



Aboriginal Areas
Protection Authority
protecting sacred sites across the territory

AAPA Online

Authority Certificate Applicant Guide

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1. About this Guide

This guide outlines the use of the AAPA Online system to make an application for an Authority Certificate or to request a variation on an existing Authority Certificate. Accounts may be created for businesses and/or individual applicants.

'Requests for Information' may also be made using AAPA Online. These provide information to the public about existing sacred sites data through abstracts of Authority records and access to the Registers maintained by the Authority. The 'Request for Information Applicant Guide' should be referred to for more information.

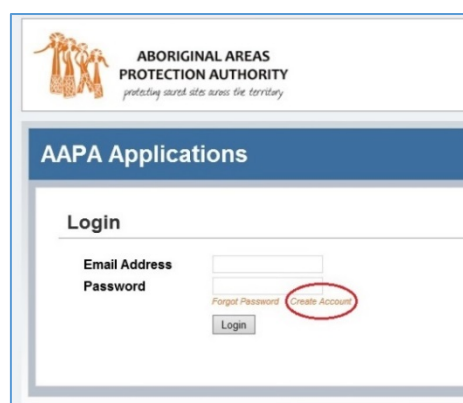
2. Types of Accounts

To begin using AAPA online you will need to create an account. The only requirement for using AAPA online is an internet connection and an email address.

Visit the login page at

<http://www.ilis.nt.gov/aapa-online/>

- If a new user first select '**Create Account**'.
- Applicants must select a '**Business**' or an '**Individual**' account type.



Business Accounts

- **Enter a valid email address**

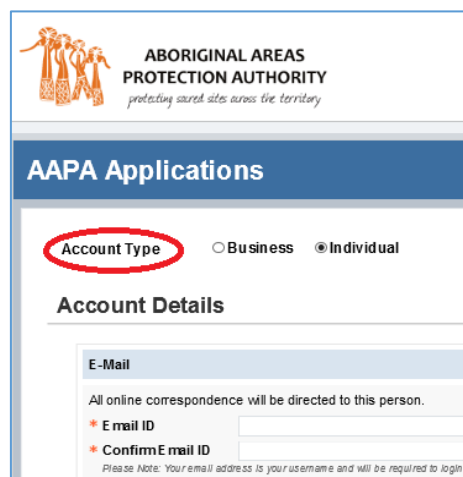
This will become your username when logging into AAPA Online. This is also the email address that all online correspondence will be sent to.

- **Create a password**

All Passwords must be at least 8 characters long and include lowercase and uppercase letters and a number.

- **Business Contact Details**

Ensure that contact details for the account holder is a number which is accessible during daytime hours.



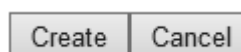
- **Business Name**
Enter the name of the business applying for the account.
- **Trading Name**
Enter the name the business trades under in the Northern Territory.
- **Business Type**
This is the type of business the account holder undertakes (eg. Australian Government, Proprietary Limited, Charitable Institution, Trade Union, Trust etc).
- **Business ABN or ACN**
Either the account holder's Australian Business Number or Australian Company Number must be entered.

Individual Accounts

- **Enter a valid email address**
This will become your username when logging into AAPA Online. This is also the email address that all online correspondence will be sent to.
- **Create a password**
All Passwords must be at least 8 characters long and include lowercase and uppercase letters and a number.
- **Contact Details**
Ensure that contact details for the account holder is a number which is accessible during daytime hours.

Saving new Account Details (Personal or Business)

Pressing the 'Create' button at the bottom of the form will create the new account within AAPA Online with the details entered above.

