



Sustainable Development Factsheet

Digital Requirements for Development and Associated Applications

To formally lodge a development application and associated applications, Byron Shire Council requires an electronic copy of all plans and documentation to be submitted on a USB or disc. The USB/disc will become the property of Council.

The application may be published online for exhibition purposes. It is the applicant's responsibility to ensure other documents submitted with the application do not contain any personal or financial information.

The application form must be also saved on a USB/disc separately and labelled as per the naming conventions listed below.

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

Accuracy

Electronic documents submitted to the Council **must be exact and fully legible reproductions** of the original documents or plans.

File Format

All documents must be submitted in PDF or PDF/A format. All security settings such as password protection and editing restrictions must be disabled.

The plans and documentation should not be scanned and must be directly created or converted into PDF or PDF/A format where possible.

Documents

All documents must be A4 formatted and optimised for minimum size (online publishing). Files larger than **5MB** must be broken up into logical parts and supplied as separate files.

Note: Subfolders and zip files should not be used.

Plans

Plans should be saved in PDF format, **grouped together with their relevant plan type**, and should be titled using Council's required naming conventions below.

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 (eg A3), or
- 1:100@A3

Plans must also be rotated to landscape and provided in PDF format. Plans should not be scanned and must be directly created or converted into PDF or PDF/A format where possible.

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.

Photos / Photomontages

Photos are to be provided as PDF or PDF/A format.

Public Exhibition of Your Development Proposal

Council will publish details of all applications on its website. Documentation provided with an application will also be accessible in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

Naming Conventions

To improve their accessibility and management, all plans and documents submitted must have titles that match the relevant Council's naming conventions listed below.

Document Description	Property Address
Application Form	[insert property address]
Arborist Report	[insert property address]
Access Report	[insert property address]
Acid Sulphate Soil Investigation Report	[insert property address]
Acoustic Report	[insert property address]
BASIX Certificate	[insert property address]
Contamination Report	[insert property address]
Cost of Development Report	[insert property address]
Design Verification Statement (SEPP 65)	[insert property address]
Disabled Access Plan	[insert property address]
Elevations	[insert property address]
Floor Plans	[insert property address]
Geo-Technical Report	[insert property address]
Heritage Impact Statement	[insert property address]
Landscape Plan	[insert property address]
Owners Consent	[insert property address]
Photomontage	[insert property address]
Plan of Management	[insert property address]
Proposed and Existing Fire Safety Measures	[insert property address]
Schedule of Colours & Materials	[insert property address]
Sections	[insert property address]
Shadow Diagrams	[insert property address]
Site Plan	[insert property address]
Statement of Environmental Effects	[insert property address]
Stormwater Drainage Concept Plan	[insert property address]
Subdivision Plan	[insert property address]
Survey Plan	[insert property address]
Traffic Report	[insert property address]
Waste Management Plan	[insert property address]
3D Model	[insert property address]

For example:

'Site Plan – 123 Smith St Byron Bay' or 'Owners Consent – 123 Smith St Byron Bay'.

Further Information

Development Support Officers

PO Box 219, (Station Street) Mullumbimby NSW 2482

P 02 6626 7025 F 02 6684 3018

W www.byron.nsw.gov.au E DSO@byron.nsw.gov.au

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