

## Plan Folding Guide for Submission Purposes

September 2016

The is provided as a guide on how building plans, submitted to Development Applications and Approvals Branch, should be folded:

Individual sheets are placed one behind the other and folded together to form a single set. This process is repeated dependant on the number of set required. For example 4 sets for a standard domestic application and 6 for more complex applications (refer to the Branch FAQ).

Where folding is impractical, individual sheets may be placed one behind the other and rolled together as a single set. For ease of identification the rolled plan should display the title block on the outside edge of the roll.

Sheet size	Fold lines	Intermediate	Final
<b>A0</b> 841 x 1189			
<b>A1</b> 594 x 841			
<b>A2</b> 420 x 594			
<b>A2</b> 420 x 594			
<b>A3</b> 297 x 420			

XXX

Defines area to be reserved for the placement of official stamps  
 ie: the application number and indication of approval where granted, and  
 is also applicable to plans presented on drawing sheets of A4 size.