infosheet

Electronic Lodgement Guidelines

Building and Development Applications

Bayside Council

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

Application plans and supporting documentation is no longer accepted in paper form for all new DAs, CCs, CDCs and any amendments, modifications or review of such applications.

Please note the original signed Application Form, containing owner's consent signature(s) and the Checklist relevant to your application will still be required in paper form until such time as Council's staged process to full electronic lodgement has been implemented.

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. Security settings must not be applied to electronic documents, 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 1:200 and separately state the original sheet size eg A3; or

▶ Showing scale as 1:200@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).

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.

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.

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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 listed in the relevant Checklist. 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:
Landscape Plan – 2 Bryant Street Rockdale[1] – Jones[2]

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

Access Report	Property Address[1]	Applicant Surname[2]
Acid Sulphate Soil Investigation Report	Property Address[1]	Applicant Surname[2]
Acoustic Report	Property Address[1]	Applicant Surname[2]
BASIX Certificate	Property Address[1]	Applicant Surname[2]
Contamination Records	Property Address[1]	Applicant Surname[2]
Design Verification Statement (SEPP 65)	Property Address[1]	Applicant Surname[2]
Driveway Profile Plan	Property Address[1]	Applicant Surname[2]
Elevations	Property Address[1]	Applicant Surname[2]
Flood Evacuation / Management Plan	Property Address[1]	Applicant Surname[2]
Floor Plans	Property Address[1]	Applicant Surname[2]
Geo-Technical Report	Property Address[1]	Applicant Surname[2]
Heritage Impact Statement	Property Address[1]	Applicant Surname[2]
Landscape Checklist	Property Address[1]	Applicant Surname[2]
Landscape Plan	Property Address[1]	Applicant Surname[2]
Notifications Plan	Property Address[1]	Applicant Surname[2]
Owner's Consent	Property Address[1]	Applicant Surname[2]
Photomontage	Property Address[1]	Applicant Surname[2]
Plan of Management for Use	Property Address[1]	Applicant Surname[2]
Proposed and Existing Fire Safety Measures	Property Address[1]	Applicant Surname[2]
Schedule of Colours & Materials	Property Address[1]	Applicant Surname[2]
Sections	Property Address[1]	Applicant Surname[2]
Shadow Diagram in Elevation and Section	Property Address[1]	Applicant Surname[2]
Shadow Diagram in Plan Form	Property Address[1]	Applicant Surname[2]
Site Plan	Property Address[1]	Applicant Surname[2]
Soil and Water Management Plan	Property Address[1]	Applicant Surname[2]
Soil Contamination Report	Property Address[1]	Applicant Surname[2]
Statement of Environmental Effects	Property Address[1]	Applicant Surname[2]
Stormwater Certification	Property Address[1]	Applicant Surname[2]
Stormwater Checklist	Property Address[1]	Applicant Surname[2]
Stormwater Drainage Concept Plan	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 Report	Property Address[1]	Applicant Surname[2]
View Corridor Analysis	Property Address[1]	Applicant Surname[2]
Waste Management Plan	Property Address[1]	Applicant Surname[2]
Wind Tunnel Testing Report	Property Address[1]	Applicant Surname[2]

1. Address in the above format. 2. Surname in the above format.   Updated Dec 2016

Contact Details

For more information regarding this info sheet, contact Council's Customer Service Centre on **1300 581 299** or visit **www.bayside.nsw.gov.au**