# Google Earth Pro instructions EPA – providing spatial data

### How to draw and save a premises boundary using Google Earth Pro in eight steps

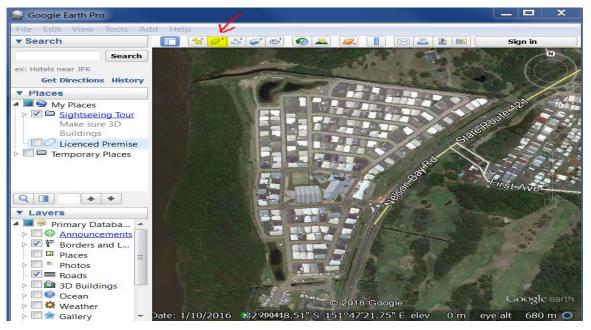
#### Step 1

Open Google Earth Pro and zoom in to licensed premises.



## Step 2

Click the "Polygon Draw Tool" as highlighted below.



## Step 3

"Edit Polygon" dialogue box will open (pictured). This will need to stay open while you draw your premises boundary. Enter the "Name" of your licensed premises using your EPL number and company name, as shown below.

Google Earth - E	dit Polygon	1.00		X
Name: EPL1234	15 - Licenced Premise Name			
Description	Style, Color View	Altitude	Measurements	
Add link				
			ОК	Cancel

#### Step 4

Click the "Style, Color" Tab and select "Outlined" for the area, as shown below. This will allow you to see the image while you are drawing the premises. **Do not click OK yet**.

Google Earth - New Polygon
Name: EPL12345 - Licenced Premise Name Description Style, Color View Altitude Measurements
Lines Color: Width: 1.0 Vopacity: 100%
Area Color: Dutlined Opacity: 100% Filled Outlined Random Filled+Outlined
ОК Сапсеі

## Step 5

With the "Edit Polygon" dialogue box still open, go to the image and start drawing the premises boundary as accurately as possible, as shown below. Double click when you are finished.

Name your shape with the EPL number.



#### Step 6

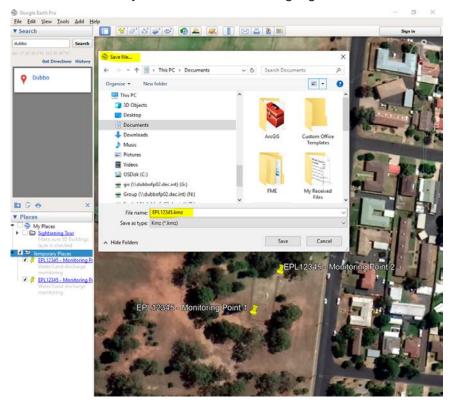
Now click "OK" in the "Edit Polygon" dialogue box.

Google Earth - Edit Polygon	X
Name: EPL12345 - Licenced Premise Name	
Description Style, Color View	Altitude Measurements
Add link Add image	
	OK Cancel

## Step 7

In the Table of Contents to the left, right click on the Licensed Premises folder and select "Save Place As".

Name the file with your EPL number, as highlighted below.



## Step 8

Send an email to **EPA.Spatial@epa.nsw.gov.au** with ".kmz" file attached, and in the subject line include the EPL number of your licensed premises.

File       Message       Insert       Options       Format Text       Review       Help       HPE Content Manager       Tell me         Paste       B       I       Image: State       Image: State			EPL12345.kmz	- Message (	Plain Text)			•	
Paste       B       I       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	File Mes	sage Insert Opti	ons Format Tex	t Review	Help	HPE Cor	itent Man	ager 🛛 Tel	l me
To       EPA.Spatial@epa.nsw.gov.au         Cc       Subject         Subject       EPL12245.kmz         Attached       EPL12245.kmz         Dear EPAJ       Please find attached the spatial files relevant to our licensed premises.	Paste	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	- = = = Nam = A <sub>P</sub> -	es Include	Tags		) Insights	View Templates	^
Dear EPA, Please find attached the spatial files relevant to our licensed premises.	Send Subject	EPA.Spatial@epa.nsw. EPL12345.kmz							
TUTO LEBALOS.	Please find a		es relevant to our	licensed pre	mises.				
	Kind regards								

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