

Standards for On-line Submissions

The Planning Authority Standards are:

1. File Sizes for Electronic Submissions

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

2. Drawings

1. Drawings submitted in single layer PDF format.
2. Where possible supply drawings in 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. Critical dimensions checked on PDF and are in scale.
7. Orientation of PDF drawings correct when viewed on screen.
8. Include a scale bar and key dimensions on all drawings.

3. Other Documents

1. Letters, 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 1 Mb.
3. Photographs can be provided on CD/DVD.
4. Photographs to be a maximum size of 15x10cm.

5. Electronic File Naming

1. A list of all submitted documents is included.
 2. All document/drawing file names comprise brief description in plain English.
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