

Plans & Planning Applications: What to Submit

Most planning applications require a location plan and a site plan (also known as a block plan), to be submitted as supporting documents.

A location plan shows the proposal in its surrounding context and a site plan shows the development in more detail.¹

This guidance is based on the criteria set out in the [Government's guidance on 'Making an application'](#).

Please note that other plans including a site plan may be requested by your local planning authority (LPA) as part of its local level requirements. Please ensure you check your LPA's local level requirements to understand if a site plan is required. If submitting your application online, the service will detail what plans are required as set by the LPA.

These plans enable the LPA to identify the land to which the application refers to and should be based on an up-to-date map. This guide outlines the site location plan that you must submit with your application and also the site plan that may be required. You can create and buy both sets of plans from the Planning Portal's accredited suppliers and attach them to your online application. If you are posting your application, three copies plus the original are required.

Location plan

- Should be at an identified standard metric scale (typically 1:1250) and should show the direction north.
- It should be scaled to fit on an A4 size document.
- Show sufficient roads and/or buildings on land adjoining the application site.
- Show application site boundaries and all land necessary to carry out the proposed development i.e. land required for access to the site from the road, outlined in red.
- A blue line should be drawn around any other land owned by the applicant that is close to or adjacent to the property.

Scale 1:1250 Example





Site plan

The site plan (also known as a block plan) should be drawn at an identified standard metric scale (typically 1:100, 1:200 or 1:500). It should show the proposed development in relation to the site boundaries and other existing buildings on the site, with dimensions specified including those to the boundaries. It should also show the direction north.

It should also include the following – unless they would NOT influence or be affected by the proposed development:

- All buildings, roads and footpaths on land adjoining the site including access arrangements.
- All public rights of way crossing or adjoining the site.
- The extent and the type of any hard surfacing.
- The boundary treatment including walls or fencing where this is proposed.

Scale 1:200 Example



Please note the images included are examples and are only images of the plan and don't include the licence number or copyright statement which will feature on the A4 plan. The site plan can also be displayed in colour.

When using Ordnance Survey mapping for planning applications, the map should:

- Not be a Land Registry document.
- Not be used for multiple applications.
- Show OS Crown copyright as an acknowledgment.
- Not be a photocopy or screen grab image.
- Not to be copied from existing OS mapping if using hand drawn maps – such as standard sheets.
- Show the correct licence number if you wish to print or copy maps for applications.

If you require any further information or clarification on Ordnance Survey Licences and Copyright, please contact the Ordnance Survey Helpdesk on - Free phone: 03456 050505.

Request a plan from Planning Portal's preferred supplier ReQuestaPlan <https://www.requestaplan.co.uk>

¹Tree Preservation Orders (TPOs) require a sketch plan. Prior Notification for proposed demolition, removal or variation of a condition and Non-Material Amendments do not require site location plans