

# E-Applications Attachment Guidance

## Southend Borough Council

### Plans and Elevations

#### *Scale*

Drawings must:

- Be drawn to specific metric measurement units (mm, cm or metres), at a conventional scale and state the original paper size e.g. 1:50 at A3 or 1:100 at A1.
- Include a scale bar indicating the length of 1 metre and 10 metres where appropriate.

### Format

Drawings will only be accepted if they are saved in the following formats: jpg, gif, png, tiff, pdf (these can be zipped if necessary).

#### *CAD Files*

We cannot accept CAD files at present. Please convert, preferably to pdf or tiff.

No other formats can be accepted.

#### *Colours*

Please think carefully about the use of colour on drawings. Whilst using colour to distinguish between existing parts of the building and what is proposed can be useful, too many colours or the use of light colours can be confusing to people who are not used to looking at architectural drawings.

### File Size

File size is restricted to 5mb per image (Larger files can be zipped if necessary)

### Other Attachments

#### *Text Documents*

Text document can only be accepted in pdf, doc (Word) txt and rtf formats.

#### *Photographs and other images*

Can be attached individually or, if there are many pictures, in a pdf or word document with captions

Max size 5mb

#### *Video or 3D flyby*

These files tend to be large and should not be attached with the other documents. Please send separately on CD Rom or DVD Rom.

### Disclaimer

The Council reserves the right to reject any attachments that do not meet these specifications or are of a poor quality.