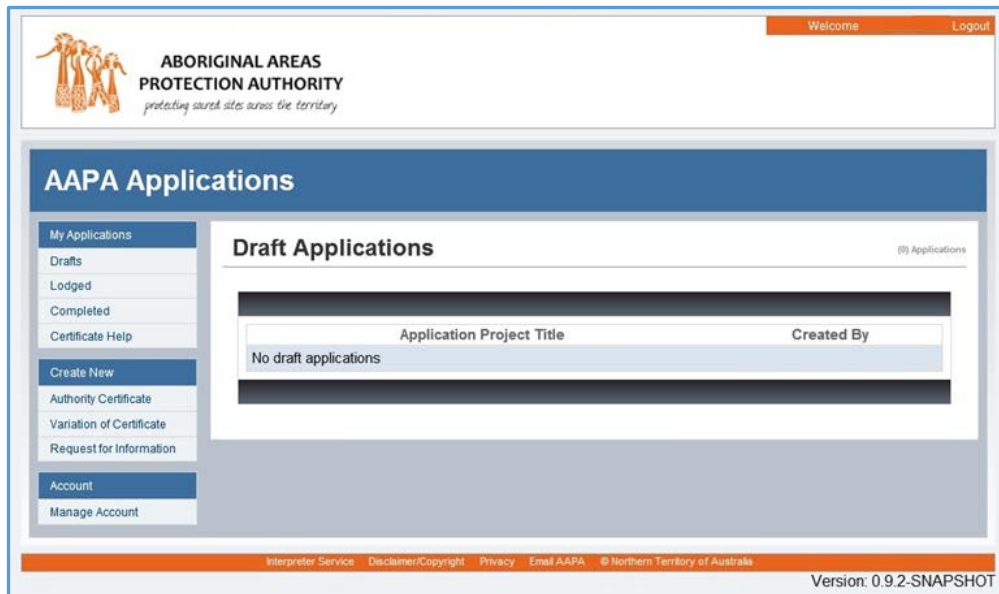


Pressing the 'Cancel' button will return you to the AAPA Online login screen and discard any details entered.

3. My Applications

Once an account has been created, the applicant's 'Home Screen' will be displayed. From here applications can be made for Certificates, Variation to Certificates and

Requests for Information. You will also be able to view any Draft, Lodged and Completed applications you have made.



As you go through the application process, AAPA Online will prompt you with emails at various stages of the process.

If there is an action or approval required you will need to log in to AAPA Online to complete these actions.

Manage Your Account

To edit your details, change your password, deactivate your account or add other users to a business account, select '**Manage Account**' from the menu.

Multiple Users on an Account

If you have a business account, you can set up multiple users who can maintain that account. Under '**Manage Account**' individual user accounts may be created and linked to your business account.

Administrator privileges are optional.

Business Accounts can contain several account holders where there is more than one staff member using the system.

4. Creating a New Authority Certificate Application

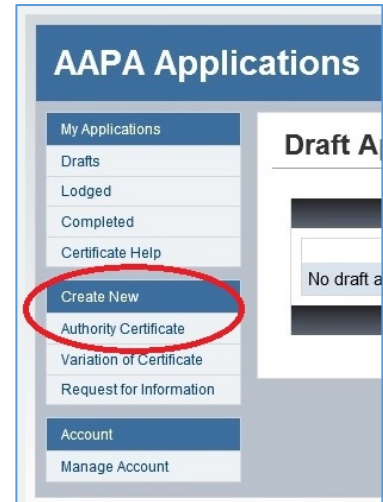
An Authority Certificate protects sacred sites from damage due to nearby works. It sets out the conditions for using, or carrying out works on, land and sea on or near sacred sites across the Northern Territory.

An Authority Certificate is a legal document issued under the *Northern Territory Aboriginal Sacred Sites Act* (NTASSA), and indemnifies the holder against prosecution for breaches of the Act in the area of the Certificate **provided** the proposed work or use has been carried out in accordance with the conditions of the Certificate. Breaches may include damage to sacred sites, trespass within a sacred site and desecration of a sacred site.

Once you have created an account, a new Authority Certificate Application may be submitted by selecting '**Authority Certificate**' from the AAPA Online menu.

An application for an Authority Certificate consists of 5 parts each of which is detailed in the following pages:

1. Overview
2. Applicants
3. Area of Activity
4. Works
5. Review



1. The 'Overview' Tab



Read the overview carefully and note that the application will not be accepted for processing until all steps are complete. Once you review and submit your application an AAPA employee will validate your application and notify you by email at which point the application becomes an official request.

The application can be saved at any point in the process by selecting the 'Save' button or alternatively by the 'Save and Close' button if preferring to later return to the application at a later time.

The Draft Application can be accessed from the left hand navigation menu.

Your Reference

Application Type

Will always be 'Normal'.

Project Title

Give the application a meaningful descriptive title. This is what the project will be referred to by in any correspondence.

