

Plan Standards

Guidelines for Lodging Electronic Documents

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Since October 2016 the City of Newcastle (CN) has been accepting electronic documents **only** for applications related to building and development. This document aims to detail the standards that are required for the submission of electronic documents.

What applications are entirely electronic?

All building development related applications are processed entirely electronically, with the exception of applications for Subdivision Certificates.

All documents submitted with an application must be formatted in accordance with the guidelines provided in this document and supplied to CN on a CD rom or non-returnable USB stick.

PDF format

All documents must be submitted as unsecured pdf's, no greater than 5Mb in size. Where the file exceeds 5Mb, it should be split into logical parts and supplied as separate files. This will enable CN to work with the documents, mark them up and return them to you if required. To confirm the size of a document 'right click' on the document and select 'Properties', the size of the document will be shown.

Plan and Document Quality

The plans should be prepared in accordance with the following specifications:

- Contain a plan number, version number and date.
- Black and white plans are to be a resolution of 300dpi. Colour plans are to be of a lower resolution.
- Documents prepared by consultants are not to contain signatures and other personal information.
- Plans should not contain multi layers.
- Plans and documents should not have security placed on them, as this prevents CN from stamping the plans.

DA Tracking

In accordance with the requirements of the Government Information Public Access (GIPA) Act 2009, the details of applications for Development Applications, Modifications and Reviews are displayed on CN's website via the DA Tracking system.

The accurate compilation and naming of documents assists the public and government agencies to download and identify information that they may require about the application.

Amended plans and documents

Where amended plans and documents are submitted they:

- Must highlight amendments to the plan/s either in colour or markings.
- Contain an updated version number and new date.
- Can only be emailed (mail@ncc.nsw.gov.au) if they do not exceed 5MB

File Names

The documents are to be named in accordance with the table in this document, capturing the type of document and the address of the property i.e. Application form - Unit 1 252 King Street Newcastle.

Where documents are not prepared in accordance with these guidelines, applications will be returned to the applicant for reformatting.

Amended Plans/Documents	
<ul style="list-style-type: none"> • Amended Plans/Documents – Type of Information- Application number – Address • Amended Plans – Architectural Set – Version 3 – Application number – Address • Amended Plans – Architectural set - version 3 - Application number – Address • Amended Plans – details of plans amended - version no (i.e. eastern elevation and floor plan - version 3) - Application number – Address 	
Application form and checklists - Property Address	
Application form - Property Address	
Checklist - Property Address	
Architectural Plans - Property Address	
<ul style="list-style-type: none"> • Elevations and Sections - Property Address • Floor Plans - Property Address • Landscape Plan - Property Address • Notification Plan - Property Address • Schedule of External Finishes - Property Address 	It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.
Statement of Environmental Effects - Property Address	
<ul style="list-style-type: none"> • Statement of Environmental Effects - Property Address • LEP Clause 4.6 variation - Property Address • Site Photographs - Property Address • Photomontage - Property Address 	It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.
Engineering Plans - Property Address	
<ul style="list-style-type: none"> • Access, Parking & Roadworks Plan - Property Address • Erosion & Sediment Control Plan – Property Address • Storm water Management Plan – Property Address • Structural Engineering Plans - Property Address • Water Cycle Management Plan – Property Address 	It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.
Supporting Documents - prepare as separate documents	
Acid Sulphate Soil Assessment - Property Address	
Acoustic Report - Property Address	
Arborist Report – Property Address	
Architectural 3D Computer Model – Property Address	
BASIX Certificate – Property Address	
Bushfire Report – Property Address	
Coastal Hazard/Beach Frontage – Property Address	
Cost Estimate – Property Address	
Crime & Safety Report – Property Address	
Design Verification Statement (SEPP 65) – Property Address	
Disability Access Report – Property Address	
Fire Safety Schedule – Property Address	
Flora and Fauna Assessment - Property address	
Flooding Assessment – Property Address	
Geotechnical Report – Property Address	

Heritage Impact Statement – Property Address
Hunter Water Stamped Plans - Property Address
Mines Stamped Plans - Property Address
Owner Builder Permit - Property address
Shadow Analysis Diagrams – Property Address
Site Contamination Assessment – Property Address
Social Impact Assessment - Property Address
Specification - Property address
Survey Plan – Property Address
Traffic & Parking Report – Property Address
Visual Assessment Report - Property address
Waste Management Report – Property Address