

Drawing Standards

A guide to submitting a valid planning application.

July 2018

Introduction:

Drawings and plans are a key component of any planning application submission and it is imperative that the information provided is of a suitable standard as well as providing the necessary level of information. Your proposal needs to be clear, not only to the planning officer who will progress your application, but also to third parties (such as neighbours and statutory consultees) who may wish to contribute to the planning process.

Specific information is required in order to validate an application and without this your planning application can not be determined. This guide will provide you with a comprehensive understanding of what type and level of information you need to provide. If your application does not provide sufficient detail, it may result in the application being invalid and the registration of your application will be delayed and ultimately returned to you undetermined if no further information is provided.

Plans and drawing standards:

All plans and drawings must adhere to a set standard to ensure consistency and **must** meet the following criteria:

1. All plans and drawings must be accurately drawn to a suitable standard using a conventional metric scale such as 1:100 or 1:50. You **must** indicate the scale used and the paper size. Ideally all plans will be drawn on A3 or A4 sized paper.
2. With the exception of location plans, **all** plans and drawings must include a scale bar and measured dimensions.
3. Any plan or drawing that contains a disclaimer such as “Not to scale” or “Do not scale from this drawing” will not be accepted. A statement such as:

“Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information should be taken from figured dimensions only” will be accepted.
4. The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both. Plans drawn showing a cross section must be additional to any drawings of elevations.

5. For elevations, floor plans and Sections, a title box must include:
 - The address
 - Description of the proposal
 - Drawing title (such as existing front elevation, proposed south elevation)
 - The date the drawing was drawn
 - The scale of the drawing
 - The paper size of the drawing
 - The drawing number and any revisions
6. Any revisions to drawings must be clearly labelled together with the revised date e.g. Dwg1, Rev A (July 2018)
7. All site, block and floor plans must indicate the position of North.
8. Any site location plan must include named roads for clear site identification. Land subject to the application must be outlined in red and all other land in the applicants' control outlined in blue.
9. Plans must be drawn on plain white paper. Graph paper will not be accepted. Pencil drawings will not be accepted.
10. Plans and drawings should be clearly annotated to make them completely understandable, e.g. if a line is shown on the plan between two properties, annotate by stating "boundary fence".

How to submit your application:

1. Electronic submissions.
 - We welcome the submission of applications through partnership organisations such as Planning Portal or iApply. You can complete the application form online and submit plans, drawings and other supporting documents as attachments. The fee can also be paid electronically. Applying this way automatically uploads to our central database and is the most efficient way for us to receive applications.
 - All file names must confirm what is shown on the file. For example, a file showing proposed elevations should have a file name that includes the text "proposed elevations". Documents or files submitted without a meaningful and accurate file name will not be accepted.
 - All plans and drawings on applications that are submitted electronically, they must be orientated correctly. All plans, drawings and supporting documents must be clearly and precisely presented, overly faint drawings (such as pencil drawn) or text will not be accepted.
 - Files should be normally submitted in PDF format.

- Applications for major developments (10 or more dwellings, or site area greater than 0.5 hectares if number of houses is unknown and for all other major development where the floor space exceeds 1000 sqm or the site area exceeds 1 hectare) must be accompanied by one full paper copy for consultation purposes and for public examination.
2. Paper, USB stick or CD submissions.
- Applications can be submitted in paper form however this requires the submission to be scanned and manually uploaded on to our central database. This process can be slower than submitting electronically.
 - If submitting paper copies, you must ensure that the plans and other documents are of the highest print quality as some definition is lost in the scanning process. Overly faint lines and annotations that can't be viewed clearly will not be accepted.
 - Plans must be submitted separately and not in a binder.
 - Applications can be submitted with all documents uploaded onto a CD or USB stick but again, as this requires manual printing, scanning and uploading the process may be slower than submitting electronically.

Fees can be paid:

- Online at https://www.civicaepay.co.uk/Stroud/Webpay_Public/WebPay/Default.aspx?fund=30
- By phone on 01453 754871
- By cheque, payable to Stroud District Council. Due to reconciliation processes, payment by cheque may result in a delay in the application being registered.

Any application that is not accompanied by the correct fee will not be registered or progressed. If the application remains invalid after 21 days (either due to no fee being paid or insufficient information being provided) then the application will be returned and a £25 administration fee will be charged.

