

Development Application ELECTRONIC LODGEMENT OF DOCUMENTS/FILES



For site plans 1:200 is acceptable where necessary to fit to a page

► FORMAT

All information must be provided in PDF format on a CD/DVD/USB. The CD/DVD/USB will become the property of Sutherland Shire Council. The PDF files must be viewable in Adobe Acrobat. Security settings must not be applied to electronic documents, **this includes no passwords.**

The only exception is 3D models. These must be in the format .skp

► 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 following requirements must be met-

- 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.
- Plans and drawings each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document).

► Other 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 a Statement of Environmental Effects may need to be split into separate sections for larger applications.

► Multi-page Documents

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

► Images

Photos / photomontages are to be provided as JPEG (.jpg) images or in PDF format.

► Web Publishing

Council publishes development applications on its website via Council's "Track-It" page. Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.