Application for Authority Certificate

Authority Certificate Lodgement consists of the following 5 parts: ■ Indicates Current Stage

1. Overview 2. Applicants 3. Area of Activity 4. Works 5. Review

Save Save & Close Help < Prev Next >

Part 1 - Certificate Reference

In order to lodge an application all parts must be completed. You can complete steps 2 to 4 in any order. If at any time you need additional information to complete your lodgement you can click 'Save and Close' and then come back to it at a later time, through your home page. As you complete each step, the application will be automatically saved. Select 'Validate' before progressing to the next step to ensure all required fields are addressed.

If you need assistance with the preparation of your application you can contact the Registrar through enquiries.aapa@nt.gov.au.

If these works are considered a risk/hazard to Public Safety, please contact the AAPA on (08) 8999 4365

A project title must be entered to identify your application. You can enter anything that helps you identify your application, but please note that it will be used as the title of the final Authority Certificate.

Your Reference

Application Type Normal

* Project Title Conservation works adjacent to Charles Darwin National Park x

Save Save & Close Help < Prev Next >

Select 'Save' and then the 'Next' button to move to the next screen.

2. The 'Applicants' Tab

1. Overview

2. Applicants

3. Area of Activity

4. Works

5. Review

Applicant Category

Choose the type of business category that applies to the applicant from the drop-down list.

Applicant Details

Applicant details will default from the account of the person currently logged in.

Provision is made to record separate contact details for the applicant, the billing party and an agent.

Australian Government
NT Government
Local Government
Non-Government Organisation
Tourism
Mining
Pastoral
Other
Land Council
Private/Individual/Companies
Other Aboriginal Organisations

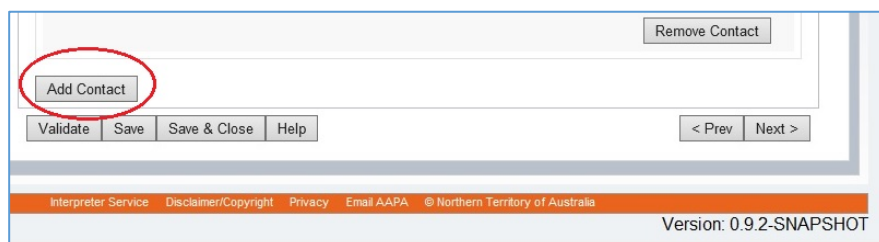
- The 'Applicant' is a term used under the Act that describes the person/organisation who proposes to use or carry out works on land.
- The 'Billing Party' is who the cost estimate and invoices will be sent to.
- The 'Agent' refers to an entity making the application on behalf of the applicant.

Note: The simplest scenario is where you are both the 'Applicant' and the 'Billing Party' in which case you can tick both boxes. An 'Agent' is optional.

Creating Additional Contacts

If additional contacts for the 'Billing Party' or 'Agent' need to be created, click on the '**Add Contact**' button to display a new form where those details can be entered.

Contacts may be removed by clicking on the '**Remove Contact**' button at the bottom of the form.



Select '**Save**' and then the '**Next**' button to move to the next screen.

3. The 'Area of Activity' Tab

1. Overview

2. Applicants

3. Area of Activity

4. Works

5. Review

This section of the application defines the area that the proposed activity will occur over. This is the area that is covered by the legal protection of the Authority Certificate. Care should be taken to include all aspects of the activity including access roads, walking tracks, gravel scrapes, etc.

* Subject Land Description

This is a textual description of the land the works will apply to and will be used to describe the area on the Authority Certificate.

The description could be in the form of a:


- Street address
- Lot, Portion, Section Number
- Mining Lease or Exploration Licence
- Aboriginal Land Trust
- Pastoral Lease

If the area is only part of the land parcel described above, identify which part of the parcel is to be covered by the application.

