











FORMATTING PROCEDURES FOR SUBMISSION OF DIGITAL COPY INFORMATION IN LINE WITH COUNCIL'S LODGEMENT REQUIREMENTS

Each section should contain the full list of documents as noted in the "How to Lodge and Development Application" booklet available on Council's website.

http://www.goldcoast.qld.gov.au/t_standard2.aspx?pid=286#development












DIGITAL COPIES

-  Section 1 Forms.pdf
-  Section 2 Town Planning Report.pdf
-  Section 3 Land use and economic need.pdf
-  Section 4 Visual Amenity.pdf
-  Section 5 Codes.pdf
-  Section 6 Water and Geotech.pdf
-  Section 7 Enviro and landscape.pdf
-  Section 8 Traffic.pdf
-  Section 9 enviro health.pdf
-  Section 10 Plans and drawings.pdf

In order to ensure documentation is appropriately received in digital format all documents must be in pdf format.

To assist in converting your documentation please find below step by step procedures.

Create your documents as pdf's into folders, ie. for an MCU application:-

-  Section 1 - Forms
-  Section 2 - Report
-  Section 3 - Land Use and Economic Need
-  Section 4 - Visual Amenity
-  Section 5 - Codes
-  Section 6 - Hyd, Water Quality & Geo Eng
-  Section 7 - Enviro, Open Space and Landscaping
-  Section 8 - Transport and traffic
-  Section 9 - Environmental Health
-  Section 10 - Plans and drawings
-  Section 11 - Other

In Adobe Acrobat, ensure you can view your thumbnails (for ease of inserting documents). To view these click on the "pages" tab in the navigation pane.

Select, Document, Insert pages. Find and select the document you wish to insert from your folders.

Choose location of the document, ie. "after" the previous item.
Continue until all parts of each Section are inserted.

Requirements for digital copies:-

- Minimum requirement of Adobe 7.0 please
- Maximum No. of pages in a document – 1000
- All documentation to be provided without restrictions, ie passwords etc and must be printable.