

## **Format of plans/documents submitted to the Council:**

The file size: should not exceed 10mb when emailing plans and/or documents.

<b>Acceptable formats of electronic documents</b>	<b>File extension</b>
Portable Document Format (Adobe Acrobat) <b>Recommended</b> (but please do <b>not</b> convert photographs from .jpg format) <b>Note: PDF's should be enabled to allow use of the measuring tools in Adobe Reader.</b>	.pdf
<b>To enable users of Reader 8 or later to use the measuring tool, open the PDF and choose Comments &gt; Enable For Commenting And Analysis In Adobe Reader</b>	
Microsoft Word or WordPerfect 5.1 or higher, provided that documents have a .doc extension	.doc
Tagged Image Format	.tif
Joint Photographic Experts Group (JPEG)	.jpg
Microsoft Excel	.xls

Most CAD systems provide a facility to convert output into PDF format, and we recommend that you use this to send us these documents.

If you send us information that we are unable to read, we will need to contact you and ask you to reformat and resubmit it.

<b>Unacceptable Formats</b>	<b>File extension</b>
Various CAD formats	.dwg, .dgn, .dxf
Other formats	.docx, .html, .zip

## **Submissions via the Planning Portal:**

Details of acceptable formats when submitting online planning applications via the Planning Portal can be found on web page

<http://www.planningportal.gov.uk/cymru/public/appeals/adviceandguidance/acceptablefileformatscy>