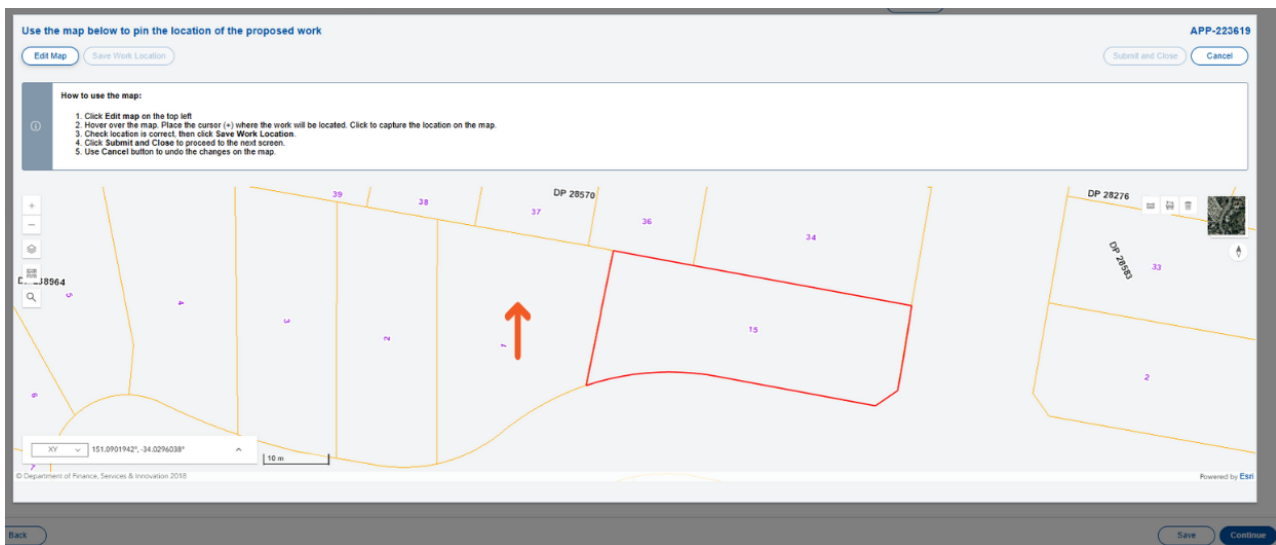
Satellite map view



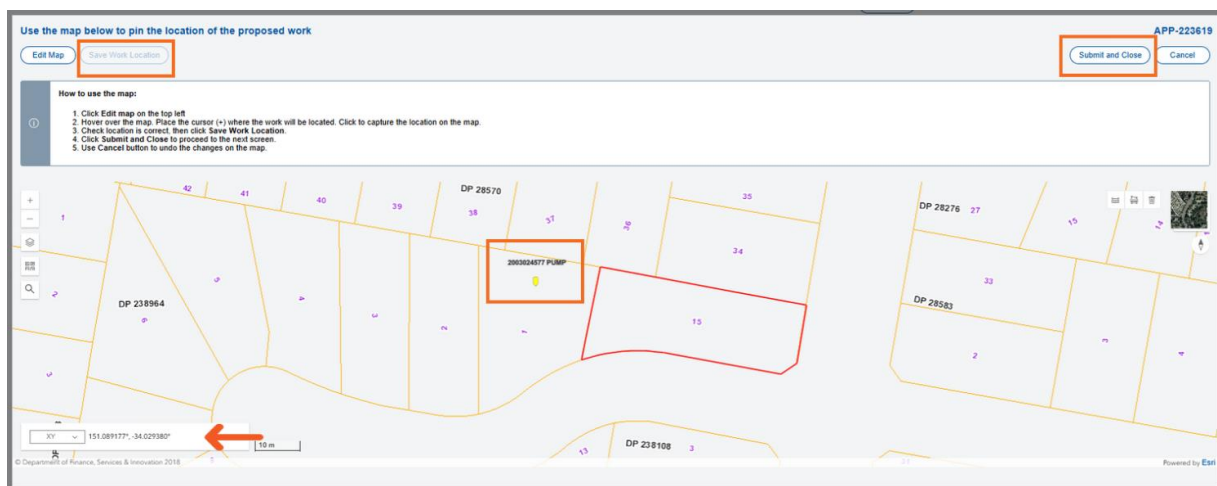
Step 6. Click the 'Edit map' button in the top left corner.



