

Tip sheet

CUSTOMERS LODGING ELECTRONIC DOCUMENTS

The following information is to assist customers providing electronic documents to Council. If you have any questions about the format or size of electronic documents accepted by Council, please contact us on 4921 0333 or via council@lakemac.nsw.gov.au.

Electronic documents provided to Council are preferred to be a PDF file for documents, or a JPEG file for photographs.

Photographs should be kept to a minimum, and provided as one document rather than individual images.

Plans must be to scale, rotated to landscape and provided in a PDF file.

Documents must be less than 20MB. You can minimise the size of your documents by:

Photographs should be supplied in JPEG file format and 200 dots per inch (DPI) resolution.

- scanning documents at a lower resolution
- recreating the document as a PDF set to 'lowest file size'
- selecting lower resolution settings on digital cameras before taking photographs and
- dividing documents over 20MB into separate parts (i.e. Part 1, Part 2).

Documents with multiple pages should be provided as a single complete document and not as single images.

- Emails must not include attachments that total more than 100MB in size. Attachments over this limit will need to be sent as separate emails.
- Electronic documents on CD/DVD or USB memory sticks should not be stored in folders/sub folders and all files should be stored together.
- Document titles should include the document name, property details/address etc. if applicable and the date of the document i.e. **'description/subject – reference number (if applicable) - address – customer name - date'**.