

# Application Lodgement Guidelines

## Purpose

To provide a standardised format for submitting applications for development to Penrith City Council to support efficient lodgement processes.

## Scope

Council requires lodgement of the following development application modification application in digital form through the NSW Planning Portal:

- Development Applications
- Section 4.55 Modification Applications
- Section 4.54 Request for Extension Applications
- Division 8.2 Review of Determination Applications

Compliance with this Guideline may inform whether Council will return applications that are accompanied by incorrectly prepared documents.

## Document Version Schedule

Version Ref.	Version Date
1.	4 September 2015

## Guidelines

### File Naming:

Electronic files provided to Council should be provided using the following naming convention:

- [Document Type] – [Revision Number] dated [Date of revision]

An example of this is "Traffic Report – Revision A dated 03-03-25".

This allows Council to readily access relevant documents in a timely manner and ensure assessment processes correctly identify the correct revision of documents to support the assessment process.

Document titles must not use any special characters:

- ! \* ' ( ) ; : @ & = + \$ , / ? % # [ ]

If an assessing officer requests any supporting documents to be amended, the following naming is to be used:

- Updated [Document Type] – [Revision Number] dated [Date of revision]

An example of this is "Updated Traffic Report – Revision B dated 06-06-25".

This naming convention will help to ensure that officers within the Development Services Department are reviewing the correct versions of plans and reports during their assessments and application processing.

Documents not specifically listed below that are required to accompany an application must still follow the same naming convention.

### **File Preparation:**

- Plans and reports must be batched appropriately within their respective categories.
- Plans must be rendered, flattened & submitted as a Portable Document Format (.pdf)
- Computer-aided design (CAD) files are not supported for application lodgement.
- Files which do not meet standard submission formats, such as MUSIC modelling files, must be collated into a .zip file and named using the standard naming convention.

## **Document Descriptions / Naming Conventions**

The naming conventions of documents have been provided below by categories.

### **1. Planning Documents**

Ref.	Document Type	File Naming Convention
1.1.	Statement of Environmental Effects (SEE)	Statement of Environmental Effects – [Revision Number] dated [Date of revision]
1.2.	Clause 4.6 Variation Request	Clause 4.6 Variation – [Revision Number] dated [Date of revision]
1.3.	Cost Summary Report	Cost Summary Report – [Revision Number] dated [Date of revision]
1.4.	Pre-Lodgement Meeting Letter	PL[Year] – [Application Number] Meeting Letter – [Revision Number] dated [Date of revision]

1.5.	Owner's Consent	Owners Consent – [Revision Number] dated [Date of revision]
1.6	State Government Agency Letter	[State Government Agency Name] Letter – [Revision Number] dated [Date of revision]
1.7.	Letter of Offer to Enter into a Voluntary Planning Agreement	Voluntary Planning Agreement Letter of Offer – [Revision Number] dated [Date of revision]

## 2. Sustainability Rating Certificates

Ref.	Document Type	File Naming Convention
2.1.	BASIX Certificate	BASIX Certificate – [Revision Number] dated [Date of revision]
2.2.	Green Star Certificate	Green Star Certificate – [Revision Number] dated [Date of revision]
2.3.	NABERS Certificate	NABERS Certificate – [Revision Number] dated [Date of revision]

## 3. Survey or Subdivision Information

Ref.	Document Type	File Naming Convention
3.1.	Survey Drawing	Survey – [Revision Number] dated [Date of revision]
3.2.	Surveyors Statement	Surveyors Statement – [Revision Number] dated [Date of revision]
3.3	Section 88B Instrument	88B Instrument – [Revision Number] dated [Date of revision]
3.4	Deposited Plan or Strata Plan	[DP or SP] – [Revision Number] dated [Date of revision]
3.5	Plan of Subdivision	Subdivision Plan – [Revision Number] dated [Date of revision]

## 4. Architectural Plans

Architectural Plans must be combined into a single file. While it is noted that the NSW Planning Portal allows for individual page upload, Council requires that document sets, such as architectural plans, are consolidated into a single file as per below:

