

Documentation Naming Convention

Rules

1. Ensure that the document follows the convention prescribed below when titling.
2. Ensure that the document title tells you what it is without the need to open.
3. Associate the document with the RC number and activity stage. (E.g. RC, RC Variations, EDA and 223/224)

Class	Category	Title Description
Public	0 Pre-Application Information	0 - RC12345 – <i>Insert title of document</i>
Public	1 Application and Lodged Plans	
	Assessment of Environmental Effects	1 - RC12345 – Application – Assessment of Environmental Effects
	Impact Assessment/Appendix/Report:	1 - RC12345 – Application – <i>Insert title</i>
	For Example (more information may be required)	
	<ul style="list-style-type: none">▪ Traffic▪ Landscape and Visual▪ Geotechnical▪ Hazardous Substances▪ Cultural▪ Flood Hazard▪ Coastal Erosion▪ Ecological	For example: <i>1 - RC12345 – Application – Traffic Impact Assessment</i>

Lodged Plans:

1 - RC12345 - Application - *Insert title of Plan*

For example (more information may be required)

- Site Plan
- Scheme Plan
- Amended Plans
- Elevations

For example:

1 - RC12345 - Application - *Scheme Plan*

Public 2 Correspondence and Additional Information Requests

Correspondence:

2 - RC12345 - Correspondence and Additional Information Requests - *Insert title of correspondence*

- Letter
- Memo
- Referral
- Meeting/File Note
- Email
- Voicemail Messages

Public 3 Planning Report and Submissions

- S37 - Extend Timeframe
- S93/94/S104 - Planning Assessment of Environment Effects
- 42A - Hearing Report
- S127 - Condition Variation
- S125 - Extend Lapse Period

3 - RC12345 - Planning Reports and Submissions- *Insert title of report* - SIGNED

For example:

3 - RC12345 - *Planning Reports and Submissions - s37Extend Timeframe* - SIGNED

3 - RC12345 - *Planning Reports and Submissions - s93/94 Notification*

- S139 – Certificate of Compliance *Report* – UNSIGNED
- S176A – Outline Plan of Works

NB Unsigned reports should not be open to the public

Public 4 Approved Decisions and Plans

(Scanned) Approved:

4 - RC12345 – Approved Decision and Plan – FINAL/SIGNED – *Insert title of decision*

- Decision
- Certificate
- Site Plan
- Landscape Plan
- Elevations
- Scheme Plan

For example:

4 - RC12345 – Approved Decision and Plans – FINAL/SIGNED – S104 Substantive Decision

Applies to:

- S104 Substantive Decision
- S113 Notified Decision
- S125 Extend Consent
- S133A Amended Decision
- S139 Certificate of Compliance
- S139A Existing Use Certificate
- S176A Outline Plan
- S221 Consent Notice
- S243 Easement
- S327A Remove Building Line
- S357 Objection

Public 5 Engineering Design Application,
Approval and Inspection

5 – RC1234 – Engineering Design Application – Document name

5 – RC12345 – Engineering Design Approval – FINAL Engineering Design Approval

Public 6 s223 / s224 Applications

Lodged Copy of Application:

6 – RC12345 – s223/s224 Application – *Insert title of document*

- s223 Survey Plan
- s224 Completion Certificate

Lodged Copy of Approved:

6 – RC12345 – s223/s224 Application – Approved copy of *insert title*

- Subdivision Consent Decision
- Variations to the Decision

Technical Report:

6 – RC12345 – s223/s224 Application – *insert title of technical report*

For example (more information may be required)

- Geotech
- Hazardous Substances
- Flood Hazard
- Coastal Erosion
- Cultural
- Archaeological

Checklist:

6 - RC12345 - s223/s224 Application - *Insert title of checklist*

For example (more information may be required)

- S223 Survey Plan
- S224 Completion Certificate
- Asset Register

Financial:

6 - RC12345 - s223/s224 Application - *Insert title of document*

- Valuation and Financial Calculations
- Bond Documents

As-Builts

6 - RC12345 - s223/s224 Approvals - *Insert title of As-Built*

DRAFT Certificates:

6 - RC12345 - S223/224 Approvals - *Insert title of DRAFT Certificate*

- S221 Consent Notice
- S243 Easement

Public 7 Consent Notices

7 - RC12345 - Consent Notices - FINAL/SIGNED Consent Notice

Staff 8 Monitoring and Compliance

Correspondence:

8 - RC12345 - Monitoring and Compliance - *Insert title of document*

- Letter
- Memo
- Referral
- Meeting/File Note
- Email

Staff 9 Appeals

Notice of Appeal

9 - RC12345 - Notice of Appeal for *specify issues from Applicant Name at Site Address, Suburb*

Appeal Correspondence

- Letter
- Memo
- Referral
- Meeting/File Note

Evidence

Legal Advice - Appeal