Proposed Document Structure for Electronic Documentation

The documents listed in the groups below should preferably be supplied as a single PDF document (per group). The PDF for each group should be bookmarked as outlined below – please use these names and follow this order. However if bookmarking is not possible, then supplying individual PDF documents is acceptable if they are named as described below.

Any other documents not listed below can be provided as a separate PDF document and named accordingly.

Group A

Architectural Drawings

- Each drawing page bookmarked with the relevant plan title. eg site plan, floor plan, elevations etc

Group B

Architectural Specifications

- Specifications
- Risk matrix (if not on drawings)
- Bracing design
- H1 calculations (if not on drawings)
- Truss design
- Alternative solutions (forms and means of compliance)

Group C

Product and Material Specifications

- Manufacturers technical installation manuals (claddings, membranes etc)
- Product appraisals (BRANZ, CodeMark certificates etc)
- Generic product producer statements (balustrading etc)
- Heating (solid fuel, oil, gas etc)

Group D

Reports

- Accessibility report
- Fire report
- Geotechnical report
- Onsite wastewater design

Group E

Specified Systems

- Specified systems index
- Specified systems information

Group F

Engineers Drawings

Group G

Engineers Specifications

- Producer statement(s)
- Engineers specifications

Considerations

All application attachments must be PDF. Do not submit documents in other formats such as Microsoft Word, AutoCAD etc

If a PDF needs to be split due to file size, name it logically ie specifications part 1 and specifications part 2

Leave a blank space on documents – Leave a blank space in the same place on each page to allow for electronic stamping. For example top left or top right hand corner of all plans. This allows us to apply approval stamps without covering important information

Disable security features in PDF documents. Protected documents may prevent Council from opening and processing the document. Security settings vary between different PDF tools. Password protected documents cannot be accepted