

Drawing standards

Best practice for planning applications

June 2023

Contents

1. Introduction
2. Presentation of plans and drawings
3. How to submit your application
4. Site location plan
5. Site layout plan
6. Elevations
7. Floor plans
8. Existing and proposed site sections and finished floor/site levels – required in some cases
9. Street Scene or context plan – required in some cases
10. Roof plans – required in some cases
11. Landscaping
12. Joinery drawings and details
13. Photographs and photomontages
14. Contact details
15. Acknowledgments

1) Introduction

Drawings are a key part of your planning application, and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposals can be clearly understood by third parties (such as neighbours) who may not be familiar with reading plans and drawings, and will mostly be looking at your application online.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a planning officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the registration of your planning application will be delayed until appropriately revised or further drawings are submitted.

2) Presentation of plans and drawings.

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application. The plans and drawings should meet the following criteria:

- All plans and drawings must be accurately drawn, to a suitable standard, using a conventional metric scale such as 1:100 or 1:50 and the scale used should be stated on the drawing.
- Except for location plans, all plans and drawings should include a scale bar and/or measured dimensions.
- Plans/drawings containing disclaimers such as “Not to scale” and “Do not scale” will not be accepted by the council (perspectives excepted). Drawings must be drawn true to stated scales. The following statement is acceptable – “Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only”.
- The clearest way to present your 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
 - the proposal
 - the title of the drawing (e.g. “existing rear elevation, proposed floor plan”)
 - the date
 - the scale of the drawing
 - the drawing number, e.g. D1, D2, D3, etc.
- Any revisions to the drawings should be clearly identified with a new number, e.g. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.
- Plans and drawings should be annotated to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating “boundary fence”.
- Every plan (including all copies) that is 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.

3) How to submit your application

Electronically through the Planning Portal – Please submit applications through the Planning Portal where you can complete the application form, submit electronic drawings and supporting documents and you, or your client, can pay the fee electronically. Applying in this way automatically updates our database, and is the most efficient way for us to receive applications.

Key Points:-

- All file names must confirm what is shown in the file. For example, a file showing proposed floor plans should have a file name that includes the text 'proposedfloorplans'. Documents or files submitted without a meaningful and accurate file name will not be accepted.
- All plans, drawings and other documents should be orientated correctly so that they appear the right way when viewed. All plans, drawings and supporting documents must be presented clearly so that they can be viewed via our website easily. Overly faint drawings and text that can't be viewed clearly will not be accepted.
- All documents and files should normally be submitted in PDF format.
- Individual files must be no larger than 10 megabytes.

4) Site location plan

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land.

Site location plans should:

- Be taken from an up to date Ordnance Survey Base, or to an equivalent standard.
- Be to a suitable scale of 1:1000, 1:1250 or 1:2500 for larger sites.
- Show the direction of north.
- Where possible, cover an A4 sheet of paper with the application site in the centre of the plan.
- Show the application site boundary outlined in red; this 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 adjoining road names and numbers.
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear. For example, in rural areas you will normally need to show two named roads.

5) Site layout plan (sometimes called a block plan)

A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings.

