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Mr Lube Mitrevski
Maktrio Pty Ltd
14 Columbine Avenue
BANKSTOWN NSW 2200

Our ref: 05_0025
Your ref:
File: 9040309-1

Dear Mr Mitrevski,

Subject: Director General's Requirements for the Environmental Assessment of the Proposed Serviced Apartment Development at 29-31 Church Street, Nelson Bay

The Department has received your application for the proposed serviced apartment development at 29-31 Church Street, Nelson Bay (Application Number: 05_0025).

The Director General's Environmental Assessment Requirements (DGEARs) for the environmental assessment of the project are attached to this correspondence at Attachment 1. These requirements have been prepared in consultation with the relevant government agencies including council. A list of some relevant technical and policy guidelines which may assist in the preparation of this Environmental Assessment are attached at Schedule 1 to this Attachment.

It should be noted that the DGEARs have been prepared based on the information provided to date. Under section 75F(3) of the Act, the Director-General may alter or supplement these requirements if necessary and in light of any additional information that may be provided prior to the proponent seeking approval for the project.

It would be appreciated if you would contact the Department at least two weeks before you propose to submit the Environmental Assessment for the project to determine:

- the fees applicable to the application;
- options available in publishing the Environmental Assessment via the Internet; and
- number and format (hard-copy or CD-ROM) of the Environmental Assessments that will be required.

Schedule 2 to the Attachment lists the relevant plans and documents which are likely to be required upon submission of your proposal, however, this should be confirmed with the Department prior to lodgement.

Prior to exhibiting the Environmental Assessment, the Department will review the document to determine if it adequately addresses the DGEARs. The Department may consult with other relevant government agencies in making this decision. If the Director-General considers that the Environmental Assessment does not adequately address the DGEARs, the Director-General may require the proponent to revise the Environmental Assessment to address the matters notified to the proponent.

Following this review period the Environmental Assessment will be made publicly available for a minimum period of 30 days.

If your proposal includes any actions that could have a significant impact on matters of National Environmental Significance, it will require an additional approval under the Commonwealth Environment Protection Biodiversity Conservation Act 1999 (EPBC Act). This approval would be in addition to any approvals required under NSW legislation. If you have any questions about the application of the EPBC Act to your proposal, you should contact the Commonwealth Department of Environment and Heritage in Canberra (6274 1111 or <http://www.deh.gov.au>).

If you have any enquiries about these requirements, please contact Paulina Hon on (02) 92286106 or via email on paulina.hon@planning.nsw.gov.au.

Yours sincerely

Chris Wilson
Acting Executive Director
as delegate for the Director General

Attachment 1

Director-General's Environmental Assessment Requirements

Section 75F of the *Environmental Planning and Assessment Act 1979*

Application number	05_0025
Project	<p>Proposed Serviced Apartment Development, Corner of Church and Stockton Streets, Nelson Bay</p> <ul style="list-style-type: none"> • Project Application for the demolition of the existing building on the site and construction of a 5 storey Serviced Apartment building comprising 25 x 1 bedroom tourist accommodation apartments, car parking for 27 cars (25 spaces underground and 2 spaces above ground), and associated footpath and landscaping works.
Location	Lot B and Lot C, DP 413820, 29-31 Church Street, Nelson Bay NSW 2315
Proponent	Maktrio Pty Ltd
Date issued	8 June 2006
Expiry date	8 June 2008
General requirements	<p>The Environmental Assessment (EA) must include:</p> <ul style="list-style-type: none"> • An executive summary; • A thorough site analysis and description of existing environment; • A detailed description of the project including:- <ul style="list-style-type: none"> (i) Any development options; (ii) Justification for the project taking into consideration any environmental impacts of the project, the suitability of the site and whether the project is in the public interest; (iii) Outline (if applicable) the staged implementation of the project; • Consideration of any relevant statutory and non-statutory requirements, in particular relevant provisions of Environmental Planning Instruments, Draft Regional Strategies and Development Control Plans (including justifications for any non-compliances) as well as impacts, if any, on matters of national environmental significance under the Commonwealth <i>Environment Protection and Biodiversity Conservation Act 1999</i>; • An assessment of the potential impacts of the project and a draft Statement of Commitments, outlining environmental management, mitigation and monitoring measures to be implemented to minimise any potential impacts of the project; • The plans and documents outlined in Schedule 2; • A signed statement from the author of the Environmental Assessment certifying that the information contained in the report is neither false nor misleading; and • An assessment of the key issues specified below and a table outlining how these key issues have been addressed.
Key Issues	<p>The Environmental Assessment must address the following key issues:</p> <p>1. Design & Visual Amenity</p> <p>1.1 Address <i>NSW Coastal Policy 1997, Coastal Design</i></p>