* Spatial Digital Data

Once the subject land has been described textually, the corresponding spatial digital data showing the boundary of the area of works must be submitted. This can be done in one of three ways:

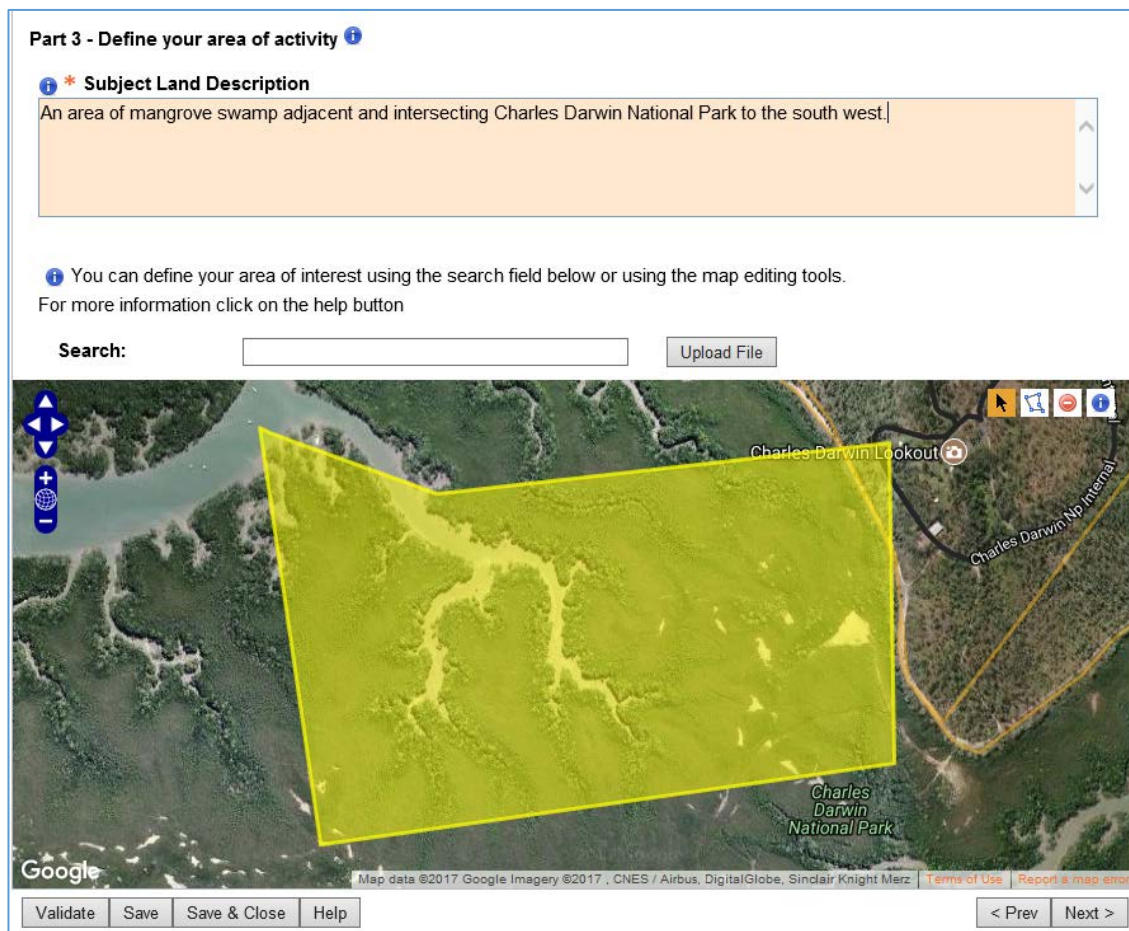
4. Uploading a digital file by clicking the 'Upload File' button. This must be a Google Earth KML or KMZ file and will use the GDA94 datum.
5. Searching for a land tenure (eg. lot number, street address, mining title) using the Search field. This uses predictive searching and will display a decreasing list of matches as you enter more information. If the search does not find any records then options 1 or 3 should be used. If a record is found it will be displayed on the interactive map as a boundary object and may be modified.
6. Defining your area on the interactive map manually by drawing a boundary of the area of works on the screen using the mapping controls.

Information screens are available to guide you through the process. 

It is possible to have multiple boundaries on the same map either by drawing them manually or by doing multiple searches. However, these should not be too far apart or this would be cause to split the application into multiple certificates.

Using the Interactive Map

The interactive map has various controls that are used to navigate and create area of works boundary objects on a Google map.



	Panning controls can be used to move around the map. Alternatively, clicking on the map with the 'Selection' button highlighted and dragging will pan the map.
	The 'Zoom' control allows the apparent height above the map to be increased or decreased. Alternatively, the mouse wheel may be used to zoom in and out at the cursor location. Clicking on the globe in the middle zooms out to the whole of the Northern Territory.
	The 'Select' button allows boundary objects to be selected. Clicking on the polygon will cause it to turn blue and the vertices can then be dragged to suit.
	The 'Create Polygon' button is used to create the area of works boundary object. With this button pressed, clicking on the interactive map will create corners for the boundary object which can then be dragged and stretched to the desired size and shape. Double clicking completes the boundary which will turn yellow.
	The 'Delete' button may be used to remove a selected boundary object.
	The 'Information' button displays a help screen with information to assist with creating spatial objects.

4. The 'Works' Tab

1. Overview

2. Applicants

3. Area of Activity

4. Works

5. Review

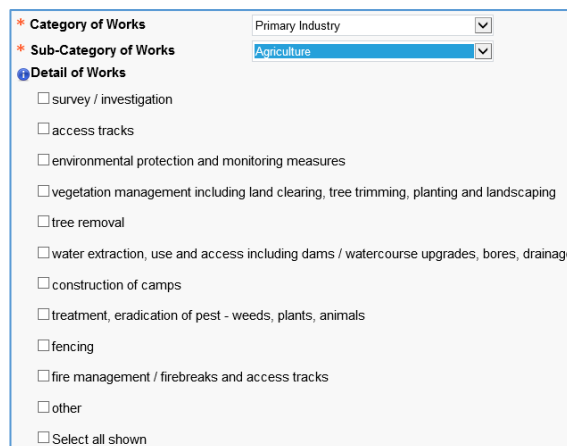
In this section the applicant is required to provide a concise description of the proposed work or use intended over the previously defined area.

* Category of Works

Select the most relevant type of works being performed from the drop down list.

* Sub-Category of Works

A Sub-Category of the type of works must be entered from another drop-down list and is dependent on which Category was chosen.



* Detail of Works

Depending on the 'Category' and 'Sub-Category' a series of checkboxes will be displayed that allow the works to be detailed.

* Enter Other Detail of Works

If a 'Category' of 'Other' was chosen, a text field is displayed where a description of the works to be carried out must be entered.

Add Supporting Documents

Attach any supporting documents with more detailed information as a PDF file by clicking on the 'Add Files' button.

* Proposed Start Date

Proposed commencement date for the works. Must be at least 2 weeks from the date of lodgement.

Proposed Completion Date

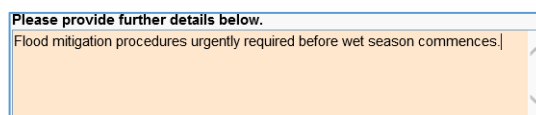
Proposed completion date for the works. Optional.

* Is there any information in this application that is sensitive commercial information?

Yes or No.

* Is this application high priority?

Yes or No. If Yes, you will be prompted to enter additional information justifying the higher priority.



Assessment Type

- * Does the work involve a complex development such as a resort, mine or major horticultural development or an area of sea?**

Yes or No. If Yes, you will be prompted to enter additional information.

Please provide further details below or attach a document.
Area of mangrove swamp in Darwin harbour mostly accessible by sea.

Add Supporting Documents

Attach any supporting documents with more detailed information as a PDF file by clicking on the 'Add Files' button.

Does the work to which the application relates:

- * (a) require a formal assessment under the Environmental Assessment Act?**

Yes or No. If Yes, you will be prompted to enter additional information.

Add Supporting Documents

Attach any supporting documents with more detailed information as a PDF file by clicking on the 'Add Files' button.

- * (b) involve the acquisition or extinguishment of Native Title rights?**

Yes, No or Unknown. If Yes, you will be prompted to enter additional information.

Add Supporting Documents

Attach any supporting documents with more detailed information as a PDF file by clicking on the 'Add Files' button.

This information helps determine the type of costs associated with your application according to the NT Aboriginal Sacred Sites Regulations.

Select '**Save**' and then the '**Next**' button to move to the next screen.

5. The 'Review' Tab

1. Overview

2. Applicants

3. Area of Activity

4. Works

5. Review

The Review tab displays a summary of the information provided. Any incomplete fields requiring information* will be highlighted prompting for further information.

Declaration

* Payment Method

Select either 'Credit Card' or 'Other'.

If you choose the 'Other' payment method, an invoice will be sent out to you through the NT Government accounting system.

