CAD Files Help (Also Detailed Drawings Help)

Accurate plans and drawings to illustrate what you are proposing to do must form part of your application.

Diagrams that accompany your application should, wherever possible, be write protected using the software they were originally produced in. Only submit detailed diagrams in a .DWF, HPGL2, TIFF or PDF format.

All files should consist of single pages, with a maximum of 2 drawings per page. The drawings must be presented in "paper space layout" and drawn to specific metric measurement units. Include a conventional stated scale (e.g.1:50, 1:100), a scale bar and the page size for printing to which the scale applies.

Whilst using colour to distinguish between existing parts of the building and what is proposed is useful, too many colours or the use of light colours can be confusing to people who are not used to reviewing architectural drawings, and can make it difficult to produce legible printed copies.

Layout Plan: This is a plan of the whole of the property, i.e. the house, all detached buildings garden, other open areas and the position/spread of all trees. All of the boundaries of the property should be shown, together with the exact position of any proposed detached building or extension. The suggested scale is 1:100.

Floor Plan(s): It is often possible to combine the layout and floor plan. It is particularly important to make the existing and proposed floor plans two separate drawings if any demolition is involved. The suggested scale is either 1:50 or 1:100. If the proposed building is sited on a boundary please state whether or not there will be any encroachment (e.g. foundations) onto the adjoining property. The plans need to show both the existing and proposed floor plan.

Elevations: This is the term used to describe a drawing of what the building will look like from the outside. If the proposal is to extend the house or erect a building close by, every elevation should normally be included (preferably to the same scale as the floor plans); the whole of the existing house must be shown so that the relationship of the new building to the original house can be clearly seen. Drawings of both the existing and proposed elevations are required. If any boundary walls or fences are proposed then elevation details are required. This is also required on the layout plan.

Where existing and proposed are shown on the same plan the proposed works should be clearly highlighted. The use of the rooms and buildings proposed must be clearly indicated on the plans. Where the proposal effects parking within the site (e.g. the conversion of a garage) then the available parking areas should be clearly indicated on the plans.

Where you are proposing roof terraces or balconies, you must identify them on all drawings, showing any safety walls or railings.

If you are in any doubt about the appropriate file format to use, please contact the planning department for advice.

Image Files Help (Also Detailed Drawings Help)

Photographs can be used particularly in respect of illustrating the existing situation, especially when used together with appropriate plans etc. They are very useful if your house is a listed building where they can be used to show architectural details.

Photographs can be saved into an MS Word document before uploading. This means that many photographs can be attached into a single document and you can attach a detailed description with each one. However, please be aware of the constraints on overall file sizes for attachments.

Please limit page layouts to A3 or A4 sizes.

Please limit Image resolution to keep file sizes as low as practicable whilst enabling sufficient detail quality to be achieved on both screen and printed output. (720 dpi?? for source images is anticipated to be adequate.)

Text Files Help (Also Other Supporting Information Help)

Most householder applications will not need additional information or a written justification. However, if the particular case warrants it you can provide additional information in support of your application. These should be supplied in MS Word (.doc) or Adobe Acrobat formats (.pdf). if these are scanned copies they should be submitted in Adobe Acrobat format (.pdf). Please limit page layouts to A3 or A4 sizes.
Examples of such information include:

- A clear statement of what is proposed including its design, materials, impact, accessibility and environmental effects.
- A statement of which planning policies are appropriate and how the proposal complies with them.
- A statement of any pre-application discussions and or consultation that has been carried out.
- Reasons supporting the application.

Addition to Other Supporting information Help

Please note that documents you submit form part of a public register. A number of councils provide access to documents on the Register of Planning Applications on their web sites.

Applicant/Agents should consider whether all the information they are providing is required for the application to be determined. For example, unnecessary detail is sometimes provided in relation to the internal layout of buildings unaffected by the application, which could be misused.

Details of the source of documents should be clearly marked within them to help prevent unlawful copying.