

## → CHANGES TO LODGEMENT REQUIREMENTS [Development Applications (DAs), Review of Determination (S82A) and Modification to Development Application (S96)]

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As part of Wollongong City Council's commitment to continuous improvement and accessible information, a new initiative is being introduced by Council's City Planning Division to improve the current process for lodging development applications as well as making information more easily accessible for our customers.

Commencing 10 May 2010, applicants will be required to provide the following at lodgement stage:

- i) A **digital copy** of all plans and associated documents; and
- ii) Four (4) hardcopy sets of all plans and associated documents.

**NB:** The same requirements will apply to additional information or amended plans submitted after lodgement. Applications requiring integrated development concurrence are still required to provide an additional hardcopy set for each State Agency.

The benefits that this initiative will bring to the applicant are as follows:

- (a) Application plans (excluding residential floor plans) and associated documents will be electronically displayed on Council's website during exhibition period;
- (b) Customers will be able to view such documentation by accessing Council's website, without having to visit the Customer Service Centre in person;
- (c) Easier copying of information during the exhibition period, to meet Council's statutory requirements;
- (d) Assessing officer will be able to extract relevant excerpts into assessment reports; and
- (e) An improvement in processing times.

For customers who may not have access to a personal computer or internet facilities, applications that are placed on exhibition will still be available for viewing at Council's Customer Service Centre, located on the Ground Floor of the Administration Building.

### **LODGEMENT WITHOUT DIGITAL COPY – ADDITIONAL COST**

Whilst it is not mandatory at present for applicants to submit a digital copy of the application, additional information or amended plan(s) at lodgement, failure to do so will delay the processing of the application. As from 1 July 2010, a new application scanning fee will apply to any development application, additional information or amended plan(s) submitted without a digital copy. The scanning fee will be based on the estimated cost of development.

### **ELECTRONIC FILE FORMAT REQUIREMENTS**

Files must be provided in Portable Document Format (PDF). Ideally, documents should be exported from CAD or similar software directly to PDF or through PDF converter software. PDF conversion services are available on the internet and any local printing and photocopying service providers (charges may apply).

**Any photos provided are to be in JPEG format.**

### **FILE SIZES**

Each document, plan (particularly residential floor plans), drawing or report should be saved as a separate file.

Any PDF file larger than 10MB will need to be split into separate PDF files.

### **FILE NAMING**

File names should be descriptive and include the file type extension (eg PDF). An example of the preferred file name structure is as follows:

### Description of Plan or Document

- Site Plan
- Floor Plan (eg Ground Floor/First Floor/Second Floor)
- Elevation Plan (eg North/South/East/West)
- Shadow Diagram
- Geotechnical Report
- Flood Study
- Traffic Study
- Statement of Environmental Effects
- Accompanying Letter
- Etc

### Plan or Document Number and Version

- Number 123456
- Number 1A
- Number A-123 Version 6
- Etc

### Plan or Document Date

Preferably in DDMMYYYY format (eg 12112009)

### PLAN SCALE

Plans should be provided in PDF format and drawn to scale clearly displayed on all plan sheets, either:

- i) Show a scale eg "1:200" **and** separately state the original sheet size eg "A3"; or
- ii) Show scale as "1:200 @ A3"

### CITY CENTRE 3D MODEL (IF APPLICABLE)

Please refer to the 3D Model Fact Sheet for further information on submission requirements for 3D building models.

### AVAILABLE SCANNING OPTIONS

Council's Central Library has a scanning facility available for library members. This would be beneficial for applicants lodging minor development applications on A4 size documentation and plans (A4 document scanner only). Both the scanning facility and library membership are free. Customers may purchase compact discs (CDs) and USB devices from the Reference Library's Front Desk Counter, which is located on Level 1 of the Council Administration Building (access via Library on Ground Floor).

Scanning can also be done at a number of local printing and photocopying service providers. Please refer to the local Yellow Pages for details.

### FURTHER INFORMATION

Should you have any enquiries regarding the new lodgement requirements or would like to obtain further information, please contact Council's Customer Service Centre on (02) 4227 7111 during office hours, Monday to Friday.

### Disclaimers

This information was believed to be correct at the date of its publication.

This information is for general information purposes only and should not be relied upon for legal advice.

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