Electronic submission of planning drawings and supporting documents

Electronic submission of documents saves paper, printing, transport and processing costs. It provides a better document/image quality for internet-based public consultation, as well as improving overall process efficiency.

1. We accept documents (including drawings) preferably in PDF format.

2. The maximum individual file size we recommend is 2MB but exceptionally we will accept 5MB for long reports.

   If necessary, please reduce the resolution/quality of reports so that this limit is not exceeded – our database cannot accept anything larger and it saves download time for the public viewing the documents. Generally, short documents and drawings should not exceed 2MB.

Please submit individual drawings as separate files, identified by using the file name plus the drawing number.

Drawings should be saved in single layers, orientated correctly for on-screen display and specify the printing page size for which the scale applies.

Please use only one folder for all the files being submitted; this simplifies checking that all the files have been uploaded onto the internet.

Please label the CD/DVD with the planning application number (if you have one), the site address and the date.