

## Electronic submissions

Major, renewable and all residential proposals over 25 units can be submitted electronically to [planning@armaghbanbridgecraigavon.gov.uk](mailto:planning@armaghbanbridgecraigavon.gov.uk).

All submissions should have as a reference the applications name and address as the header.

**1. Forms**

All forms forwarded in pdf format.

**2. Plans/drawings**

All plans/drawings each forwarded in pdf format.

**3. Supporting Information**

All supporting information individually forwarded in pdf format.

**4. Checklists**

Both checklists forwarded.

**5. Email size**

Emails should not exceed 50mb in size as this may result in your email being rejected by our IT systems.

**6. Payment**

Payment **must be made** in advance of emailing the planning application, as we require payment details as part of the submission.

Payment via by BACS should be made to-

<b>Bank Name:</b>	Danske Bank
<b>Bank Address:</b>	Donegall Square West Belfast BT1 6JS
<b>Account Name:</b>	Armagh Banbridge and Craigavon District Council
<b>Sort Code:</b>	95-07-97
<b>Account Number:</b>	30026077

BACS permits you to input a text comment of approx. 10 characters.

You should ensure that this text comment is prefixed with **PL**, followed by the applicant's surname or business name (first eight letters)

e.g. The BACS reference for Francis Smith would be **PLSMITH**

e.g. The BACS reference for Smith's Stores would be **PLSMITHSST**

Once the BACS payment is made you must forward the planning application and associated documentation ensuring the BACS reference/text comment is included in the basic checklist.

Please note the BACs Payment and electronic submission of proposals should be completed on the same day, and if the text reference/comment is not included this may delay the processing of your application.

Please note, once your proposal is accepted as valid you may be asked by the Case Officer for hard copies.

<b>Minimum Electronic Submission Checklist</b>	
Appropriate Application Form	
Site location plan	
Site layout plan - Proposed/Existing	
Floorplans- Proposed/Existing	
Elevation plans – Proposed/Existing	
Basic Validation Check list	
Advanced Validation Checklist	
Supporting information	