



Aboriginal Cultural Heritage Register and Information Services (ACHRIS)

How to complete a public Application for Access to the Victorian Aboriginal Heritage Register (VAHR)

User Guide

▸ Application for
Advice (S.147
AHA 2006)

▸ **Application for
Access (S.146
AHA 2006)**

▸ Complete
Application

▸ Login

Last updated: Feb 2011



Table of Contents

Who may access the Victorian Aboriginal Heritage Register	1
How do I obtain access to the Victorian Aboriginal Heritage Register	1
Applying for Access to the Victorian Aboriginal Heritage Register	2
Completing the Application for Access to the Victorian Aboriginal Heritage Register	2
Applicant information	3
Applicant category	3
Land description	4
Attaching a map or plan	4
Purpose of Application	5
Information sought	5
Attach additional information	5
Terms and conditions	6
Submitting the Application	6
What happens next?	7



Who may access the Victorian Aboriginal Heritage Register?

The Victorian Aboriginal Heritage Register (VAHR) can be accessed by individuals or parties in accordance with Section 146 of the Aboriginal Heritage Act 2006. The following people or parties may have access:

- Registered Aboriginal Parties or a person authorised on their behalf that requires information about their area of responsibility.
- A landowner, looking to obtain information relating to the owner's land.
- A cultural heritage advisor (CHA) wishing to carry out tasks required under the Act, or on behalf of a proposed development, a user or purchaser of land who would like to obtain information on any Aboriginal cultural heritage relevant to the land.
- A member of the Aboriginal Heritage Council or a public sector employee for the purpose of administering and managing Aboriginal cultural heritage, including on Crown land.
- A local government employee for the purpose of carrying out functions or duties associated with the requirements of the Act.
- A person who has written approval to access the Register from the relevant Registered Aboriginal Party(ies), or the Aboriginal Heritage Council.

How do I obtain access to the Victorian Aboriginal Heritage Register?

To obtain access, 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> .

AAV Home - Aboriginal Affairs Victoria - ACHRIS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://applications.vic.gov.au/apps/achris/public/home>

Department of Planning and Community Development
Aboriginal Affairs Victoria

You are here: > Home

Application for Advice (S 147 AHA 2006)

Application for Access (S 146 AHA 2006)

Login

Welcome to ACHRIS

The Aboriginal Cultural Heritage Register and Information Services (ACHRIS) system is the online portal of the Victorian Aboriginal Heritage Register, providing resources and services to various stakeholders throughout Victoria.

Cultural Heritage Management in Victoria

The *Aboriginal Heritage Act 2006 (the Act)* and *Aboriginal Heritage Regulations 2007 (the Regulations)* provide protection and management for Victoria's Aboriginal heritage with streamlined processes linked to the Victorian planning system. The legislation provides protection for all ... [Read more](#)

Victorian Aboriginal Heritage Register

The Victorian Aboriginal Heritage Register (the Register), or VAHR, established by the *Aboriginal Heritage Act 2006*, is an important administrative tool for the successful management of Aboriginal cultural heritage. The Register holds the records of all known Aboriginal cultural heritage places ... [Read more](#)

Access to the Victorian Aboriginal Heritage Register

The Victorian Aboriginal Heritage Register is not publicly accessible because it contains culturally sensitive information. In accordance with section 146 of the *Aboriginal Heritage Act 2006*, the Register can be accessed by certain people or organisations who need detailed information on ... [Read more](#)

Done

Start Kellie Clayton - Inbox ... App for Advice final snap shots for m... AAV Home - Aborigi...

Local intranet zone

10:54 AM



Select **Application for Access (S.146 AHA 2006)** from the menu, then **Complete Application**.

▸ Application for Advice (S.147 AHA 2006)

▸ **Application for Access (S.146 AHA 2006)**

▸ Complete Application

▸ Login

Applying for Access to the Victorian Aboriginal Heritage Register

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).

Once your application has been reviewed and approved by Aboriginal Affairs Victoria staff, you will be contacted about your request for access to the Register. This is likely to include a number of options such as:

- Booking an appointment for you to visit our office at 1 Spring St Melbourne to view the Register.
- Arranging for Aboriginal Affairs Victoria staff to perform a search on your behalf and provide relevant documents to you as appropriate.

Completing the Application for Access to the Victorian Aboriginal Heritage Register

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.

You are here: > [Home](#) > [Application for Access \(S.146 AHA 2006\)](#) > Complete Application

Application for Access to the Victorian Aboriginal Heritage Register

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) for a purpose set out in s.146 of the Aboriginal Heritage Act 200 (the Act). The persons and bodies to whom access must be granted under s.146 of the Act are listed in Applicant Category below.

