

Electronic Documentation – File Naming Conventions

When submitting your application to Council, the following file naming conventions apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in the relevant Checklist.

To preserve the integrity of application documentation across multiple platforms, digital files must be supplied in portable document format (PDF). The example below is to assist and guide you in naming all plans and supporting documentation associated with your application

Please **follow the format exactly as it appears below**, capturing the relevant property address for your application into each document title, for example: **Landscape Plan - 62 Flushcombe Road, Blacktown¹ – Jones²**. This will assist ease of location and consistency in storage of your documents in Council's electronic document management system.

Access Report	Property Address ¹	Applicant Surname ²
Acid Sulphate Soil Investigation Report	Property Address ¹	Applicant Surname ²
Acoustic Report	Property Address ¹	Applicant Surname ²
BASIX Certificate	Property Address ¹	Applicant Surname ²
Contamination Records	Property Address ¹	Applicant Surname ²
Design Verification Statement (SEPP 65)	Property Address ¹	Applicant Surname ²
Development Application Form	Property Address ¹	Applicant Surname ²
Driveway Profile Plan	Property Address ¹	Applicant Surname ²
Elevations	Property Address ¹	Applicant Surname ²
Food Evacuation/Management Plan	Property Address ¹	Applicant Surname ²
Floor Plans	Property Address ¹	Applicant Surname ²
Geo-Technical Report	Property Address ¹	Applicant Surname ²
Heritage Impact Statement	Property Address ¹	Applicant Surname ²
Landscape Checklist	Property Address ¹	Applicant Surname ²
Landscape Plan	Property Address ¹	Applicant Surname ²
Owner's Consent	Property Address ¹	Applicant Surname ²
Photomontage	Property Address ¹	Applicant Surname ²
Plan of Management for Use	Property Address ¹	Applicant Surname ²
Proposed and Existing Fire Safety Measures	Property Address ¹	Applicant Surname ²
Schedule of Colours and Materials	Property Address ¹	Applicant Surname ²
Sections	Property Address ¹	Applicant Surname ²
Shadow Diagram in Elevation and Section	Property Address ¹	Applicant Surname ²
Shadow Diagram in Plan Form	Property Address ¹	Applicant Surname ²
Site Plan	Property Address ¹	Applicant Surname ²
Soil and Water Management Plan	Property Address ¹	Applicant Surname ²
Soil Contamination Report	Property Address ¹	Applicant Surname ²
Statement of Environmental Effects	Property Address ¹	Applicant Surname ²
Stormwater Certification	Property Address ¹	Applicant Surname ²
Stormwater Checklist	Property Address ¹	Applicant Surname ²
Stormwater Drainage Concept Plan	Property Address ¹	Applicant Surname ²
Street Numbering Plan or Schedule	Property Address ¹	Applicant Surname ²
Subdivision Plan	Property Address ¹	Applicant Surname ²
Survey Plan	Property Address ¹	Applicant Surname ²
Traffic Report	Property Address ¹	Applicant Surname ²
View Corridor Analysis	Property Address ¹	Applicant Surname ²
Waste Management Plan	Property Address ¹	Applicant Surname ²
Wind Tunnel Testing Report	Property Address ¹	Applicant Surname ²

1. Address in the above format.
2. Surname in the above format.