Ref.	Document Type	File Naming Convention
4.1.	Site Analysis Plan	Architectural Plans – [Revision Number] dated [Date of revision]
4.2.	Site Plan	
4.3.	Demolition Plan	
4.4.	Basement Floor Plan	
4.5.	Ground Floor Plan	
4.6.	Upper Floor Plan	
4.7.	Roof Plan	
4.8.	Section Drawings	
4.9.	Elevations	
4.10.	Shadow Diagrams / Views from the Sun	
4.11.	Advertising Signage	
4.12.	External Colours and Finishes	
4.13.	Photomontages	
4.14.	3-D Modelling	
4.15.	Plant and Plant Rooms	

## 5. Landscaping

Ref.	Document Type	File Naming Convention
5.1.	Landscape Design Plans	Landscape Plans – [Revision Number] dated [Date of revision]
5.2.	Landscape Sections	
5.3.	Planting Schedule	
5.4.	Landscape Implementation Report	Landscape Implementation Report – [Revision Number] dated [Date of revision]
5.5.	Landscape Maintenance Report	Landscape Maintenance Report – [Revision Number] dated [Date of revision]
5.6.	3 Year Landscaping Report	Landscape 3 Year Landscaping Report – [Revision Number] dated [Date of revision]

## 6. Stormwater and Drainage

Ref.	Document Type	File Naming Convention
6.1.	Drainage Plans (Stormwater)	Stormwater Drainage Plan – [Revision Number] dated [Date of revision]

6.2.	Stormwater and Drainage Report	Stormwater and Drainage Report – [Revision Number] dated [Date of revision]
6.3.	Site and Soil Assessment Report	Site and Soil Assessment Report – [Revision Number] dated [Date of revision]
6.4.	On Site Detention Systems Report	On Site Detention Systems Report – [Revision Number] dated [Date of revision]

## 7. Engineering and Civil

Civil Design Drawings / Plans are required to be combined into a single file. While it is noted that the NSW Planning Portal allows for individual page upload, Council requires that document sets are consolidated into a single file as per below.

Ref.	Document Type	File Naming Convention
7.1.	Engineering Civil Plans	Engineering / Civil Plans – [Revision Number] dated [Date of revision]
7.2	Geotechnical Investigation Report	Geotechnical Report – [Revision Number] dated [Date of revision]

## 8. Flooding

Ref.	Document Type	File Naming Convention
8.1.	Flood Impact Assessment Report / Flood Study	Flood Impact Assessment – [Revision Number] dated [Date of revision]

## 9. Accessibility

Ref.	Document Type	File Naming Convention
9.1.	Access and Adaptability Assessment Report	Access Report – [Revision Number] dated [Date of revision]

## 10. Biodiversity and Vegetation Management

Ref.	Document Type	File Naming Convention
10.1.	Arboricultural Impact Assessment	Arboricultural Impact Assessment – [Revision Number] dated [Date of revision]

10.2.	Tree Protection Plan	Tree Protection Plan – [Revision Number] dated [Date of revision]
10.3.	Tree Management Plan	Tree Management Plan – [Revision Number] dated [Date of revision]
10.4.	Biodiversity Development Assessment Report (BDAR)	Biodiversity Development Assessment Report – [Revision Number] dated [Date of revision]
10.5.	Flora and Fauna Impact Assessment Report	Flora and Fauna Report – [Revision Number] dated [Date of revision]
10.6.	Species Impact Statement	Species Impact Statement – [Revision Number] dated [Date of revision]
10.7.	Vegetation Management Plan	Vegetation Management Plan – [Revision Number] dated [Date of revision]

## 11. Bushfire

Ref.	Document Type	File Naming Convention
11.1.	Bushfire Threat Assessment Report	Bushfire Assessment Report – [Revision Number] dated [Date of revision]

## 12. Contamination

Ref.	Document Type	File Naming Convention
12.1.	Preliminary Contamination Investigation Report	Preliminary Contamination Investigation (Stage 1) – [Revision Number] dated [Date of revision]
12.2.	Detailed Contamination Site Investigation Report	Detailed Contamination Site Investigation Report – Stage 2 – [Revision Number] dated [Date of revision]
12.3.	Site Remedial Action Plan	Site Remedial Action Plan – Stage 3 – [Revision Number] dated [Date of revision]
12.4.	Validation and Site Monitoring Report	Validation and Site Monitoring Report – [Revision Number] dated [Date of revision]
12.5.	Site Audit (Contamination)	Site Audit – Contamination – [Revision Number] dated [Date of revision]
12.6.	Chemical Use and Storage Report	Chemical Use and Storage Report – [Revision Number] dated [Date of revision]

