



Have you
CHECKED
the **LIST?**

City of Darebin
Planning
8470 8850
www.darebin.vic.gov.au

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a CD or USB Drive or similar device). The CD / USB Drive will become the property of Darebin City Council. Planning applications can also be lodged online on Council's eServices portal.

FORMAT

All documents including plans must be submitted as PDF files viewable in Adobe Acrobat. Security settings must not be applied to electronic documents, including password protection.

DOCUMENTS

Must be A4 formatted and optimised for minimal file size to facilitate online publishing.

PLANS

Plans must be to scale, rotated to landscape and provided in PDF format. It is preferred that plans be converted electronically (i.e. vector files) rather than printed and scanned.

Showing a scale eg 1:100 and separately state the original sheet size eg A1, or showing scale as 1:100@A1.

Black and white plans must be at a resolution of 300dpi

Coloured plans may be at a lower resolution, but no lower than 150dpi

Plans and documents each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document)

DOCUMENTS

Multiple paged documents must be provided as a single complete document and not as single files. The file must contain bookmarks to indicate the relevant sections of the document

PHOTOS / MONTAGES

Photos are to be provided in the JPEG file format.

ACCURACY

Electronic documents must be exact reproductions of the original paper copy documents or plans.

FILE NAMING

File naming conventions apply to all electronic documents, including plans and application forms. File names must capture the relevant property address for your application and description of the document for example

274 Gower Street, Preston – Landscape Plan

This will assist ease of location and consistency in storage of your documents in Council's electronic document management system.

PUBLIC EXHIBITION

Council will publish details of applications on its website under Council's eServices website. Documentation provided with an application may also be accessed in accordance with the requirements of the Planning and Environment Act 1987 as amended.

