

Digital requirements and naming convention

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document** must be **single sided** and must be submitted as a **separate PDF** file and **named separately** eg Application form, floor plans, elevation plans, Statement of Environmental Effects, Political Donations, Bushfire report etc.
- **Signatures are not to be placed on supporting documents or plans** ie Waste Management Plan, Statement of Environment Effects, floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

Example:

- Acoustic Report – 33 Moore Street Liverpool.pdf
- **Application form** – 33 Moore Street Liverpool.pdf
- BASIX Certificate – 33 Moore Street Liverpool.pdf
- Bushfire Assessment – 33 Moore Street Liverpool.pdf
- Checklist – 33 Moore Street Liverpool.pdf
- Colour Schedule/Finishes – 33 Moore Street Liverpool.pdf
- Contamination Report – 33 Moore Street Liverpool.pdf
- Elevation Plans – 33 Moore Street Liverpool.pdf
- Floor Plan – 33 Moore Street Liverpool.pdf
- Letter of Settlement – 33 Moore Street Liverpool.pdf
- Landscaping Plan – 33 Moore Street Liverpool.pdf
- Parking and Access Plan – 33 Moore Street Liverpool.pdf
- Section Plans – 33 Moore Street Liverpool.pdf
- Shadow Diagram – 33 Moore Street Liverpool.pdf
- Site Plan – 33 Moore Street Liverpool.pdf
- Stormwater drainage plan/details – 33 Moore Street Liverpool.pdf
- Structural Engineering Details – 33 Moore Street Liverpool.pdf
- Survey Plan – 33 Moore Street Liverpool.pdf
- Political Gift Disclosure Statement – 33 Moore Street Liverpool.pdf
- Specifications – 33 Moore Street Liverpool.pdf
- Statement of Environmental Effects – 33 Moore Street Liverpool.pdf
- Traffic Report – 33 Moore Street Liverpool.pdf
- Waste Management Plan – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- DA Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes No

Office
Use

010744.2014 – JULY 2016