



Making a planning application – Guidance for applicants

Plans and drawings to be submitted with planning applications

Depending on the nature and scale of the proposal, other plans and drawings (in addition to the location plan and layout plan) may also be necessary, to make clear exactly what is proposed and the impact of the proposal upon neighbouring buildings and properties. Such plans and drawings may include any or all of those listed in this document.

You are also advised to read the advice on the [presentation of submitted plans and drawings](#).

Type of plans and drawings required	Plans and drawings for specific application types
Site location plan	Advertisement applications
Site layout plan	Listed building consent applications
Existing and proposed elevations	Certificate of lawfulness applications
Existing and proposed floor plans	Application for prior notification – proposed demolition
Existing and proposed site sections and finished floor and site levels	Application for prior notification – telecommunications
Existing and proposed roof plans	Application for works protected by a Tree Preservation Order
Street scene or context plans	Notification of works to trees in a conservation area
Landscape plans and details	
Photographs and photomontages	

For paper applications, please include **two copies** of the form and supporting plans, drawings and documents. No copies are required if the application is submitted electronically, however, for large scale developments, where a number of A1 or A0 size plans are to be submitted, applicants are requested to also provide one **complete set** of plans, drawings and supporting documents in paper format.

Drawings are a key part of any planning and related application and very important when it comes to involving members of the public in the planning process. Please note that many people looking at your application may not be familiar with reading plans and drawings, and that most viewings of plans will be online.

All planning applications are published on the web and you will need to be careful about not submitting any personal details.

We encourage the submission of applications electronically where possible (either applications made through the [Planning Portal](#) or submitted on a CD), and this will generally make it easier to upload and publish on the web, and to get better quality when viewed on line.

If documents do not come electronically, we will scan the documents and upload to the web and the submission of plans of a suitable quality for scanning (e.g. avoiding use of dyeline prints) is encouraged. Where there are complex drawings particularly including colour, or photographs, the submission of these in a PDF form on a CD, help improve the quality of the scanning process and ensure that plans can be displayed clearly.

Presentation of plans and drawings.

The following generic advice is relevant to all plans and drawings:

- All plans and drawings must be accurately drawn, using a conventional metric scale such as 1:100 or 1:150, and with only one scale per page.
- All annotations should be at a font size to enable it to be easily read - point 10 or more.
- Drawings on A3 are generally easier to handle, particularly when viewing on line and should be used where appropriate.
- Plans/drawings must not contain disclaimers such as “Not to Scale” and “Do Not Scale” (perspectives excepted) and drawings must be drawn true to the stated scale(s).
- It is good practice to include relevant measured dimensions annotated on the plans/drawings.
- The clearest way to present proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.
- Each plan/drawing should have a title box stating:
 - the address and proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date
 - scale of the drawing, and
 - the drawing number, with revisions clearly identified using the same plan number and a sequential letter
- Fully annotated plans and drawings are more understandable, e.g. if a line is shown on the plan between two properties, it can be annotated by adding “boundary fence” or similar.
- Every plan (including all copies) based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.
- It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.
- All the plans submitted should be identified on a plan schedule, and the schedule updated if any amended plans are submitted.

Requirement	
<p>Site location plan</p>	<p>The purpose of a site location plan is to identify the land to which the application relates and to show the location of the site in relation to surrounding roads, buildings and other land. This is an important tool in enabling members of the public to identify the site and get involved in the planning process.</p> <p>All applications must include copies of a location plan that must</p> <ul style="list-style-type: none"> • Be taken from an up to date Ordnance Survey Base, or to an equivalent standard. • Be to a suitable scale of 1:1250 or 1:2500 for larger sites and where possible be on an A4 sheet of paper with the application site in the centre of the plan. • Show adjoining road names and property numbers. • Show the application site boundary outlined in red. It should include all land necessary to carry out the proposed development, e.g. land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. • Show any other adjoining land owned by the applicant outlined in blue • Show the direction of north.
<p>Site layout plan or block plan</p>	<p>A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works within the boundary of the property, nearby roads and neighbouring buildings. Most applications will need an existing and a proposed site layout plan.</p> <p>The site plan should be drawn at an identified standard metric scale and should accurately show:</p> <ul style="list-style-type: none"> • The direction of north. • The proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries. <p>The site plan should also accurately show the following, unless these would NOT influence, or be affected by the proposed development:</p> <ul style="list-style-type: none"> • All the buildings, roads and footpaths on land adjoining the site including access arrangements. • All public rights of way (footpath, bridleway, restricted byway or byway open to all traffic) crossing or adjoining the site. • The position of all trees on the site, and those on adjacent land. • The extent and type of any hard surfacing for example parking spaces, turning areas, paths and location of refuse and recycling facilities. • Boundary treatments, including position and height of walls and fencing where this is proposed. • Identification of any buildings to be demolished.

