

## NAMING CONVENTION FOR APPLICATION DOCUMENTS

IMPORTANT INFORMATION	
<p><b>Applications provided that include documentation not following this naming convention will be returned and required to re-submit.</b></p>	
APPLICATION FORMS	COUNCIL USE ONLY
Form 2 Form 8 Form 15 Etc.	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
PLANS – [NAMED AS FOLLOWS]	COUNCIL USE ONLY
Plans - Architectural Plans - Structural Plans - Civil Plans – Mechanical Plans - Fire Etc.	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
Engineering [replace Engineer with professional]	COUNCIL USE ONLY
Engineer - Engineering PS1 and supporting documentation or; Engineer - Engineering PS1 Engineer - Engineering calculations Engineer - Engineering supporting documentation  Fire design Geotechnical report Truss design	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
SUPPORTING DOCUMENTATION	COUNCIL USE ONLY
MCM certificates Manufacturers technical literature (brand/produce name) H1 calculations  Specification - Architectural Specification – Engineering Specification - Civil Etc.  Design memorandum (2A) Record of Title Authorisation Letter	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO