

## The Biodiversity Values Map – How to undertake a map review

If you have concerns about the biodiversity values mapped on your land, you can contact the Department to request a map review. You must provide supporting information to assist map reviewers to consider your application.

### Do I need a map review?

There are a number of points to consider before applying for a Map Review:

- The Biodiversity Values map is constantly undergoing review and refinement including targeted reviews of specific data layers or regions.
- If you are not planning to submit a development application or clear native vegetation on your landholding, there is no need to immediately apply for a map review to update mapping. Incorrect mapping will likely be rectified through our regular review and refinement updates.
- If you are planning to develop the site via a development application and the BV Map is likely to trigger a further assessment from Council, you may benefit from initiating a map review at this time.

### About the map review process:

To commence the map review process, you need to submit an application form to the Map Review Team.

**All sections of the application form must be completed.**

This Factsheet will help you understand what information you need to provide in your application.

When your application is received it is assigned to a case officer from the Map Review Team. If more information is required to complete or assess your application your case officer will contact you.

We will then assess the information you have supplied against the land criteria specified in the Biodiversity Conservation Regulation. The Map Review Team may consult with any necessary experts to help with assessment of your application. This may involve a site inspection of your property.

A determination will then be made by the Department. You will be provided with a notice of determination explaining the outcome of your map review application, including before and after maps of your property. The determination becomes valid when it is updated in the online map viewer. Updates to the map are published each month and any new mapping that appears does not trigger the Biodiversity Offset Scheme for 90 days.

### Who can submit a map review request?

You must own, occupy, lease or manage land to request an assessment or review of mapping on that land. You may nominate an agent to assist you with completing your application.

### How long does a map review request take?

We aim to complete your map review request within 40 business days. The length of time needed to assess your review is influenced by a number of variables including: what biodiversity value is under review, whether the land needs to be inspected by an expert, or whether we need to contact you for further information.

### How much does a map review request cost?

There is no application fee to submit map review request.

### I've never seen the mapped species on my property, why is it still mapped?

Threatened species by their very nature can be difficult to find, locate or survey. As such, if suitable habitat, such as feed trees for birds or vegetation communities known to support threatened species are present at a particular site, the land may remain on the map, even though you may not have seen that species before.

## Can other biodiversity values be added to my property during a review?

Yes. During the review, if assessors believe there are additional grounds for adding new areas to the Biodiversity Values Map, they will include this in their recommendations, and you will be advised when a decision is made to update the map. The Biodiversity Offset Scheme will not apply to this new mapping for a period of 90 days.

## What happens if I disagree with my map review outcome?

In the first instance, please contact your Map Review Team case manager. They will be able to run you through how the map review assessment and determination was undertaken. You may be able to seek a secondary review if you have additional information.

## What information do I need to provide with my map review request?

The map review application form sets out all the information you must provide as part of your application. The application form contains four parts:

### PART A - LANDHOLDER AND LANDHOLDING INFORMATION

You will need to provide your contact information and landholding information including the address and the Lot and Deposited Plan (DP) numbers for the areas of your landholding you want reviewed. You will be asked to confirm your landholder status, as only owners, lessees or approved land managers can apply for a map review.

If you don't know your Lot and DP numbers, you can find this information on your Council rates notice.

### PART B - AREA REFERENCE MAP

To help identify the specific areas subject to your map review application, you are required to provide an annotated map allowing map review assessors to focus on the specific areas you want reviewed. Refinements to the map over the subject property may be made outside the area specified by the applicant in order to improve accuracy at the property scale.

You can save or print a copy of the map from the BV Map Viewer, to create your annotated copy of the map or you can contact the Map Review Team and we can provide a copy of the map for your landholding.

An example [Area Reference Map](#) is shown below.

### PART C - SUPPORTING INFORMATION

This is the most important part of the application. You need to provide specific information demonstrating why you think a review or change is needed. This is important and allows the Department to consider if the mapping needs to be amended.

For each area you want reviewed, you must identify the area on a map and provide supporting information to help reviewers assess your property. Supporting information may include photos, maps, ecological reports, approved development consent documents or historic land clearing approvals. [Examples of information](#) you need to provide are shown below.

### PART D - AGENT AUTHORITY, SIGNATURE AND SUBMISSION

You can appoint an agent to assist you with your map review application. If appointing an agent, you will be required to provide their details.

You must sign the completed application before submitting via:

Email: [map.review@environment.nsw.gov.au](mailto:map.review@environment.nsw.gov.au)

Or Post: The Map Review Team,  
Locked Bag 6010,  
ORANGE NSW 2800

## Where to get help on submitting a map review request?

The Department's Map Review Team can help you with your application. The Map Review Team can be contacted via email at [map.review@environment.nsw.gov.au](mailto:map.review@environment.nsw.gov.au) or by phone on 1800 001 490.

# Examples – Map Review Supporting Information

Area Reference shown on map	What is the Biodiversity Value/s you wish to have reviewed	Please provide specific information to explain why you believe the mapping is incorrect and to support a change to the biodiversity mapping on your property.
Area A	Critically Endangered plant – <i>Pterostylis ventricosa</i>	The property has been surveyed by an ecological consultant which did not find any records of the species onsite, nor did they find suitable habitat for the species to exist – see attached consultant report. OR The property has been cleared in accordance with Development consent issued by Council – see attached consent and photos.
Area B	Biodiverse Riparian Land	The creek is misaligned and does not enter our property – see attached aerial photos. Please amend the mapping of the creek line to its actual location.

## Example – Area Reference Map

Annotate a map of your property and label the areas you want us to review in alignment with the supporting information as shown above. (You can use your own map or generate a map from the [BV Map Viewer](#). Digital copies of maps can be accepted).

