



How to use Council's new forms

How do I write on Council's forms?

All of Council's new forms have been designed to be as easy to use as possible.

The new forms are interactive PDFs. This means you can type directly into them without the need to print.

You can still print out Council's new forms if you wish to, but you will need to scan them onto a USB as Council no longer accepts hard copies.

How do I put my signature on Council's forms?

If you have saved your signature as a digital image you can copy and paste it anywhere on all of Council's new forms.

If you would prefer you can still print out Council's new forms and sign them. Remember that you will need to scan them onto a USB as Council no longer accepts hard copies.

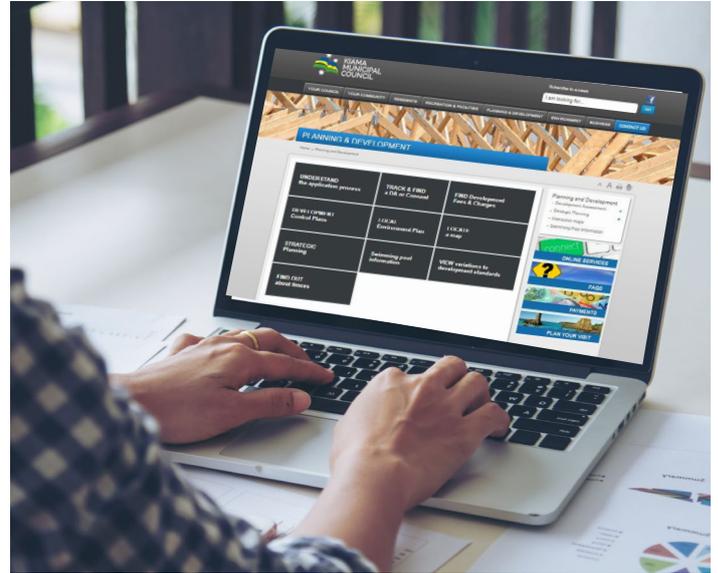
How do I save the separate parts of Council's forms?

There are several ways to save the separate parts of Council's new forms.

Computer programs such as Adobe Pro and Nitro can split PDF documents.

There are also free online programs that can split PDF documents. Type in to your favourite search engine 'free split pdf'.

You can also open PDF documents in Google Chrome by 'right clicking' the PDF and selecting **Open with Google Chrome**. Once in Google Chrome press **Print** and select which pages you want to save.



Individual PC settings and default programs may affect the functions and options discussed above.

How do I rename the documents I need to submit with my application?

You can rename the documents that need to be submitted with your application by 'right clicking' the PDF and selecting **Rename**. Use Council's [Naming Convention](#) to correctly name your documents.

Need help?

If you have any questions, Council's staff are available for brief consultations and to provide general advice at Council's Customer Service counter between 8.45am and 11am Monday to Friday.

Appointments may be made outside these hours, subject to availability. Council staff cannot help in the preparation of your application or the supporting documents.

Disclaimer

This fact sheet provides advice on how to use Council's new Forms. Not every situation can be anticipated and listed. If you wish to find out more about the Council's new Forms visit:

<http://www.kiama.nsw.gov.au/planning-and-development/development-assessment/the-application-process>

or make an appointment with Council to discuss.

This document is subject to change without notice.

