

Document Naming Conventions for files uploaded to SPEAR

We have introduced Document Naming Conventions for files uploaded to SPEAR to ensure consistency, accuracy, and efficiency in processing applications. Correctly labelled documents help Latrobe City Council staff easily identify and review files, reducing delays and minimising errors. Adhering to the preferred Document Naming Conventions outlined below ensures a smooth approval process and improves communication between applicants and the Council.

Document name (optional description) – Stage # (if applicable) – Condition # (if applicable)

Please ensure that documents are labelled according to Latrobe City Council's preferred Document Naming Conventions outlined below. All revisions must be uploaded to SPEAR as a new version of the document using the modify option [Modify](#) [go](#). Include revision clouds and provide a clear and complete statement in SPEAR detailing the changes made since the last version.

☐ **Applicable to this phase** ☐ **Not applicable to this phase**

	Permit file	Cert/Soc files (Stages)		
Document name	Application / condition 1	Certification phase	Works approval phase	SoC phase
Feature Survey				
Plan of Proposed Subdivision				
Plan of Subdivision				
Staging Plan				
Landscape Master Plan				
Stormwater Management Plan				
Waterway Management Plan				
Bushfire Management Plan				
Public Infrastructure Plan				
Development Contributions Schedule ()	(Draft)	(Cert)		(SoC)
Cultural Heritage Management Plan				
Native Vegetation Management Plan				

	Permit file	Cert/Soc files (Stages)		
Document name	Application / condition 1	Certification phase	Works approval phase	SoC phase
Native Vegetation Credit Extract				
Preliminary Site Investigation				
Preliminary Risk Screen Assessment				
Environmental Audit				
Traffic Impact Assessment				
Road Names Plan				
Design Guidelines				
Invoice ()				
Payment Receipt ()				
Section 173 Agreement				
IDM Checklist #xx ()		#D1 (FLP)	#D2 (Design)	#D4 (SoC)
Early Earthworks Plan				
Construction Management Plan				
Functional Layout Plan				
Detailed Landscape Plan				
Certificate of Compliance ()			(Design)	(Construction)
Road and Drainage Plan				
Site Management Plan				
WSUD Maintenance Plan				
Defects Liability Agreement				
Maintenance Agreement				
As Constructed Plans				
Fees & Bonds				
Telecommunications Form				