

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### Planning Control and Conservation

#### GUIDANCE ON THE ELECTRONIC SUBMISSION OF PLANNING APPLICATIONS

- Please send electronic attachments (in addition to any paper copies) on CD/DVD wherever possible.
- Submit electronic/scanned documents which are clearly legible online; legibility is currently variable and in some cases poor. Colour combinations and font types which reduce visual clarity should be avoided, together with smaller font sizes (below 11 point).

#### Plans and drawings

- Submit plans with a clearly identified scale where measurement is a consideration of the plans' contents. Both the scale and the native size of the plan should be identified e.g. 1:2,500@A3. A scale bar must be included on all plans/drawings. Do not use the words "do not scale from drawings". If accurate measurements cannot be determined then the application will be deemed invalid and returned for correction.
- Submit plans which are dated, have titles clearly describing the subject matter and reference numbers which are sequential and clearly indicate the revision version where appropriate.
- Layout Plan: This is a plan of the whole of the property, ie, 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 1:200 or 1:500.
- 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 (eg foundations) onto the adjoining boundary. The plans need to show both the existing and the 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 (eg, the conversion of a garage) then the available parking areas should be clearly identified on the plans.

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

- Submit plans with a native A4 or A3 resolution. Larger composite A1 and A0 plans are discouraged in favour of a series of separate A3 plans which are easier to reproduce and view online.

## General

- Submit documents with a maximum size of 3MB
- Submit documents in the most suitable and accessible format; lack of appropriate technology, e.g. large document sizes and printers/scanners/plotter availability and cost, affects the usefulness of some document types, such as plotter files. Efforts should be made to submit all text documents in PDF format and all plans in JPEG or PDF format.
- Endeavour to submit documents in the following formats: PDF, TIFF, XLS, DOC, TXT, PNG, JPG, JPEG, BMP AND RTF. **Documents in proprietary file formats from CAD software packages are to be avoided.**
- Submit documents which display valid copyright messages (e.g. Ordnance Survey map copyright) wherever appropriate and which are not copy protected.
- Submit text PDF documents which are based on word processing files in preference to image files so that the text is searchable and can be extracted from the PDF if necessary.
- Submit text documents with logically referenced and headed sections rather than bullet points or unnumbered paragraphs, so that individual sections within the document can be easily referred to (e.g. 'section 1.1.1' etc).
- Please note that the documents you submit form part of a public register and as such these documents are available on our website and in our Customer Service Centre.

## File Structure

- Please provide drawings saved in single layers
- Please provide drawings on a single page per PDF/TIFF file basis.
- Provide diagrams that are clearly annotated and include a drawing key where appropriate to explain the use of different shading, edging and symbols.
- Provide drawings that include a scale bar and at least one key dimension and specify the printing page size for which its scale applies (PDF documents show this in its properties).
- Provide drawings that are correctly oriented for on-screen display.
- Provide drawings that contain a compass point marker (showing N) where appropriate.
- Provide scanned documents with a minimum of 200 dots per inch. The overriding requirement is for clear, accurate drawings that meet the file size limitations without marks or noise, and that do not suffer from problems such as the keystone effect.

## File Naming

- Please note that file names that do not reflect the content shall be renamed by the LPA.
- All drawings should be named as follows:
  - Drawings which contain plans of internal layouts, multiple floor plans, roof plans and elevations shall be clearly labelled as such and, for applications relating to large structures/site redevelopments involving complex structures or numerous buildings, identify which building(s) they relate to.
  - Drawings that contain multiple elements, such as plans and elevations, may have a generic name, such as plans\_and\_elevations.pdf, but should still aim to reflect the contents.
- All attachments should be named as follows:
  - With plain English e.g. air\_quality\_assessment\_v1.2\_06/00066/1.pdf
  - With a version number, e.g. air\_quality\_assessment\_v1.2\_06/00066/1.pdf
  - With a file name that clearly identifies the planning application including the planning application no e.g. air\_quality\_assessment\_v1.2\_06/00066/1.pdf