

Submitting Electronic Files



This note provides guidance on submitting documents to Fife Council electronically via email or on disc. The Scottish Government have supplied separate information on submitting electronic documents through the planning portal.

File Types:	<p>All files should be in Tiff or PDF file format. Pdf format is preferable for drawings. Documents submitted should not be locked or secured in any way.</p> <p>The list of file formats which are acceptable. pdf, .doc, .jpg, .tiff, .txt</p> <p>The list of file formats which are not acceptable CAD, .gif, .xls, video files</p>
File Size:	<p>Keep individual files below 10 MB</p> <p>Larger documents should be split into smaller files and labelled Part 1, Part 2 etc. Please make logical splits for example chapters or appendices.</p>
Naming:	<p>All electronic documents and covering emails should provide the following details:</p> <p>Applicant/Agents name Proposal Address Application number (for subsequent information)</p> <p>Name and number all documents and drawings clearly and uniquely. Store Existing and Proposed drawings in separate in clearly labelled titled files</p>
Scale/Print Size:	<p>A scale along with a scale bar and print size on drawing and plans should be shown, as well as a north point on any OS based map. All plans should be produced to a recognised scale</p>
Orientation:	<p>Ensure that all drawings and pages within a file are orientated correctly</p>
Colour:	<p>Only use colour where necessary (e.g. site location plans, elevations to clearly show proposals). When colour is used, all text, annotations and details on the drawing should be clear and legible for viewing and assessment.</p>
Embedding:	<p>Do not embed key documents such as location plans within other documents</p>
Media:	<p>Online applications where the number of associated documents exceeds the portal limit should be submitted on a separate CD or DVD or emailed to: development.central@fife.gov.uk</p> <p>Label the email/media with the application number, online reference (if available) and site address – all files should meet the criteria set out above. A request may still be made for one set of paper plans in certain circumstances.</p>
Confidentiality	<p>If you are submitting information which is sensitive and not available for public viewing you should clearly mark this on your submission.</p>
Schedule:	<p>Drawing and Plans Schedule should be provided with all major applications submitted on CD/DVD.</p>

Acceptable file types for submission:

File Type	Rules	To be used for	File Sizes
Pdf	Ensure that files are optimized for "fast web viewing". See Note1 below.	All documents, photos, drawings and any other relevant types	All files should always be less than 10MB.
tif, tiff	This is the best format to use when submitting more than 3 photos as it supports multi-paged files. See Note1 below.	Photos, drawings, all images	
jpg, jpeg	Only use when submitting less than 3 photos, as this format does not support multi-paged files. If you need to submit a large number of images, then this can be presented collectively as a tiff file or failing that as a pdf document. See Note1 below.	Photos,	
doc	All images/drawings within the document should be presented at the lowest resolution possible without compromising quality and intelligibility.	documents	
txt	Preferably Arial font type should be used.	documents	

Note 1.

All images/drawings should be presented at the lowest resolution possible without compromising quality and intelligibility.