

## ELECTRONIC LODGEMENT POLICY - PLANNING/BUILDING & SUBDIVISION APPLICATIONS

### OBJECTIVE:

To ensure the acceptance of electronic plans and documents for all planning, building and subdivision related applications is consistent across the Council.

### POLICY:

This Policy applies where Council requires electronic copies of plans and documents to be submitted with any relevant planning, building and subdivision applications and including applications which are lodged through Council's online services.

Prior to accepting plans and documents in an electronic format, Council officers must ensure the documents are submitted in accordance with the requirements as identified by this Policy.

#### **Media Format**

- Electronic lodgement must be made using CD/DVD, USB or via Council's online development services;
- Documents/plans must be supplied in PDF (recommended format is PDF/A);
- Format required for all construction certificate subdivision applications is to be in accordance with the latest version of Council's Engineering and Design Guidelines;
- Photographs/photomontages must be provided as 'jpeg' files.

**NB:** *All physical media formats will be retained by Council.*

#### **Lodgement Method**

- Uploaded via Council's online development services;
- Delivered in person to any Council Customer Service Centre;
- Mailed to Tamworth Regional Council, PO Box 555 Tamworth NSW 2340;
- Email to [trc@tamworth.nsw.gov.au](mailto:trc@tamworth.nsw.gov.au) or via Council's electronic large file transfer service.

#### **Naming Conventions**

All electronic documents submitted are to be clearly labelled with the document or plan type.

#### **Scanning Fees**

All electronic applications submitted without all necessary documents or using the incorrect file format will be charged scanning fees. Scanning Fees will be priced as per Council's adopted Fees and Charges Schedule.

### PROCEDURE FOR ALL APPLICATION TYPES:

#### **Lodgement Essentials**

- Lodgement of electronic applications must include plans and documents listed on the relevant Application checklist and must include following documents:
  - Fee Quotation (where applicable);
  - Application form;
  - Land Title/s (declaration required if copy of title is more than 60 days old) (where applicable)
  - All Amendments and additional information requested by Council is to be submitted in the same format;
  - Label CD/DVD & USB with address and documentation included on the disc (*eg. Non-copyable - 123 Smith Street – Certificate Applicant*).

## Plan/Document Requirements

- Electronic documents/plans must be exact reproductions of the original hard copy document or plan (where a hard copy is submitted);
- Each document type must be saved separately with pages merged as one file unless files exceed 5MB, where these should be separated logically and supplied as separate PDF files. For example, separate the Statement of Environmental Effects from the Acoustic Report;
- Plans must be to scale and rotated to landscape;
- Plans should be converted to PDF electronically rather than printed and scanned to ensure accuracy;
- Draw plans to scale of 1:100 or 1:200 at A3 landscape size. If this is not possible, show the scale (e.g. 1:100) and separately state the original sheet size (e.g. A1);
- Plans should clearly identify the street address and title of plan.
- All black and white plans are to be at a resolution of 400dpi;
- Coloured plans may be at a lower resolution.

## Naming Conventions

<i>Stage of Lodgement</i>	<i>Example Naming Convention</i>
Original Lodgement	Architectural Plans
Amended Plans Lodgement	Amended Plans – Architectural Plans
Section 96 Applications	Section 96 – Architectural Plans

## CONSTRUCTION Certificates (Subdivisions) – Additional Requirements

- Design drawings shall be submitted to Council for approval. Information required to be included in the design drawings is detailed in the latest version of Council's Engineering Design Guidelines. Information to be shown on Drawings;
- Each of the supporting items or documents is listed in the checklist contained within the current versions of Council's Engineering Design Guidelines. Checklists shall be completed and submitted with the Drawings. Should any of the items required in any checklist be outstanding or not to a standard acceptable to Council, the Drawings and checklists shall be returned to the developer for amendment. Council shall only commence review of the design drawings once it is satisfied that all the requirements of the checklists have been met.