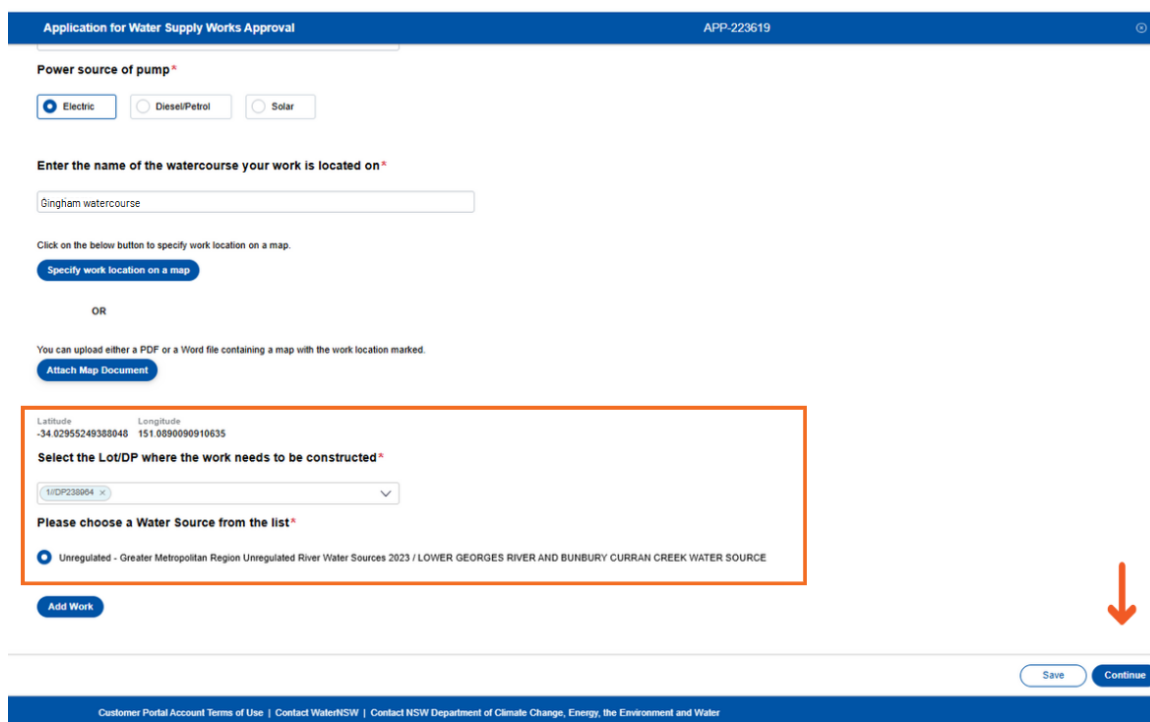
Step 7. Place your cursor where the work will be located and click to capture that location.



Step 8. A **yellow dot** will appear which will be used to indicate where the site is. Check the location is correct using the latitude and longitude coordinates on the bottom left of the screen, before clicking the **'Save Work Location'** button. Then click the **'Submit and Close'** button. **Note:** If the location is incorrect, you will need to click the **'Cancel'** button and begin the replotting process again.

