



file format and file name requirements for digital documents information for applicants

File Format Requirements

Applications ideally should be lodged in digital data disc in **Pdf format** (using CD-ROM, DVD) and contain all documents supporting your application. Please contact Council's Customer Service staff on 4560 4565 if your digital document exceeds 500MB in file size.

NOTE: Fees will be charged for paper documents that require scanning by Council staff (for more information please refer to Council's current fees and charges).

File Name Requirements (Files should be saved with names as outlined below.)

Document Type	Precis Format (Example) NB: Address Format is: <i>Unit 1/360-362 George Street Windsor</i>
Application Form	Application Form - Address
Aboriginal Assessment	Aboriginal Assessment – Address
Noise Report	Noise Report - Address
Assessor Certificate	ABSA Certificate - Address
BASIX	BASIX Certificate - Address
Bush Fire Risk Assessment/Safety Report	Bush Fire Assessment - Address
Checklist	Checklist - Address
Colour Schedules	Colour Schedule - Address
Concept Stormwater Plan	Concept Stormwater Plan - Address
Cost Summary	Cost Summary - Address
Water Balance Report	Water Balance Report - Address
Environmental Impact Statement	Environmental Impact Statement - Address
Flood Study Report	Flood Study - Address
Flora/Fauna Assessment Report	Flora/Fauna Assessment - Address
Onsite Stormwater Detention OSD	OSD Plan - Address
Heritage Impact Statement	Heritage Impact Statement - Address
Plans – Floor Plans	Floor Plan - Address
Plans – All on one sheet	(Identify plans eg Site – Ground and Roof Plans) - Address
Plans – Elevations/Sections	Elevations/Sections - Address
Plans – Landscaping	Landscaping - Address
Plans – Notification	Notification Plan - Address
Plans – Parking & Access	Parking and Access - Address
Plans – Site	Site Plan - Address
Plans – Survey	Survey Plan - Address
Political Gifts Disclosure Statement	Political Disclosure Statement - Address
Septic Application with DA	Septic Tank Installation - Address
Shadow Diagrams	Shadow Diagram - Address
Specifications	Specifications - Address
Statement of Environmental Effects	Statement of Environmental Effects - Address
Stormwater Drainage Details/Report	Stormwater Report - Address
Traffic Report	Traffic Report - Address
Waste Management Plan	Waste Management Plan - Address
Waste Management Report	On-site Waste Management Report - Address
Supply of Additional Information	DAxxxx/xx – Supply of Additional Information - Address
Withdrawal of Application	DAxxxx/xx – Withdrawal of Development Application - Address
Other (not already listed above)	DAxxxx/xx – Description of Document - Address