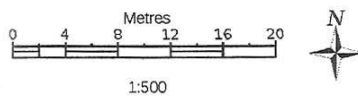
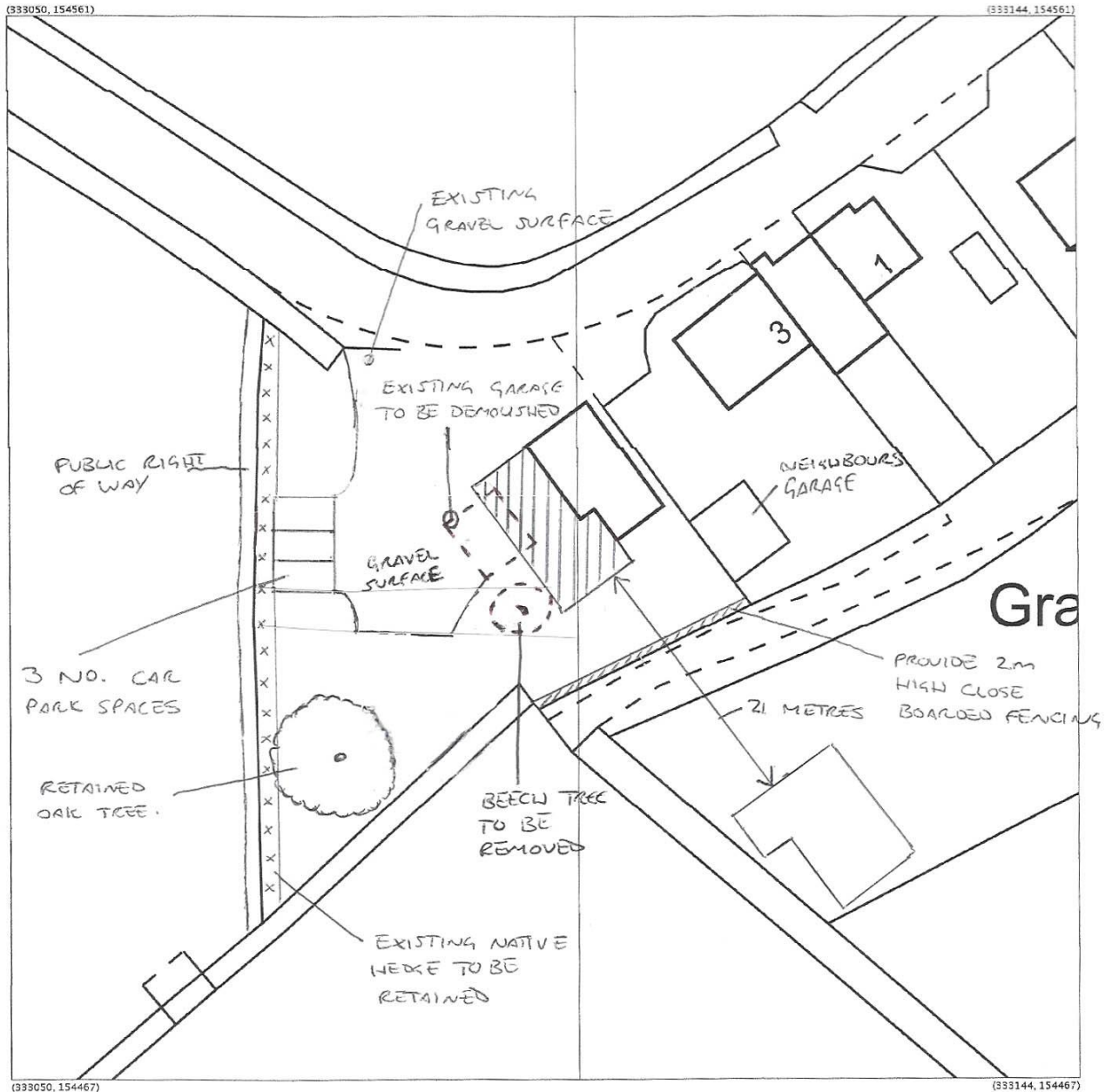
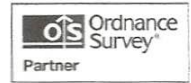
Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, the garden and other open areas.
- Show proposed buildings shaded.
- Show the position and size of existing and proposed hard surfaced areas eg parking spaces, turning areas, paths, etc.
- Show the whole of the boundary of the property, indicating the position and height of all boundary walls and fences.
- Identify any buildings to be demolished
- Include details of all trees, e.g. position, spread and species (eg oak, ash, etc).
- Identify trees proposed for felling.
- Show all roads/footpaths/public rights of way adjoining the site.
- Show all existing buildings and structures on land adjoining the application site¹
- Show the direction of north.

¹ Buildings and structures on land adjoining the site must be clearly shown unless the applicant has demonstrated that these would NOT influence or be affected by the proposed development

Image 2: Site layout plan (for illustrative purposes only)



THE CORNERHOUSE
MAIN ROAD
LONDON VILLAGE
DRAWING 01

6) Elevations

Elevation drawings show what a building will look like from the outside.

