

Electronic Document File Naming Convention

To be used when uploading attachments into the e-portal



Why we need a naming convention

The Department of Planning, Industry and Environment's (DPIE) e-portal requires the upload of documents and limits the number of characters you are allowed to use in the title. This naming convention will assist with ease of location and consistency in storage of your documents in Council's electronic document management system.

What file types can be used

To preserve the integrity of application documentation across multiple platforms, digital files must be supplied in portable document format (PDF). Only MUSIC modelling (sqz file) and the vector file (XML or DWG) for plans of subdivision are the only exceptions to this.

Naming documents

All files required to be submitted with your development application need to follow this naming convention:

Naming convention	Examples
<i>Document Abbreviation_Street Address</i>	P_Site_Analysis_300_Ropes_Crossing_Bv Notification_300_Ropes_Crossing_Bv
You will need to use underscore (_) in place of spaces, and slashes in street numbers such as 1/23 (1_23)	

The **street type abbreviations** to use are:

Type	Abbrev	Type	Abbrev	Type	Abbrev	Type	Abbrev	Type	Abbrev
Alley	Al	Arcade	Ac	Avenue	Av	Boulevard	Bv	Bypass	By
Circuit	Cc	Close	Cl	Corner	Cn	Court	Ct	Crescent	Cr
Drive	Dr	Esplanade	Es	Green	Gn	Grove	Gr	Highway	Hw
Junction	Jn	Lane	Ln	Link	Lk	Parade	Pd	Place	Pl
Ridge	Rg	Road	Rd	Square	Sq	Street	St	Terrace	Tc

The **document abbreviations** to use in the naming of the documents to be submitted are:

Document abbreviations table	
Document required by checklist	Document abbreviation
All Development applications	
Cost summary Report	R_cost_summary
Declaration of Affiliations	Affiliations
Exceptions to development standards	Variation
Notification Plans	P_notification
Owner's Consent	Owners_consent
Pre-Application Meeting (PAM) Minutes	PAM_minutes
Quantity Surveyors (QS) Report	R_cost_QS
Statement of Environmental Effects	SEE
Development application plans (where applicable)	
Cut and Fill Plan	P_cut_fill
Elevations	P_elevations
Floor Plans	P_floor
Landscape Plan	P_landscape
Materials and Finishes	P_materials
Retaining Wall Plan	P_retaining
Sections	P_sections
Shadow Diagram in Elevation and Section	P_shadow_Elev
Shadow Diagram in Plan Form	P_shadow_diag
Site Analysis Plan	P_site_analysis
Site Facilities	P_site_facilities
Site Plan	P_site
Survey Plan	P_survey

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Document abbreviations table	
Document required by checklist	Document abbreviation
Other development application documentation (where applicable)	
Heritage - Statement of Heritage Significance	Heritage
Heritage Conservation Management Plan	Heritage_CMP
Aboriginal Archaeological Significance - Due Diligence Archaeological Report	Heritage_arch
Arboricultural/Arborist (Tree) Report	R_tree
Flora and Fauna Assessment Report	R_flora_fauna
Biodiversity Development Assessment Report (BDAR)	R_biodiversity
Traffic and Car Parking Impact Report	R_Traffic
Bushfire	Bushfire
Demolition	Demolition
Waste Management Plan	P_Waste
Site Contamination	Contamination
Salinity	R_Salinity
Acoustic and Vibration Assessment	R_Acoustic
Accessibility Report	R_Accessibility
BASIX	BASIX
Development applications including subdivision	
Subdivision plan (pdf)	Subdivision_PDF
Subdivision plan (vector)	Subdivision_XML
Subdivision plan (vector)	Subdivision_DWG
Development applications proposing retail, commercial and industrial development	
Plan of Management	P_Management
Installation Details	Installation
Floor space Calculations Plan	P_floor_space
Energy Efficiency Performance Report	R_energy
Development applications proposing residential flat buildings	
SEPP 65 assessment	SEPP65
Design verification statement	Verification
Architectural plans – Full Set	Plans_full_set
Photomontages	Photomontage
Development applications which include signage	
Signage plans	Signage
Statutory Declaration for Home Business	Declaration
Development applications which require engineering plans	
Engineering plans	P_Engineering
Road location plan	P_Roads
Hydrology model	Hydrology_model
MUSIC modelling	MUSIC
On Site Detention (OSD) Plan	OSD
On site Detention (OSD) spreadsheet	OS_spreadsheet
Water quality treatment plan	Water_treatment
Water quality catchment plan	Water_catch
Water Cycle Management plan	Water_cycle
Water Quality Cross Section	Water_x_section
Engineering cross section	Eng_x_section
Drainage plan	P_drainage
Flood catchment map	Flood_map
Flood Study Report	Flood_study
Flood advice letter	Flood_letter