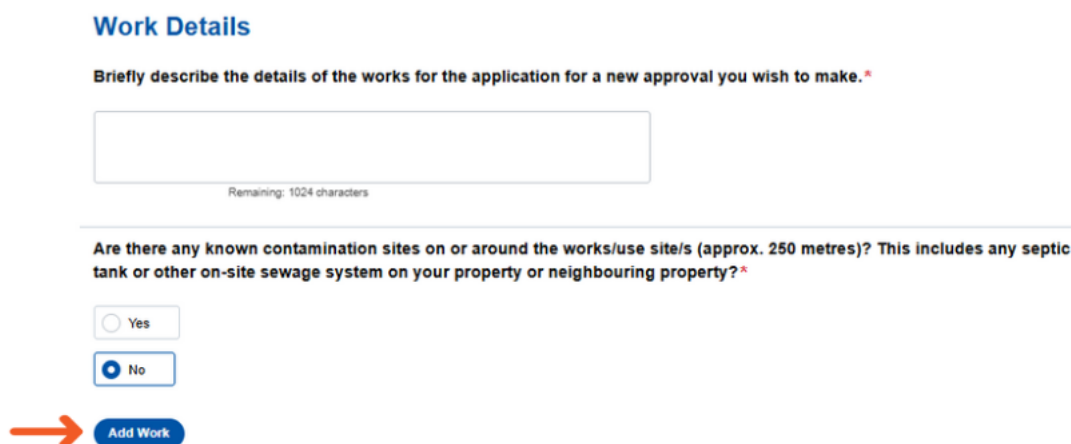


Step 9. You will be taken back to your previous screen, where the lot will have been automatically populated, alongside water sources within that area. Check the longitude and latitude is correct, before selecting the **correct water source** for this application. If this is the only work you need to plot, click the **'Continue'** button.



Option 2: How to map a storage

Step 1. Click the 'Add Work' button to add each item you are plotting.



Step 2. Select the **work type**, which in this instance is a **bywash dam**. You will then be required to provide additional details such as the **height, depth, length of the wall and capacity of the dam**.

Work ID
2003024578

Please select work type * ⓘ

BYWASH DAM ▼

Warning!
Please note that you will be asked to upload a dam survey or design plan at the end of this application because you have selected a work type of dam.

Height (in Metres) *	Depth - (maximum in Metres) *
10	10.09
Length of the wall - (in Metres) *	Capacity (in Megalitres) *
10	10.0

Enter the name of the watercourse your work is located on *

Click on the below button to specify work location on a map.

Specify work location on a map

OR

Step 3. Click on the ‘Specify work location on a map’ button. A pop-up screen will appear.

Enter the name of the watercourse your work is located on *

Gingham watercourse

Click on the below button to specify work location on a map.

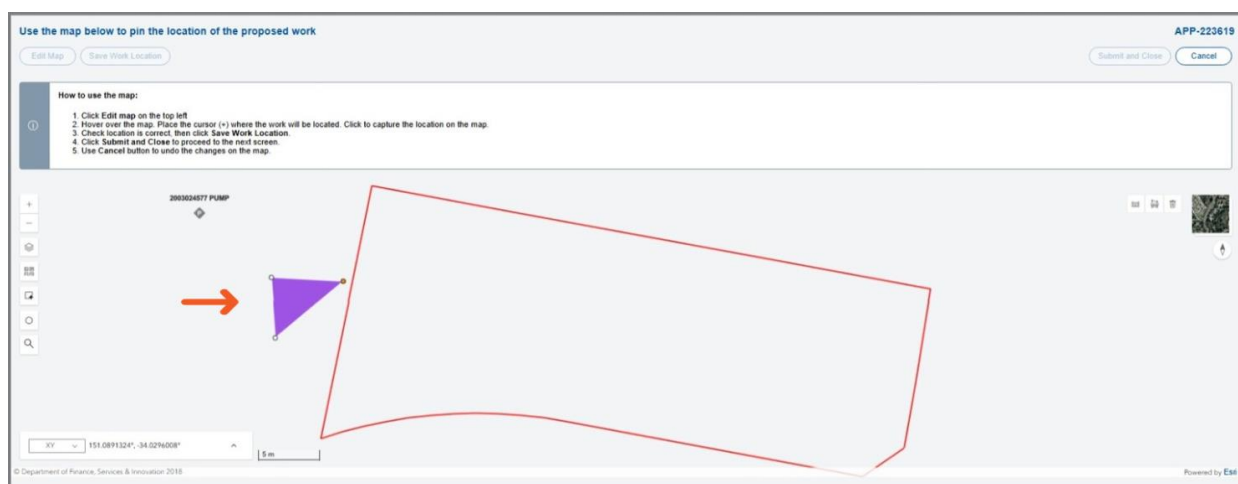
Specify work location on a map

OR

Step 4. Click the ‘Edit Map’ button in the top left corner. Press your cursor once where you want to start and click to **draw the perimeter of the area**.

