

# Mornington Peninsula Shire

## ePlanning Naming Conventions

For all documents uploaded with an ePlanning application, please use the following naming conventions.

Files formats accepted include .doc, .docx, .pdf

<b>Correspondence Type</b>	<b>Naming Convention Example</b>
Application form	Land address - Application form <i>E.g. 2 Queen Street Mornington – Application form</i>
Certificate of Title	Land address – Title documents <i>e.g. 2 Queen Street Mornington – Title documents</i>
Plans (if grouped in one .pdf)	Land address – Plans <i>e.g. 2 Queen Street Mornington – Plans</i>
Elevation plan	Land address – Elevation plan <i>e.g. 2 Queen Street Mornington – Elevation plan</i>
Floor plan	Land address – Floor plan <i>e.g. 2 Queen Street Mornington – Floor plan</i>
Site plan	Land address – Site plan <i>e.g. 2 Queen Street Mornington – Site plan</i>
Landscape plan	Land address – Landscape plan <i>e.g. 2 Queen Street Mornington – Landscape plan</i>
Reports	Land address – Report name <i>e.g. 2 Queen Street Mornington – Traffic report</i>
Written submissions	Land address – Written submissions <i>e.g. 2 Queen Street Mornington – Written submissions</i>
Any other correspondence	Land address – Document name <i>e.g. 2 Queen Street Mornington – MPL Certificate</i>
Secondary Consent specific - List of proposed changes	Land address – List of proposed changes <i>e.g. 2 Queen Street Mornington – List of proposed changes</i>
VicSmart specific - VicSmart checklists	Land address – VicSmart checklist <i>e.g. 2 Queen Street Mornington – VicSmart checklist</i>