Please Note: Costs for applications are available on the AAPA website at <https://www.aapant.org.au/our-services/request-information-0>

Authorisation

Once the application is complete the box confirming you are authorised to submit the application must be ticked before the application can be lodged and paid for.

Submit

Press the '**Lodge**' button to complete the application.

The '**Print Application**' button may be pressed to print a copy of the application for your own records.

The new application will now appear on the 'Lodged' list under 'My Applications' on the AAPA Online menu.

Lodgement

Press the '**Lodge & Pay**' button to complete the application.

The new application will now appear on your 'Lodged' list under 'My Applications' on the AAPA Online menu.

Please Note: The 'Application Fee' is payable when lodging the application. All other costs are payable when work has been completed and before the deliverables are made available to the applicant.

5. Paying the Application Fee

Following successful lodgement, payment of the 'Authority Certificate' application fee is due.

All applications are charged a lodgement fee of \$68 (please note GST is not applicable).

Payment by Credit Card

Customer details will default from the application but may be changed at this point to what is required on the tax invoice. Credit card details must be entered:

The 'Submit Details' button is then pressed to process the payment.

Once payment has been processed successfully, an email is sent to the applicant notifying them that the payment has been made and AAPA will commence processing of the application.

Item	Amount (BAUD)	GST (BAUD)
[ILIS_ID:5821521] Conservation works adjacent to Charles Darwin National Park (Authority Certificate Application Fee)	65.00	0.00
Total	\$65.00	\$0.00

Customer Details

* Customer Name:

Address:

* Total Amount to Pay \$:

Credit Card Details

* Cardholder Name:

* Card Type:

* Card Number:

* Security Code:

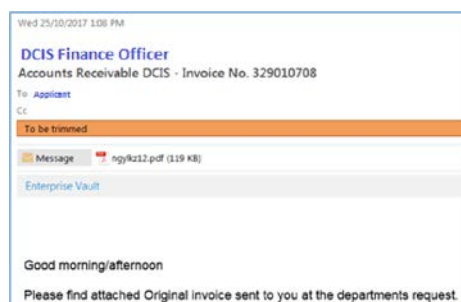
* Expiry Month:

* Expiry Year:

Payment by Other means

If you choose 'Other' payment method, an invoice will be sent by AAPA to the email address on the application.

Once payment has been made, a notification email will be sent to the applicant advising that the payment has been received and AAPA will commence processing of the application.



6. Variation to an Authority Certificate

Under Section 23 of the *Northern Territory Aboriginal Sacred Sites Act*, “A person to whom an Authority Certificate is issued or who would, under section 19B, be entitled to apply for an Authority Certificate, may apply for a variation to an Authority Certificate”.

Criteria for a variation include:

- A valid certificate
- Applicant/Company is the same as on the original certificate
- The Certificate to be varied has been issued in the last 5 years

Reasons to apply for a variation include:

- Change to the subject land
- Change to the proposed works

When a variation does not apply:

- Completed works
- Expired Certificates

What does a Certificate Variation do?

The newly issued Certificate overrides all previously issued Certificates in the vicinity. To the extent of any inconsistency between the terms of the new Authority Certificate, and the terms of any previous Authority Certificate issued over the same area, the terms of the new Authority Certificate shall prevail.

Creating a new Authority Certificate Variation

Please refer to chapter ‘4. Creating a new Authority Certificate Application’ for details regarding the fields and forms to be completed.

The additional information required for a variation is on the ‘Overview’ page of the variation application form:

Application Type

Will always be ‘Variation’.

*** Certificate ID**

The identifying number of the Authority Certificate the variation is to supersede (eg. C2017/001). This may be found at the top right corner of the certificate document.

*** Reason for Variation**

A textual description of the reason the variation is being sought. More detailed information can be uploaded on the 'Works' page.

Part 1 - Variation Reference

In order to lodge an application all parts must be completed. You can complete steps 2 to 4 in any order. If at any time you need additional information to complete your lodgement you can click 'Save and Close' and then come back to it at a later time, through your home page. As you complete each step, the application will be automatically saved. Select 'Validate' before progressing to the next step to ensure all required fields are addressed.

If you need assistance with the preparation of your application you can contact the Registrar through enquiries.aapa@nt.gov.au.

