

## **ELECTRONIC APPLICATION REQUIREMENTS**

All Development Applications, Section 4.55 Modification Applications, Construction Certificate Applications and Complying Development Certificate Applications should now be accompanied by a CD/DVD or USB containing a copy of all plans, reports and other documentation in **PDF** lodged with the application.

Each document and individual plan provided needs to be saved as a separate **PDF** in Acrobat Adobe Reader format.

This requirement also applies to the submission of revised information during the development assessment process.

**Please note that applications without correctly formatted digital data (on CD/DVD or USB) will not be accepted and that Council will now issue consent documents and plans in an electronic format after assessment.**

Providing electronic files allows us to upload application details onto our website. This speeds up the development assessment process while providing better quality images for Council and public viewing.

Applicants should be aware that if signatures are shown on plans or other documents then these will be published in the public domain.

Please note that the digital copy of plans (**IN PDF**) and all supporting documentation (**IN PDF**) must be identical to the hard copy of all plans and documentation provided. You will be required to sign to confirm this on the application form/checklist.

You will also be required to confirm on the application form/checklist that you understand that any information provided, as well as any correspondence from Council may be made available on Council's website for viewing by the general public.

### **DIGITAL SPECIFICATION (IN PDF)**

- All plans and documents **including completed application forms and checklist** must be named properly and submitted on CD/DVD or USB.
- All plans are to show new work in colour and be rotated to landscape.
- All documents must be in **PDF format** and be named appropriately as shown below.
- All documents must not be password protected or contain editing restrictions.
- Each plan sheet and document must be submitted as an individual **PDF** document.
- Plans must be converted to **PDF** file electronically and not scanned.
- Plans should be drawn to a maximum scale of 1:100 or 1:200 at A3 landscape size.

### **Naming of Documents and Plans (PDF)**

**Note:** The naming of documents and plans should not exceed 250 characters.

#### **Documents:**

*Name of Report – Date of Report – Address*

*e.g. Statement of Environmental Effects – 3 December 2015 – 31 Victor St Chatswood*

#### **Plans:**

*Plan – Size – Plan Number – Revision No. - Name of plan - Address*

*e.g. Plan – A01 – Rev. A – Landscape Plan – 31 Victor Street Chatswood*

*or*

*Plan – Amended - Plan Number – Revision No. - Name of plan - Address*

*e.g. Plan – Amended - A01 – Rev B – Landscape Plan – 31 Victor Street Chatswood*