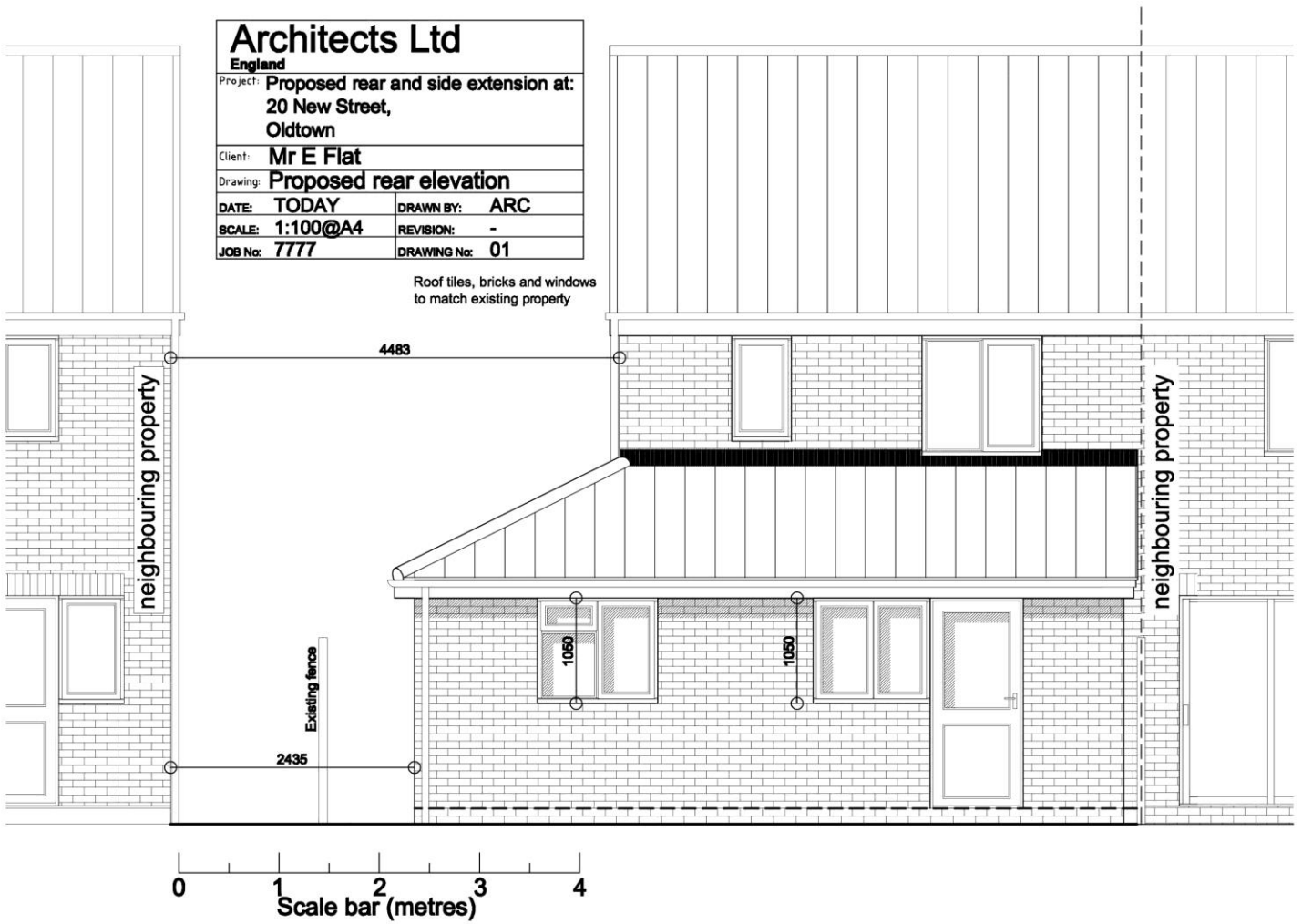
In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out.