	<p><i>Guidelines for NSW 2003</i> and the design principles of <i>State Environmental Planning Policy No 65 – Design Quality of Residential Flat Development</i> (SEPP 65);</p> <p>1.2 Address visual impact of the project in the context of adjoining and surrounding development in relation to its setting, density, built form, aesthetics and building mass as viewed from the public domain and from publicly accessible coastal locations (eg beaches, headlands etc);</p> <p>1.3 Address amelioration of visual impacts (a photomontage should be provided to demonstrate visual impacts);</p> <p>1.4 Demonstrate and ameliorate impacts in relation to privacy, views and overshadowing.</p> <p>2. Water Cycle Management</p> <p>2.1 Provide a Stormwater Concept Plan demonstrating the 5% AEP (20yr) and 20% AEP (5yr) storm events for the developed site are restricted to pre-developed flows (i.e. natural site).</p> <p>2.2 Address the requirements of the <i>Water Act 1912</i>, including the need for a licence under Part 5 if the proposed development intercepts the groundwater during construction (i.e. for basement construction);</p> <p>2.3 Address the requirements of the relevant NSW Groundwater Policies and provide details of any proposed groundwater extraction or interception, including purpose, location and construction details of all proposed bores;</p> <p>2.4 Address the requirements of the relevant flooding data in relation to minimum floor levels, having regard to the <i>NSW Floodplain Management Manual</i>;</p> <p>2.5 Provide details on an infiltration system designed to cater for the 1% AEP storm, subject to geotechnical testing using the Constant-Head Test. A geotechnical report is to be submitted showing these test results including the steady state rate of infiltration and the geotechnical engineer's recommendations. The advice is also to include (but not limited to) infiltration capacity, potential of land slip, impact on footings/structures, and water table level. When designing the infiltration system the soil permeability shall be a maximum of 2900mm/day. Provide details of an on-site detention system where the geotechnical report recommends that infiltration is not suitable. The detention system will not be accepted without the geotechnical investigation recommendation.</p> <p>3. Bushfire</p> <p>3.1 Address the requirements of <i>Planning for Bush Fire Protection 2001</i> (RFS);</p> <p>3.2 Address development and maintenance of asset protection zones for a Special Fire Protection Purpose using Table A2.3 (not Table A2.2 for residential development).</p> <p>4. Infrastructure Provision</p> <p>4.1 Address existing capacity and requirements of the development for sewerage, water and electricity in</p>
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		<p>consultation with relevant agencies;</p> <p>4.2 Identify staging, if any, of infrastructure works;</p> <p>4.3 Address provision of public services and infrastructure having regard to the Council's Section 94 Contribution Plan.</p> <p>5. Traffic and Vehicular Access</p> <p>5.1 Provide an assessment of traffic impact which assesses potential construction and operational impacts on existing intersections and the capacity of road network to safely and efficiently cater for the additional vehicular traffic generated. The assessment must address the requirements of relevant Council and RTA traffic and car parking codes;</p> <p>5.2 Identify needs (if any) to upgrade roads and improvement works to ameliorate any traffic inefficiency and safety impacts associated with the development where relevant;</p> <p>5.3 Illustrate vehicle access to the site (note that the Council is unlikely to grant approval under s138 of the <i>Roads Act 1993</i> for access off Stockton Street and the construction of the rear lane).</p> <p>6. Public Access and Community Services</p> <p>6.1 Illustrate pedestrian and cyclist linkages in the vicinity of the site;</p> <p>6.2 Consider impacts on existing community facilities such as schools, hospitals, parks etc.</p>
Consultation		<p>During the preparation of the Environmental Assessment, you should consult with the relevant local, State or Commonwealth government authorities, service providers, community groups or affected landowners. In particular you must undertake appropriate consultation with the following:-</p> <ul style="list-style-type: none"> • Port Stephens Council; • Department of Natural Resources; • Department of Planning Regional Office; • NSW Rural Fire Service; • NSW Roads and Traffic Authority; and • relevant community organisation contact(s).
Deemed period	refusal	<p>Under clause 8E(2) of the Environmental Planning and Assessment Regulation 2000, the applicable deemed refusal period is 60 days from the end of the proponent's Environment Assessment period for the project.</p>

Schedule 1

Technical and Policy Guidelines

The following list provides relevant technical and Policy Guidelines which may assist in the preparation of the Environmental Assessment. It should be noted, however, that this list is not exhaustive as other documents and policies may need to be reviewed. It is also important to note that not of all of these guidelines may be relevant to your proposal.