If these works are considered a risk/hazard to Public Safety, please contact the AAPA on (08) 8999 4365

A project title must be entered to identify your application. You can enter anything that helps you identify your application, but please note that it will be used as the title of the final Authority Certificate.

Your Reference

Application Type Variation

* Project Title

Details of Variation

i * Certificate ID

i * Reason for variation

^
v

Save Save & Close Help

< Prev Next >

7. Cost Estimate

Once an application is lodged the Authority will issue an estimate of cost to the applicant. Work on the application will not commence until costs are accepted.

Cost are based on staff time, travel expenses, custodian fees and administration cost as defined by the *Northern Territory Aboriginal Sacred Sites Regulations*.

The estimate is not a quote and is an assessment of probable costs required to issue the Authority Certificate. If actual costs vary significantly from the estimate the applicant will be contacted about adjusting the estimate before works continue.

An email will be sent to the applicant advising them that the estimate is ready to download from AAPA Online.



Clicking on the 'Download' link within the 'Cost Estimate' section of the application will download the cost letter with a breakdown of costs.

Cost Estimate			
Description	Document	Version	Date provided
Estimate for site work	Download	1	18/12/2017

[Request Further Information](#) [Withdraw](#) [Accept](#)

The applicant has the option to 'Accept' the estimate, 'Withdraw' the application or 'Request Further Information' from AAPA by pressing the corresponding buttons.

If 'Request Further Information' is selected, a window will display where the text of the email can be entered. Pressing the 'Send' button will send an email to the Technical Section of AAPA and a copy to the applicant.



The form is titled 'Cost Estimate - Request for information'. It contains a text area for 'Email Text' and 'Cancel' and 'Send' buttons.

If 'Withdraw' is selected, a window will display where the reason why the application is being withdrawn can be entered. Pressing the 'Send' button will send an email to the Technical Section of AAPA and a copy to the applicant.



The form is titled 'Cost Estimate - Request for withdrawal'. It contains a text area for 'Email Text' with the placeholder text 'Works no longer required' and 'Cancel' and 'Send' buttons.

If 'Accept' is selected, a window will display where the text of the acceptance can be entered. Pressing the 'Send' button will send an email to the Technical Section of AAPA and a copy to the applicant.



The form is titled 'Cost Estimate - Acceptance'. It contains a text area for 'Email Text' with the placeholder text 'Agree to accept costs as outlined in the estimate' and 'Cancel' and 'Send' buttons.

Please refer to the AAPA website for further information on the costing structure for Authority Certificates.

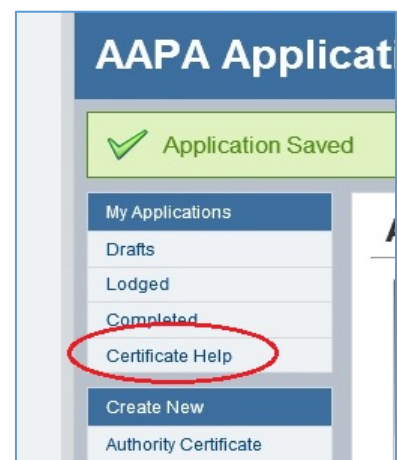
8. Tracking My Applications

Authority Certificate applications can be managed and tracked from the 'Lodged' and 'Completed' lists under 'My Applications' on the AAPA Online menu.

Applications can be printed for your own records by opening an application and clicking on the 'Print Application' button at the top of the page.

A typical application has the following statuses:

1. Draft
2. Awaiting Validation
3. Costing
4. Planning
5. Fieldwork
6. Reporting
7. Review
8. Reply in Preparation
9. Reply Sent
10. Payment Required
11. Awaiting AAPA Payment Processing
12. Ready for Download



If there is a problem with determining a status the message 'Please Contact AAPA' will be displayed. The application may also be 'Suspended' or 'Withdrawn' depending on advice from the applicant.

Please refer to the 'Certificate Help' menu item for a detailed description of each status.

9. Making final payment of Authority Certificate Costs

Once processing is finalised by AAPA the applicant will be notified by email that payment of costs is due.