Requirement	
Existing and proposed elevations	<p>Elevation drawings show what a building will look like from the outside. Most applications will need both existing and proposed elevations. Elevations should:</p> <ul style="list-style-type: none"> • Be to a scale of 1:100 or 1:50. • Be clearly annotated existing (including identifying building(s) to be demolished) and proposed. • Show every elevation of the building, for example front, side(s) and rear and state the direction in which each elevation faces, for example rear (south). • Show the whole of any existing building to be altered/extended, so that the relationship of the new building/extension to the existing can be clearly seen. • In some instances, show elevations of adjoining buildings. • In all instances, show the property boundary and parts of adjoining properties. • Indicate the colour and type of finishing materials to be used (for example colour and type of brick, render, roof tiles, windows/doors etc). Please this should include the roof covering. If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans.
Existing and proposed floor plans	<p>Floor plans show the layout of the building. In most cases two separate sets of floor plans will be required i.e. both existing and proposed. Floor plans should:</p> <ul style="list-style-type: none"> • Be to a scale of 1:100 or 1:50. • Be clearly annotated existing and proposed. • Show all floor levels (including roof levels) of the building(s) being constructed, altered or extended, in relation to the remainder of the building. • State the use of each room and include position of windows, doors, walls and partitions. • Label each floor. • Show the property boundary and parts of adjoining properties. • State whether or not there will be any encroachment (e.g. foundations) onto any adjoining property if the proposed building is sited on a boundary. • Identify anything to be demolished. • Show the direction of north.

Requirement	
<p>Existing and proposed site sections, finished floor and site levels</p>	<p>Details of ground levels and cross sections of the site are required for all proposals on sloping or uneven land, on sites immediately adjoining land on a different level, or where any change in ground levels is proposed.</p> <p>The information submitted should demonstrate how proposed buildings relate to existing site levels and neighbouring buildings and property.</p> <p>Levels should:</p> <ul style="list-style-type: none"> • Identify existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site; • Be plotted on a plan (scale 1:200 or 1:500), by using spot ground levels at prominent features; • Specify a fixed and identifiable datum level, usually “Above Ordnance Datum” - AOD; <p>Cross sections should:</p> <ul style="list-style-type: none"> • Identify finished floor and ridge levels of buildings. • Identify existing and proposed ground levels where significant cut and fill operations are proposed, or where slopes in excess of 1 in 20 exist (or will exist). • Show “slices” through the land at a scale of 1:200 or 1:500. • Show existing and proposed buildings within and adjacent to the site. • Be accompanied by a plan showing the points between which the cross sections have been taken, which should also indicate the direction of north.
<p>Existing and proposed roof plans</p>	<p>Roof plans show the design of the roof observed from above and should be submitted where roof alterations are proposed. Both existing and proposed roof plans are required and should</p> <ul style="list-style-type: none"> • Be to a scale of 1:50 or 1:100. • Show the position of all valleys.
<p>Street scene or context plans</p>	<p>A street scene drawing is an elevation drawing that shows how a building will look alongside neighbouring dwellings/buildings once it has been extended/erected.</p> <p>Street scenes are usually required for works that will be visible from the road – especially new buildings or large side extensions that will be near to the boundary/neighbouring building, or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.</p> <p>Street scenes should:</p> <ul style="list-style-type: none"> • Be to a scale of 1:100 or 1:200. • As a minimum, accurately show the height and outline of neighbouring dwellings/ buildings and the position and size of windows/doors. • Accurately show any differences in levels. • Include written dimensions for gaps between buildings. • State the direction in which the street scene faces (for example “street scene viewed from..... Road”).

