ELECTRONIC LODGEMENT GUIDELINES

Council requires lodgement of the following application types in digital form (as PDF documents on a USB, CD or similar device):

- Development Applications
- Section 96 Modification Applications
- Section 82A Review Applications
- Construction Certificate Applications
- Building Certificate Applications
- Occupation Certificate Applications
- Subdivision Certificate Applications
- Engineering Construction Certificate Applications
- Complying Development Applications

Why does Council require electronic documents?
The provision of electronic documents allows for a more efficient application lodgement process (therefore contributing to shorter assessment timeframes) and is more environmentally sustainable.

Digital File Format
In order to preserve the integrity of documentation across multiple platforms, files must be supplied in Portable Document Format (PDF). All PDF documents must be exact reproductions of the original source documents. To ensure accuracy between source and digital copies, documents must be exported from CAD, Vector, Bit-map or word processing software directly to PDF. This method is most likely to preserve the accuracy and visual quality of your documentation.

Security settings (including passwords) must not be applied to electronic documents.

File Sizes
Each plan set and document must be supplied as a PDF file no larger than 10MB in size and named according to the file naming convention below. Plans must be scaled and rotated to landscape view.
Engineering construction certificate plans are to be supplied as one document (no size limit).
All plans are to be at a resolution of 600dpi.
All documentation is required to be at a minimum resolution of 300dpi.

File Naming Convention Guide - Plans
All plans to be bundled into separate groups as shown below:
- File Naming Convention guide - plans
- Plans Architectural
- Plans Engineering
- Plans Drainage
- Plan Landscaping
- Plans Notification (see note below)
- Plan Sediment & Erosion
- Plan Subdivision
- Plan Survey

Please note: Notification Plans to have no residential floor plans

ELECTRONIC LODGEMENT GUIDELINES

File Naming Convention Guide - Documents
- Acoustic Report
- Arboricultural Report
- BASIX Certificate
- Bush Fire Report
- Colour Schedule
- Contamination Assessment Report
- Disabled Access Report
- Fire Safety Schedule
- Heritage Impact Statement
- Home Owners Warranty
- Remediation Action Plan
- Statement of Environmental Effects
- Stormwater Management Plan
- Traffic Report
- Waste Management Plan

Documents with Multiple Parts

Each plan set and document larger than 10MB must be broken up into logical parts, supplied as separate files and named according to the file naming convention below.

File Naming Convention Guide – Multiple Parts
- Statement of Environmental Effects – part 1
- Statement of Environmental Effects – part 2

For Further Information

For enquires regarding the digital lodgment of applications (plans and documents) please contact Council's Development Administration Team on (02) 4654 7777.