

Authority Standards for Planning Applications

When you submit an online planning application you should make sure your files, photographs and documents meet the following Planning Authority standards:

1. File Sizes for Electronic Submissions

- No individual file can be greater than 5 Mb.
- No .zip or .exe files may be submitted.
- Additional material can be submitted on CD or DVD for major applications by agreement with the Senior Caseworker or Specialist Advisor

2. Drawings

- Drawings must be a maximum of paper size A3 (whether submitted in paper or electronic form) unless agreed in writing with the Senior Caseworker or Specialist Advisor
- All drawings must include;
 - Scale at paper size
 - Provide a scale bar
 - Indicate north
- Drawings must be submitted in a single layer PDF Format
- Do not supply drawings with scales at different paper sizes.
- Scanned drawings must be a minimum 200 dpi resolution.
- Critical dimensions must be checked on the PDF and be in scale.
- The orientation of PDF drawings must be correct when viewed on screen.

3. Other Documents

- Letters, reports must be in PDF format.

4. Photographs

- List of photographs or photo montages must be annotated with the title and context and purpose explained.
- The size of each photograph file must be below 1 Mb.
- Photographs can be provided on CD or DVD by agreement with the Senior Caseworker or Specialist Advisor
- Photographs must be a maximum size of 15x10cm.

5. Electronic File Naming

- A list of all submitted documents must be included.
- All document and drawing file names must comprise brief description in plain English.

Drawings and Documents supplied on CD or DVD with prior agreement of the Senior Caseworker or Specialist Advisor.

- As for Standards 1-5 above. The CD or DVD will not be accepted if the files do not meet these standards.

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