

All hard copy Development Applications must be accompanied by a CD, DVD or USB drive with electronic files containing all documentation. This requirement also applies to additional or amended information during the development assessment process.

### WHY ELECTRONIC FILES?

Providing electronic files allows us to upload application details onto our website. This speeds up the development assessment process while providing better quality images for viewing by Council staff and Customers.

### DIGITAL REQUIREMENTS

- All documents (including written documents) and plans must be submitted on CD, DVD or USB
- PDF format
- Documents must be submitted as individual files. E.g. Application Form, Floor plans, Statement of Environmental Effects, Political Donations
- Not password protected
- Floor Plans must be separate to all other plans. I.e. Landscape plan, site plan, elevation plan etc.
- **Landscape Plans must not contain floor plan details.**
- Do not place signatures on supporting documents or plans. i.e. Waste Management Plan, Statement of Environmental Effects etc.
- Individual files must not exceed 20MB. Large files must be split into smaller size files.

### HOW SHOULD I STRUCTURE MY ELECTRONIC FILES?

Electronic files provided to Council should be provided using the naming convention outlined below. This allows Council to readily access relevant documents in a timely manner.

DOCUMENT TYPE	DOCUMENT DESCRIPTION (example) NB: Address Format is: 3 Columbia Court, Baulkham Hills
Acoustic Report	Acoustic Report - Address
Application Form	Application Form - Address
Archaeological Assessment	Archaeological Assessment - Address
Assessor Certificate	ABSA Certificate - Address
BASIX	BASIX Certificate - Address
Bush Fire Risk Assessment	Bush Fire Assessment - Address
Checklist	Checklist - Address
Colour Schedule	Colour Schedule - Address
Concept Engineering Plan	Concept Engineering Plan - address
Concept Service Utility Plan	Concept Service Utility Plan - address
Concept Stormwater Management Plan	Concept Stormwater Management Plan - Address
Cost Summary	Cost summary - Address
Environmental Impact Statement	Environmental Impact Statement - Address
Flood Study Report	Flood Study Report - address
Flora/Fauna Assessment Report	Flora/Fauna Assessment Report - Address
Geotechnical Report	Geotechnical Report - Address
Heritage Impact Statement	Heritage Impact Statement - Address
Light Spill Diagram	Light Spill Diagram - Address
On-site Sewer Management Plan / Report	On-site sewer management plan / report - address
Onsite Stormwater Detention (OSD)	OSD Plan - Address
Plans - Architectural Plans - All on one sheet	(Identify plans eg. Floor Plans, Elevations) - Address
Plans - Notification (Floor Plan excluded).	Notification Plan - Address
Plans - Architectural Plans - Elevations/Sections	Elevations/Sections Plan - Address

Plans - Floor Plan	Floor Plan - Address
Plans - Landscaping	Landscaping Plan - Address
Plans - Parking & Access	Parking & Access Plan- Address
Plans - Plan of Subdivision	Plan of Subdivision - Address
Plans - Shadow Diagrams	Shadow Diagram - Address
Plans - Site	Site Plan - Address
Plans - Structural Engineers Details	Structural Engineers Details - Address
Plans - Survey	Survey Plan - Address
Political gift disclosure Statement	Political gift disclosure Statement - Address
Quantity Surveyors Report	Quantity Surveyors Report - Address
Site Contamination Report	Site Contamination Report - Address
Specifications	Specifications - Address
Statement of Environmental Effects	Statement of Environmental Effects - Address
Stormwater Drainage Details/Report	Stormwater Report - Address
Traffic Report	Traffic Report - Address
Waste Management Plan	Waste Management Plan - Address
Waste Management Report	On-site Waste Management Report - Address
Amended Plans / Supply of Additional Information	DA Number - Additional Information - Address

*Please note: Documents and plans are made available for viewing on The Hills Shire Council Website.*

**FURTHER INFORMATION**

If you are unsure, please ask - Time spent early may avoid delays later  
**Customer Service Centre:** 3 Columbia Court, Baulkham Hills NSW 2153  
**General Enquiries Phone:** 9843 0555

**Duty Town Planner:** 9843 0469  
**Duty Subdivision Engineer:** 9843 0374  
**Duty Building Surveyor:** 9843 0470

**Hours:** 8:30am to 4:30pm, Monday to Friday  
**Website:** [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

**THE HILLS SHIRE COUNCIL**

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