



- **Digital requirements for development applications**

Electronic documents lodged with your application must satisfy the following criteria.

**Accuracy**

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

**Files**

All documents must be in PDF or PDF/A format. 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 formatted and optimised in a minimum size for online publishing. Files larger than 25MB should be broken up into logical parts and supplied as separate files. Zip files shouldn't be used.

**Plans**

Plans should be grouped together in their relevant plan type. Plans must be to scale and the scale should be clearly displayed on every page. The scale needs to state the original plan size, for example: 1:100 and separately state the original sheet size or 1:100 at A3. Plans need to be in landscape orientation.

Colour plans are highly desirable and are to have a resolution between 300 and 900dpi. Black and white plans may be accepted on the basis that they are created in grayscale at a resolution of at least 300dpi.

**Public access to your application**

Supporting documents must not contain any personal or financial information. Documents provided with an application will be available in line with the Government Information Public Access (GIPA) Act 2009.

## **Naming conventions**

All document titles must follow the Hornsby Shire Council's style.

For example, Site plan – 296 Peats Ferry Road, Hornsby or

Sections - 296 Peats Ferry Road, Hornsby.

Aboriginal culture heritage report [insert address]

Air quality report [insert address]

Architectural plans [insert address]

Arborist report [insert address]

Access report [insert address]

Acid sulphate soils report [insert address]

Acoustic report [insert address]

BASIX certificate [insert address]

BCA performance requirements compliance statements [insert address]

Biodiversity assessment method letter [insert address]

Biodiversity assessment report [insert address]

Bushfire report [insert address]

Car parking and vehicle assessment report [insert address]

Civil engineering plan [insert address]

Clause 4.6 variation request [insert address]

Contamination/remediation action plan [insert address]

Costs estimate report [insert address]

Design verification statement [insert address]

Disabled access plan [insert address]

Elevations [insert address]

Environmental impact statement [insert address]

Erosion and sediment control plan [insert address]

Fire safety upgrade report [insert address]

Flood risk management report [insert address]

Floor plans [insert address]  
Geotechnical report [insert address]  
Hydrogeological report [insert address]  
Heritage impact statement [insert address]  
Landscape plan [insert address]  
Notification plans [insert address]  
Performance solution document [insert address]  
Photomontage [insert address]  
Plan of management [insert address]  
Political donations and gift disclosure statement [insert address]  
Proposed and existing fire measures [insert address]  
Proposed subdivision plan [insert address]  
Salinity assessment [insert address]  
Schedule of colours, materials and finishes [insert address]  
Sections [insert address]  
Shadow diagrams [insert address]  
Site plan [insert address]  
Social impact assessment [insert address]  
Species impact statement [insert address]  
Statement of environmental effects [insert address]  
Stormwater drainage plan [insert address]  
Structural engineers report [insert address]  
Survey plan [insert address]  
Traffic report [insert address]  
Voluntary planning agreement  
Waste management plan [insert address]