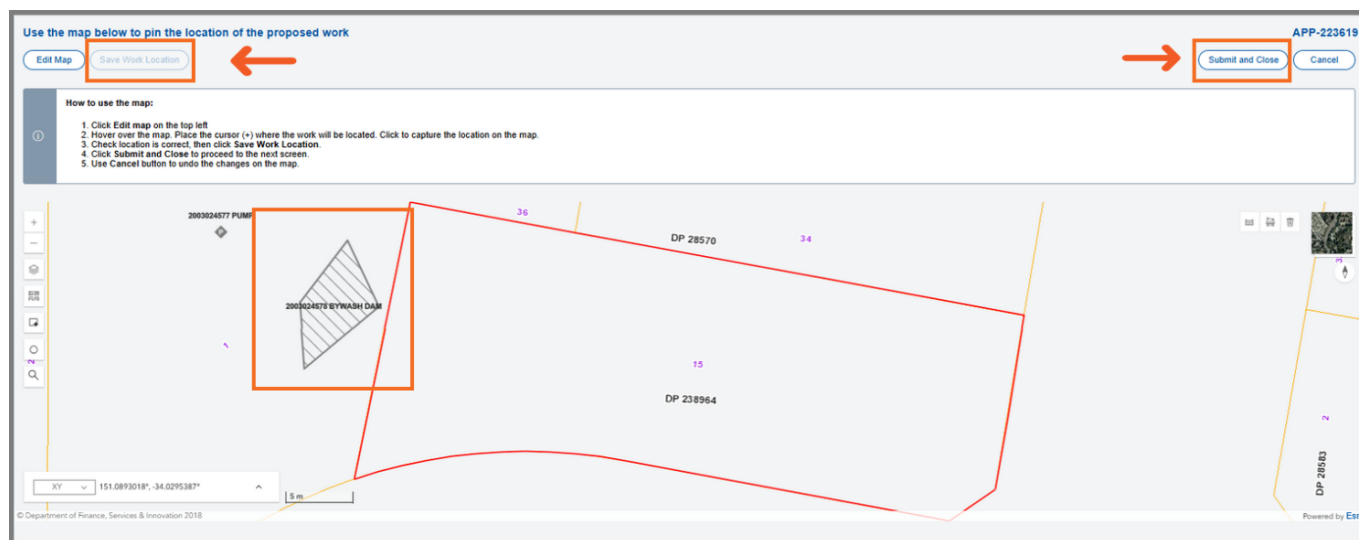


Step 5. Each click will form the shape of the storage you wish to plot. **Note:** To complete the shape, finish the last dot at the starting point to close the shape.



Step 6. Check the shape and location is correct, before clicking the ‘**Save Work Location**’ button. You can then click the ‘**Submit and Close**’ button.

How to map a work or site in the Customer Portal



Step 7. You will be taken back to your previous screen, where you will see the lot and DP has been automatically populated, alongside water sources within that area. Select the **correct water source** for this application.

Application for Water Supply Works Approval

APP-223619

10

10.0

Enter the name of the watercourse your work is located on*

Bingham watercourse

Click on the below button to specify work location on a map.

Specify work location on a map

OR

You can upload either a PDF or a Word file containing a map with the work location marked.

Attach Map Document

Latitude Longitude
-34.02960021807472 151.00909867980555

Select the Lot/DP where the work needs to be constructed*

DP238964

Please choose a Water Source from the list*

☒ Unregulated - Greater Metropolitan Region Unregulated River Water Sources 2023 / LOWER GEORGES RIVER AND BUNBURY CURRAN CREEK WATER SOURCE

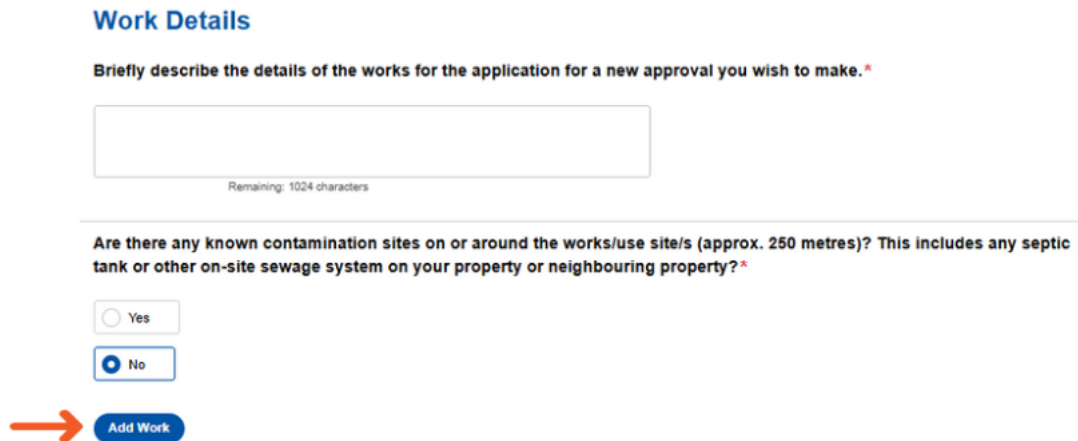
Add Work

Save Continue

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Option 3: How to map a channel

