

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.

Naming of documents

Please use the naming conventions as per the table below. The naming of these documents should accurately reflect the type of document submitted.

Optional free text 25 characters

This field can be used to further describe a particular document or plan, such as elevations, floor plans, and entity advice.

For example:

ELEV-south and north-01.PDF

ELEV-east and west-01.PDF

FLOORREG-Ground-01.PDF

FLOORREG-First-01.PDF

SECTION-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 -{optional free text 25 characters}01.PDF
Application Form	APP -{optional free text 25 characters}01.PDF
Block Detail	BLOCKDETAIL -{optional free text 25 characters}01.PDF
Building Envelope	BUILDENV -{optional free text 25 characters}01.PDF
Bushfire Management Plan	BUSHFIREMANAGE -{optional free text 25 characters}01.PDF
Colour Sample Schedule	COLOUR -{optional free text 25 characters}01.PDF
Composite Streetscape Elevation	COMPSTREET -{optional free text 25 characters}01.PDF
Concept Master Plan	CONCEPTMASTER -{optional free text 25 characters}01.PDF
Concept Plans	CONCEPTPLAN -{optional free text 25 characters}01.PDF
Consultation report with neighbours	CONSULTATION -{optional free text 25 characters}01.PDF
Cross Sections	CROSSECT -{optional free text 25 characters}01.PDF
DA General Correspondence	DACORRESPONDENCE -{optional free text 25 characters}01.PDF
DA Miscellaneous	MISC -{optional free text 25 characters}01.PDF
DA Supporting Documents	SUPP -{optional free text 25 characters}01.PDF
Demolition Plans	DEMO -{optional free text 25 characters}01.PDF
Deposited Plan Lodged with DA	DEPOSITEDPLAN -{optional free text 25 characters}01.PDF
Developer Intention	DEVINTENTION -{optional free text 25 characters}01.PDF
Design Plan	DESIGN -{optional free text 25 characters}01.PDF
Driveway Plan	DRIVEWAYPLAN -{optional free text 25 characters}01.PDF
Elevation Plans	ELEV -{optional free text 25 characters}01.PDF
Energy Audit	ENERGYAUDIT -{optional free text 25 characters}01.PDF
Environmental Impact Statement	EIS -{optional free text 25 characters}01.PDF
Environmental Management Plan	ENVMANAGE -{optional free text 25 characters}01.PDF
Environmental Report	ENVIRONMENTALREPORT -{optional free text 25 characters}01.PDF
Entity Advice	ENTITYADVICE -{optional free text 25 characters}01.PDF
Estate Development Plan	ESTATEDEVPLAN -{optional free text 25 characters}01.PDF
Fill Plan	FILLPLAN -{optional free text 25 characters}01.PDF
Floor Plans – Assessment (residential only)	%FLOORASSESS -{optional free text 25 characters}01.PDF
Floor Plan – Public register & Notification	FLOORREG -{optional free text 25 characters}01.PDF
Full Valuation Report	%ASSESSMENTCUC -{optional free text 25 characters}01.PDF
Hydraulics Plans	HYDRAULICS -{optional free text 25 characters}01.PDF
Hydraulics Reports	HYDRAULICSREPORT -{optional free text 25 characters}01.PDF
Landscape Plan	LSCAPE -{optional free text 25 characters}01.PDF
Landscape Management & Protection Plan	VERGE -{optional free text 25 characters}01.PDF
Landscape Master Plan	LSCAPEMASTER -{optional free text 25 characters}01.PDF
Land Use Plan	LANDUSE -{optional free text 25 characters}01.PDF
Letter of Appointment	APPOINT -{optional free text 25 characters}01.PDF
Letter of Authority to Lodge from ACTPLA	LETTER -{optional free text 25 characters}01.PDF
List of Drawings & Documents	INDEX -{optional free text 25 characters}01.PDF
List of Interested Parties	INTPARTY -{optional free text 25 characters}01.PDF
Locality Plan	LOCALITY -{optional free text 25 characters}01.PDF
Model	MODEL -{optional free text 25 characters}01.PDF
Noise Management Plan	NOISE -{optional free text 25 characters}01.PDF
Off road	OFFROAD -{optional free text 25 characters}01.PDF

