

Appendix 3 – Naming Convention

This Naming Convention has been prepared to ensure you name and save the separate parts of KMC's Forms and Associated Documents in a manner that will protect your privacy and expedite the lodgement of your application.

KMC requires all information to be submitted in an electronic format. This can be done by supplying all the information on a USB or via e-mail. All documents are to be saved as a separate PDF and be no bigger than 20MB. When documents exceed this size they are to be saved in parts and labelled accordingly. KMC requires all documents to be named and saved in accordance with the following naming convention:

Document title – Address of Development – Applicant Name

Example: Development Application (this is not a definitive list, refer to relevant checklist):

- Development Application Checklist – 123 Fake Street Kiama – Joe Blogg
- Development Application Form – Part A – 123 Fake Street Kiama – Joe Blogg
- Development Application Form – Part B – 123 Fake Street Kiama – Joe Blogg
- Statement of Environmental Effects – 123 Fake Street Kiama – Joe Blogg
- Architectural Plans – 123 Fake Street Kiama – Joe Blogg
- Concept Stormwater Management Plans – 123 Fake Street Kiama – Joe Blogg
- Driveway Long Section Plans – 123 Fake Street Kiama – Joe Blogg
- Landscape Plans – 123 Fake Street Kiama – Joe Blogg
- Neighbour Notification Plans – 123 Fake Street Kiama – Joe Blogg
- Cost Report – 123 Fake Street Kiama – Joe Blogg
- Waste Minimisation & Management Plan – 123 Fake Street Kiama – Joe Blogg
- On-Site Disposal of Effluent Report – 123 Fake Street Kiama – Joe Blogg
- Bushfire Assessment Report – 123 Fake Street Kiama – Joe Blogg