

USING THE PLANNING PORTAL

We are committed to Government guidelines for e-Planning and would prefer you to submit planning applications on line via the national **Planning Portal** (www.planningportal.gov.uk). You will be able to submit applications, attach plans and supporting documents, create a site location plan and pay the planning fee online using a credit or debit card. There is online validation of the application details so it is less likely that your application will be returned because of missing or invalid information.

It is possible to submit an e-application via the Planning Portal and send the supporting plans, documents and fees on paper if you wish, but we would encourage you wherever possible to submit everything electronically. There are full guidance notes for users on the Planning Portal site.

SUBMITTING APPLICATIONS ON PAPER

You can still submit on paper if you wish but if you are submitting paper copies of your plans and have those plans or supporting information in an electronic form (i.e. if the plans were prepared electronically) **can you please provide us with a CD with your submitted drawings**, supporting statements etc. This is in addition to the required number of paper copies. If you are submitting electronically via the Planning Portal you do not need to do this.

This will enable the documents to be viewed on our web site (www.nfdc.gov.uk/planning) in their original form, with no loss of quality and (in most circumstances) in colour.

The “rules” for submitting plans and documents on a CD are:

- Please clearly label your CD with your contact details, the address of the application site and the contents of the files contained.
- All documents, drawings, photographs, etc. shall be identified in an accompanying manifest, or schedule of drawings/documents. An extract from an example of a schedule is shown below.

Documents Register	Extension at 99 Acacia Avenue						
		By	Date	Format	Scale	Paper Size	Release Date
	Application Form	NF	Dec 06	PDF			06/02/2007
	Planning Statement	NF	Dec 06	Word			06/02/2007
	Covering Letter	NF	Dec 06	Word			06/02/2007
DRWG0001	Existing Site Location, Plans & Photos	RB	Dec 06	PDF		A1	06/02/2007
DRWG0002	Existing Site Layout	RB	Dec 06	PDF	1:200	A1	06/02/2007
DRWG0003	Proposed Site Layout	RB	Dec 06	PDF	1:200	A1	06/02/2007

This schedule should, of course, be submitted on the CD and named “Manifest.xls” (or .doc .pdf, etc.)

Typical Drawing Descriptions (Examples)

(Single Sheet with all) plans and elevations as proposed	(Single Sheet with all) plans and elevations as existing
Site Plan	Block Plan
Floor plans	Elevation
Cross Sections	Roof Plans
Landscape Plans	Drainage Plans
Environmental Impact Assessment	Traffic Management Plans

Supporting Documentation

- All applications will require supporting documents e.g. Drawings, Site Location Plans, Planning Statement, Environmental Impact Statement, etc. and electronic copies of these, where available, should be submitted on CD.
- All electronic plans must show a scale bar and key dimensions of the development and distances from boundaries. This will allow viewers, e.g. on our web site, to make accurate measurements.

File Types and Names:

The following file extensions can be submitted on disk (or via the Planning Portal):

Image Files	CAD Files	Text Files	Video Files
.jpg	.pdf	.doc	.mpg
.tif	.tif	.pdf	.avi
.gif		.txt	.wmv
.bmp		.xls	
.png			

- All file names should be prefixed with a maximum eight character alpha/numeric, followed by a brief description of the contents (e.g. DRWG0001SiteLayout.pdf). These files will be accessible for public view and must be clear and comprehensible. It is preferable to keep the number of attached drawings to a minimum provided they have all the relevant information and comply with file size limits.

File Sizes

Please endeavour to use file formats that keep file sizes as small as practicable.

The maximum combined size of all files should not normally exceed 25Mb. No individual file should be larger than 5Mb. If your submission will exceed these limits, please contact us in advance so that we can agree the necessary arrangements.

Please do not submit .exe files or use zip utilities to condense file sizes. We are not able to accept these as they may mask a virus.