

# Protocol for Submission of Digital Documents for Applications

## Purpose

These Protocols provide specifications to enable contents of files submitted to Hawkesbury City Council to be clearly identified and retrieved. These Protocols also assist with Council's records management and access to information obligations under the Government Information (Public Access) Act 2009.

## Scope

All applicants, including individuals, private certifiers or companies, seeking approval from Council, such as, Development Application, Construction Certificate, Complying Development Application and Building Applications, must satisfy Council's digital submission requirements, including file format, size, resolution and naming conventions.

Electronic documents lodged with any application must satisfy the following criteria.

## Files

- All documents must be in PDF format. All security settings such as password protection and editing restrictions must be disabled.
- Plans, photos and other documents should not be scanned and must be directly created or converted into PDF format.
- Documents must be A4 formatted and optimised in a minimum size for online publishing. Files larger than 25MB should be broken up into logical parts and supplied as separate files. Zip files should not be used.

## Plans

- Plans must be grouped together into relevant plan types (eg, architectural, engineering etc).
- Plans must be submitted in A3 Landscape orientation at a minimum resolution of 300dpi.
- Internal floor plans must be submitted as a **single PDF separately**.
- Architectural plans (including site plans, elevations, sections, roof plans, shadow diagrams etc.) must be submitted as a single PDF with the file size not exceeding 30MB.

## Naming Conventions Protocol

All document titles must follow the Council's Naming Convention Protocol:

[Application No] – [Document Name] – [Property Address]

e.g. DA0470/24 – Submitted Plans – 42 Harkness Road Oakville

## Public access to information

All documents lodged with applications will be published in Council's DA Tracker in line with the Government Information Public Access (GIPA) Act 2009 requirements.

<b>Applications</b>	<b>Key</b>
DA	Development Application
CC	Construction Certificate
CCPC	Construction Certificate – Private Certifier
SC	Subdivision Certificate
SCPC	PC Issued Subdivision Certificate
CDCPC	PCA Issued Complying Development Certificate
OC	Occupation Certificate
OCPC	Occupation Certificate – Private Certifier
MOD	Modification Application
BC	Building Information Certificate
PD	Pre-Lodgement Applications
FS	Fire Safety Compliance Applications

<b>Common File Names   Planning Applications</b>	
– Invoice	– Basix Certificate
– Application (Description)	– Fire Safety Schedule
– Application Lodgement Form	– Colour Schedule
– Checklist	– Neighbour Notifications
– Cost Estimate	– Survey Plan
– Owners Consent	– Assessor Certificate
– Political Disclosure Statement	– Acoustic Report
– Title Search	– Flood Risk Assessment
– Planning Information Report	– Plan of Management
– Notification Plans	– Long Service Levy
– Architectural Plans	– Homeowners Warranty
– Floor Plans	– Stormwater Plans
– Engineering/Structural Plans	– Pest Certificate
– Landscaping Details	– Arborist Report
– Survey Plans	– Geotechnical Report
– Statement of Environmental Effects	– Environmental Impact Assessment
– Bushfire Assessment Report	– Traffic Management Plan
– Waste Management Plan	– Heritage Study
– Aboriginal Heritage Assessment	

### **Non-Compliance with Protocols**

Non-compliance with these Protocols may result in fees being imposed for the conversion costs associated with publishing information to Council's DA Tracking. Please refer to Council's Fees and Charges.