The majority of these documents can be found on the relevant Departmental Websites, on the NSW Government's on-line bookshop at <http://www.bookshop.nsw.gov.au> or on the Commonwealth Government's publications website at <http://www.publications.gov.au>.

Aspect	Policy /Methodology
Air Quality	
	Approved Methods for the Modelling and Assessment of Air Pollutants in NSW (DEC, August 2005)
	Draft Assessment and Management of Odour from Stationary Sources in NSW (DEC, 2001)
Biodiversity	
Flora and Fauna	Draft Guidelines for Threatened Species Assessment (DEC, 2004)
	Threatened Biodiversity Survey and Assessment: Guidelines for Developments and Activities (DEC, Dec, 2004) <i>Draft</i>
	Guidelines for Development Adjoining Department of Environment and Conservation Land (DEC)
	National Parks and Wildlife Service Atlas of NSW Wildlife Data, GIPSICAM
	Compensatory habitat and offsets policy (DEC)
Bushfire	
	Planning for Bushfire Protection 2001 (NSW Rural Fire Service)
	<i>Australian Standard 3959 – Building in Bushfire Prone Areas</i>
Coastal Planning & Water bodies	
	NSW Coastal Policy 1997 - A sustainable Future for the New South Wales Coast (Department of Urban Affairs & Planning, 1997)
	Integrated Water cycle Management Guidelines for NSW Local Utilities, Oct 2004
	Water Sensitive Planning Guide - for Sydney Region, WSUD, 2003
	Coastal Design Guidelines for NSW, Coastal Council, March 2003
	Coastal Dune Management (DLWC, 2001)
	Rehabilitation Manual for Australian Streams (Land and Water Australia (Aust Govt) - Land and Water Resources Research and Development Corporation,, May 2000)
	NSW Wetlands Management Policy (DLWC, March 1996)
	NSW State Rivers Policy
	NSW Estuary Management Manual (DLWC, 1992)
	Constructed Wetlands Manual (DLWC, 1998)
Community Consultation	

Aspect	Policy /Methodology
	Community Involvement Practice Notes and Resource Manual (RTA, 1998)
	Best Practice Community Consultation and Involvement (Commonwealth Department of Environment and Heritage, 1995)
Environmental Management Systems & Auditing	
	Guidelines for Preparation of Environmental Management Plan (DIPNR, 2004)
	Best Practice Environmental Impact Assessment (Commonwealth Department of Environment and Heritage, 1995)
	Best Practice in Environmental Management Systems (Commonwealth Department of Environment and Heritage, 1995)
	Best Practice in Environmental Monitoring and Performance (Commonwealth Department of Environment and Heritage, 1995)
	Environmental Impact Assessment Policy, Guidelines and Procedures (RTA, 2001)
	Environmental Impact Statement Guidelines – Roads and Related Facilities (DUAP, 1996)
	Environmental Management System Manual (EMS) (RTA, 2000)
	Environmental Risk Assessment Guidelines (DUAP, 1994)
	Guidelines for the preparation of Environmental Management Plans (DIPNR, 2004)
	Guidelines for Quality and/or Environmental Management Systems Auditing (Standards Australia, 2003)
	Best Practice in Environmental Auditing (Commonwealth Department of Environment and Heritage, 1996)
Heritage	
	Draft guidelines for Aboriginal Cultural Heritage Impact Assessment and Community Consultation (DEC, July 2005)
	NSW Heritage Manual and Assessing Heritage Significance (NSW Heritage Office, July 2001)
	NSW Heritage Manual (NSW Heritage Office and Department of Urban Affairs & Planning, 1996)
	Aboriginal cultural heritage: standards and guidelines (DEC 2005)
	Protecting Aboriginal Objects and Places - Interim Guidelines for Community Consultation (DEC 2005)
	The Australia ICOMOS Charter for the Conservation of Places of Cultural Significance (The Burra Charter). Guidelines to the Burra Charter (Australia International Council on Monuments and Sites, 1987)
	Guidelines for Photographic Recording of Heritage Items (NSW Heritage Office, 1994)
	How to Prepare Archival Records of Heritage Items (NSW Heritage Office, 1994)
Lighting	
	Control of Obtrusive Effects of Outdoor Lighting (Standards Australia, 1997, AS 4282)
Noise & Vibration	
	Environmental Criteria for Road Traffic Noise (DEC, June, 1999)
	Noise Guide for Local Government (DEC, 2004)

