



Electronic Lodgement Recommended

OPTION 2 - (Electronic)

Save your application to USB or CD

1. Save documents to USB/CD (see checklists)
2. Bring your USB/CD to Council's Customer Service Centre to pay application fee and to complete lodgement of your application.

OR

Post Application to Council. Upon receipt, Council will download documents from USB/CD and email you with required fees and payment details.

3. To complete lodgement, payment must be made within 2 business days of receipt of payment email.

If posting, the USB drive or CD will become the property of Council and will be destroyed once the documentation has been uploaded onto Council's electronic filing system.

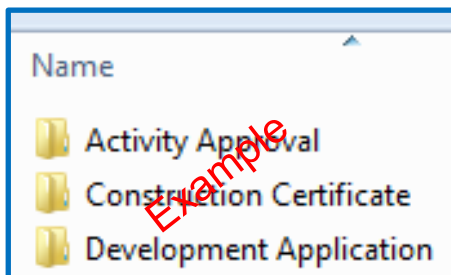
Please ensure your files meet the following requirements



Electronic File USB/CD

Option 2 only

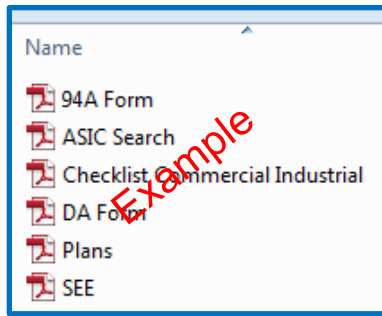
Folders – Ensure that applications are saved to separate folders.



When applying for multiple application types, name folders using application type, e.g. 'Development Application', 'Construction Certificate' and/or 'Activity Approval'

File Format – Ensure that:

- all documents are saved/submitted 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 - Ensure 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 the checklists.

Posting the USB/CD - When posting the USB drive or CD containing my application, complete, print and enclose the “**Postal Cover Sheet**” to ensure that the USB/CD can be correctly identified as a Development Application upon receipt by Council.

The USB drive or CD will be destroyed by Council once the documentation has been uploaded onto Council’s electronic filing system.