

Directorate of the Urban Environment

Planning and Environmental Health
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Submitting Applications to Dudley Council – Attachment Drawings

Help us process your application more efficiently. To prevent a delay in the registration of your online planning application please ensure that all plans and drawings:

- Include a Scale Bar and at least one Key Dimensions in each dimension and specify the page;
- Specify the printing paper size for which its scale applies e.g. 1:50 @ A3, 1:50 @ A2 or 1:500 @ A4;
- All location and block plans must be on A4 or A3, as these will need to be printed in colour;
- Files must be less than 5Mb in size;
- Drawings must be saved in single layers;
- Drawings must be provided on a single page per PDF/TIFF file basis;
- Diagrams should be clearly annotated and include a drawing key where appropriate to explain the use of different shading, edging and symbols;
- Drawings should be correctly oriented for on-screen display;
- Provide drawings that contain a compass point marker (showing N) where appropriate;
- Provide scanned documents with a minimum 200 dpi (dots per inch) for black and white and minimum of 200 dpi for colour. 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 Types

You can attach files as part of your application. Please note we can only accept the following types of files:

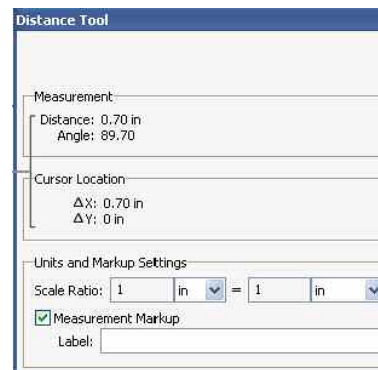
- PDF, TIFF, XLS, DOC, TXT, PNG, JPG, JPEG, BMP and RTF. **PDF is strongly preferred;**
- Drawings, site plans, etc. for which scale is important must be in PDF or TIFF format.

PDF Files

If you are using Acrobat Professional/3D version 7 or 8 to produce your PDFs please enable the measuring functionality to allow us to use measuring tools on PDF documents. Please note that Adobe Standard does not have the required functionality.

Please note that the Measuring toolbar contains tools to measure distances and areas of objects in PDF documents.

Choose Tools > Measuring, and select a measuring tool. Or, right-click/Control-click the toolbar area, and then choose Measuring. Ensure that Measurement Markup is selected.



CopyRight

Plans, drawings and material submitted to the council are protected by the copyright acts (section 47, 1988 Act). You may however wish to consider marking your work with the international copyright symbol © followed by your name (or your company's name) and the year of creation. This can deter potential infringers of copyright and help your case in any future infringement proceedings.

Commercially Sensitive Documents

You should be aware that documents submitted will be placed on the application file and made available on the website for viewing by any interested member of the public. please see our [Data Protection Disclaimer](#) web page for further information. If submitted documents are considered to have commercial sensitivity then this should be specified to us, and a statement of this clearly indicated within the body of the document itself. In addition where possible commercially sensitive information should be limited to a section or appendix at the end of the document, so that the rest of the document can be made available on the website.

If there is a query with your application form or drawings we will contact you by email or telephone. Any amendments required to the form or drawings, before registration, can be emailed to: development.control@dudley.gov.uk.