

## ELECTRONIC LODGEMENT OF DEVELOPMENT APPLICATIONS

From 1 May 2017, Georges River Council will require electronic lodgement of Development Applications (DA).

Applicants must supply plans and supporting documentation for DAs in digital form as PDFs stored on a USB.

After an application has been uploaded into Council's electronic document management system and is allocated to a development assessment officer, customers will be able to track the progress of their application online.

Once a development application has been determined, customers will be given an electronic copy of the stamped plans and Notice of Determination on the USB lodged.

### Development Application Form, Owners Consent Letter & DA Checklist

Council will accept the completed Development Application Form, owners consent letter & DA Checklist as either hard copies or electronic scanned copies.

### Plans & documents for the Design Review Panel (DRP)

3 hard copies of plans and supporting documents are still required for the DRP.

### PDF Format

All forms, plans and documents must be submitted as PDF files. Security settings including passwords and editing restrictions must not be applied to electronic plans and documents.

### Documents

All documents need to be A4 and be able to be published online. Files larger than 5MB should be separated logically and supplied as separate PDF files. For example, the Statement of Environmental Effects needs to be a separate PDF document from the Acoustic Report.

### Plans

Plans must be to scale and rotated to landscape. Each plan needs to be provided as a separate PDF. One PDF file containing all plans and drawings will not be accepted.

Plans should be converted to PDF electronically rather than printed and scanned to ensure accuracy.

Draw plans to a maximum scale of 1:100 or 1:200 at A3 landscape size.

If this is not possible, show the scale (e.g. 1:100) and separately state the original sheet size (e.g. A1).

All black and white plans are to be at a resolution of 400dpi. Coloured plans may be at a lower

## Multi-page Documents

Multi-page documents are to be provided as a single document and have bookmarks for each section.

## Photos/Photomontages

Photos & Photomontages can also be provided in PDF format.

## Instructions for File names

File naming conventions apply to all electronic documents submitted. File names are to match the document requirements listed in the relevant checklist.

Please following the below samples exactly (i.e. title of the plan or document followed by the address of the development site).

## Development Applications

Title of Plan/Document	Address of Property
Development Application Form	Address of Property.pdf
Political Donations Disclosure Statement	Address of Property.pdf
A4 Neighbour Notification Plans	Address of Property.pdf
Survey Plan	Address of Property.pdf
Site Plan	Address of Property.pdf
Site Analysis Plan	Address of Property.pdf
Floor Plans	Address of Property.pdf
Elevation	Address of Property.pdf
Sections	Address of Property.pdf
Roof Plan	Address of Property.pdf
Stormwater Concept Plan	Address of Property.pdf

## Section 96 Modifications or Section 82A Reviews

Application	Title of Plan/Document	Address of Property
Section 96	Development Application Form	Address of Property.pdf
Section 96	Political Donations Disclosure Statement	Address of Property.pdf
Section 96	A4 Neighbour Notification Plans	Address of Property.pdf
Section 96	Survey Plan	Address of Property.pdf
Section 96	Site Plan	Address of Property.pdf
Section 96	Site Analysis Plan	Address of Property.pdf
Section 96	Floor Plans	Address of Property.pdf

## Section 82A Reviews

Application	Title of Plan/Document	Address of Property
Section 82A	Development Application Form	Address of Property.pdf
Section 82A	Political Donations Disclosure Statement	Address of Property.pdf
Section 82A	A4 Neighbour Notification Plans	Address of Property.pdf
Section 82A	Survey Plan	Address of Property.pdf
Section 82A	Site Plan	Address of Property.pdf
Section 82A	Site Analysis Plan	Address of Property.pdf
Section 82A	Floor Plans	Address of Property.pdf

## Amended Plans

Application	Title of Plan/Document	Address of Property
Amended Plans	Site Plan	Address of Property.pdf
Amended Plans	Site Analysis Plan	Address of Property.pdf
Amended Plans	Floor Plans	Address of Property.pdf

## Further information

For more information or for assistance please contact Council's Development Enquiry Officer on (02) 9330 6400.