Google Earth Pro instructions – providing spatial data

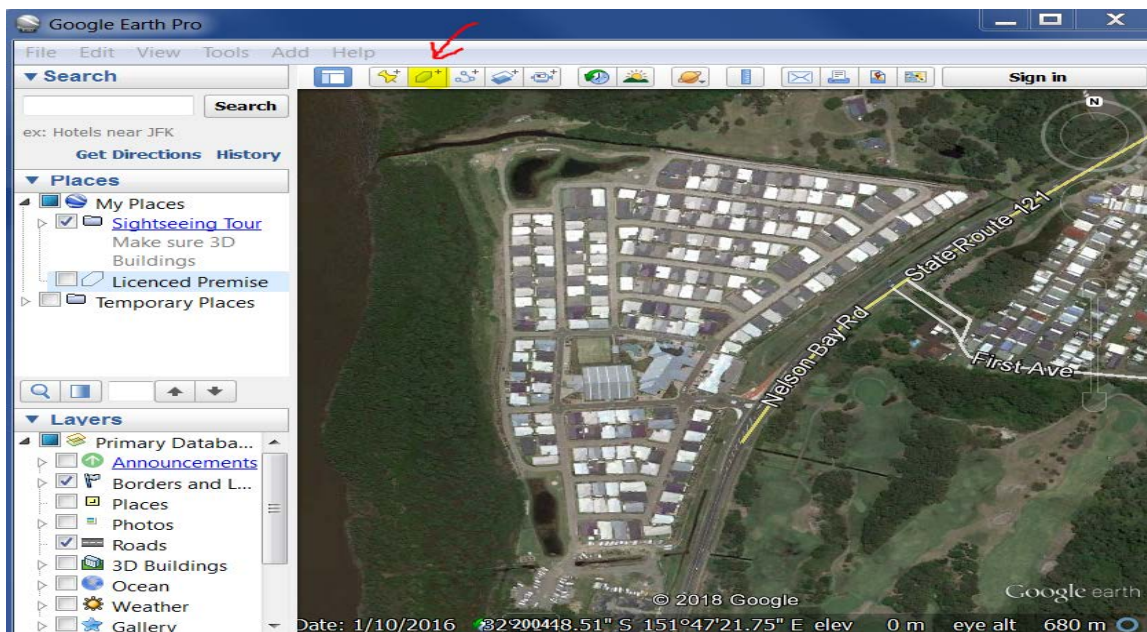## How to draw and save a premises boundary using Google Earth Pro in eight steps

Step 1

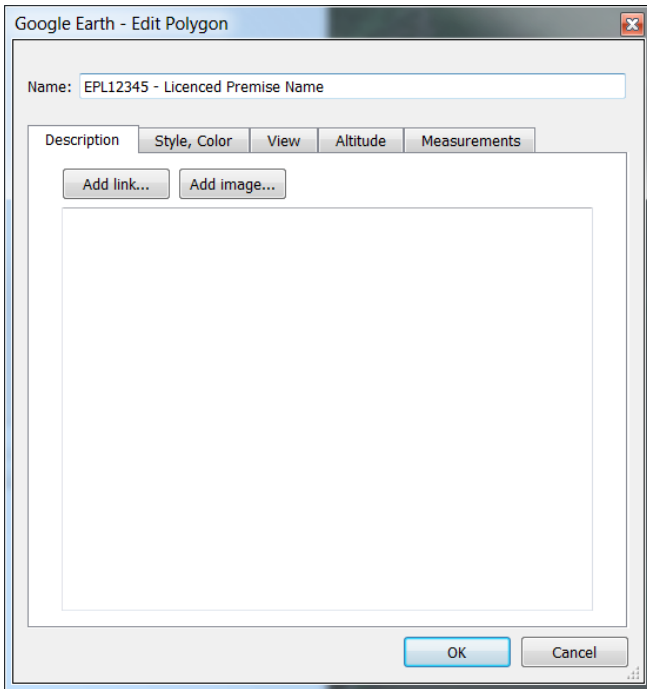Open Google Earth Pro and zoom in to licensed premises.

Step 2

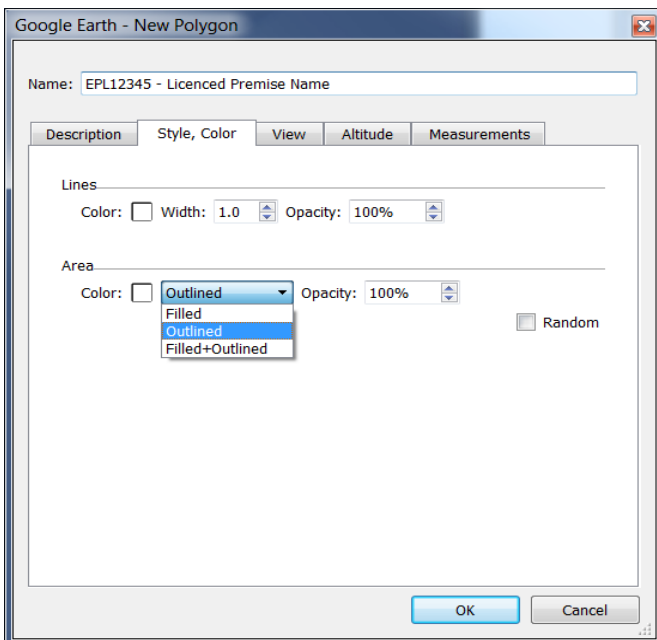Click the "Polygon Draw Tool" as highlighted below.