Aspect	Policy /Methodology
	NSW Industrial Noise Policy (EPA, January 2000)
	Environmental Noise Control Manual (EPA, January 2000)
	Assessing Vibration: A Technical Guideline (DEC, February 2006)
	Interim Guidelines for Applicants: Consideration of Rail Noise and Vibration in the Planning Process (Rail Infrastructure Corporation & State Rail Authority, November 2003).
Rehabilitation	
	Best Practice in Rehabilitation and Revegetation (Commonwealth DEH, 1995)
	Best Practice in Landform Design for Rehabilitation (Commonwealth DEH, 1998)
	Guidelines for Rehabilitation of Land for Agricultural End Use (DPI)
Safety, Security & Risk Assessment	
	Crime Prevention and the Assessment of Development Applications (PlanningNSW, April 2001)
	The Demolition of Structures (Standards Australia, 2001, AS 260)
	Multi-Level Risk Assessment Guidelines (Department of Urban Affairs & Planning, 1999)
	Best Practice in Environmental Risk Management (Commonwealth Department of Environment & Heritage, 1999)
	Guideline for Application for Subsidence Management Approvals (DPI)
Soils & Contamination	
	Acid Sulfate Soil Manual (Acid Sulfate Soils Management & Advisory Committee [ASSMAC], 1998; published by DUAP)
	Guidelines for the Management of Acid Sulphate Materials: ASS, Acid Sulphate Rock and Monosulfidic Black Ooze (RTA, 2005)
	Best Practice in Contaminated Sites (Commonwealth DEH, 1999, ISBN 0 642 546460)
	Australian and New Zealand Guidelines for the Assessment and Management of Contaminated Sites (NHMRC, 1992)
	Contaminated Sites: Sampling Design Guidelines (EPA, 1999)
	Contaminated Sites: Guidelines for the NSW Auditor Scheme (EPA, 1999)
	Contaminated Sites: Guidelines on Significant Risk of Harm from Contaminated Land and Duty to Report (EPA, 1999)
	Managing Land Contamination: Planning Guidelines SEPP 55 – Remediation of Land, Department of Urban Affairs & Planning and the Environment Protection Authority 1998.
	Contaminated Land: Planning Guidelines for Contaminated Land, Department of Urban Affairs and Planning and the NSW EPA, October 1995.
	Soil and Landscape Issues in Environmental Impact Assessment (DLWC Technical Report #34, 2000)
	Taking on the Challenge: NSW Salinity Strategy (DLWC, August 2000)
Sustainability	
	BASIX – www.basix.nsw.gov.au
Traffic, Transport & Pedestrian & Cyclist	

