A Guide to Submitting Electronic Files with Planning Applications

1. File Formats
- All application documentation (plans/drawings and documents) should be supplied in portable document format (PDF) and drawings must be scaleable to the original paper size. We are unable to accept CAD files.
- Documents should be created and exported to PDF using CAD, Vector Bitmap or word processing software such as Word. After converting each file to a PDF, please check that the conversion has been successful and the plans are still to the correct scale before sending.
- Additional or updated information supplied after submitting an application must also be accompanied by a CD-ROM.
- All supporting documents should be uploaded separately and named using the format described below.
- Each document should default to its intended size when printing. Otherwise, the intended size for printing should somehow be indicated where appropriate. Please do a test print for yourself and verify that the size and scale are as intended.
- Guidance on converting CAD drawings to a scaleable PDF can be found on the Planning Portal website. Go to http://www.planningportal.gov.uk and follow the instructions.
- Please do not submit .exe files. We are not able to accept these as they may mask a virus.
- Online submission –For **ALL** major applications a hard copy submission is required. All drawings and other information must be sent to the Council on CD. All submission documents must be in accordance with the criteria set out below. Please keep to the 5mb individual file size when submitting drawings or documents on disk.
- Major Application Submission by CD ROM. Please clearly label your CD with your contact details, the address of the application site and include on the CD "a manifest" e.g. the contents of the files contained.

2. File Size
- Individual files should not exceed 5mb in order to ensure that download/ viewing times are reasonable.
- Please try to keep the file sizes as small as possible. Larger documents should be split into smaller files and labelled Part 1, Part 2 etc.

3. File Naming

- All file names need to be supplied with a descriptive file name using the detailed criteria listed below (a) and (b). All documents will be accessible for public view and must be clear and comprehensible.

a) Plans

1 file for each plan with the file names to include, in order:

- plan description, for example 'elevation', 'site plan', 'floor plan'
- plan number (including version)
- date drawn (preferably DDMMYYYY format)
- include the file extension (.pdf).

For example:

- ➢ 'Elevation South PL01 v4 -10082012.pdf'
- ➢ 'Site plan-PL04- 10082012.pdf'
- ➢ 'Floor plan – ground floor- PL04- 10082012.pdf'
- ➢ 'Floor plan – floors 5 to 10- PL04- 10082012.pdf'.

b) Accompanying documentation

1 file for each document with the file names to include, in order:

- ➢ document name and reference (where applicable), for example Statement of Environmental Effects, Heritage Impact Statement
- ➢ version number (where applicable)
- ➢ date of the document (preferably DDMMYYYY format).

For example:

- ➢ 'State of Environmental Effects –TS3240 v12- 10082012.pdf'
- ➢ 'Noise_Impact_Statement –TS3240 - 10082012.pdf'
- ➢ 'Heritage Impact Statement Part 1- –TS3240- 10082012.pdf'

- It is preferable to keep the number of attached drawings to a minimum provided they all have the relevant information and comply with file size limits.
- Amended or additional plans/documentation should also be clearly labelled in the same way.
- Existing and proposed drawings should be stored in separate clearly labelled files.

4. Scale/Print Size

- All plans and drawings **must also include a scale bar, both vertical and horizontal,** showing the length of one metre and ten metres and key dimensions of the development and distances from boundaries. This will allow viewers, e.g. on our website, to make accurate measurements.
- The scale and print size shall be clearly identified on all drawings and plans to enable them to be reproduced to scale. e.g. 1:100@A1, 1:200@A3.
- The North point must be indicated.