

Electronic Lodgement Recommended

OPTION 1 - (Electronic)

Upload application to Objective Connect


1. Contact Council's Customer Service Team to create your Objective Connect account linked to Council's workspace.

If you already have an Objective Connect account that is linked to Council's workspace, please proceed to step 2.

2. Visit www.objectiveconnect.com and upload documents (see instructions below).
3. Council will download application and email you with required fees and payment details.
4. To complete lodgement, payment must be made within 2 business days of receipt of payment email.

Please ensure that you have completed your payment within 2 business days to avoid cancellation of your application.


Please ensure your files meet the following requirements



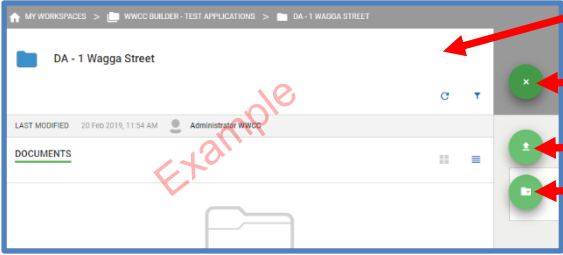
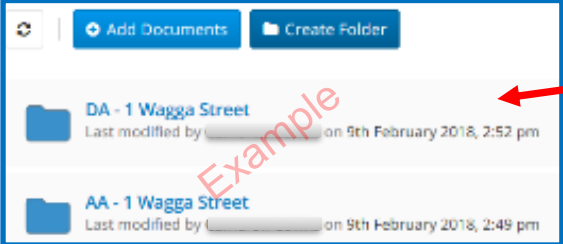
Electronic File Upload

Option 1 only

Contact Council to create your Objective Connect account then visit www.objectiveconnect.com



Folders –Ensure that applications are uploaded to separate folders when uploading to Objective Connect.

Your workspace in Objective Consent will look similar to this.

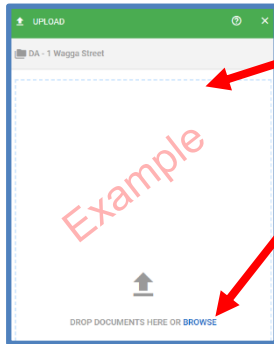
Click here to access the 'upload' and 'new folder' buttons

Click here to upload your files

Click here to create a new folder

Name folders using application type and the street address, e.g. "DA – 1 Wagga Street" or "CC – 2 Riverina Street".

Upload – Ensure that files are are uploaded as per the following instructions.



The upload button will open this screen.

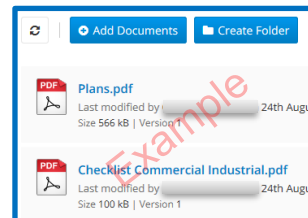
Click browse to access your documents

Important – from your browser, select ALL required documents and open/upload together.

It is important to upload documents together as once any document has been uploaded, Council will automatically be notified that an application is ready for download.

File Format – Ensure that:

- all documents are uploaded to Objective Connect in PDF format and as separate documents in accordance with the checklist requirements and the naming convention.
- any security settings or passwords have not been applied all documents are virus free.



Accuracy – Ensure that all documents and plans:

- have been converted electronically rather than printed and scanned, where possible;
- have been scanned (where applicable) to a minimum resolution of 300dpi; and
- are exact reproductions of the originals including the reproduction of any colour.

Documents – Ensure that all documents are A4 formatted.

Plans - Ensured that all plans:

- are to scale - with scale clearly identified (e.g. 1:100, 1:200);
- include a notation of the original sheet size (e.g. A3, A1); and
- have been rotated to landscape orientation.

Naming Convention – Ensure that all documents and plans have been saved with titles that match the naming convention contained in checklists.