

## **FILE NAMING CONVENTION FOR ELECTRONIC DA LODGEMENT FROM 31 MARCH 2008**

### **Documentation Requirements**

All plans must be to scale.

All plans must be rotated to landscape.

All plans are to be clear and concise and consistent with Australian Standard 1100.301 - 1985 and Australian Standard 1100.301 supplementary - as updated from time to time.

### **Convert document to PDF**

Convert document/plans into PDF. Photos can be submitted in JPEG format. With the exception of photos, please restrict the size of individual files to no more than 1 megabyte.

Documents must be named in accordance with the file naming convention table below. Using this convention will allow correct record keeping and assist to restrict the size of the document files.

### **Proposal Number '200xxxxxx'**

The proposal number included in the convention is unique to the application and provided by the ACT Planning and Land Authority. If you have already had dealings with us about your proposal through a pre-application meeting or written pre-application advice, you would already have a proposal number allocated for your DA. To find out what this proposal number is contact the [Applications Secretariat](#). If you have not been allocated a proposal number, leave this number out of the file name.

### **For example:**

If your proposal number is 200400001, the development application form would have the file name APP-200400001-01.PDF

If you **don't have a proposal number**, the development application form would have the file name APP-01.PDF

### **Optional free text 25 characters**

This field can be used to further describe a particular document or plan, such as elevations, floor plans, energy assessment or lessee authority.

### **For example:**

ELEV-200400001-south and north-01.PDF  
ELEV-200400001-east and west-01.PDF  
FLOOR-200400001-Ground-01.PDF  
FLOOR-200400001-First-01.PDF  
FLOOR-200400001-Second-01.PDF  
ENTITYADVICE-200400001-Heritage-01.PDF  
ENTITY ADVICE-200400001-ACTEW-01.PDF

## NAMING CONVENTIONS – PLANNING AND DEVELOPMENT ACT 2007

Type of Document	File Name
Access and Mobility Report	ACCESS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Application Form	APP-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Colour Sample Schedule	COLOUR-200xxxxxx- <small>{optional free text 25 characters}</small> -01. (could be JPEG)
Composite Streetscape Elevation	COMPSTREET-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
DA Miscellaneous	MISC-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
DA Supporting Documents	SUPP-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Demolition Plans	DEMO-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Driveway Plan	DRIVEWAYPLAN-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Elevation Plans	ELEV-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Environmental Impact Statement	EIS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Entity Advice	ENTITYADVICE- <small>{optional free text 25 characters}</small> -01.PDF
Floor Plans –Assessment	%FLOORASSESS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Floor Plan – Public register & Notification	FLOORREG-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Heritage Comment	HERITAGECOMM-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Hydraulics Plans	HYDRAULICS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Hydraulics Report	HYDRAULICSREPORT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Landscape Plan	LSCAPE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Landscape Management & Protection Plan	VERGE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Letter of Appointment	APPOINT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
List of Drawings & Documents	INDEX-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
List of Interested Parties	INTPARTY-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Model	MODEL-200xxxxxx- <small>{optional free text 25 characters}</small> -01. (could be JPEG)
Noise Management Plan	NOISE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Offsite Works	OFFSITWORKS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Perspective View	PERSP-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Photos	PHOTO-200xxxxxx- <small>{optional free text 25 characters}</small> -01. (could be JPEG)
Plans	PLAN-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Pre-application Written Advice	PREAPPADV-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Roof Plans	ROOF-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Sample Board	SAMPLE-200xxxxxx- <small>{optional free text 25 characters}</small> -01. (could be JPEG)
Section 144 Statement – Amendment	S144STATE-200xxxxxx- <small>{optional free text 25 characters}</small> -01
Section 165 Statement – Conditions of Approval	S165STATE-200xxxxxx- <small>{optional free text 25 characters}</small> -01
Section Plans	SECTION-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Erosion & Sediment Control Plan	SEDIMENT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Shadow Diagrams	SHADOW-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Site Analysis	SITEANALYSIS-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Site Plan	SITE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Spoil Management Plan	SPOIL-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Statement Against Criteria	SCRITERIA-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Stormwater – Onsite Stormwater retention/reuse	STORM-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Survey Plans	SURVEY-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Survey Certificate	SURVEYCERT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Traffic Report	TRAFFICREPORT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Tree Management Plan	TREE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Unit Title Plan	UNIT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Utilities Diagram	UTILITIES-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Valuation Certificate	VALUE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Valuation Report	ASSESSMENTCUC-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Vegetation Report	VEGETATIONREPORT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Unit Title Plan	UNIT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Vegetation Report	VEGETATIONREPORT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Waste Management Plan	WASTE-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Waste Management Report	WASTEREPORT-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF
Water Management Plan	WATER-200xxxxxx- <small>{optional free text 25 characters}</small> -01.PDF