

Guidance Notes on submitting electronic files with planning applications

Because we need to make electronic files available to everyone using our web site we always use Adobe Acrobat (.pdf) files. Your application will be displayed on the web site faster if you submit all your documents in .pdf format, and you follow these guidelines:

General guidelines:

File Types:	Use .PDF files ✓ .pdf, .doc, .jpg, .tif, .txt ✗ CAD, .gif, .xls, video files
File Size:	Keep individual files below 10 MB Larger documents should be split into smaller files and labelled Part 1, Part 2 etc
Naming:	Name and number all documents and drawings clearly and uniquely Store Existing and Proposed drawings in separate, clearly titled files
Scale/Print Size:	Always show the scale and print size on drawing and plans, and a north point where necessary
Orientation:	Make sure all pages in a file have the same orientation
Colour:	Only use colour where necessary (e.g. site location plans)
Embedding:	Do not embed key documents (e.g. site plans) in other documents
Media:	You can attach your documents to the application, or for applications where the number of associated documents is very large, these can be submitted on a CD or DVD. Label the media with the application reference and site address
Schedule:	Attach a Drawing and Plans Schedule to your application

Drawing and Plan Guidance:

Site Location Plans Location plans should be colour, at a scale of 1:1250, with the

Plans	development site boundary marked in red and additional land owned by the application outlined in blue
Site Layouts	Layouts should be at a scale of 1:200
Floor Plans,	Plans should be at a scale of 1:50, black and white, A3 or A4 paper size.
Elevations and Sections	Do not group multiple drawings on A0 paper size Hatched lines should be used rather than grey shading If colour is necessary, use the minimum amount possible
Architectural and Decorative Features	Drawings for these features, and on Listed Buildings, are required at a scale of 1:20 and 1:5

Further detailed guidance is given in the [Making an application](#) on our website

Additional Information on file types:

File Type	Rules	Examples	File Sizes
Pdf	Ensure that files are optimized for “fast web viewing”. Also see Note1 below.	All documents, photos, drawings and any other relevant types	All files should always be less than 10MB.
jpg, jpeg	Only use when submitting less than 3 photos, as this format does not support multi-paged files. If you need to submit a large number of images, then this can be presented collectively in a pdf document. Also see Note1 below.	Photos, drawings	
tif, tiff	This is the best format to use when submitting more than 3 photos as it supports multi-paged files. Always use Group 4 compression for black & white, and pack bits for colour. Also see Note1 below.	Photos, drawings, all images	
doc	All images/drawings within the document should be presented at the lowest resolution possible without compromising quality and intelligibility.	documents	
txt	Preferably Arial font type should be used.	documents	

Note1.

All images/drawings should be presented at the lowest resolution possible without compromising quality and intelligibility.