Step 1. Click the 'Add Work' button to add each item you are plotting.



Work Details

Briefly describe the details of the works for the application for a new approval you wish to make.*

Remaining: 1024 characters

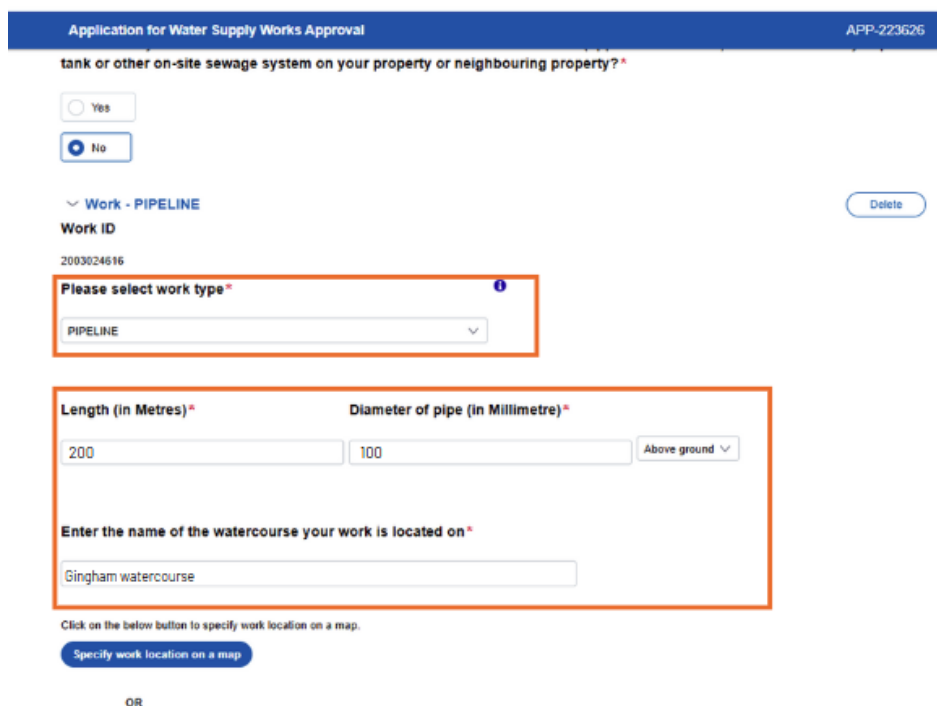
Are there any known contamination sites on or around the works/use site/s (approx. 250 metres)? This includes any septic tank or other on-site sewage system on your property or neighbouring property?*

☐ Yes

☒ No

→ **Add Work**

Step 2. Select the **work type**, which in this instance is a **pipeline**. You will then be required to complete additional details such as the **length**, **diameter of the pipe** and the **water course** it is located on.



Application for Water Supply Works Approval APP-223626

tank or other on-site sewage system on your property or neighbouring property?*

☐ Yes

☒ No

Work - PIPELINE

Work ID

2003024616

Please select work type*

PIPELINE

Length (in Metres)*

200

Diameter of pipe (in Millimetre)*

100

Above ground

Enter the name of the watercourse your work is located on*

Gingham watercourse

Click on the below button to specify work location on a map.

Specify work location on a map

OR

Step 3. Click on the 'Specify work location on a map' button – a popup screen will appear.

How to map a work or site in the Customer Portal

Application for Water Supply Works Approval

Work - PUMP

Work ID
2003024577

Please select work type*

PUMP

Select the pump type*

Centrifugal

Select the Pump size*

80MM CENTRIFUGAL PUMP

Power source of pump*

☒ Electric ☐ Diesel/Petrol ☐ Solar

Enter the name of the watercourse your work is located on*

Bingham watercourse

Click on the below button to specify work location on a map.

