

Planning Public Access (Online Planning Register)

The submission of documents/plans/drawings



This note sets out how we currently process and upload documents, plans and drawings (depending how they have been received by the Council) to the online register.

Applications submitted through the Planning Portal (www.planningportal.gov.uk)

Documents submitted (majority are PDF – see note below) load straight in our document management system (DMS), which in turn feeds the online register. If we receive any PDF plans/drawing that are not showing the correct rotation then we correct this before publishing.

If any portal documents contain signatures (mainly associated statements) these have to be scanned in by the post room so we can apply masking.

The Planning Portal route only covers the submission of the application, so any future documents sent in will follow a different route (email/post).

Note: The Planning Portal application service can accept files in the following formats:

- Images (.jpg, .tif, .gif, .bmp, .png)
- CAD (HPGL) (.plt)
- MS Word (.doc) – they cannot currently accept the .docx format used in the 2007 version onwards.
- Adobe PDF (.pdf)
- Text (.txt)
- MS Excel (.xls) – they cannot currently accept the .xlsx format used in the 2007 version onwards.
- Video (.mpg, .avi, .wmv)

They also set a file limit of 5MB.

Postal applications

Documents and drawings are scanned by the post room into the DMS as TIFF images and are converted on the fly to PDF for viewing on the online register. If a CD is received then the documents are uploaded from the CD. Plans and drawings are scanned in at 200DPI for quality/definition purposes whilst minimising file sizes. We do not currently have any OCR capability within the post room.

E-mailed documents

These are checked straight into the DMS (unless redaction is required) by Case officers or staff within the Application Support team. If redaction is required we have to print out the document signature and scan it so the masking can be applied.

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