

## Digital Data Licence Agreement and Request

### STEP ONE: READ AND SIGN THE DIGITAL DATA LICENSE AGREEMENT

A completed Digital Data Licence Agreement is a **mandatory** requirement before a digital data request can be made. The agreement includes a description of the data and any restrictions for use. Permission to use the licensed material provided through this request is conditional upon the requesting Agency/Company accepting the terms set out by North East Water.

This section **must** be completed for your data request to be processed.

**The original signed Digital Data Licence Agreement must be posted to PO Box 863, Wodonga VIC 3689.**

Once the agreement is signed by both the Agency/Company and North East Water the agreement is valid for a period of **24 months**. A completed copy will be scanned and emailed to the requesting Agency/Company for their records.

### STEP TWO: COMPLETE THE DIGITAL DATA REQUEST

Please place your Agency/Company contact information and digital data requirements in the Digital Data Request form. The digital data requirements include a description of the area of interest using one or more of the following three options:

1. Provide a bounding polygon dataset (MGA Zone 55) in one of these data formats:
  - a. ESRI Shapefile; MapInfo Tab file; or AutoCAD dwg.
  - b. Zip the files and attach to an email along with the completed form.
2. Use a named location, for example:
  - a. Named Locality or Place (e.g. Tungamah township or Susan Campbell reserve);
  - b. Lot and Plan number (e.g. Lot 1 TP237763); or
  - c. Address (e.g. 74 Elgin Blvd, Wodonga).
3. Describe the coordinates of a bounding polygon containing the area of interest. Note the top left and bottom right coordinate location in the following format:
  - a. Easting/Northing, (metres) MGA Zone 55 (e.g. 461208E, 8396448N).

The requesting Agency/Company **must** provide information related to their intended use of the data, e.g. design plan, as constructed plan.

Named localities, parcel details and coordinate locations are available from the Victorian Government Department of Environment, Land, Water and Planning:

- <http://services.land.vic.gov.au/maps/interactive.jsp>
- LASSI: <http://maps.land.vic.gov.au/lassi/LassiUI.jsp>

Email the Digital Data Request to [info@newater.com.au](mailto:info@newater.com.au)

It may take up to **5 working days** after receipt of the Digital Data Form to complete the request. Complex or large datasets may take longer.