

Planning Services Electronic Standards Cambridge City Council

Acceptable File Size

All files should be sent un-compressed

Online submission = 4mb per file

CD/DVD submission = 25mb per file

Acceptable File Format/Types

The following file formats are accepted for electronic submissions:

- PDF is the preferred file format
- JPG, TIF, GIF, BMP and PNG file formats for images
- DOC, PDF, TXT and XLS file formats for text documents
- Documents in proprietary file formats from CAD software packages are to be avoided
- Please use file formats that keep sizes as small as possible.

File Naming Rules

All file names should be clear, self descriptive and in plain English, such as;

proposedfirstfloorplans.pdf

sideelevationexisting.jpeg

designaccessstatement.txt

photoofsign.jpeg

Note: The Planning Portal is introducing a standard naming convention from January 2012

File Format Rules

All plans and drawings shall include a scale, and ideally a scale bar and key dimensions.

All drawings shall specify the printing page size for which the scale applies (A4/3 is preferred but can accept A2/1/0).

All drawings should be correctly orientated for display on screen.

All drawings should be saved in single layers.

Please provide drawings on a single page per PDF/TIFF file basis

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.

Contact Information

Email: applicationsupport@cambridge.gov.uk

Address: PO Box 700, Cambridge, CB1 0JH

Telephone: (01223) 457200

IMPORTANT NOTE

Any documentation supplied electronically (e-mail, online submission via the Planning Portal, on CD or DVD, or any other electronic or digital method), which fails to meet these standards will not be accepted. You will be advised why we cannot accept the files and asked to resubmit in a suitable format before your application can be processed.

1 hard copy of the application is required for major applications submitted via the Planning Portal.

Please note that the documents you submit form part of a public register and as such these documents are available online at www.cambridge.gov.uk/planningpublicaccess and in our Customer Service Centre.