

Location plan and site (block) plan guidance notes

This guidance has been produced to help submit correctly scaled plans which also contain sufficient detail. It will help you to produce the right plans from the start and overcome common issues.

Information has been taken from the Development Management Procedure Order 2015, Planning Practice Guidance, Planning Portal and the International Standards Organisation (ISO).

Plans can be obtained from accredited suppliers online or by making your application via the national Planning Portal.

If you require further advice prior to the purchase of any plans please contact us on 01952 380380 or email us at planning.control@telford.gov.uk.

Location plans

Scale

- *Drawn to an identified metric scale, typically 1:1250 or 1:2500*

The scale depends where the site is. In many cases a 1:1250 is sufficient for the built up urban area, however, for some it may not be adequate as it fails to show enough of its surrounding area, roads and/or buildings. In such cases and for many rural areas a 1:2500 is required.

The plan needs to be up-to-date and show the direction of North.

Size of plan and paper

- *Where possible scaled to fit onto A4 or A3 paper*

The size of the paper will depend on the size of the site. For large application sites or very rural locations the plan will need to be on A3.

Selecting the size of the plan to fit onto A4 or A3 is important. Some suppliers offer plans by hectare size. A 2ha size (141m x 141m) in most cases is insufficient as it does not give the detail required as described above. Larger size plans (4ha and above) address this. Other suppliers offer full page plans.

Using the above guidance in combination will help you get the right plan. Once you have your plan you will also need to:

- Outline clearly with a red line the whole of the application site (all land necessary to carry out the proposed development including access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings).
- Outline clearly with a blue line any other land owned by the applicant that is close to or adjoining the application site.

Site (block) plan

Drawn to an identified standard metric scale, typically 1:500, 1:200 or 1:100

- These standard scales are sufficient for most applications. The plan needs to show the proposed development in relation to site boundaries. Anything too large (less than 1:100) will generally fail to show sufficient boundaries and anything smaller (more than 1:500) will not clearly show the proposed development. For large major applications this may only be possible at 1:1250 or 1:2500.
- It also needs to include all buildings, roads and footpaths on land adjoining the site including access arrangements if it's influenced by the development. The size of the plan is dependent on this and in the majority of cases 1:200 or 1:500 is sufficient.
- The plan needs to be up-to-date and show the direction of North.
- On your plan you will need to include dimensions of the proposal and in relation to existing buildings on site including those to the boundaries.

Using this guidance will help you get the right plan. In addition, you may also need to add the following (if it will be influenced by the proposed development):

- Other existing buildings on the site
- All public rights of way crossing or adjoining the site
- Position of all trees on the site and those on adjacent land
- Extent and type of any hard surfacing
- Boundary treatment including walls or fencing where this is proposed

Using Ordnance Survey plans for planning applications

When you use an Ordnance Survey plan for a planning application the map should:

- Not be a Land Registry map
- Not be used for multiple applications
- Show OS Crown copyright
- Not be a photocopy or screen grab image
- Not to be copied from existing OS mapping if using hand drawn maps

Examples of acceptable (left image) and non-acceptable (right image) location plans. (Not actual size. Extracts of full plan only and reduced in size for demonstration purposes.)

