

DIGITAL REQUIREMENTS CHECKLIST

For all application submissions e.g. Complying Development Certificates, Construction Certificates, Development Applications, etc. For any enquiries please call 02 9806 5515

FILE FORMATS

Architectural Plans & Drawings

- Only **ONE multi-page file** containing all plans and drawings

- **Only TIF** Image File Format

E.g. Floor Plans, Elevation Plans, Site Plan, Stormwater Plans, etc..

Supporting Documentation

- Each supporting document must be in a **SEPARATE file**

- **Only PDF** Image File Format






E.g. Statement of Environmental Effects, Heritage Report, Traffic Report, etc...

EXAMPLE

- Files are to be named as follows:

Document Type - Application Address

- Please select the appropriate document type from the list over the page →
- Below is an example of how your CD ROM file list should look like ↓

Name	Size	Type
 Architectural Plans - 30 Darcy St Parramatta.tif	1,885 KB	TIFF Document
 Application Form - 30 Darcy St Parramatta.pdf	27 KB	Adobe Acrobat 7.0 ...
 Statement of Environmental Effects - 30 Darcy ...	770 KB	Adobe Acrobat 7.0 ...
 Waste Management Plan - 30 Darcy St Parrama ...	380 KB	Adobe Acrobat 7.0 ...
 Schedule of Finishes- 30 Darcy St Parramatta.pdf	20 KB	Adobe Acrobat 7.0 ...

SCANNING

If a CD ROM is not submitted or the file format is incorrect then the following scanning fees shall accompany the application:

Cost of Works (\$)	0 – 300 000	30	Scanning Fee (\$)
	300 000 – 900 000	90	
	900 000 +	180	

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FILE NAMES

Files are to be named as follows: ***Document Type - Application Address***

Please select the appropriate document type from the list below:

- Aborist Report
- Application Form
- Access Report
- Acid Sulfate Assessment
- Acoustic Report
- Amended Plans
- Archaeology Report
- Architectural Plans
- BASIX Certificate
- BASIX Exemption Request and Copy Of Contract
- Certificate Of Insurance
- Certificate of Structural Adequacy
- Childcare Feasibility Study
- Demolition Plan - Buildings to be demolished
- Design Review Panel SEPP 65 Report
- Dilapidation Report
- Environmental Management Plan
- Fire Evacuation Management Plan
- Fire Safety Certificate
- Flora And Fauna Report
- Fire Safety Schedule
- Geotechnical Assessment Report
- Hazardous Materials Survey Report
- Heritage Report
- Natthers Certificate
- Owner Builder Permit
- Photograph
- Schedule of Finishes
- Section 82A Review - (*please specify which document also*)
- Signage / Advertisement Details
- Site Contamination Report
- Specifications
- Statement of Environmental Effects
- Structural Engineers Report / Certificate
- Survey Report
- Sydney Water Approval
- Termite Control Information
- Traffic And Parking Report
- Waste Management Plan
- Work Method Statement

MINIMUM REQUIREMENTS - PLANS & DRAWINGS

To ensure that your plans are useful to the assessing officer please include the following minimum conventional requirements to your plans and drawings:

- **Plans to scale. Preferably 1:100 1:200**
- **North point**
- **Date**
- **Site address**
- **Description of plan / drawing**
- **Architect / designer name and contact**
- **Number and brief description of amendments**
- **Hardcopy plans and drawing to be folded to A4 size with a title block on the front**