

## Plans and Drawings submitted with Planning Applications

This note explains the requirements regarding the submission of plans and drawings with planning applications. The Council has a legal duty to ensure that planning applications are complete and valid, and that members of the public are able to understand, examine and comment on them.

### General

Please remember Councillors, Town and Parish Councils, consultees and the public will view plans that are submitted to us as part of your application and they will be published on the Council's website. It will therefore help your application if the plans are as clear as possible.

- All plans submitted with an application should be dated and numbered
- Any revised drawings should indicate the full extent of the change and show a revision number/letter and the date of the revision
- All drawings should be to a suitable metric scale not imperial. The scale must be shown
- Wherever possible drawings larger than A1 size should be avoided (they should be supplied in A3 if possible)
- Drawings for illustrative purposes in outline applications should be clearly indicated accordingly
- The drawings should give an accurate account of the proposals and indicate whether they are enlarged from an OS map or drawn from a survey.
- Where existing buildings are to be altered or extended, the new work must be clearly shown and the demolitions indicated. The use of colour is to be encouraged in distinguishing new work from existing
- Presentation is important and the use of colour generally to clarify drawings is suggested, in particular for larger complex schemes
- Outline planning applications are often not appropriate for new building work in Conservation Areas or to Listed Buildings. Guidance for alterations to Listed Buildings is available from the Council
- When it is necessary to show joinery detail, especially in the case of Listed Buildings, plans should be to a scale of 1:5, 1:10 or 1:20
- Where the proposed development is likely to affect an adjoining property, the position of buildings, trees and other features external to your site should be dimensioned
- Survey information should show important landscape features, spot heights and where appropriate contours
- Present and proposed levels must be indicated if changes are to be made
- Where existing site conditions are significantly revised then these should be shown on a separate drawing
- If any tree within the site or overhanging from a neighbouring property is affected in any way, then a tree survey must be provided indicating the position, crown spread and species
- Access roads, existing vehicular access, and vehicle turning areas, parking spaces and full visibility splays (which may affect adjoining properties) should be shown
- In buildings where public have access, including shops, work places and facilities for disabled people should be shown and described in the drawing
- All existing buildings, trees, paths and all other features within the site are to be described, whether retained or removed.
- Sections through your site and adjoining areas with relevant elevations will be necessary where there are differences in levels or changes in levels are proposed. This may be where a proposal is close to the boundaries of the site or there is a significant slope

## Site Location Plan

You **MUST** submit four copies of an up to date site location plan with the site area outlined in **RED** and adjoining land ownership outlined in **BLUE**. This must correspond with ownership details given on the application form and ownership certificate. It is also helpful if public rights of way are shown in **brown**. A north point should also be shown.

Location Plans **MUST** be to a scale of either **1:1250** or **1:2500**



You can purchase Site Location Plans on-line by using the Councils [Get Mapping Ordnance Survey](#) Link, (also available from our Planning Reception). Alternatively, you can buy a site location plan from the Planning Portal - [Site Location Plan Creator](#). Plans can also be obtained from Ordnance Survey Superplan agents.

## Block Plan

Four copies of a block plan **MUST** be provided drawn to a scale not less than **1:500**. This is a “birds-eye” view of the proposal, and shows the relationship of the proposed building and adjoining buildings outside of the application site. So often a decision on a planning application will depend on the effect of proposed development on adjoining properties and it is therefore crucial that this information is provided. This plan can be used to show levels, access, parking, landscaping and other relevant site information.

## Floor Plans

Usually at a scale of 1:100, although if a scale 1:50 is used for elevational drawings it is better to maintain the same scale throughout the submission.

