

Directorate of the Urban Environment

Planning and Environmental Health
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www.dudley.gov.uk/planning



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:

- All plans and drawings submitted are required to have dimensions or a scale clearly marked on them;
- Mark the paper size and scale on all plans and drawings e.g. 1:50 @ A3, 1:50 @ A2 or 1:500 @ A4 etc;
- Please produce your location and block plans on A4 or A3, as these will need to be printed in colour. I.e. do not include them on A0, A1 or A2 drawings;
- Files must be less than 15Mb in size.

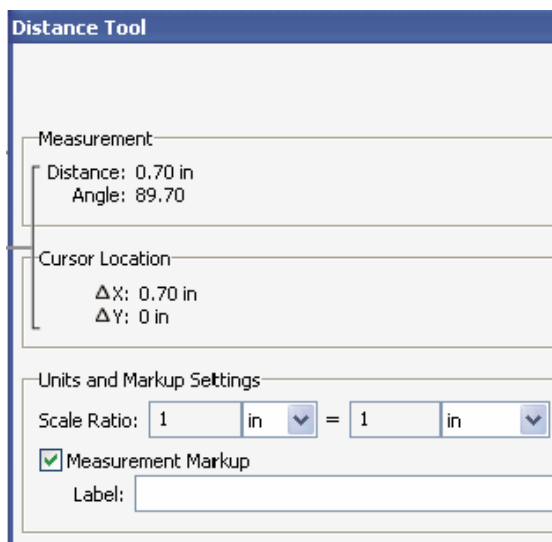
File Types

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

- Word Documents and text files
- GIF, JPEG, TIFF Images
- PDF files

PDF Files

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



Please note that the Measuring toolbar contains tools you can use to measure distances and areas of objects in PDF documents. The measuring tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing, or when you want to measure certain areas of a document before sending it to a professional printer.

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.

Image Quality

Scanned images supplied should be at least equivalent to an image scanned at a resolution of 150DPI.

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.