Offsite Works	OFFSITWORKS -{optional free text 25 characters}01.PDF
On-Street Parking Plan	ONSTREET -{optional free text 25 characters}01.PDF
Opportunities and Constraints Plan	OPPANDCONST -{optional free text 25 characters}01.PDF
Owners Corporation Approval	OWNCORPAPPROVAL -{optional free text 25 characters}01.PDF
Parking Plan	PARKING -{optional free text 25 characters}01.PDF
Perspective View	PERSP -{optional free text 25 characters}01.PDF
Photos	PHOTO -{optional free text 25 characters}01.PDF or JPEG
Planning Control Plan	PLANNINGCONTROL -{optional free text 25 characters}01.PDF
Plans	PLAN -{optional free text 25 characters}01.PDF
Power of Attorney	%POWER -{optional free text 25 characters}01.PDF
Pre-Application Written Advice	PREAPPADV -{optional free text 25 characters}01.PDF
Road Details Plan	ROADDETAILS -{optional free text 25 characters}01.PDF
Road Hierarchy & Traffic Analysis Plan	ROADHIERACHY -{optional free text 25 characters}01.PDF
Road Long Sections	ROADLONGSECT -{optional free text 25 characters}01.PDF
Roof Plans	ROOF -{optional free text 25 characters}01.PDF
Sample Board	SAMPLE -{optional free text 25 characters}01.PDF or JPEG
Section 144 Statement – Amendment	S144STATE -{optional free text 25 characters}01.PDF
Section 165 Statement – Conditions of Approval	S165STATE -{optional free text 25 characters}01.PDF
Sections	SECTION -{optional free text 25 characters}01.PDF
Sewer Master Plan	SEWER -{optional free text 25 characters}01.PDF
Erosion and Sediment Control	SEDIMENT -{optional free text 25 characters}01.PDF
Shadow Diagrams	SHADOW -{optional free text 25 characters}01.PDF
Site Analysis	SITEANALYSIS -{optional free text 25 characters}01.PDF
Site Plan	SITE -{optional free text 25 characters}01.PDF
Slope Analysis Plan	SLOPEANALYSIS -{optional free text 25 characters}01.PDF
Spoil Management Plan	SPOIL -{optional free text 25 characters}01.PDF
Staging Plan	STAGING -{optional free text 25 characters}01.PDF
Statement Against Criteria	SCRITERIA -{optional free text 25 characters}01.PDF
Stormwater Master Plan	SWMASTER -{optional free text 25 characters}01.PDF
Stormwater – Onsite Stormwater retention/reuse	STORM -{optional free text 25 characters}01.PDF
Stormwater Report	STORMWATERREPORT -{optional free text 25 characters}01.PDF
Survey Plans	SURVEY -{optional free text 25 characters}01.PDF
Survey Certificate	SURVEYCERT -{optional free text 25 characters}01.PDF
Survey (Draft Survey Plan)	DRAFTSURVEY -{optional free text 25 characters}01.PDF
Traffic Report	TRAFFICREPORT -{optional free text 25 characters}01.PDF
Tree Clearance	TREECLR -{optional free text 25 characters}01.PDF
Tree Management Plan	TREE -{optional free text 25 characters}01.PDF
Tree Survey	TREESURVEY -{optional free text 25 characters}01.PDF
Unit Title Plan	UNIT -{optional free text 25 characters}01.PDF
Utilities Diagram	UTILITIES -{optional free text 25 characters}01.PDF
Valuation Certificate	VALUE -{optional free text 25 characters}01.PDF
Vegetation Report	VEGETATIONREPORT -{optional free text 25 characters}01.PDF

Waste Collection Plans	WASTECOLLECTION -{optional free text 25 characters}01.PDF
Waste Management Plan	WASTE -{optional free text 25 characters}01.PDF
Waste Management Report	WASTEREPORT -{optional free text 25 characters}01.PDF
Water Management Plan	WATER -{optional free text 25 characters}01.PDF
Water Sensitive Urban Design Outcomes Plan	WATERURBANDESIGN -{optional free text 25 characters}01.PDF
Water Supply Master Plan	WATERSUPP -{optional free text 25 characters}01.PDF