

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 numbers of hard copies listed on the relevant Development Application Checklist are also required to be submitted. In addition to this all such documents and plans need to be submitted as an electronic version using a USB only. 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.
In addition, one (1) full set of architectural plans in a single PDF document is also required to be submitted on the USB
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. PDF document is also required to enable your approved plans can be electronically stamped and returned to you.

Development Application & 4.55 Modification

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

Amended Plans File Naming Protocol Example:

1A Marlborough Street, Drummoyne - Amended Plans - DA2016_0123 - D - Floor Plans.pdf
1A Marlborough Street, Drummoyne - Amended Plans - DA2016_0123 - E - Elevations.pdf