

## ELECTRONIC FILE NAMING PROTOCOL

### Development Applications, S4.55 Modification and Amended Plans and Documents

Please note that Council requires all application forms, plans and associated documentation required for Development Applications, Section 4.55 Modification and Amended Plans to be lodged with Council in an electronic format.

The number of hard copies listed on the relevant DA Checklist will also still be required to be submitted but in addition to this all such documents and plans will also need to be submitted as an electronic version using a CD, USB or similar device. This process is the same for both your original DA Lodgement and any Amended plans you lodge.

All electronic documents submitted with any Development Applications, Section 4.55 Modification and Amended Plans will need to satisfy the following criteria:

1. **PDF Format** - All documents, plans, application forms etc must be submitted as separate PDF files for each document or plan or application form **e.g. site plans must be on one pdf document, elevations must be on another separate pdf document. Pdf documents can consist of numerous pages**, in accordance with Council's file naming protocol (please see over). Security settings must not be applied to electronic documents, this includes passwords.
2. **Documents** - must be A4 formatted and optimised for minimum size (on-line publishing). Files larger than 4Mb should be broken up into logical parts and supplied as separate files.
3. **Plans** - must include a scale bar.
4. **File Names** - file naming conventions will apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in this DA Checklist, for example: Appendix A - Survey Plan, Appendix B - Site Plan etc. Please see the File Naming Protocol on the reverse side of this Fact Sheet.  
**Please note:** Amended Plans must be labelled as per Council's adopted protocol.
5. **Accuracy** - electronic documents must be exact reproductions of the original hard copy documents or plans.

**NOTE: Electronic Documents lodged with Council will be published on Council's DA Tracking Tool on our web page.**

## Development Application & 4.55 Modification

- 1A Marlborough Street, Drummoyne - A - Survey Plan
- 1A Marlborough Street, Drummoyne - B - Site Plan
- 1A Marlborough Street, Drummoyne - C - Site Analysis Plan
- 1A Marlborough Street, Drummoyne - D - Floor Plans
- 1A Marlborough Street, Drummoyne - E – Elevations
- 1A Marlborough Street, Drummoyne - F – Sections
- 1A Marlborough Street, Drummoyne - G - Statement of Environmental Effects (DA and S4.55 (2) only)
- 1A Marlborough Street, Drummoyne - G –Statement of Modification (S4.55 (1), (1A) only)
- 1A Marlborough Street, Drummoyne - H - Waste Management Plan
- 1A Marlborough Street, Drummoyne - I - Soil and Water Management Plan
- 1A Marlborough Street, Drummoyne - J - A4 Notification Plan
- 1A Marlborough Street, Drummoyne - K - BASIX Certificate
- 1A Marlborough Street, Drummoyne - L - Schedule of Colours and Materials
- 1A Marlborough Street, Drummoyne - M - Landscape Plan
- 1A Marlborough Street, Drummoyne - N - Shadow Diagram in Plan Form
- 1A Marlborough Street, Drummoyne - N - Shadow Diagram in Elevation and Section
- 1A Marlborough Street, Drummoyne - O - Heritage Impact Statement
- 1A Marlborough Street, Drummoyne - P - Stormwater Drainage Concept Plan
- 1A Marlborough Street, Drummoyne - Q - Geo-Technical Report
- 1A Marlborough Street, Drummoyne - R - Disability Access Report
- 1A Marlborough Street, Drummoyne - S - Contamination Records
- 1A Marlborough Street, Drummoyne - T - Acid Sulfate Soil Preliminary Site Investigation
- 1A Marlborough Street, Drummoyne - U - Proposed and Existing Fire Safety Measures
- 1A Marlborough Street, Drummoyne - V - Integrated Development Special Requirements
- 1A Marlborough Street, Drummoyne - W - View Corridor Analysis
- 1A Marlborough Street, Drummoyne - X - Streetscape Character Analysis
- 1A Marlborough Street, Drummoyne - Y - Street Numbering Plan or Schedule
- 1A Marlborough Street, Drummoyne - Z - List of Plans and Documents contained on electronic device
- 1A Marlborough Street, Drummoyne – Development Application form

## Amended Plans File Naming Protocol Example:

- 1A Marlborough Street, Drummoyne – Amended Plans – DA2016\_0123 – D – Floor Plans
- 1A Marlborough Street, Drummoyne – Amended Plans – DA2016\_0123 – E – Elevations