



## **Aboriginal Cultural Heritage Register and Information Services (ACHRIS)**

### **How to complete an Application for Advice about the existence of records on the Victorian Aboriginal Heritage Register (VAHR) in relation to a nominated area of land**

**User Guide**

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▸ **Application for  
Advice (S.147  
AHA 2006)**

▸ Complete  
Application

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▸ Application for  
Access (S.146  
AHA 2006)

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▸ Login

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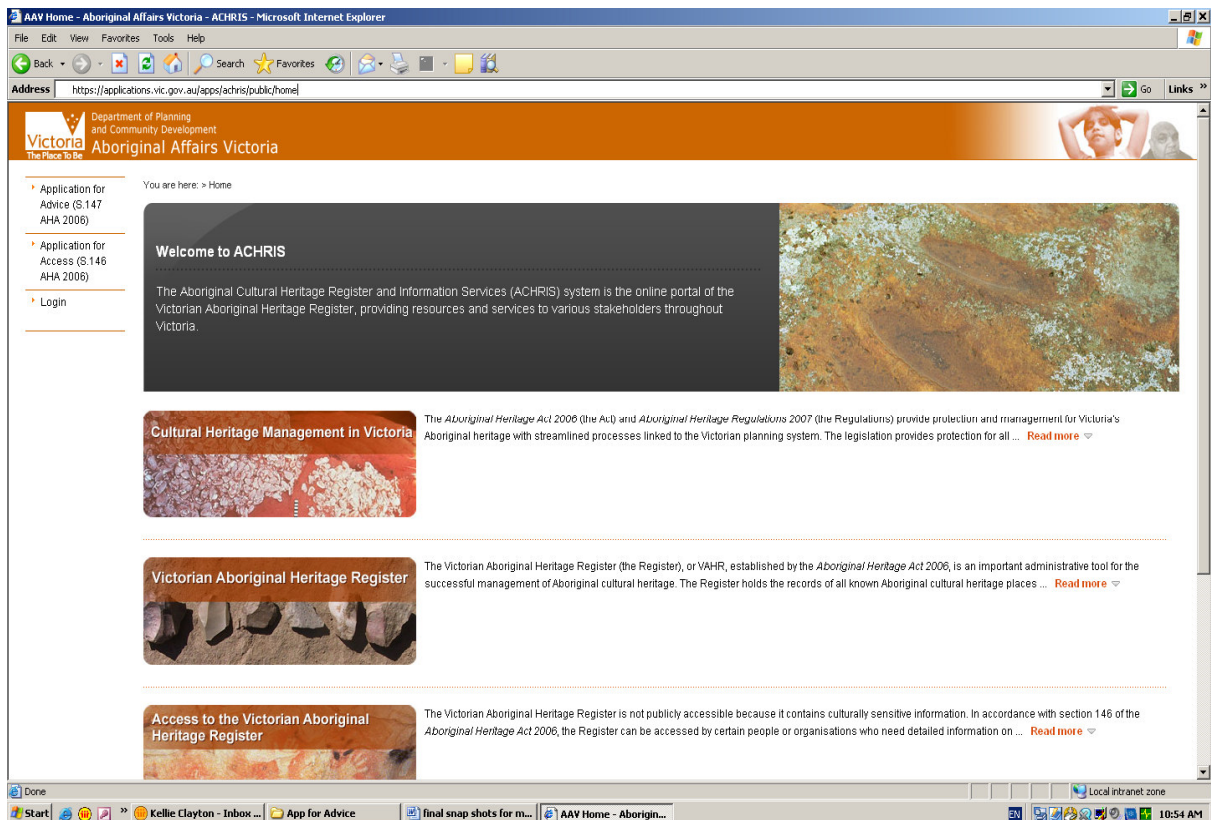


## Who may seek advice about the existence of VAHR records?

Anyone may seek advice about the existence of records on the Victorian Aboriginal Heritage Register (VAHR) in relation to a nominated area of land. Advice about the Register's records is provided in accordance with section 147 of the *Aboriginal Heritage Act 2006*.

## How do I obtain advice about the existence of VAHR records?

To obtain advice, you must apply using the online application form available from the Aboriginal Cultural Heritage Register and Information Services (ACHRIS) system at: <https://applications.vic.gov.au/apps/achris/public/home>.



Select **Application for Advice (S.147 AHA 2006)** from the menu, then **Complete Application**.





## What if I don't have access to the internet?

While online applications are preferred, you may still post completed manual forms to

The Heritage Registrar  
Aboriginal Affairs Victoria  
GPO BOX 2392  
MELBOURNE VIC 3001

The manual form may be found at the following URL:

<http://www.dpcd.vic.gov.au/indigenous/aboriginal-cultural-heritage/aboriginal-heritage-act-2006/guides-and-forms>

## Applying for Advice about the existence of VAHR records

When completing the online application form, please provide the following information as prompted:

- The best available description of the land to which the request relates (usually title details).
- A good quality map or plan with enough details to identify the boundaries of the application area or a spatial attachment which represents the nominated area of land (ESRI shapefile, Mapinfo, TAB file etc).