Aspect	Policy /Methodology
Facilities	
	Guide to Traffic Generating Developments (RTA, 1993)
	RTA Road Design Guide (RTA, 1996)
	Planning Guidelines for Walking and Cycling (DIPNR & RTA, December 2004)
	Traffic Control at Worksites Guidelines (RTA, September 2003)
	Guide to Traffic Engineering and Guide to Geometric Design of Rural Roads (Ausroads, 2003)
Urban Design	
	Neighbourhood Character: An Urban Design Approach for Identifying Neighbourhood Character (PlanningNSW, 1998)
	Residential Densities: A Handbook Illustrating the Urban Design Characteristics of Different Densities (PlanningNSW, 1998)
	Mixed Use in Urban Centres, Guidelines for Mixed Use Development, (PlanningNSW, 2001)
	Better Urban Living: Guidelines for Urban Housing in NSW, (Urban Design Advisory Service & Department of Urban Affairs and Planning, 1998)
	Urban Form: An Urban Design Approach for Understanding the Urban Form of Regional Centres (PlanningNSW, 1998)
	Residential Flat Design Code (Urban Design Advisory Service, 2002)
	Residential Flat Design Pattern Book (Urban Design Advisory Service, 2001)
Waste	
	Environmental Guidelines: Assessment and Classification and Management of Liquid and non-liquid Wastes (DEC, July 1999)
	Environmental Guidelines: Use of Effluent by irrigation (DEC, October 2004)
Water	
	Water Sensitive Planning Guide - for Sydney Region, WSUD, 2003
Water Quality	Australian & New Zealand Guidelines for Fresh & Marine Water Quality (Australian & New Zealand Environment & Conservation Council (ANZECC), October 2000)
	Coastal Lakes: Independent Inquiry into Coastal Lakes (Healthy Rivers Commission, April 2002)
	Various inquiries and Statements of Intent for Coastal Lakes (Healthy Rivers Commission, 200- 2002)
	Managing Urban Stormwater: Soils & Construction (NSW Landcom, March 2004) - "The Blue Book"
	Marine Water Quality Objectives for NSW Ocean Waters (DEC, 1999)
	Water Quality and River flow Objectives (DEC, 2000)
	Licensing Guidelines for Sewerage Treatment Systems (EPA, July 2003)
	Water Quality Guidelines for the protection of Aquatic Ecosystems for Upland Rivers (ANZECC, 2000)
Flooding & the Floodplain	NSW Government Floodplain Development Manual - the Management of Flood Liable Land (DIPNR, 2005)
	Restoring the Balance: Guidelines for Managing Floodgates and Drainage Systems on Coastal Floodplains (DPI, 2003)

Aspect	Policy /Methodology
Groundwater	NSW Groundwater Policy Framework Document – General (DLWC, 1997)
	NSW State Groundwater Quality Protection Policy (DLWC, 1998)
	NSW State Groundwater Dependent Ecosystems Policy (DLWC, 2002)
Stormwater	Managing Urban Stormwater: Construction Activities (EPA, 1988)
	Stockpile Site Management Procedures (RTA, 2001)
	Managing Urban Stormwater: Source Control (DEC, 1998)
	Managing Urban Stormwater: Treatment Techniques (DEC, 1998)
	Australian Rainfall and Runoff (Institution of Engineers, revised edition 1997)
	Draft Australian Runoff Quality (Institution of Engineers, 2003)
	Better Drainage: Guidelines for the Multiple Use of Drainage System (PlanningNSW, 1993)
Water Management	National Water Initiative (Council of Australian Governments, June 2004)
	Best Practice in Water Management (Commonwealth Department of Environment and Heritage, 1999)