Required Plans

Site location plans:

A site location plan is a map 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, site location plans should cover an A4 sheet of paper with the application site located in the centre.
- Show the application site boundary outlined in red (this should include land required for access to the site from a public highway, visibility splays, landscaping, car parking and any other open areas around buildings).
- Any other adjoining land in the applicants' ownership should be outlined in blue.
- Show adjoining road names and numbers.
- Identify sufficient road and/or buildings on nearby land to be able to clearly show the exact location of the application site. In rural areas you may need to show two named roads.

Block Plan:

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

Applications should include an existing block plan and a proposed block plan. For simple applications, the existing and proposed block plan can be combined and shown on one plan provided that what is existing, what is proposed and any buildings to be demolished are clearly highlighted and annotated.

Block Plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, garden areas and parking.
- Show proposed buildings shaded.
- Show the position and size of existing and proposed hard surfaced areas, such as parking and turning areas and paths.
- Show the site in its entirety, indicating the position and height of all boundary treatments, such as walls and fences.
- Identify any buildings or structures to be demolished.
- Include the position of all trees (position, spread and species).
- Clearly identify any trees to be felled.
- Show all road, footpaths and public rights of way adjoining the site.
- Show the direction of north.

- Show any buildings or structures on land adjoining the site that would be affected by the proposed development, such as the position of a neighbour's property.

Elevations:

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

In most cases drawings will be required for both existing elevations (what the building currently looks like) and proposed elevations (what the building will look like after the works have been carried out).

Elevations should:

- Be to a scale of 1:100 or 1:50.
- Be clearly labelled existing or proposed.
- Show every elevation of the building; front, rear and side(s), stating the direction each elevation faces e.g. front (east).
- For extensions to existing buildings, each elevation of the extension should be shown in context with the existing building.
- Show any alteration to a building in context with the whole of the existing building.
- Show outline elevations of any other building in close proximity to the proposed development, such as a neighbouring property close to a proposed extension.
- Show the property boundary.
- Indicate the materials to be used on the external surfaces such as walls, roof, windows and doors, including any known manufacturers' details, type, colour and finish. You must also indicate if the proposed materials will match the existing materials.
- Clearly identify any buildings to be demolished.
- Clearly and accurately show the position of any windows and doors (existing and proposed).

Floor plans:

Floor plans show the internal layout of the building.

In most cases drawings will be required for both existing floor plans (what the internal layout currently looks like) and proposed floor plans (what the internal layout will look like after the works have been carried out).

Floor plans should:

- Be to a scale of 1:100 or 1:50
- Be clearly labelled existing or proposed.
- Show all the relevant floors of the building being altered or constructed.
- Clearly state the use of each room.
- Clearly show the position of all windows and doors, internal partitions, fireplaces and flues and staircases.
- Clearly label each floor.
- Identify anything to be demolished.

Sections:

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

Section drawing 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).
- Be drawn to a scale of 1:50 or 1:100 for sections through buildings.
- Be drawn to a scale of 1:200 or 1:500 for sections through land.
- Clearly show on the accompanying block plan the point at which the section has been taken.
- Identify finished floor levels and ridge levels of buildings.

Levels:

Any development on a sloping site will require a drawing to show how any levels outside the building would be modified, either by excavation works or land being increased in height.

Levels 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 at a scale of 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" or AOD.
- State the finished floor levels of proposed buildings.

Roof plans:

Roof plans are required to show the shape of a roof, particularly when the proposed development includes changes to its appearance and shape.

The roof plan should:

- Show the position of the ridges, valleys, dormer windows, roof lights, chimneys and flues.
- Be drawn to a scale of 1:50 or 1:100.
- Detail the roofing materials (existing and proposed).

Landscaping:

Landscaping plans are required in order to give specific information regarding hard and soft landscaping. They provide detailed information for matters such as tree locations and boundary treatments.

Joinery details:

Joinery details provide detailed design for windows and doors.

Joinery detail plan requirements:

- Large scale joinery details should be drawn at a scale of 1:10.
- Joinery sections should be drawn at a scale of 1:1 or 1:2.
- Joinery sections should include the wall in which they are mounted to show the depth of the reveal.
- Materials should be clearly indicated, such as painted softwood or sustainably sourced hard wood stained with...

- Replacement features should provide existing joinery sections drawn at a scale of 1:1 or 1:2.

Photographs:

Each photograph should be clearly labelled with a title explaining what is shown and the exact location from which the photograph was taken.