Mandatory Fields *



1. The first section is Applicant information.

Applicant Information

First Name: *

Last Name: *

Organisation:

Postal Address: *

Phone: *

Email: *

2. The next section relates to the categories of people or organisations that are allowed access under the Act.

Applicant Category

Persons or bodies that do not meet one of the criteria set out in categories A-H below cannot access the Register, but may make a separate Application for Advice under s.147 of the Act as to whether a record exists on the Register in relation to a nominated area of land.

Applicants must “check” the appropriate category:

- Public sector employees (from organisations such as Parks Victoria, Department of Sustainability and Environment, or the Department of Primary Industry) involved in administering and managing Aboriginal cultural heritage, including on Crown land, apply under Category B.
 - B A member of the Aboriginal Heritage Council or a public sector employee (within the meaning of the *Public Administration Act 2004*) whose duties involve the administration of the Act - for the purpose of managing Aboriginal cultural heritage in Victoria or maintaining and updating the Register.

- CHAs wishing to carry out tasks required under the Act, or on behalf of a proposed development, a user or purchaser of land who would like to obtain information on any Aboriginal cultural heritage relevant to the land, apply under category C or G. CHAs are expected to have an ACHRIS account and will log-in to conduct searches.
 - C A person engaged as a cultural heritage advisor for a cultural heritage management plan or a cultural heritage audit - for the purpose of conducting research related to the plan or the audit.
 - G A cultural heritage advisor appointed by a proposed developer, purchaser or user of land or by a person specified under paragraph (d),(e) or (f) above in relation to land - for the purpose of obtaining information on any Aboriginal cultural heritage that may relate to the land.



- A landowner, looking to obtain information relating to the owner's land, applies under category D.
 - D A land owner (or their authorised agent) - for the purpose of obtaining information on any Aboriginal cultural heritage that may relate to the owner's land.
- A local government employee, carrying out functions or duties associated with the requirements of the Act, apply under Category F.
 - F A person appointed or employed under Division 3 of Part 4 of the Local Government Act 1989 - for the purpose of carrying out functions or duties associated with the person's employment.

3. The next section details the land to which the request for access 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.

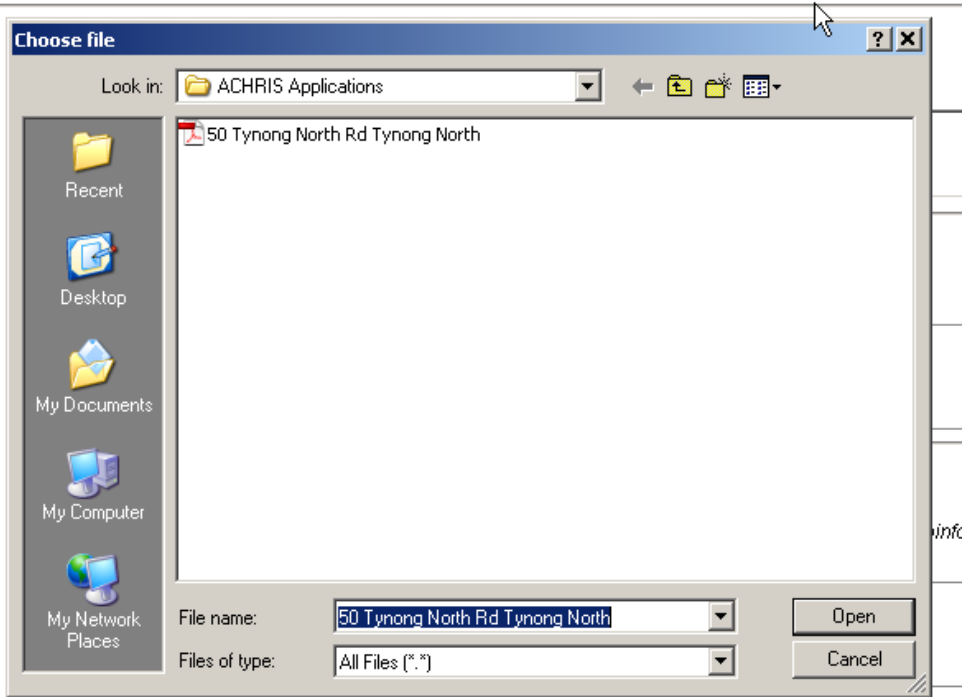
Please attach a Title / Map / Plan of the nominated area of land: *

Browse to and select the file you wish to upload.