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show every elevation of the building, e.g. front, side(s) and rear and state the direction in which each elevation faces, e.g. rear (south).
- For extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building.
- 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.
- Show outline elevations of other buildings that are close to the development. For example, a side extension close to neighbouring dwelling.
- Show the property boundary.
- Indicate the colour and type of finishing materials to be used (eg colour and type of brick, render, roof tiles etc).
- Identify building(s) to be demolished.
- Details of external materials – Please ensure that all materials are described in detail, including the colour of each material.
- Show the position and size of all windows and doors (existing and proposed).
- For **listed building consent applications** individual alterations should either be annotated directly onto the proposed drawings or where this would clutter up the plans, use a numbering system related back to a written schedule of the work. Most alterations, even very minor ones must be shown on the proposed drawings. For work to install or alter heating systems and other services in the building the route of any pipework/cabling/ducting and other related features of the system must be identified on the drawings. If in doubt always show alterations on the proposed drawings.

You need to describe what the roof covering, wall facing and window frames and doors will be made of and their design, eg “double roman concrete tiles”, “roughcast render” etc. If the proposed materials will match exactly those of the existing dwelling, this may be stated on the plans.

Image 3: Elevations (for illustrative purposes only)



7) Floor plans

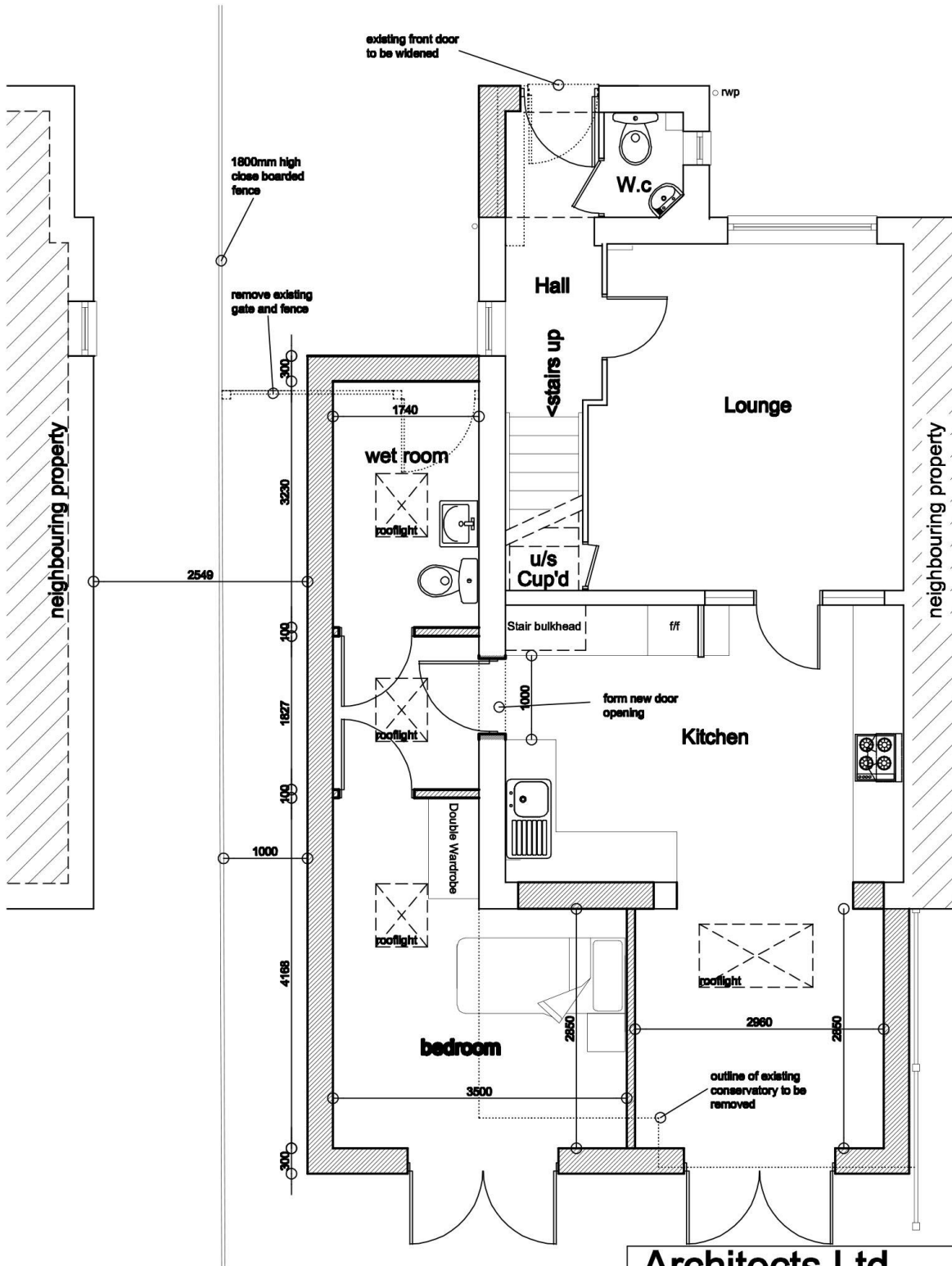
Floor plans show the layout of the building.

