

## A guide to submitting electronic files with planning applications

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This guidance note explains the best way to prepare your documents if you wish to submit them electronically.

### File Formats

- All documents should be in Adobe PDF or Tiff file format. Tiff format is preferable for drawings.

### File Size

- Individual files should not exceed 10MB in order to ensure that download/viewing times are reasonable.
- Please try to keep file sizes as small as possible. Larger documents should be split into smaller files and labelled Part 1, Part 2, please try and make the splits logical eg chapters and appendices.
- Consider the resolution you use - 300 dpi is normally adequate for black and white drawings, for colour 200 dpi.
- **Submission by CD ROM** -CD's may be submitted where there is a large number of associated documents put please follow the guidance above.

### Naming

The following details should be provided on all electronic documents and covering emails to help us match your documents to the correct case:

- Application reference number
- Applicants/Agents name
- All documents and drawings should be clearly and uniquely labelled and include version / issue numbers eg title, drawing number and version / issue.
- Revised plans/documentation should retain their original reference number with a suffix eg 2008-01/A
- Existing and proposed drawings should be stored in separate clearly labelled files.
- Do not embed key documents eg site plans in other documents.

### Paper Sizes

- Where possible documents should be A3 as this make onscreen viewing easier and reduces printing costs.
- Multiple drawings should not be grouped on A0 or A1 paper size.

### Colour

- Only use colour where absolutely 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.

### Scale/Print Size

- The scale and print size shall be clearly identified on all drawings and plans to enable them to be reproduced to scale eg 1:1250 @A4.
- The north point should also be indicated.

### Orientation

- Please make sure all documents are correctly orientated for on screen display and all pages in an individual document have the same orientation.

### Major Applications

- Avoid colour plans and coloured keys.
- Use white background.
- Split large documents up into "chapters" and use plans as appendices to keep file sizes down.