

CORPORATE DOCUMENT MANAGEMENT GUIDELINES



Electronic Transmission

Document Format

For evidential purposes documents should be in either PDF or TIFF Group 4 for images, however Microsoft Office formats such as MS Word or Excel are also acceptable.

Gosford Council considers the electronic document to be the original therefore it is the responsibility of the document sender to ensure that the documents transmitted are full and accurate.

Multiple paged documents should be transmitted as a single complete document and not as single images.

Plans

For reproduction purposes the standard for electronic plans is A3 size with a minimum 2mm text height or A1 with a minimum 4mm text height. The preferred font is Arial.

Bar scales are to be provided on all sheets with the original sheet size shown to assist with reduced plan scaling ie 1:250 A3.

Scanned (imaged) plan sizes should be A3 to a resolution of between 200 to 400 DPI. Plans should be saved in PDF as a single multiple paged document.

Council may receive electronic drawings such as AutoCAD. To receive open files does not meet Recordkeeping best practices and may breach evidential regulations.

Development Applications

The emailed application must contain adequate information to identify:-

- DA Number
- Property Address ie Lot, DP, street name etc,
- Document or plan description ie Amended plans, structural drawings etc.

In addition a hardcopy Development Application shall be lodged in the usual manner through Customer Services. As with other documents it is important to notate these applications as having been 'Emailed'.

Electronic Document Transmission

Electronic documents should be emailed to:-

gocity@gosford.nsw.gov.au

If the hardcopy document is required, then it should be clearly marked as having been transmitted electronically by stamping 'Emailed' or 'Faxed' and the date of transmission should be included.

Please refer to your Internet Service Provider (ISP) for limitations on the size of emails that they will allow you to send. Web-based email systems are not usually suitable for large attachments. Email attachments can be 'zipped' (compressed) to minimise the file size. If the file size is too large for email, then a CD will be accepted as the electronic format.