

# Electronic Lodgement Guidelines

## About this information sheet

Waverley Council requires electronic lodgement of all plans and supporting documentation in digital format for all types of Planning and Building applications. This form outlines the requirements for electronic documentation.

## Building and development applications

Waverley Council requires electronic lodgement of all plans and supporting documentation in digital format. Depending on the type of application, the information is to be submitted either on the NSW Planning Portal or to Council directly. Refer to each type of application to see how it should be submitted.

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 application (if required) on Council's website.

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

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

## Document specifications

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

1. **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.
2. **File Name** - All electronic plans and documents must be named in accordance with Council's file naming conventions (as listed later in this document).
3. **Size** - Documents must be A4 formatted and optimised for minimum size (for online publishing). Files larger than 5MB should be broken up into logical parts and supplied as separate files, eg A Statement of Environmental Effects may need the appendices to be a separate file (for larger developments).

4. **Plans** - Plans must be to scale, rotated to landscape and provided in PDF format. The preferred that plans be converted electronically rather than printed and scanned. The scale should be clearly displayed on all plan sheets;

- 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

5. **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.
6. **Photos/Photomontages** - Photos are to be provided in PDF or JPG format.
7. **Accuracy** - Electronic documents must be exact reproductions of the original paper copy documents or plans.

## Public exhibition of your application

Council will publish details of applications on its website on the 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.

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

**Translating and Interpreting Service (TIS)**  
131 450

**TTT/Voice Calls**  
133 677

**Speak & Listen**  
1300 555 727

File naming conventions

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 and is to include:

*Title of Document – Property Address*

The example below is to assist and guide you in naming all plans and supporting documentation associated with your application.

*Eg: Architectural Plans – 55 Spring Street BONDI JUNCTION*

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

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

*Amended architectural plans, site plan, floor plans, elevations and sections Revision B dated 1 May 2018 – 55 SpringStreet BONDI JUNCTION*

Examples of naming convention

Title of document	Property address
Access Report	
Acid Sulfate Soil Investigation Report	
Acoustic Report	
Application Form	
Architectural Plans – Site Plan, Floor Plans, Elevations and Sections	
Amended Architectural Plans – Site Plan, Floor Plans, Elevations and Sections	
BASIX Certificate	
Clause 4.6 Variation	
Coastal Risk Assessment	
Contamination Report	
Design Verification Statement (SEPP Housing 2021)	
Digital 3D Model	
Driveway Section Plan	
Energy Assessment Report	
Fire Safety and Access Upgrade Report	
Flood Evacuation / Management Plan	
Geo-technical Report	
Green Travel Plan	
Heritage Impact Statement	

Title of document	Property address
Housing Report	
Landscape Plan	
Loading Vehicles Management Plan	
Photomontage	
Plan of Management	
Planning Agreement	
Public Art Plan	
Reflectivity Report	
Schedule of Materials and Finishes	
Shadow Diagrams – Elevation and Section	
Shadow Diagrams – Plan form	
Site Compatibility Certificate	
Site Waste and Recycling Management Plan	
Statement of Environmental Effects	
Stormwater Plans and Details	
Street Numbering Plan or Schedule	
Subdivision Plan	
Survey Plan	
Traffic and Transport Management Report	
View Analysis	
Wind Environment Statement	
Wind Tunnel Report	
Housing Report	