

Plan Standards Guidelines for Lodging Electronic Documents



All development applications and the majority of post consent certificates must be submitted through the [NSW Planning Portal](#). Find out more on our [Lodging an Application](#) information page.

All other applications must be submitted directly to City of Newcastle (CN) electronically.

All documents submitted with an application to CN must be lodged via the method noted on the application form and formatted in accordance with the guidelines provided below.

PDF format

All documents must be submitted as unsecured pdf's, no greater than 5MB in size. Where the file exceeds 5MB, it should be spilt into logical parts and supplied as separate files. This will enable CN to work with the documents, mark them up and return them to you if required. To confirm the size of a document 'right click' on the document and select 'Properties', the size of the document will be shown.

Plan and document quality

The plans should be prepared in accordance with the following specifications:

- Contain a plan number, version number and date.
- Black and white plans are to be a resolution of 300dpi. Colour plans are to be of a lower resolution.
- Documents prepared by consultants are not to contain signatures and other personal information.
- Plans should not contain multi layers.
- Plans and documents should not have security placed on them, as this prevents CN from stamping the plans.

Amended plans and documents

Where amended plans and documents are submitted they:

- Must highlight amendments to the plan/s either in colour or markings.
- Contain an updated version number and new date.

File names

The documents are to be named in accordance with the table in this document, capturing the type of document and the address of the property i.e. Application form – 12 Stewart Avenue, Newcastle West.

Where documents are not prepared in accordance with these guidelines, applications will be returned to the applicant for reformatting.

Amended Plans/Documents
<ul style="list-style-type: none">• Amended Plans/Documents – Type of Information- Application number – Address• Amended Plans – Architectural Set – Version 3 – Application number – Address• Amended Plans – Architectural set - version 3 - Application number – Address• Amended Plans – details of plans amended - version no (i.e. eastern elevation and floor plan - version 3) - Application number – Address
Application form and checklists - Property Address
<ul style="list-style-type: none">• Application form - Property Address

<ul style="list-style-type: none"> • Checklist - Property Address 	
Architectural Plans - Property Address	
<ul style="list-style-type: none"> • Elevations and Sections - Property Address • Floor Plans - Property Address • Landscape Plan - Property Address • Notification Plan - Property Address • Schedule of External Finishes - Property Address 	<p>It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.</p>
Statement of Environmental Effects - Property Address	
<ul style="list-style-type: none"> • Statement of Environmental Effects - Property Address • LEP Clause 4.6 variation - Property Address • Site Photographs - Property Address • Photomontage - Property Address 	<p>It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.</p>
Engineering Plans - Property Address	
<ul style="list-style-type: none"> • Access, Parking & Roadworks Plan - Property Address • Erosion & Sediment Control Plan – Property Address • Storm water Management Plan – Property Address • Structural Engineering Plans - Property Address • Water Cycle Management Plan – Property Address 	<p>It is preferable the plans are in one file. However where the file exceeds 5Mb, it should be spilt into logical parts and supplied as separate files.</p>
Supporting Documents - prepare as separate documents	
<ul style="list-style-type: none"> • Acid Sulphate Soil Assessment - Property Address • Acoustic Report - Property Address • Arborist Report – Property Address • Architectural 3D Computer Model – Property Address • BASIX Certificate – Property Address • Bushfire Report – Property Address • Coastal Hazard/Beach Frontage – Property Address • Cost Estimate – Property Address • Crime & Safety Report – Property Address • Design Verification Statement (SEPP 65) – Property Address • Disability Access Report – Property Address • Fire Safety Schedule – Property Address • Flora and Fauna Assessment - Property Address • Flooding Assessment – Property Address • Geotechnical Report – Property Address • Heritage Impact Statement – Property Address • Hunter Water Stamped Plans - Property Address • Mines Stamped Plans - Property Address • Owner Builder Permit - Property address • Shadow Analysis Diagrams – Property Address • Site Contamination Assessment – Property Address • Social Impact Assessment - Property Address • Specification - Property address • Survey Plan – Property Address • Traffic & Parking Report – Property Address • Visual Assessment Report - Property address • Waste Management Report – Property Address 	