



## **A Guide to Submitting Electronic Files with Planning Applications**

We encourage applicants to use electronic means wherever possible when dealing with Planning Services. This includes submitting planning applications online via the Planning Portal, making comments online via our *PublicAccess* system, or checking the progress and details of applications via *PublicAccess*.

This guide is to explain the best way to prepare your documents for electronic submission via the Planning Portal [[www.planningportal.gov.uk](http://www.planningportal.gov.uk)].

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### **FILE SIZES**

Each document/individual file should be no greater than 5MB (to ensure download/viewing times are reasonable.)

You are required to split large documents that exceed 5MB into sections. Resolution of 300 dpi should be adequate for B&W drawings.

Submission by CD ROM - CD's may be submitted where there are a large number of associated documents. No individual file should be greater than 5MB.

*\*Please note any multipage document files which exceed 5MB will be returned to you for splitting and resubmitting in accordance with 5MB limits.*

### **FILE FORMATS**

All documents shall be in Adobe PDF format. There are a number of free PDF writing applications available - use "free PDF software" in your internet search engine.

### **PAPER SIZES**

Where possible document sizes shall be A3 or smaller – as this makes onscreen viewing easier and reduces any subsequent printing costs, where required. We prefer a greater number of small drawings to fewer large ones. Multiple drawings should not be grouped on A0 paper size.

Each document should default to its intended size when printing. Otherwise, the intended size for printing should somehow be indicated where appropriate. Please test print, to verify that the size and scale are as intended.

### **FORMATTING DRAWINGS, PLANS AND MAPS**

All plans shall only include one type of drawing, please do not put location maps, sections, elevation etc on the same plan – use a separate plan/page for each type.

The paper size and scale shall be clearly identified on all drawings to ensure we can reproduce them to scale. Key measurements and scale bars shall also be indicated

Orientation; documents shall be correctly orientated for on-screen display and that all pages within a document have the same orientation.

Versioning: all plans shall have version/issue numbers and dates

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Personal Information: please avoid placing signatures, e-mail address, phone numbers, etc on Plans and Drawings, unless these are commercial details which you wish to share on line with the public, otherwise this information has to be redacted.

### Colour

Only use colour where necessary. Hatched lines should be used rather than grey shading. Location plans should be colour, at a scale of 1:1250 with the development boundary marked in red and adjoining land owned by the applicant outlined in blue. Documents must have a white background.

### Photographs and Photomontages

These should always include a title, i.e. the address of the application site.

## ELECTRONIC FILE PREPARATION CHECK SHEET

Please complete this check sheet, and enclose it with your application, to ensure you have supplied your files to us in a way that allows us to handle them efficiently. Please <small>tick</small>	
All files are less than 5MB in size and are in Adobe's Portable Document Format (PDF)	<input type="checkbox"/> <input type="checkbox"/>
Drawings have been kept to A3 or smaller and black and white wherever possible, and only one type of drawing is on each plan	<input type="checkbox"/> <input type="checkbox"/>
All drawings include:	
Paper Size	<input type="checkbox"/> <input type="checkbox"/>
Scale	<input type="checkbox"/> <input type="checkbox"/>
Date	<input type="checkbox"/> <input type="checkbox"/>
Version Numbers	<input type="checkbox"/> <input type="checkbox"/>
Scale Bars	<input type="checkbox"/> <input type="checkbox"/>
Are correctly orientated	<input type="checkbox"/> <input type="checkbox"/>
Reports are separated into individual files	<input type="checkbox"/> <input type="checkbox"/>