

CHECKLIST FOR LODGING DEVELOPMENT APPLICATIONS ON CD WITH QT

This checklist aims to assist applicants in lodging Development Application on CD with QT.

If lodging Development Applications in the following manner is not convenient, applicants are free to continue lodging hard copy Development Applications.

RULES	COMPLIES
Files to be submitted on CD	
All files, including graphics, must be a PDF.	
QT recommends that documents be converted into PDF, not scanned and then saved as a PDF. This is particularly important for scalable plans as scanning of these documents can change the scale.	
All documents are to be saved as separate files. I.e. Cover Letter is one file, Acknowledgement Notice is another file and so on.	
The site plan and / or master plan and / or plan of development and locality plan must be saved as a separate file.	
Naming of files to be submitted on CD	
All file naming configurations should describe their content. Please refer to the list below for QT's recommend naming configurations.	
Covering letter	cover letter.pdf
Acknowledgement Notice from Council	ack notice.pdf
IDAS forms	idas forms.pdf
Planning report	planning report.pdf
Stormwater report	stormwater report.pdf
Traffic report	traffic report.pdf
Master Plan	master plan.pdf
Site Plan	site plan.pdf
CD labelling	
The following information is to be recorded permanently on the actual CD in a manner which will not damage the CD:	
Site Address Applicant's name I.e. 123 Berry Lane, Springfield Qld 4000 Jo Blogg Town Planning Consultants	
Sending the CD to QT	
All CD should be enclosed in a CD case and accompanied by a hard copy covering letter.	