A screenshot of the AAPA Payment page. The title is 'Payment'. Below the title is a message: 'Fees can be paid by credit card online, or by another method as organised with AAPA. Please select your payment method: * Credit Card Other'. Below this is a 'Please Note:' section with a bulleted list: 'Your application will not be available for download until the Authority Certificate fee is paid.', 'If you intend to pay by credit card your invoice will become available upon payment completion in the field above.', 'If you intend to pay by cheque, ledger transfer, BPAY or direct deposit select the 'Other' option, your invoice will be emailed to all contacts on the application.', 'It is highly recommended that payment is made online using the credit card option.' At the bottom of the page are three buttons: 'Help', 'Print Application', and 'Process Payment'.

Payment can be made by selecting the application from the 'Completed' list in 'My Applications' in AAPA Online and scrolling to the 'Payment' section at the bottom of the form.

Payment by Credit Card

Customer details will default from the application but may be changed at this point to what is required on the tax invoice. Credit card details must be entered:

The '**Submit Details**' button is then pressed to process the payment.

Payment by Other method

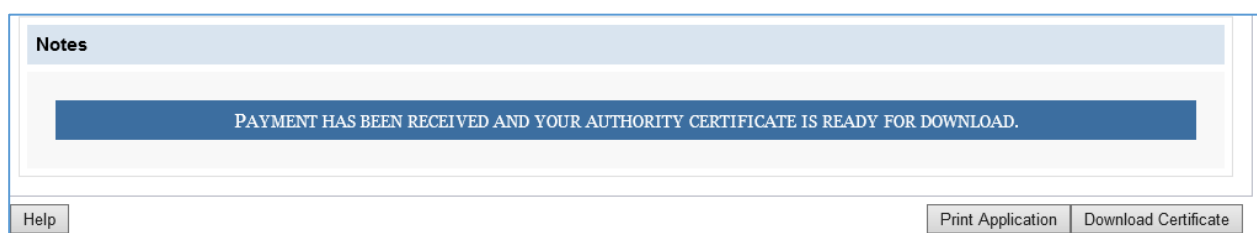
If you choose '**Other**' payment method, an invoice will be emailed to the email address on the application. **Note:** This process can take significantly longer than credit card payments.

10. Authority Certificate Completion

Once payment has been processed successfully, an email is sent to the applicant notifying them that the payment has been made and the Authority Certificate documentation becomes available to download from AAPA Online.

Pressing the 'Download Certificate' button downloads a PDF document with:

- a covering letter from the AAPA CEO with costs
- the Authority Certificate with conditions of use
- a map of the area of works with sacred sites and restricted work areas indicated.



Digital data can be provided upon request.

11. Troubleshooting

General Enquiries

For general queries on lodging an Authority Certificate application or about the process of issuing an Authority Certificate application please email

enquires.aapa@nt.gov.au

or call (08) 8999 4365.

Further information relating to Authority Certificates is provided on the AAPA website at <http://www.aapant.org.au/our-services/authority-certificates>.

Email already in use when creating an account

You may already have a NTG Land Services account that you use in another system. If this occurs, contact ILIS Support on (08) 8995 5309 for assistance.

Cannot remember password

Please go to the AAPA Online login page and click '**Forgot Password**'. Follow the prompts to have your password reset.

How can I make a generic account for my business?

Many organisations choose this option, and it makes a lot of sense to help avoid losing access to all of your AAPA correspondence when staff members change.

If you have an email address that you use for enquiries or support, you could create a business account tied to that email address. Please take note that email correspondence may be sent to this account for password resets, or AAPA specific business related to your account.

Please take the necessary steps to ensure that only the required staff have access to the generic email account.

12. Glossary

AAPA	Aboriginal Area Protection Authority
ACN	Australian Company Number
ABN	Australian Business Number
Agent	An 'entity' acting on behalf of the applicant.
Application Fee	Fee payable before work commences.
Authority Certificate	Sacred Site avoidance survey which indemnifies the applicant against prosecution provided the certificate conditions are met.
Billing Party	The entity to whom cost estimates and invoices will be sent.
ILIS	Integrated Land Information System
NTASSA	<i>Northern Territory Aboriginal Sacred Sites Act</i>
NTG	Northern Territory Government
PDF	Portable Document Format.
Request for Information	Provision of information to the public about existing sacred sites data through abstracts of AAPA records and access to the Registers maintained by AAPA.
Sacred Site	A place of spiritual significance to Aboriginal people.
Variation to Authority Certificate	A change to an existing certificate which results in a new certificate issued that supersedes any inconsistencies with other certificates over the same area.