In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

Floor plans should:

- Be to a scale of 1:100 or 1:50.
- Be clearly annotated existing and proposed.
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building.
- Clearly state the use of each room and include position of windows, doors, walls and partitions.
- Clearly label each floor.
- Clearly label the primary use of each room
- Identify anything to be demolished.
- For **listed building consent applications** where a change of use of a room to a kitchen or bathroom is proposed the drawings should show the layout of the fittings and the treatment of floor and wall surfaces.

Image 4: Floor plans (for illustrative purposes only)



Architects Ltd

England

Project: Proposed extensions to porch, side and rear at:
20 Old Street,
Newtown

Client: Mr House

Drawing: Ground floor plan

DATE: TODAY

DRAWN BY: ARC

SCALE: 1:100@A4

REVISION: -

JOB No: 8888

DRAWING No: 01

8) Existing and proposed site sections and finished floor/site levels

Where a proposal involves a significant change in ground levels, illustrative drawings should normally be submitted to show both existing and finished levels. These drawings should demonstrate how the proposed development would relate to existing site levels and neighbouring development.

In the case of householder development, the levels may be evident from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Level drawings should:

- State the 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 regular intervals in a grid pattern across the site
- Specify a fixed and identifiable datum level, usually "Above Ordnance Datum" – AOD
- State the finished floor levels of proposed buildings

Section drawings should:

- 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" (cross sections) through buildings, normally at a scale of 1:50 or 1:100
- Show "slices" (cross sections) through land, normally at a scale of 1:200 or 1:500
- Be accompanied by a plan showing the points between which the cross sections have been taken, which should also indicate the direction of north
- Show existing and proposed buildings within and adjacent to the site
- Identify finished floor and ridge levels of buildings
- For **listed building consent applications** where a change of use of a room to a kitchen or bathroom is proposed the drawings should show the layout of the fittings and the treatment of floor and wall surfaces.

