



A Guide to Submitting Electronic Files with Planning Applications

Please use the Planning Portal to submit your planning application online. Go to <http://www.planningportal.gov.uk> and follow the instructions.

File Formats

Plans and drawings

- All plans should be in Adobe PDF file format. (We are unable to accept CAD files or dwg. files).
- Documents should default to their intended size when printing. The size and scale should be indicated (i.e. 1:100 @ A1) and a scale bar present.
- *Please note:* Plans/drawings are checked when we receive your application and if they have not been created correctly or we are unable to print them to scale, they may be returned to you.

Other documents

- Photographs and other illustrations that do not need to be reproduced to scale can be submitted as .jpg, .tif and .gif files or images in a Word doc. (Word 97 – 2003 or compatible)
- Printed reports and other text based documents can be submitted as either pdf., or Word documents (Word 97 – 2003 or compatible mode)
- Please do not submit .exe files or zip files. We cannot accept these as they may mask a virus.

Files sizes

General

- Individual files should not exceed **5MB** to make sure that download times are reasonable.
- Please keep the file sizes as small as possible. Large documents should be split into smaller files and labelled Part 1, Part 2 etc.
- Consider the resolution you use – 200dpi is normally adequate for black and white drawings.
- All documents should be a standard metric size, e.g. A4, A3, etc.

Submission by CD ROM

CDs may be submitted where there are a large number of associated documents. Please clearly label your CD with the site address and it is useful to include an index.

Online Submission

The combined size of files for a single application should not exceed **25MB**. For applications exceeding these limits, we suggest you complete the application form online and submit drawings and other information to the Council on CD. Please keep to the **5MB** individual file size.

Note: Whilst we are happy to receive applications on CD, there may be occasions when we ask for paper copies/multiple CDs, to enable us to quickly and effectively consult our statutory consultees.

Colour/Document Format

- Only use colour where necessary. Blocks of colour or texture can appear as black or details picked out in colour may be lost.
- If using a Dye-line machine please ensure a high-contrast image otherwise the drawing often looks poor when scanned.
- Some colours combinations that look effective on screen do not necessarily work well on a printed copy. i.e. yellow on white.
- Avoid the use of colour to show contrast. Use hatched lines rather than grey shading.
- Location plans should show the development boundary marked in red and adjoining land owned by the applicant outlined in blue.
- Please make sure all documents are correctly orientated for on screen display.



General

Correspondence

The following details should be provided on all correspondence: Application/reference number, site address, applicants/agents name, proposal

Documents

- All documents should be free from signatures, private telephone numbers etc.
- All documents should be clearly labelled and include version/issue/drawing numbers.
- Drawings should be stored as separate clearly labelled files wherever possible.

Validation Checklists

Please consult the relevant Validation Checklist for advice regarding the drawings and scales required for each application type.

If you have any queries regarding the content of this guide or the submission of a planning application please contact us at:

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