Pre-EIS Lodgement Checklist

Applicant Requirements	Supplied (Y/N)
Submit a Draft EIS to the Planner directly and not via the Department's website (from SEARs) Provide a separate catalogued image index (digital) of all images and figures used in the EIS.	Y
Where appropriate, images and figures contain accurate legend, scale bar and north point.	Y
Ensure that documents being uploaded to website are generally no larger than 10mb. Plans and drawings are to be titled/collated (digitally and physically) in a manner so that they are arranged chronologically and identifiable without being opened. Physical and digital copies of plans, reports and documents are to match in regard to final issue, date and revisions.	Y
Plans and documents as required by the SEARs are provided.	Y
Consultation as required by the SEARs has been completed and documented.	Y
No sensitive information is included in EIS and supporting documents.	Y
All supporting documentation (unless otherwise requested) are final revisions and not noted as "draft".	Y
Checklist completed and supplied with lodgement.	Y

Please note: In consideration of the timing required for the booking of exhibition dates with local and metropolitan newspapers, it is recommended that the EIS (including hardcopies and electronic copies) be lodged no later than COB Monday. This is in order to ensure that the exhibition of the application is not delayed by one week due to missing the cut-off date for booking the exhibition with the relevant newspapers.

The relevant school is listed as the Applicant for the proposed development (not the consultant). **Please note:** a consultant can be the point of contact on behalf of the school where written confirmation from the Applicant has been provided.