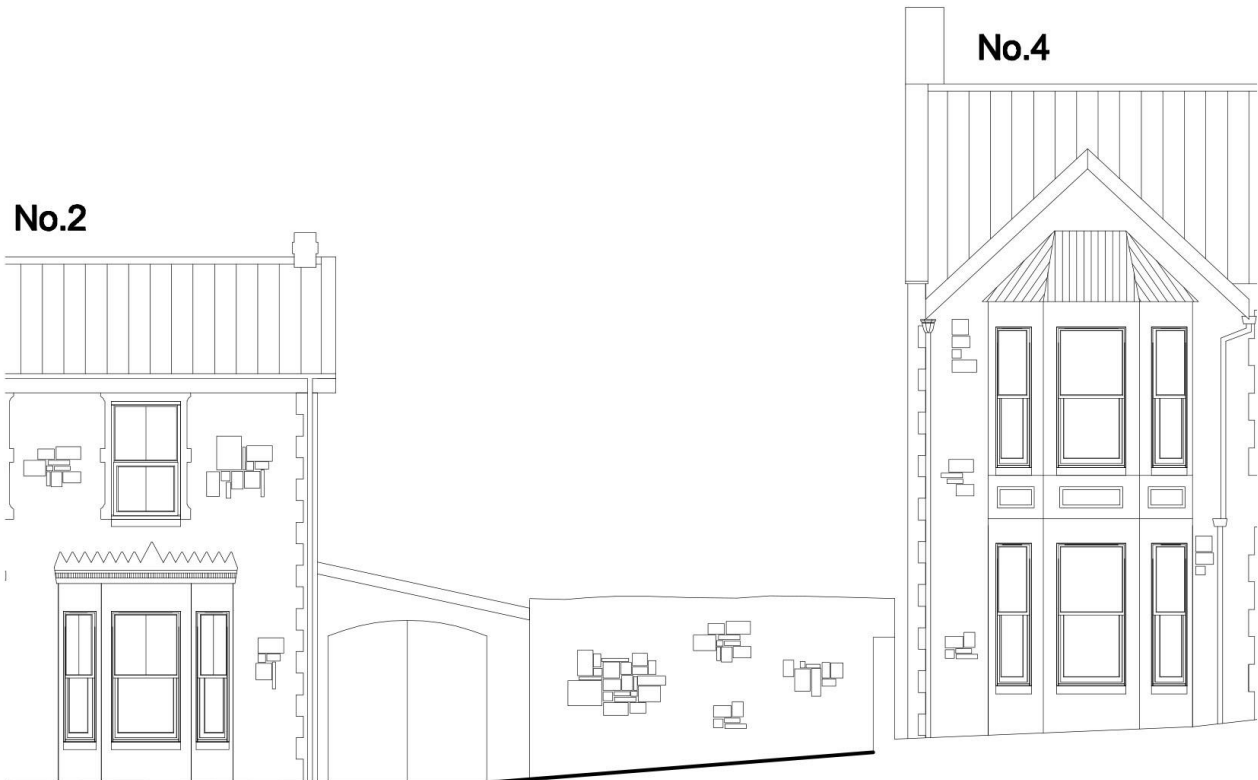
9) Street Scene or context plan

Normally 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.

These should:

- be of 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

Image 5: Street Scene or context plan (for illustrative purposes only)



Existing street elevation



Proposed street elevation

Materials
 Sandstone cills and quoins
 Concrete interlocking roof tiles
 Reconstituted stone
 Roughcast render painted cream (on bay)

Architects Ltd

England

Project: **Proposed new dwelling at:
 123 Fore Street
 Fife**

Client: **Mr House**

Drawing: **Street scenes**

DATE: **TODAY** DRAWN BY: **ARC**

SCALE: **1:100@A4** REVISION: **-**

JOB No: **9999** DRAWING No: **01**

10) Roof plans

These should be drawn to a scale of 1:50 or 1:100 and is used to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

11) Landscaping

Landscaping plans/details

Landscaping plans should accurately show:

- The position and spread of the existing trees.
- Details of any trees to be retained and measures to be taken to protect the trees.
- The species of the trees and details of their condition.
- An indication of which, if any, are to be felled.
- Details of the size, species and positions of trees to be planted and boundary treatments.

Landscaping schemes

In many instances the submission of landscaping details can be a condition of the planning permission. In some cases specialist detail, for example a tree survey or detailed design may be required when submitting landscaping schemes. It is recommended that you discuss with officers the scope and detail required prior to submission.

12) Joinery drawings and details

These should be accurately drawn and comply with the following standards:

- Drawn at a scale of 1:10.
- When traditional features are being replaced - existing elevations are required drawn at a scale of 1:10.
- Proposed joinery sections are required and should be drawn at a scale of 1:1 or 1:2.
- Proposed joinery sections for windows and doors should include the wall in which they are mounted to show the depth of reveal
- When traditional features are being replaced - existing joinery sections are required drawn at a scale of 1:1 or 1:2.
- Details of the proposed joinery materials are required. For example: "sustainably sourced hard wood stained with..."

13) Photographs and photomontages

These should be clearly labelled on the front of each image (not the back) with a title that explains what is shown and the exact location from which it was taken. This is best achieved by showing the location on an associated map.

15) Acknowledgements

The example drawings were provided by Graham Moir Associates