

How to use this matrix

Check the left column for the proposed type of land use/development. The top row indicates what other documents you need to supply.

NOTE 1	Large development proposals must be discussed with a Council Development Control Planner to enable the applicant to be advised of the appropriate DA requirements.	1 Structural engineer plans
NOTE 2	No work is to commence on site until a Construction Certificate is issued.	2 SEPP 65 development (3 or more storeys and 4 or more dwellings).
NOTE 3	A building shall not be occupied until a Interim/Final Occupation Certificate has been granted.	3 Also required for alterations and additions to dwelling houses if value of works is over \$50,000; and for swimming pools (40,000 litre or greater).
		4 On-site Sewage Management System (OSMS) if in non-sewered area.

The above is not seen as an exhaustive list. If in doubt, please contact a Council Development Planner.

Council requirements for supporting information lodged with development applications

Plans

Plans must be to scale, and the scale should be clearly displayed on every page. When preparing the plan provide the scale on the original plan, for example: 1:100, a scale bar and note the original paper size e.g. A3. This information helps if the plans get printed at a different size.

Plans should be grouped together in their relevant plan type.

Colour plans are highly desirable and are to have a resolution between 300 and 900dpi. Black and white plans should be created in grayscale at a resolution of at least 300dpi.

The following information should be clearly indicated on each plan:

Plan Number:

Revision Number:

Plan Title:

Drawn By:

Date Plan prepared/Revision made:

Electronic plans created from paper plan originals must be exact and legible reproductions of the original plans.

Files/Reports/documents

All documents must be in PDF format. Do not upload duplicate copies of the same document.

The following information should be clearly indicated on each document:

Document Title:

Version No:

Prepared By:

Document Date/Version Date:

All security settings such as password protection and editing restrictions must be disabled.

Plans, photos and other documents shouldn't be scanned and must be directly created or converted into PDF or PDF/A format.

Documents must be A4 portrait formatted and optimised in a minimum size for online publishing. Files larger than 25MB should be broken up into logical sections and supplied as separate files. Zip files shouldn't be used.

Public access to your application

Supporting documents provided may be loaded onto websites for public notification purposes or available in line with the Government Information Public Access (GIPA) Act 2009.

As a result, supporting documents must not contain any personal information, bank account or credit card information etc. If prepared by a company, the name of the company and general contact details are fine. [Click here to view further information regarding privacy in relation to Development Applications.](#)

Naming conventions

Now that all applications are lodged via the ePlanning portal, the portal allocates a prefix to all documents loaded. This means document titles uploaded to the Portal should be kept simple, loaded under their relevant category with only the name of the document.

For example:

Aboriginal culture heritage report
Air quality report
Architectural plans
Arborists report
Access report
Acid sulphate soils report
Acoustic report
BASIX certificate
BCA performance requirements compliance statements
Biodiversity assessment method letter
Biodiversity assessment report
Bushfire report
Car parking and vehicle assessment report
Civil engineering plan
Clause 4.6 variation request
Contamination/remediation action plan
Costs estimate report
Design verification statement
Disabled access plan
Elevations
Environmental impact statement
Erosion and sediment control plan
Fire safety upgrade report
Flood risk management report
Floor plans
Geotechnical report
Hydrogeological report
Heritage impact statement
Landscape plan
Notification plans
Performance solution document
Photomontage
Plan of management
Political donations and gift disclosure statement
Proposed and existing fire measures
Proposed subdivision plan
Salinity assessment
Schedule of colours, materials and finishes
Sections
Shadow diagrams
Site plan
Social impact assessment
Species impact statement
Statement of environmental effects
Stormwater drainage plan
Structural engineers report
Survey plan
Traffic report
Voluntary planning agreement
Waste management plan