Map of nominated area(s) of land: *

Add File
H:\ACHRIS Applications\50 Tynong North Rd Tyr Browse... Remove File



4. 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 of Application
*For what purpose is access to the Register required? **

5. The information sought must then be provided, such as Cultural Heritage Management Plans, other archaeological reports, or reports of registered Aboriginal cultural heritage places.

Information Sought
*Please specify the information required from the Register **

6. Additional Information must be uploaded where you need to provide supporting documentation relating to the validity of your applicant category and purpose for access, including any authorisation or approval, proof of qualifications if you are a CHA or documents demonstrating land ownership.

Attach Additional Information

You should provide as much supporting information as possible in relation to the applicant category and purpose for access including any authorisation or approval, proof of qualifications if you are a cultural heritage advisor or documents supporting land ownership. If you do not provide adequate supporting information, access to the Register may not be granted.

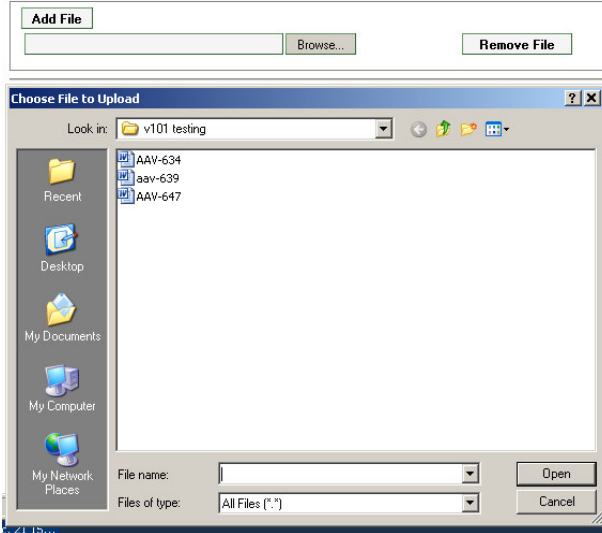
Add File
Browse... Remove File



Browse to and select the file you wish to upload.

Attach Additional Information

You should provide as much supporting information as possible in relation to the applicant category and purpose for access including any authorisation or approval, proof of qualifications if you are a cultural heritage advisor or documents supporting land ownership. If you do not provide adequate supporting information, access to the Register may not be granted.



7. The final step before submitting the application is to acknowledge the terms and conditions under which access to the Register is possible.

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

Terms and Conditions of Access to the Register

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.

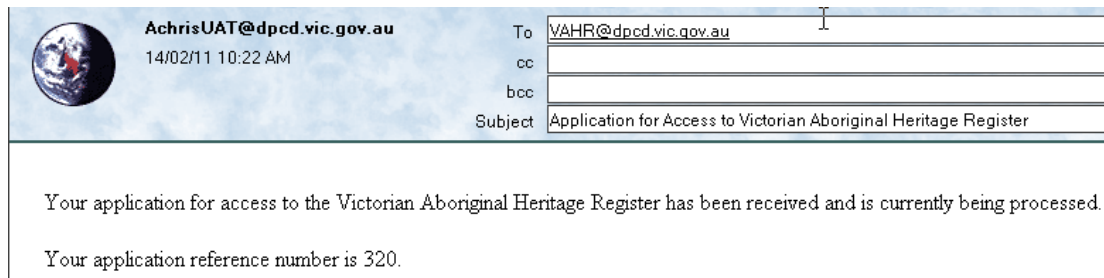
I have read and accepted the Terms and Conditions *

8. Then you may submit the Application.



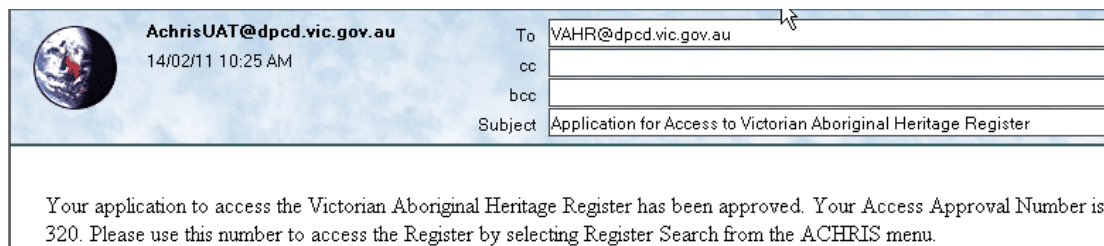
What happens next?

The system will send an automated email notification to you that your submitted application form has been received.



AAV Registry staff will process applications for access 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 and approved, you will receive another automated email notification, providing the Access Approval Number you will be required to enter when you open the Register Search facility on ACHRIS.



Bring a copy of this email with you when you attend your appointment at AAV where Registry staff will assist with your VAHR search.