

Electronic Lodgement Guidelines: Building and Development Applications

Waverley Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a CD, USB or similar device). The CD/USB will become the property of Waverley Council.

Your application will be uploaded into Council's electronic management system, enabling customers to track the progress of their application online and to provide public exhibition of your DA.

Once the application has been determined, the applicant will be emailed an electronic copy of Notice of Determination and associated plans / documents.

Applications will not be accepted without a valid email address and correct file labelling.

Electronic documents submitted with your application must satisfy the following criteria:

PDF Format

All documents including plans must be submitted as PDF files viewable in Adobe Acrobat, with no security settings, folders or zip files. This includes no passwords.

Documents

Must be A4 formatted and optimised for minimum size (online publishing). Files larger than 5MB should be broken up into logical parts and supplied as separate files, eg Statement of Environmental Effects.

Plans

Plans must be to scale, rotated to landscape and provided in PDF format. It is preferred that plans be converted electronically rather than printed and scanned. The scale should be clearly displayed on all plan sheets as:

- Showing a scale eg 1:100 and separately state the original sheet size eg A3; or
- Showing scale as 1:100@A3.
- Black and white plans are to be at a resolution of 300dpi whether they are A4 or A1 etc.
- Coloured plans may be at a lower resolution.

- Site plan, floor plans, elevations and sections should be contained in a single PDF file (please refer to Council's required naming conventions as listed later in this document).

Multi-page Documents

Multiple paged documents should be provided as a single complete document (PDF) and not as single pages. Multiple paged documents must contain bookmarks to indicate the relevant sections of the document.

Photos/Photomontages

Photos are to be provided in PDF or JPG format.

Accuracy

Electronic documents must be exact reproductions of the original paper copy documents or plans.

Public Exhibition of Your Development Proposal

Council will publish details of applications on its website under Council's DA Tracker. Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

File Naming Conventions - Protocol for Application Documentation

File naming conventions apply to all electronic documents, including plans and application forms. File names are to match the document requirements as listed in the table below. The example below is to assist and guide you in naming all plans and supporting documentation associated with your application.

Please follow the format exactly as it appears below, capturing the relevant property address for your application into each document title, for example:

Title of Document – Property Address – Applicant Surname.pdf

Application Form – 55 Spring Street BONDI JUNCTION –Smith.pdf

This will assist ease of location and consistency in storage of your documents in Council's electronic document management system.

Title of Document		
Access Report	Property Address ¹	Applicant Surname ²
Acid Sulfate Soil Investigation Report	Property Address ¹	Applicant Surname ²
Acoustic Report	Property Address ¹	Applicant Surname ²
Adaptable Housing Report	Property Address ¹	Applicant Surname ²
Application Checklist	Property Address ¹	Applicant Surname ²
Application Form	Property Address ¹	Applicant Surname ²
Arborist Report	Property Address ¹	Applicant Surname ²
Architectural Plans – Site Plan, Floor Plans, Elevations and Sections	Property Address ¹	Applicant Surname ²
BASIX Certificate	Property Address ¹	Applicant Surname ²
Clause 4.6 Variation	Property Address ¹	Applicant Surname ²
Coastal Risk Assessment	Property Address ¹	Applicant Surname ²
Contamination Report	Property Address ¹	Applicant Surname ²
Design Verification Statement (SEPP 65)	Property Address ¹	Applicant Surname ²
Digital 3D Model	Property Address ¹	Applicant Surname ²
Driveway Section Plan	Property Address ¹	Applicant Surname ²
Energy Assessment Report	Property Address ¹	Applicant Surname ²
Fire Safety and Access Upgrade Report	Property Address ¹	Applicant Surname ²
Flood Evacuation / Management Plan	Property Address ¹	Applicant Surname ²
Geo-technical Report	Property Address ¹	Applicant Surname ²
Green Travel Plan	Property Address ¹	Applicant Surname ²
Heritage Impact Statement	Property Address ¹	Applicant Surname ²
Housing Report	Property Address ¹	Applicant Surname ²
Landscape Plan	Property Address ¹	Applicant Surname ²
Loading Vehicles Management Plan	Property Address ¹	Applicant Surname ²
Notification Plan	Property Address ¹	Applicant Surname ²
Photomontage	Property Address ¹	Applicant Surname ²
Plan of Management	Property Address ¹	Applicant Surname ²
Planning Agreement	Property Address ¹	Applicant Surname ²
Public Art Plan	Property Address ¹	Applicant Surname ²
Reflectivity Report	Property Address ¹	Applicant Surname ²
Schedule of Materials and Finishes	Property Address ¹	Applicant Surname ²
Shadow Diagrams – Elevation and Section	Property Address ¹	Applicant Surname ²
Shadow Diagrams – Plan form	Property Address ¹	Applicant Surname ²
Site Compatibility Certificate	Property Address ¹	Applicant Surname ²
Site Waste and Recycling Management Plan	Property Address ¹	Applicant Surname ²
Statement of Environmental Effects	Property Address ¹	Applicant Surname ²
Stormwater Plans and Details	Property Address ¹	Applicant Surname ²
Street Numbering Plan or Schedule	Property Address ¹	Applicant Surname ²
Subdivision Plan	Property Address ¹	Applicant Surname ²
Survey Plan	Property Address ¹	Applicant Surname ²
Traffic and Transport Management Report	Property Address ¹	Applicant Surname ²
View Analysis	Property Address ¹	Applicant Surname ²
Wind Environment Statement	Property Address ¹	Applicant Surname ²
Wind Tunnel Report	Property Address ¹	Applicant Surname ²

¹ Address in the above format. ² Surname in the above format. ³ Architectural plans including site plan, floor plans, elevations and sections should be submitted in a single file.

Amended documents

Amended plans or documents submitted for applications currently under assessment, must be labelled in the above format, with an updated Issue / Revision number and date, for example:

Title of Document – Property Address – Applicant Surname.pdf

Amended architectural plans, site plan, floor plans, elevations and sections Revision B dated 1 May 2018 – 55 Spring Street BONDI JUNCTION - Smith .pdf

Contact Details

For more information regarding the information contained in this document, contact the Duty Planner at Council's Customer Service Centre on 9083 8000 or visit waverley.nsw.gov.au