Each application must be accompanied by the prescribed fee. In 2010/2011 the fee is \$39.40 including GST. An online payment gateway is currently under development, however, as an interim measure, please forward a cheque or money order payable to Department of Planning and Community Development to:

The Heritage Registrar  
Aboriginal Affairs Victoria  
GPO BOX 2392  
MELBOURNE VIC 3001

Applications cannot be processed until the fee is received and paid.

## What will I receive and how will I receive it?

You will receive a certificate of advice which will outline if records are located on the Register in relation to the nominated area of land. This certificate can be emailed or posted to you, depending on your preference. If you do not provide an email address in your application, the certificate will be posted to your address.

If there are records on the Register in relation to the nominated area of land, there will be an attachment to the certificate which will provide sufficient detail to identify the nature of the record(s).

The certificate will also indicate whether or not the nominated land falls within an area of Aboriginal cultural heritage sensitivity (CHS). In the absence of specific records, land location in a CHS area may still have ramifications as it is indicative of a potential to find Aboriginal cultural heritage.

Note that the absence of records on the Register for a nominated area of land does not necessarily mean the area is devoid of Aboriginal Cultural heritage values. Applicants should be aware of the provisions of section 17 and section 24 of the *Aboriginal Heritage Act 2006*, which require the reporting of Aboriginal remains, Aboriginal places and objects discovered in Victoria. Applicants should also be aware that it is an offence under the *Aboriginal Heritage Act 2006* to harm Aboriginal cultural heritage, for which significant penalties apply. This does not abrogate any requirement to prepare a Cultural Heritage Management Plan under the *Aboriginal Heritage Act 2006*.



## Completing the Application for Advice about the existence of VAHR records

The Application form contains a number of fields, many of them mandatory (as indicated by red asterisks), which provide the information needed for AAV to review the requirement for access.

### Victorian Aboriginal Heritage Register Application for Advice

*This form specifies the information to be provided by a person or body seeking access to records held on the Victorian Aboriginal Heritage Register ("the Register") in relation to a nominated area of land. Under s.147 of the Aboriginal Heritage Act 2006 ("the Act"), advice may be provided as to whether a record exists in relation to land, including sufficient detail to identify the nature of the record.*

Mandatory Fields \*

1. The first section is Applicant information.

#### Applicant Information

First Name: \*

Last Name: \*

Organisation:

Postal Address: \*

Phone: \*

Email: \*

If you provide an email address, the advice certificate will be emailed to you. The advice will be posted to you if you do not complete the email field.

2. The next section details the land to which the request for advice relates.

#### Land Description

*Please provide the best available description of the land to which the request relates. This should include the title details (attach a copy if available), along with a map or plan with enough detail to identify the boundaries of the application area (to scale, and with north arrow).*

Provide either the subdivisional or crown references, along with the title references, or the property address, or, a description if the land is best referred to in this way. Also provide a Directory Reference.



Subdivisional References (Lot / Plan):

Crown References:

Title References (Volume / Folio):

Property Address:

Other Description:

Directory Reference:  
  Melways  VicRoads

A map or plan (such as .pdf) of the land which is the subject of the access request is required.

Map of nominated area(s) of land: \*

Browse to and select the file you wish to upload.

Map of nominated area(s) of land: \*

**Choose file**

Look in: ACHRIS Applications

50 Tynong North Rd Tynong North

File name: 50 Tynong North Rd Tynong North

Files of type: All Files (\*.\*)



3. Next, you must provide a reason for your request for access, such as Cultural Heritage Management Plans, cultural heritage audits, desktop assessments or due diligence.

**Purpose** ↖  
*What is the purpose of your application? \**

4. Additional Information must be uploaded where you need to provide supporting documentation relating to your application.

**Application Additional Information**

*Please attach any additional information which you feel may support your application.*

Add File  Browse... Remove File

Browse to and select the file you wish to upload, as per step 2 above.

5. Attach any spatial information where it defines the boundary of the nominated area of land. It is recommended that multiple files be bundled into one attachment, otherwise applicants will have to attach each file separately.

**Application Spatial Information**

*Please attach any spatial information which you feel may support your application (ESRI Shapefile, Mapinfo TAB file etc).*

Add File  Browse... Remove File

Browse to and select the file you wish to upload, as per step 2 above.

Note that spatial data must be projected in the GDA94 coordinate system. For ESRI shapefiles, the .dbf, .prj, .shp and .shx files must be provided. For MapInfo, the .TAB, .DAT, .MAP and .ID files must be provided. For CAD, the .dwg file must be provided.