## 13. Environmental Management

Ref.	Document Type	File Naming Convention
13.1.	Dust Suppression Plan	Dust Suppression Plan – [Revision Number] dated [Date of revision]
13.2.	Noise Impact Assessment (Acoustic Report)	Noise Impact Assessment – [Revision Number] dated [Date of revision]
13.3.	Odour Impact Assessment Report	Odour Impact Assessment – [Revision Number] dated [Date of revision]
13.4.	Odour Management Plan	Odour Management Plan – [Revision Number] dated [Date of revision]
13.5.	Plan of Management	Plan of Management – [Revision Number] dated [Date of revision]
13.6.	Salinity Analysis	Salinity Analysis – [Revision Number] dated [Date of revision]
13.7.	Water Management Plan	Water Management Plan – [Revision Number] dated [Date of revision]
13.8.	Wastewater Management Plan (OSSM)	OSSM Plan – [Revision Number] dated [Date of revision]
13.9.	Wastewater Management Report (OSSM)	OSSM Report – [Revision Number] dated [Date of revision]
13.10	Landfill Validation Report	Landfill Validation Report – [Revision Number] dated [Date of revision]

## 14. Heritage

Ref.	Document Type	File Naming Convention
14.1	Heritage Impact Statement	Heritage Impact Assessment – [Revision Number] dated [Date of revision]
14.2	Heritage Conservation Management Plan	Heritage Conservation Management Plan – [Revision Number] dated [Date of revision]
14.3	Archival Record	Archival Record – [Revision Number] dated [Date of revision]
14.4	Archaeological Assessment Report	Archaeological Assessment Report – [Revision Number] dated [Date of revision]

14.5	Aboriginal Cultural Heritage Archaeological Survey Report	Aboriginal Heritage Report – [Revision Number] dated [Date of revision]
------	--	--

## 15. Infrastructure

Ref.	Document Type	File Naming Convention
15.1	Infrastructure Delivery Plan (IDP)	Infrastructure Delivery Plan – [Revision Number] dated [Date of revision]

## 16. Social and Economic Impact

Ref.	Document Type	File Naming Convention
16.1	Social Impact Assessment	Social Impact Assessment – [Revision Number] dated [Date of revision]
16.2	Economic Impact Assessment	Economic Impact Assessment – [Revision Number] dated [Date of revision]

## 17. Traffic and Transport

Ref.	Document Type	File Naming Convention
17.1	Traffic Impact Statement	Traffic Impact Statement – [Revision Number] dated [Date of revision]
17.2	Traffic and Parking Assessment Report	Traffic and Parking Assessment Report – [Revision Number] dated [Date of revision]
17.3	Transport Management and Accessibility Plan (TMAP)	Transport Management and Accessibility Plan – [Revision Number] dated [Date of revision]

## 18. Design Excellence

Ref.	Document Type	File Naming Convention
18.1.	Urban Design Assessment Report	Urban Design Assessment Report – [Revision Number] dated [Date of revision]
18.2.	Design Verification Statement	Design Verification Statement – [Revision Number] dated [Date of revision]
18.3.	Design Competition Strategy	Design Competition Strategy – [Revision Number] dated [Date of revision]



18.4.	Design Competition Brief	Design Competition Brief – [Revision Number] dated [Date of revision]
18.5.	Design Competition Jury Report	Design Competition Jury Report – [Revision Number] dated [Date of revision]
18.6.	Design Competition Waiver Authorisation	Design Competition Waiver – [Revision Number] dated [Date of revision]
18.7.	Design Integrity Panel Report	Design Integrity Panel Report – [Revision Number] dated [Date of revision]

## 19. Scenic and Landscape Values

Ref.	Document Type	File Naming Convention
19.1	Visual Impact Assessment	Visual Impact Assessment – [Revision Number] dated [Date of revision]

## 20. Waste Management

Ref.	Document Type	File Naming Convention
20.1	Waste Management Plan	Waste Management Plan – [Revision Number] dated [Date of revision]

**In the event that a document is intended to be lodged with Council but does not appear within this Naming Guideline, or for more information on this topic, please contact the Development Services Department for assistance on (02) 4732 7777.**