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.

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**.
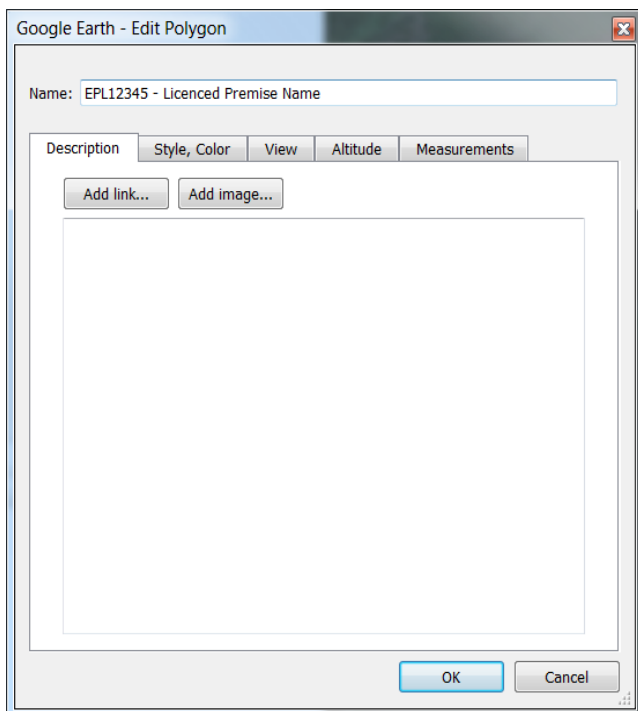
Step 5

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.

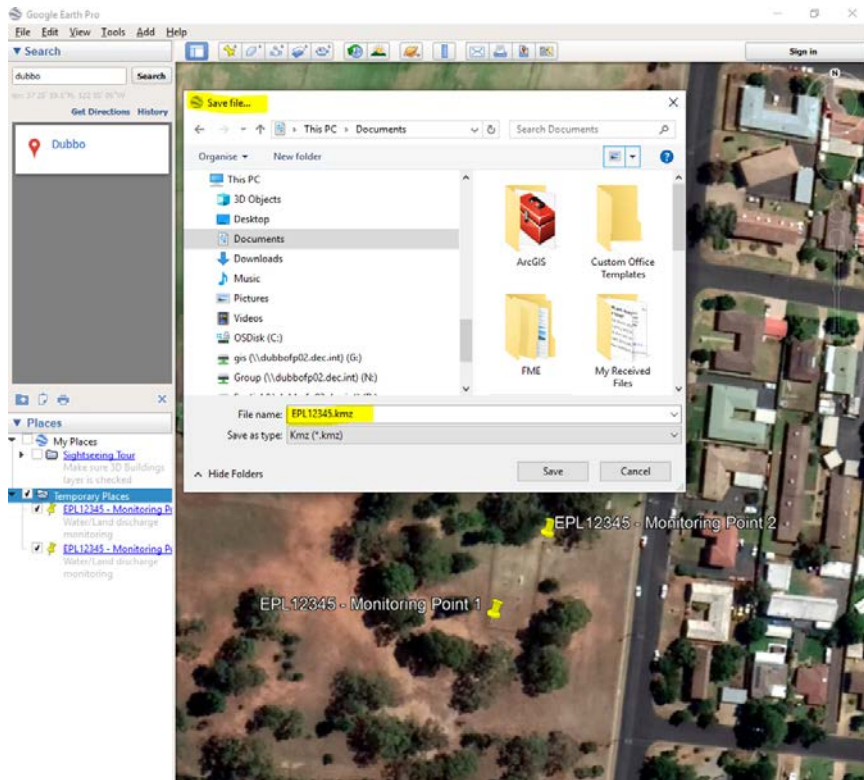Name your shape with the EPL number.

Step 6

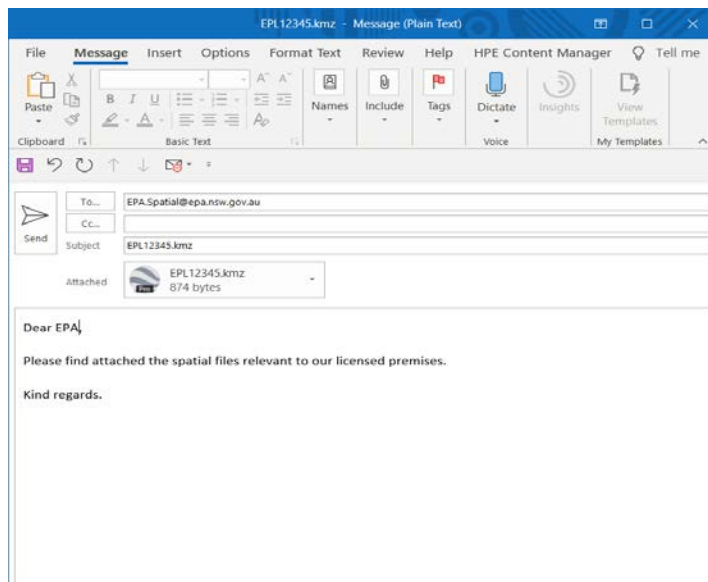Now click "OK" in the "Edit Polygon" dialogue box.

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.

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