Schedule 2

Plans and Documents to accompany the Application

Plans and Documents of the development	<p>The following plans, architectural drawings and diagrams of your proposal as well as the relevant documents will be required to be submitted for your application:</p> <ol style="list-style-type: none"> 1. The existing site survey plan is to be drawn to 1:500 scale (or other appropriate scale) and show: <ul style="list-style-type: none"> • the location of the land, the measurements of the boundaries of the land, the size of the land and north point; • the existing levels of the land in relation to buildings and roads; • location and height of existing structures on the site; and • location and height of adjacent buildings and private open space. 2. A Site Analysis Plan must be provided which identifies existing natural elements of the site (including all hazards and constraints), existing vegetation, property dimensions, footpath crossing levels and alignments, existing pedestrian and vehicular access points and other facilities, slope and topography, natural features such as watercourses, rock outcrops, utility services, boundaries, orientation, view corridors and all structures on neighbouring properties where relevant to the application (including windows, driveways etc. 3. A locality/context plan drawn to 1:500 scale (or other appropriate scale) should be submitted indicating: <ul style="list-style-type: none"> • significant local features such as parks, community facilities and open space, water courses and heritage items; • the location and uses of existing buildings, shopping and employment areas; • traffic and road patterns, pedestrian routes and public transport nodes • The existing site plan and locality plan should be supported by a written explanation of the local and site constraints and opportunities revealed through the above documentation. 4. The Environmental Assessment in accordance with the Director-General's Environmental Assessment Requirements as outlined in Attachment 1. 5. The Architectural drawings (where relevant) are to be drawn to scale and illustrate the following: <ul style="list-style-type: none"> • the location of any existing building envelopes or structures on the land in relation to the boundaries of the land and any development on adjoining land; • the floor plans of the proposed buildings indicating apartment location, layout, size and orientation; • the location and size of vertical and horizontal circulation of lifts, stairs and corridors; • adaptable housing requirements of any LEP or Development Control Plan; • section plans illustrating detailed sections of the proposed facades; • fenestrations, balconies and other features; • communal facilities and servicing points; • the height of the proposed development in relation to the land; • any changes that will be made to the level of the land by excavation, filling or otherwise; • the level of the lowest floor, the level of any yard or unbuilt area and the level of the ground; • parking arrangements, where vehicles will enter and leave the site, and how vehicles will move about the site;
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	<ul style="list-style-type: none"> pedestrian access to, through and within the site. <p>6. The shadow diagrams for developments comprising two or more storeys are to show solar access to the site and adjacent properties at summer solstice (Dec 21), winter solstice (June 21) and the equinox (March 21 and September 21) at 9.00 am, 12.00 midday and 3.00 pm.</p> <p>7. The Other plans including (where relevant):</p> <ul style="list-style-type: none"> Stormwater Concept Plan - illustrating the concept for stormwater management from the site to the Council drainage system and include a detailed site survey. Where an on-site detention system is required, the type and location must be shown and must be integrated with the proposed landscape design. Site discharge calculations should be provided and the must include details of all major overland flow paths; Erosion and Sediment Control Plan – plan or drawing that shows the nature and location of all erosion and sedimentation control measures to be utilised on the site; View analysis - artists impression, photomontages, etc of the proposed development in the context of the surrounding development; Coloured elevations - of the proposed buildings drawn to the same scale as the architectural drawings. The elevations are to indicate height and key datum lines, building length and articulation, the composition of the façade and roof design, existing buildings on the site, building entries (pedestrian, vehicular and service), and profile of buildings on adjacent properties; BASIX - compliance details and relevant certificates; and Landscape Concept Plan – plan or drawing that shows the basic detail of planting design and plant species to be used, listing botanical and common names, mature height and spread, number of plants to be utilised and surface treatments (i.e. pavers, lawn etc); Waste Management Plan – where demolition is proposed, which addresses demolition and construction wastes that may be generated including likely quantities, proposed disposal destinations and best practices for safe handling and disposal in accordance with WorkCover's Occupational Health and Safety requirements; Construction Management Plan – a plan which outlines traffic and pedestrian management during construction
Specialist advice	<p>Specialist advice, where required to support your Environmental Assessment, must be prepared by suitably qualified and practising consultants in relation to issues including, but not limited to, the following:</p> <ul style="list-style-type: none"> Flora and Fauna; Bushfire; Traffic; Landscaping; Geotechnical and/or hydrogeological (groundwater); stormwater/drainage; Urban Design/Architectural; Contamination in accordance with the requirements of SEPP 55; Acid Sulphate Soil Management Plan; On-site effluent disposal; BCA compliance.
Documents to be submitted	<ul style="list-style-type: none"> 10 hard copies of the Environmental Assessment; 10 sets of architectural and landscape plans to scale, including one (1) set at A3 size (to scale); and 1 copy of the Environmental Assessment and plans on CD-ROM (PDF format), not exceeding 5Mb in size (see below).

Electronic Documents	<p>Electronic documents presented to the NSW Department of Planning for publication via the Internet must satisfy the following criteria:-</p> <ul style="list-style-type: none">• Adobe Acrobat PDF files and Microsoft Word documents must be no bigger than 1.5 Mb. Large files of more than 1.5 Mb will need to be broken down and supplied as different files.• File names will need to be logical so that the Department can publish them in the correct order. Avoid sending documents that are broken down in more than 10 files.• Image files should not be bigger than 2Mb. The file names will need to be clear and logical so the Department can publish them in the correct order.• Graphic images will need to be provided as [.gif] files.• Photographic images should be provided as [.jpg] files.• Large maps will need to be presented as individual files and will need to be calibrated to be no more than 2Mb each.• Images inserted into the document will need to be calibrated to produce files smaller than 1.5Mb. Large images will need to be presented as individual files and will need to be calibrated to be no more than 2Mb each. The file names will need to be clear and logical so the Department can publish them in the correct order. <p>Alternatively, these electronic documents may be placed on your own web site with a link to the Department of Planning's website.</p>
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