Specify work location on a map

OR

You can upload either a PDF or a Word file containing a map with the work location marked.

Attach Map Document

Step 4. Click the 'Edit Map' button in the top left corner.



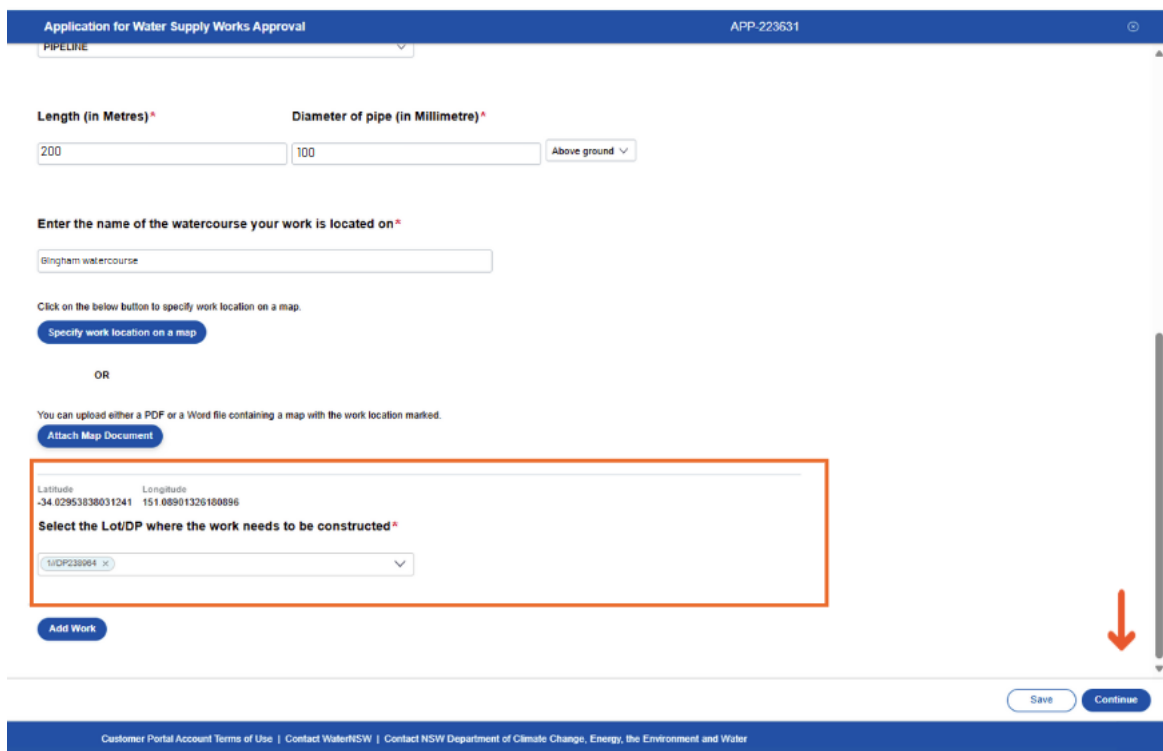
Step 5. Place your cursor where the work will be located and **click to capture the length of the location**. A dotted line will appear. Then **double click** where you would like the pipeline to end.



Step 6. Check the length and location is correct, before clicking the **'Save Work Location'** button. Then click the **'Submit and Close'** button.



Step 7. You will be taken back to your previous screen, where you will see the lot and DP has been automatically populated. Click the **'Continue'** button to continue with the rest of your application.



Application for Water Supply Works Approval APP-223631

PIPELINE

Length (in Metres) * 200 Diameter of pipe (in Millimetre) * 100 Above ground

Enter the name of the watercourse your work is located on *

Bingham watercourse

Click on the below button to specify work location on a map.

Specify work location on a map

OR

You can upload either a PDF or a Word file containing a map with the work location marked.

Attach Map Document

Latitude Longitude
-34.02953838031241 151.08901326100896

Select the Lot/DP where the work needs to be constructed *

1/DP23094

Add Work

Save Continue

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Need help?

For more information on the Customer Portal, visit our [website](#). For assistance, please contact Water Enquiries on 1300 081 047, Monday to Friday between 9 am–5 pm or email water.enquires@dcceew.nsw.gov.au