

Plan Requirements for Planning Applications

Plan Requirements

All Plans

- 3 complete sets
- 1x A4 set
- All others A3 or larger
- All scales and measurements must be metric
- Date drawn
- Title
- Unique reference number for each sheet
- Record and date of revisions on each sheet
- Not in pencil

A good example of plans can be found here: <http://www.hackney.gov.uk/sample-plans>

Site Location Plan

- 1:1250 scale (may be smaller for large sites where 1:1250 is not achievable).
- If map is based on Ordnance Survey (OS) data, an appropriate OS Copyright and/or OS licence number must be clearly stated, or your application may not be validated.
- North point.
- Show the precise location of the application site in the context of surrounding properties, highways and other features.
- Application site outlined in red.
- Surrounding land also owned or controlled by applicant outlined in blue.
- Vehicular access to a highway if the site does not adjoin one.
- Surrounding road names.
- Ordnance Survey maps may be purchased from the National Map Centre, 22 – 24 Caxton Street, Westminster, London, SW1H 0QU. Tel 020 7222 2466. Fax 020 7222 2619. Email info@mapsnmc.

Existing Site Layout

- No smaller than 1:200 scale and equal to the Proposed Site Layout scale.
- North point.
- Identify and show the location of all existing features on the application such as walls, buildings, parking, open spaces and paths etc.
- Tree survey – location, trunk and canopy spread plotted accurately.
- Ground levels in relation to a fixed datum.
- Layout of neighbouring properties where appropriate.

Proposed Site Layout

- No smaller than 1:200 scale and equally to the Existing Site Layout scale.
- North point.
- Identify and show the location of all proposed new development on the application such as new walls, buildings, parking, open spaces and paths etc.
- Dimensions of important details, such as building length, driveway width, distance from boundary etc.
- Changes to ground levels in relation to the fixed datum.
- Trees to be removed and new areas of landscaping.
- Off-street parking spaces.
- Refuse storage areas.
- Layout of neighbouring properties where appropriate.

Existing Floor Plans

- 1:50 or 1:100 scale and equal to the Proposed Floor Plans.
- Show the internal layout of existing buildings.
- Show floor plans in the context of adjacent buildings, where appropriate.
- Precise location of existing plant and equipment, such as air-conditioning and ventilation ducts where relevant.

Proposed Floor Plans

- Purpose – to show the layout of proposed new buildings and the extent of alterations/extensions to existing buildings.
- 1:50 or 1:100 scale and equal to the Proposed Floor Plans.
- Where extensions or alterations to an existing building are proposed, these areas should be clearly distinguishable from existing/remaining floor areas.
- Precise location of existing and proposed plant and equipment, such as air-conditioning and ventilation ducts where relevant.
- Show floor plans in the context of adjacent buildings, where appropriate.

Existing Elevations

- Show the external appearance of all sides of all buildings on the site.
- Elevations labelled according to their orientation (e.g. north, south etc.).

Proposed Elevations

- Show the external appearance of the proposal
- 1:50 or 1:100 scale.
- 1:200 may be necessary to show the whole of a development but this must be additional to the 1:50/100 scale elevations.
- Elevations labelled according to their orientation (e.g. north, south etc.).

- Where extensions or alterations to an existing building are proposed, these areas should be clearly distinguishable from existing/remaining parts of the elevation(s).
- Show every elevation of a new building or extension.
- Details of materials and external appearance.
- Show elevations in the context of adjacent buildings, where appropriate.
- Where a shop front or fascia is to be created or altered, the correct street number must be displayed and its location shown.
- Precise location of proposed plant and equipment, such as air-conditioning and ventilation ducts where relevant.

Existing and Proposed Streetscape Elevations

- 1:100 or 1:200 scale
- Show the external appearance of the subject site and buildings when viewed from public highways, in the context of neighbouring sites and buildings.

Existing and Proposed Roof Plan

- Match scale of floor plans.
- Show the layout of existing and proposed roofs, such as ridges, valleys, chimney locations, gables, dormers, hidden valleys, flat areas and veluxes.
- Precise location of proposed plant and equipment, such as air-conditioning and ventilation ducts where relevant.

Cross - Sections

- Match scale of floor plans.
- Show the internal structure of existing and proposed buildings, such as ceiling heights and access to daylight etc.
- Where extensions or alterations to an existing building are proposed, these areas should be clearly distinguishable from existing/remaining parts of the building.

Questions

Please contact the Planning Service if you have any queries about the information provided in this document, or have any further questions.

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