Requirement	
Landscape plans and details	<p>If the proposal involves any works that would affect any trees within the application site, or adjoining the site, for example, the felling of a tree or the pruning or lopping of branches, or if the proposal involves any new planting, landscaping details and plans will be required.</p> <p>Landscaping plans should show:</p> <ul style="list-style-type: none"> • The position and spread of the existing trees. • Details of any trees to be retained, including the spread, and any tree protection measures or construction techniques to retain trees. • The species of the trees and details of their condition. • An indication of which trees, if any, are to be felled. • Details of the size, species and positions of trees to be planted and boundary treatments.
Photographs and photomontages	<p>Where appropriate, it may be acceptable to use good quality photographs and/or photomontages instead of existing and proposed elevation plans. These should be to scale or have all relevant measured dimensions stated. This can be discussed as part of your pre application discussions with a planning officer or check with a technical support officer before submitting your application.</p>
Advertisement applications	<p>The drawing of the proposed advertisement should:</p> <ul style="list-style-type: none"> • Be at a scale of 1:20 or 1:50. • Show the size of the advertisement and its position on the land or the building in question. • Indicate the materials and colours to be used. • Show the height above ground and, where it would project from a building, the extent of projection. • Provide details of the method and colour(s) of illumination, if applicable.
Listed building consent applications	<p>Listed building consent is required for any alterations or extensions which "affect the character" of listed building(s). This includes internal works as well as external. It also includes buildings, objects and structures, attached to the building and /or within the curtilage, including boundary walls and gates.</p> <p>Detailed drawings, which may include plans, elevations, and vertical and horizontal sections, should:</p> <ul style="list-style-type: none"> • Be to a scale of 1:20. • show small units of construction or detail, (e.g. all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details). • indicate the relationship of the proposed works to adjacent existing structures/details.
Certificate of lawfulness applications	<p>As much information and evidence as possible, must be supplied, to verify the information included in the application. It will be necessary to supply such other information as is considered to be relevant to the application. For example:</p> <ul style="list-style-type: none"> • Statutory Declaration from person/persons with knowledge of the existing use/works carried out. • Plans and drawings. • Sworn affidavits from previous employees, suppliers, and contractors etc. who have had dealings with a business in the past. • Receipts and invoices for goods and services. • Vehicle registration documents.

Requirement	
	<ul style="list-style-type: none"> • VAT receipts for commercial businesses. • Previous rates, council tax, community charge bills.
Application for prior notification – proposed demolition	<p>Please provide:</p> <ul style="list-style-type: none"> • A completed form or written description of the proposed development. • A statement that the applicant has displayed a site notice in accordance with A.2 (b) (iii) of Part 31 of Schedule 2 to the General Permitted Development Order 1995.
Application for prior notification – telecommunications	<p>Please provide:</p> <ul style="list-style-type: none"> • Evidence that the developer has given notice of the proposed development in accordance with A.3 (1) of Part 24 of Schedule 2 to the General Permitted Development Order 1995.
Application for works protected by a Tree Preservation Order	<p>For works to trees protected by a Tree Preservation Order, the following information must be provided:</p> <ul style="list-style-type: none"> • Completed and dated application form, with all mandatory questions answered. • Sketch plan showing the location of all tree(s). • A full and clear specification of the works to be carried out. • Statement of reasons for the proposed work. • Evidence in support of statement of reasons, where required by the standard application form.
Notification of works to trees in a conservation area	<p>For works to trees in Conservation Areas, it is important to supply precise and detailed information on the proposal. Please therefore provide the following:</p> <ul style="list-style-type: none"> • Completed and dated form, with all questions answered. • Sketch plan showing the precise location of all tree(s). • A full and clear specification of the works to be carried out.