

# Submission Standards for Planning Applications

The Planning Authority Standards are:

## 1. File Sizes for Electronic Submissions

1. No individual file is greater than 5Mb
2. No .zip, .exe, gif or .jpg files are submitted.

## 2. Drawings

1. Drawings submitted in single layer PDF format.
2. Where possible supply drawings at A1 or A3.
3. Do not supply drawings with optional scales at different paper sizes.
4. Scanned drawings are a minimum 200 dpi resolution.
5. List of drawings supplied to include drawing number, description and paper size.
6. Check critical dimensions on PDF and that they are to scale.
7. Orientation of PDF drawings are correct when viewed on screen.
8. Include a scale bar and key dimensions on all drawings.
9. Do not submit photos of plans, actual plans need to be submitted.
10. Drawings should only state 'do not scale' if followed by 'except for Planning purposes only.'
11. Do not refer to previous works on the drawings, they should only refer to the proposal being applied for.
12. Plans from previous applications cannot be transferred to new applications.

## 3. Other Documents

1. Letters and reports must be in PDF format.

## 4. Photographs

1. List of photographs/photo montages annotated with title and context/purpose explained.
2. Size of each photograph file to be below 1Mb.
3. Photographs to be a maximum size of 15x10cm.