## Elevations

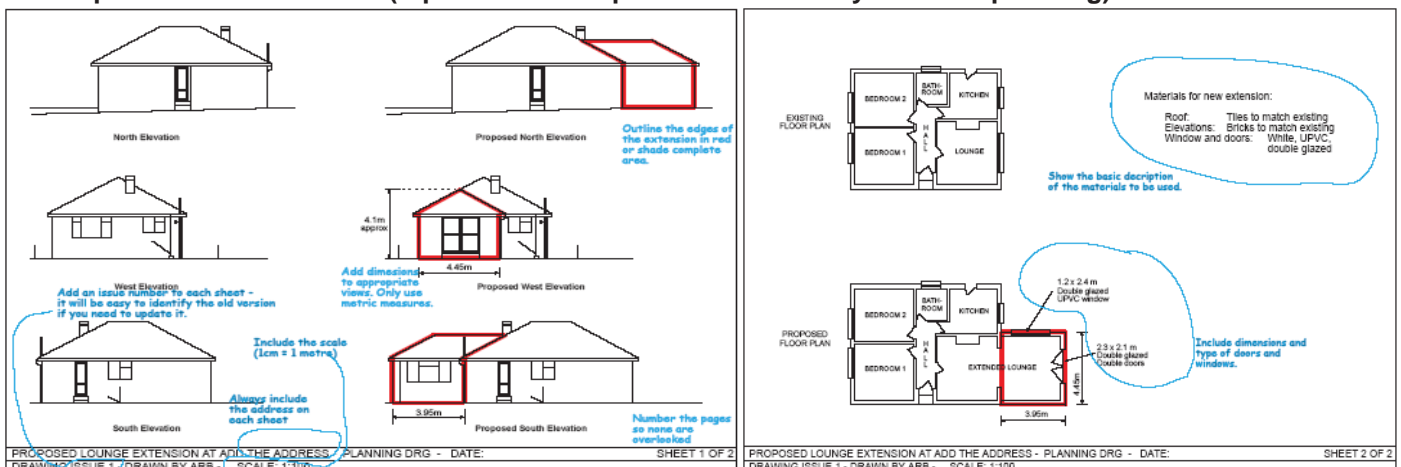
Usually at a scale of 1:50 or 1:100. There **MUST** be an elevational drawing of all sides of the proposed buildings.

For extensions and elevational alterations, the elevations should illustrate the existing buildings/existing elevations, and in particular show the relationship between windows and door openings.

## Contextual Drawing

If appropriate, you may also be required to provide a contextual drawing showing a street scene of the proposed development in relation to neighbouring buildings.

## Example Householder Plans (reproduced with permission from [diydata.com/planning](http://diydata.com/planning))



### Summary of requirements:

**ALL plans and drawings should include: unique reference numbers / letters / date (if applicable), paper size, key dimensions and scale bar indicating a minimum of 0-10 metres. Where possible drawings should not exceed A3 size and at least 4 copies of all documents should be provided. Drawings and site plans for which scale is important must be in PDF format (jpegs and tiffs are not an accepted format by this authority).**

Please ensure that your submission complies with the following Planning Authority Standards:

#### 1. File Sizes

1. No individual file is greater than 2 Mb.
2. Major Applications can be submitted on CD (with signatures removed) – 4 copies will be required (see above).

#### 2. Plans and Drawings

1. Drawings should be submitted in single layer PDF format.
2. Site Locations plans must be to a scale of 1:1250 or 1:2500 and identify then land to which the application relates outlined in red and any other land in the same ownership outlined in blue, showing in the direction of North
3. Block Plans of the site should be at a scale of 1:100 or 1:200 showing any site boundaries
4. Existing and proposed elevations; floor plans; site sections and finished floor and site levels and roof plans should be at a scale 1:50 to 1:100
5. Where possible drawings in A3
6. List of drawings supplied to include unique drawing reference number, description and paper size.
7. Critical dimensions checked on PDF and are in scale.

#### 3. Other Documents

1. Letters, reports must be in Word or PDF format and preferably summarised to A4.

#### 4. Photographs

1. Size of each photograph file to be below 1 Mb.
2. Photographs can be provided on CD's
3. Photographs to be a maximum size of 15x10cm.

#### 5. Drawings/documents supplied on CD

1. As for Standards 1-4 above.
2. CD's will not be accepted if the files do not meet these standards.