6. The final step before submitting the application is to acknowledge the terms and conditions under which advice is provided.



### Terms and Conditions of Application for Advice

In these terms and conditions, the expressions "we", "us" and "our" are a reference to the Government of the State of Victoria, acting through Aboriginal Affairs Victoria, an agency of the Department of Planning and Community Development.

#### Advice provided from the Register

Access to the information requested from the Register in the "Application for advice as to the existence of records in relation to a nominated area of land" form (the "Form") is subject to the discretion of the Secretary and the requirements of the Act.

Cheques should be made payable to the "Department of Planning and Community Development".

The absence of records on the Register for a nominated area of land does not necessarily mean that the area is devoid of Aboriginal cultural heritage values. Applicants should be aware of the provisions of s.17 and s.24 of the Aboriginal Heritage Act 2006, which require the reporting of Aboriginal remains, Aboriginal places and objects discovered in Victoria. Applicants should also be aware that it is an offence under the Aboriginal Heritage Act 2006 to harm Aboriginal cultural heritage, for which significant penalties apply. This advice does not abrogate any requirement to prepare a Cultural Heritage Management Plan under the Aboriginal Heritage Act 2006.

Specific conditions of advice provided from the Register for an application under s.147 The Deputy Director, Aboriginal Affairs Victoria may refuse to provide any information to the Applicant if the provision of the information would be likely to endanger Aboriginal cultural heritage (refer to s.147 (4) of the Act).

#### Use of information

Information provided to the Applicant from the Register as a result of this application and for the land described in Section 3 ("Information") may only be used for the purposes nominated by the Applicant in the Form (and for no other purposes). The Information may not be on-sold or rebadged without our written permission.

#### Documents to be lodged with Registrar

Two copies (one of which may be in digital format) of any article, publication, report or thesis which relies on any information provided to the Applicant must be lodged with the Registrar as soon as practicable after their completion.

Once you scroll down, you will be able to indicate that you have read and understood these terms and conditions.

### Terms and Conditions of Application for Advice

From uses specifically authorised by these terms and conditions, no part may be reproduced or reused for any commercial purposes whatsoever. Specifically, and other than for the purposes of and subject to the conditions prescribed in the Copyright Act 1968 (Cth), you may not in any form or by any means adapt, reproduce, store, create derivative works, distribute, print, display, perform, publish or commercialise the Information without our written permission.

#### Disclaimer

The Information is provided for information purposes only. Except as expressly stated to the contrary, no claim is made as to the accuracy or authenticity of its content. The Information is provided on the basis that any persons having access to it undertake responsibility for assessing the relevance and accuracy of its content. We do not accept responsibility for any loss or damage, however caused (including through negligence) which you may directly or indirectly suffer in connection with your use of the Information, nor do we accept any responsibility for any such loss arising out of your use or reliance (or any other person's use or reliance) on the Information. The disclaimer set out in these terms and conditions is not affected or modified by any of the other terms and conditions in these Terms and Conditions. Nevertheless, our disclaimer does not attempt to purport to exclude liability in relation to any term implied by law which cannot be lawfully excluded.

#### Indemnity

You agree to indemnify and hold us, our agents and employees, harmless from any claim or demand, made by any third party due to, or arising out of or in connection with, your breach of these terms and conditions, or your infringement of any rights of a third party, or the provision of any information to a third party.

#### Governing Law

These terms and conditions are governed by the laws in force in the State of Victoria, Australia.

#### Third Party Disclosure

Where the information obtained from the Register is provided to a third party, details of the above Terms and Conditions must also be provided.

I have read and accepted the Terms and Conditions \*



7. Then you may submit the Application, which will be acknowledged by the system.

## Victorian Aboriginal Heritage Register

### Application for Advice - Submission details

Your application has been successfully submitted. Your application reference number is 243  
Please record this reference number for future identification of the application.

This application must be accompanied by the prescribed fee of \$39.40. Please forward a cheque or money order made payable to the Department of Planning and Community Development to:

The Heritage Registrar  
GPO BOX 2392  
MELBOURNE VIC 3001

OK

## What happens next?

AAV Registry staff will process applications for advice by date and time order, and will phone or email you if they have any queries about your application.

Once your application has been processed, you will generally receive the results by email.

<b>VAHR/Users/DVC</b> Sent by: Kellie Clayton 15/02/11 11:13 AM	To	VAHR@dpcd.vic.gov.au
	cc	
	bcc	
	Subject	Victorian Aboriginal Heritage Register - Application for Advice

Dear Applicant,

Application for Advice number 307 has now been processed by Aboriginal Affairs Victoria. Your advice as to the existence of records on the nominated area of land is outlined in the attached document (s).

Should you have any questions in relation to this advice please contact registry staff at  
AAV\_ACHRIS\_registrystaff@dpcd.vic.gov.au or telephone: (03) 9208 3277.



Certificate Of Advice.pdf