

FILE NAMING PROTOCOL FOR APPLICANTS AND CERTIFIERS

Purpose of the File Naming Protocol

When applying for an approval, such as Development Application, Construction Certificate and a Complying Development Application - compliance with the File Naming Protocol is encouraged in creating a PDF file as it enables the contents of your file to be clearly identified. This also assists with record keeping and access to information processes.

The following table lists the most common file names that applicants are encouraged to use.

Please note :

- i. Architectural plans (including site plan, floor plans, elevations, sections etc) may be submitted as 1 PDF providing the file size does not exceed 35 mega bytes.
- ii. Any PDF submissions exceeding 35 mega bytes, must be submitted as individual PDF's utilising the following file naming protocol.
- iii. This document contains 2 file naming sections - 1 section specific for Private Certifiers and 1 section specific for applicants submitting DA's/CC's

File Naming Protocol for Certifiers -

Submission of a Construction Certificate, Complying Development Application and Occupation Certificate

Complying Development Certificate	Construction Certificate
Occupation Certificate	Part Occupation Certificate
Plans and Documents	Modified Complying Development Certificate

File Naming Protocol For Applicants -

Submission of a Development Application, Construction Certificate and Complying Development Application

Acoustic Report	
Activity Application Form - Part A	Activity Application Form - Part B
Amended Plans <insert date>	Architectural Plans
Asbestos Removal Certificate	
Basix Certificate	
Certificate of Accreditation	Certificate of Insurance
Certificate of Structural Adequacy	Checklist
Compliance Certificate Distribution of Electricity	
Complying Development Form - Part A	Complying Development Form - Part B
Construction Certificate Form - Part A	Construction Certificate Form - Part B
Contamination Report	Cost Report
Crime Risk Assessment	
Demolition Plan	
Development Application Form - Part A	Development Application Form - Part B

Elevations	Engineers Plans / Details
Environmental Management Plan	Erosion and Sediment Plan
Fee's Payable / Quote	Fire Safety Details
Floor Plans	
Home Warranty Insurance	
Integrated Development Referral	
Kerb and Gutter Form	
Landscape Bond Refund Form	Landscape/Site Coverage Plan
Linen Plan	
Modification Application Form - Part A	Modification Application Form - Part B
Nathers Certificate	Notice of Commencement
Notification Plans	
Owner Builder Permit	Owners Consent
Petition	
Request Extension of Time	Response from External Authority
Roof Plan	
Saline Certificate	Schedule of Finishes
Section	
Section 8.2 Review Form - Part A	Section 8.2 Review Form - Part B
Shadow Diagrams	Site Plan
Smoke Detector Certificate	Specification
Statement of Environmental Effects	Stormwater Concept Plan/Hydraulics
Stormwater Details	Structural Certificate
Subdivision Plan	Submission
Survey Plan / Report	Sydney Water Approved Plans
Termite Certificate	Title Search
Waste Management Plan Waste Management Plan	

For further information

Should you require additional information or advice, please contact Council's Customer Service team on 9725-0222.

Copies of forms and checklists to be completed and submitted with an application / certificate are available at Council's Administration Centre or alternatively, visit Council's website to access forms, checklists and DCP's.