

Application for development

Digital requirements



To formally lodge a development application, Council requires an electronic copy of your application documentation on a USB. A separate USB is required for each application. The USB will become the property of Council.

Electronic documents submitted with your application must meet the following criteria.

Accuracy

Electronic documents submitted to Council must be exact and fully legible reproductions of the original documents or plans.

File format

All documents including plans must be submitted in PDF or PDF/A format, viewable in Adobe Acrobat. All security settings such as password protection and editing restrictions must be disabled.

Council's preference is for plans and documentation to be converted electronically creating a PDF directly from the original document (i.e. print to PDF, PDF/Creator) rather than by printing and scanning the document.

Photographs/photomontages

Photographs are to be provided as PDF or PDF/A format.

Documents

All documents must be A4 formatted and optimised for minimum size (for online publishing). Files larger than 20MB should be broken up into logical parts and supplied as separate files, and named according to the file naming convention below. Different types of documents (see examples below) must not be combined together but provided as separate files on the USB so that they can be distinguished from each other. Documents should not be placed into any hierarchical folder structure on the USB.

Plans

Plans must be to scale, rotated to landscape and provided in PDF format. The scale should be clearly displayed on all plan sheets as:

- 1:100 and separately state the original sheet size (e.g. A3) or 1:100 at A3.
- Black and white plans are to be at a resolution of 300dpi, whether they are A4 or A1.
- Colour plans are highly desirable and are to have a resolution of at least 300dpi.
- Architectural plans are required to be submitted as a multi-page PDF file, all internal residential floor plans must be submitted as a separate PDF file. The files are to be titled using the Council's required naming conventions below.

Public exhibition of your development proposal

Council will publish details of all applications on its website. Documentation provided with an application will also be accessible in accordance with the requirements of the *Government Information Public Access (GIPA) Act 2009*.

Naming conventions guide

All plans and documents submitted must follow the naming conventions listed below, including the address of the application.

Multiple parts

Files larger than 20MB should be broken up into logical parts and supplied as separate files, and named according to the file naming convention below.

- Statement of environmental effects – Part 1
- Statement of environmental effects – Part 2

Example titles:

- Application form - [insert property address]
- Arborist report -[insert property address]
- Architectural plans - [insert property address]
- Access report - [insert property address]
- Acid sulphate soil investigation report - [insert property address]
- Acoustic report - [insert property address]
- BASIX certificate - [insert property address]
- Contamination report - [insert property address]
- Cost of development report - [insert property address]
- Design verification statement (SEPP 65) - [insert property address]
- Disabled access plan - [insert property address]
- Elevations - [insert property address]
- Engineering plans - [insert property address]
- Floor plans - [insert property address]
- Geo-technical report - [insert property address]
- Heritage impact statement - [insert property address]
- Landscape plan - [insert property address]
- Notification plan - [insert property address]
- Owners consent - [insert property address]
- Photomontage - [insert property address]
- Plan of management - [insert property address]
- Proposed and existing fire safety measures - [insert property address]
- Schedule of colours and materials -[insert property address]
- Sections - [insert property address]
- Sediment and erosion plan - [insert property address]
- Shadow diagrams - [insert property address]
- Site plan - [insert property address]
- Statement of environmental effects - [insert property address]
- Stormwater drainage concept plan - [insert property address]
- Subdivision plan - [insert property address]
- Survey plan - [insert property address]
- Traffic report - [insert property address]
- Waste management plan - [insert property address]

For example: 'Site Plan – 1 Macquarie Road, Lake Macquarie' or 'Owners Consent – 1 Macquarie Road, Lake Macquarie'.

Contact details

For more information, contact the Council on (02) 4921 0333, email council@lakemac.nsw.gov.au, or visit lakemac.com.au.