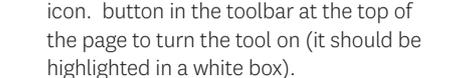


# Locating an irrigated area using Environment Canterbury's online GIS

## Instructions for locating an irrigated area using Environment Canterbury's online GIS.

The following step-by-step instructions take you through the process of calculating your annual volume using Environment Canterbury's online GIS. It will provide you with information that will be needed to fill in the details on the calculator form. There are several ways to locate your irrigated area depending on what information you have.

### Locating irrigated area by searching for a legal description or valuation number

- Click on the zoom in tool  icon.  button in the toolbar at the top of the page to turn the tool on (it should be highlighted in a white box).  
Zoom in on the area where your consent is by dragging a rectangle on the map that covers the area in the general vicinity (Figure 4).  
To drag a rectangle, click and hold down the left mouse button on a point that you want to zoom in on.

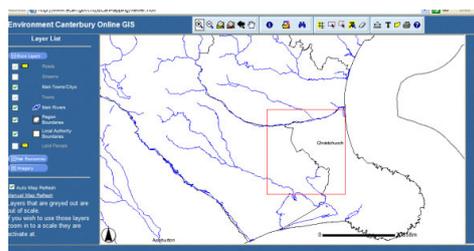


Figure 4: Zooming into area.

Holding the mouse button down, move the mouse until a red rectangle appears as the mouse moves. Release the mouse button to complete the rectangle (Figure 4).

- Continue to zoom in by repeating the process until the roads appear. (Figure 5)

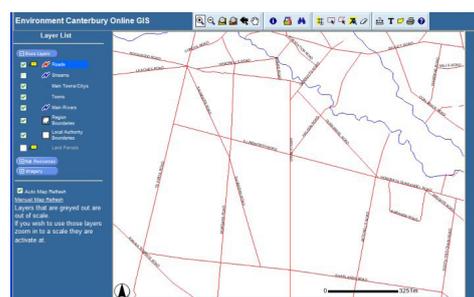


Figure 5: Roads Layer Visible.

- Continue to zoom in until the Land Parcels text on the layers list on the left hand side turns from grey to white (Figure 6).
- Tick the box next to the name Land Parcels to make it visible.
- Using the mouse, click the word **Land Parcels** in the list of layers - the background behind it should turn a lighter shade of blue. This makes **Land Parcels** the active layer



Writing greyed out

Writing turns white

Figure 6: Land parcels layer becomes active

for searching. *Note: You can only search in a layer when you have ticked the box and highlighted the text. This applies to any layer used in these instructions.*

- Click the find tool  in the toolbar at the top of the page. A dialog box should appear in the empty space underneath the map (Figure 7).
- Type the Valuation Number or the Legal



Figure 7: Search box for lot or valuation number

Description into the Find textbox. The valuation number should be a 10 digit number (sometimes with a 1 or 2 letter suffix). e.g. **2278212100** or **1234567890AB**. Legal Descriptions should include the lot number and the DP number (if appropriate) e.g. **LOT 5 DP 19507** or **RS 7924**. It is important the correct format is used as the search mechanism will either fail to return a correct result or will return an incorrect result if an incorrect format is used.

- Click the **Find String** button.
- If the search returns a result, a table will appear in the space under the map. You can click on the number in the Rec column of the left side of the table to zoom in on the map to show the parcel associated with that row of the table. (Figure 8)

Rec	Valuation No	Area	LegalDescription	Category	LandUse	HouseNo	StreetName	Title	StreetAddress
1	2278212100	614	37667	Lot 5 DP 19507	RD19506	91	11	WOOLLEY STREET	CB191/32 11 WOOLLEY STREET

Figure 8: Find Results

- Use the pan  and zoom  tools to centre the map to the area of interest.
- Alternatively you can do this by roads. Follow the above steps but in step 3 use the **Roads** label from the Layers List instead of **Land parcels**. You can also turn the **Land parcel** layer on (tick box) and continue to zoom in to the area you irrigate.

### Locating the area of interest by searching for a consent number

- Follow steps 1, 2 and 3 as above.
- Click on the **Nat Resources**  button. in the list of layers to expand that Natural Resource GIS layer group.
- Continue to zoom in until the **Resource Consents** entry on the list of layers on the left hand side is not greyed out.
- Tick the box next to the name **Resource Consents** to make it visible.
- Using the mouse, click the word **Resource Consents** in the list of layers - the background behind it should turn a lighter shade of blue. This makes Resource Consents the active layer for searching. You will only be able to do this is the layer is visible.
- Click the find tool  in the toolbar at the top of the page. A dialog box should appear in the empty space underneath the map.
- Type the Consent Number into the Find textbox. The consent number should start with a 3 letter prefix (normally **CRC**) followed by a 6 digit number and may or may not have a decimal suffix. An example of the correct format to enter the number is e.g. **CRC040564**. Getting the format correct is very important as the search mechanism will not return a result for an incorrectly formatted search parameter (or will return an incorrect result set).
- Click the **Find String** button.
- If the search returns a result, a table will appear in the space under the map. You can click on the number in the Rec column of the left side of the table to zoom the map to show the parcel associated with that that row of the table.