



GUIDANCE NOTE FOR SUBMITTING DRAWINGS AND OTHER SUPPORTING INFORMATION

This guidance has been provided as an aid to ensure that your application can be validated and registered in a timely manner. Failure to adhere to this guidance will result in your application being returned unregistered.

General

- Each drawing must be submitted as an individual file
- Multiple drawings per file will not be accepted
- Orientation is vital - **check notes below**
- PDFs etc for documents, calculations etc are acceptable as multiple page documents
- All drawings must include a scale bar, a stated scale and have a unique individual number

File Size

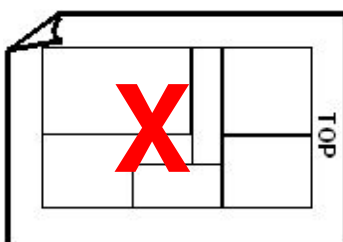
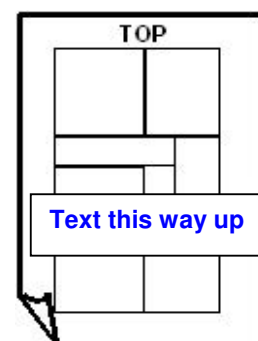
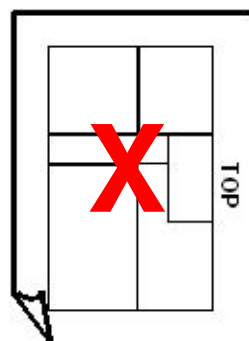
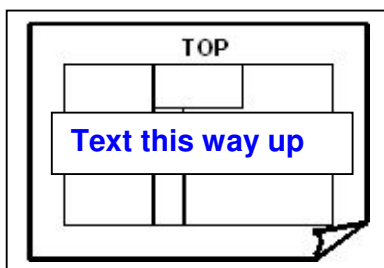
The maximum file size for any single drawing is 5MB.

File Formats

Drawings are acceptable in all formats with the exception of CAD

Drawing Orientation

Please ensure that all drawings are orientated so that they appear correctly when viewed on screen eg:



Incorrectly orientated drawings will result in a returned, unregistered application

[Drawing Names/Titles](#)

Please ensure that the drawing title clearly identifies its content, ie existing floor plan, proposed floor plan etc

[Supporting Documents](#)

Please select the correct designation from the drop down menu when adding supporting documentation ie "certificate" - energy performance certificate, "other" - thermal calculations etc