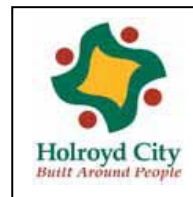


Format Requirements for CD ROM



- CD ROM must contain all plans and documents being lodged.
- All documents (including plans, reports, schedules and statements) need to be in PDF format. Documents that are created in DWG format or other file types will not be accepted.
- Documents are to be a maximum of 1MB.
- Preferably one (1) PDF document on a CD ROM, already merged with all pages in correct order, as per Council's DA submission checklist.
- Documents are NOT to be password protected.
- All pages in documents are to be rotated right side up.

A statutory declaration must also be submitted with the CD ROM confirming the contents of the CD ROM are duplicating the hard copy of the DA documentation.

Council still requires all information to be submitted in hard copy (in addition to the CD ROM copy) as per Council's DA submission checklist.

Please be aware that delays in processing of your application may occur where the contents of your CD ROM are not formatted in accordance with these requirements.

You can contact Council's Customer Service Centre on 9840 9840 if you require further information.