

## Transition to PDF lodgment in ePlan - FAQs

### Why is NSW LRS transitioning to a default lodgment type of PDF files in ePlan?

Currently the default file format for lodgment in the ePlan Portal is TIFF. The transition from TIFF to PDF as the default file for lodgment in the ePlan Portal is being made in response to stakeholder requests and will ensure documents are assessed in higher quality PDF format.

### When will NSW LRS be transitioning to a default lodgment of PDF files in ePlan?

From 26<sup>th</sup> April 2021, all lodging parties and Surveyors will only be able to submit standard PDF files instead of compressing their documents into TIFF format.

### Will NSW LRS accept both Raster and Vector PDF formats?

NSW LRS systems will be updated so that both Raster and Vector PDF formats can be accepted for lodgment.

### What are the minimum requirements for PDF files?

The following minimum requirements will need to be met:

Document size: all documents must be lodged on correct approved form page size (A2, A3 or A4)

Colour: all documents must be lodged in black and white (monochrome) except for Survey reports which may be lodged in colour.

Resolution: all documents must have a minimum setting of 400 dots per inch (dpi), which is industry standard.

### Should PDF's lodged with NSW LRS contain security features?

There should be no security (password protection, printing restrictions etc) added to PDF's lodged with NSW LRS. Documents will not be altered by NSW LRS, but they need to be printed and Registrar General's seals added as part of the examination and registration process.

### What do I do if I have plans not yet lodged/relodged that are currently saved in TIFF format?

All documents will need to be lodged as PDF format; this may require you to re-export images from software packages in a PDF format for greater quality.

### Will registered documents be available in TIFF or PDF?

Following this change all registered documents will be delivered as PDF files. This includes documents currently obtained through Information Brokers or through NSW LRS Online access held by authorised users.

**Will registered documents continue to be annotated with metadata that includes the document number and date obtained from NSW LRS?**

Yes. The metadata currently annotated on all registered documents when obtained will not change.

**I have more questions about the change from TIFF to PDF lodgment, who can I speak to?**

If you have any questions or wish to discuss this change it is easy to get in contact with us by emailing [DigitalPlans@nswlrs.com.au](mailto:DigitalPlans@nswlrs.com.au)