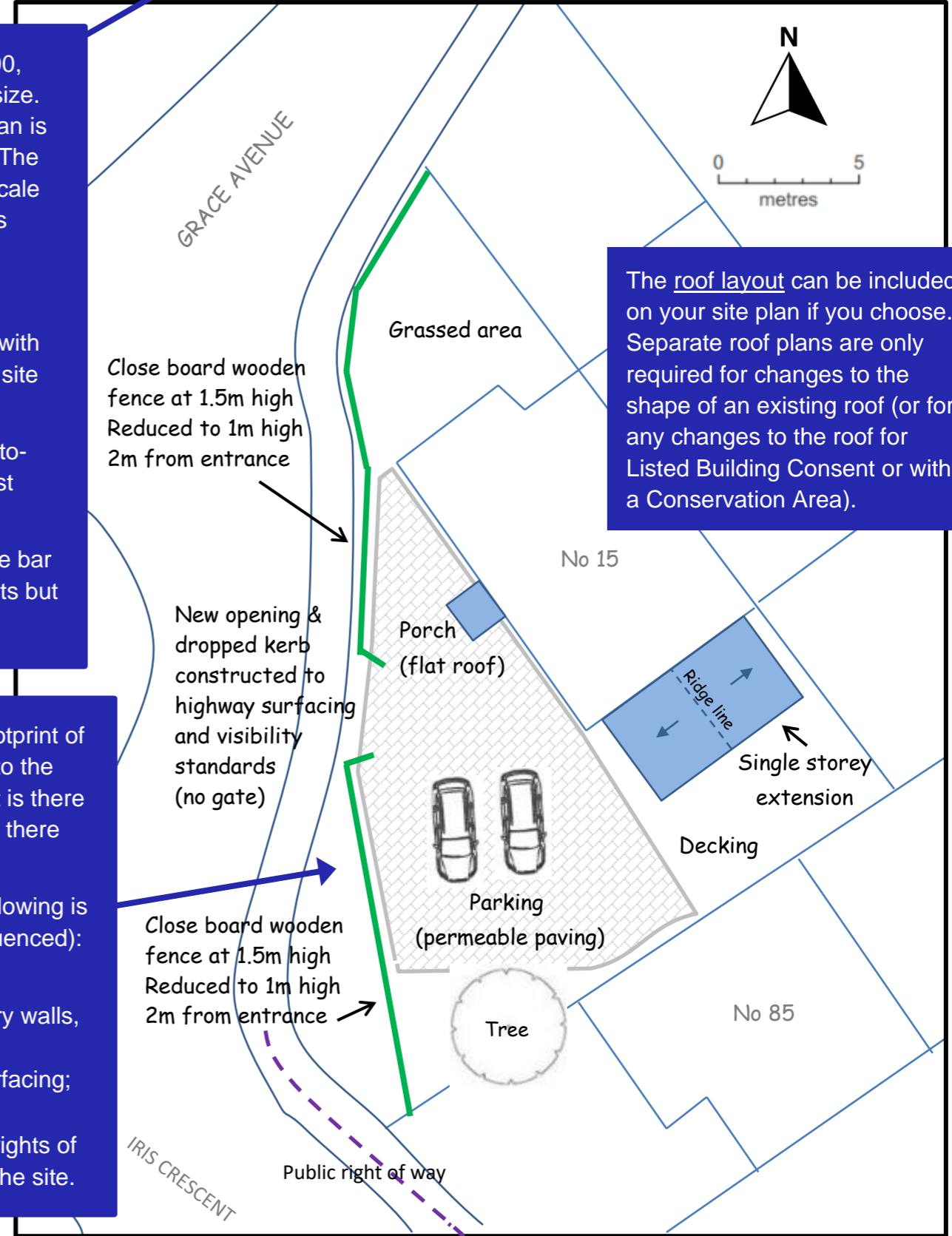
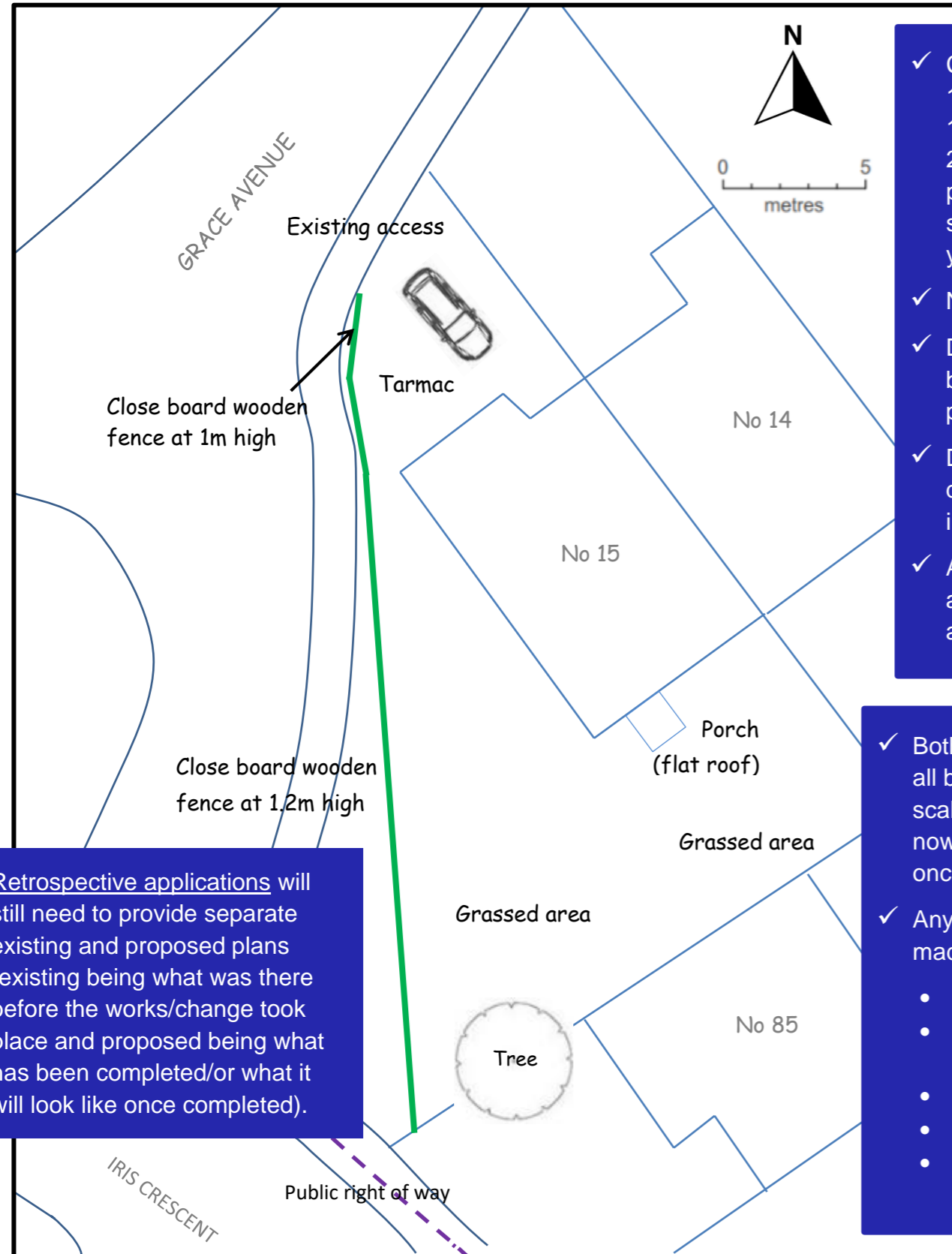


The example below shows valid existing and proposed site plans: This guidance should be read in conjunction with the Validation Checklist Note 4.

Existing Site Plan – Scale 1:200 at A3

Drawing number: 02 - Rev B

Proposed Site Plan – Scale 1:200 at A3



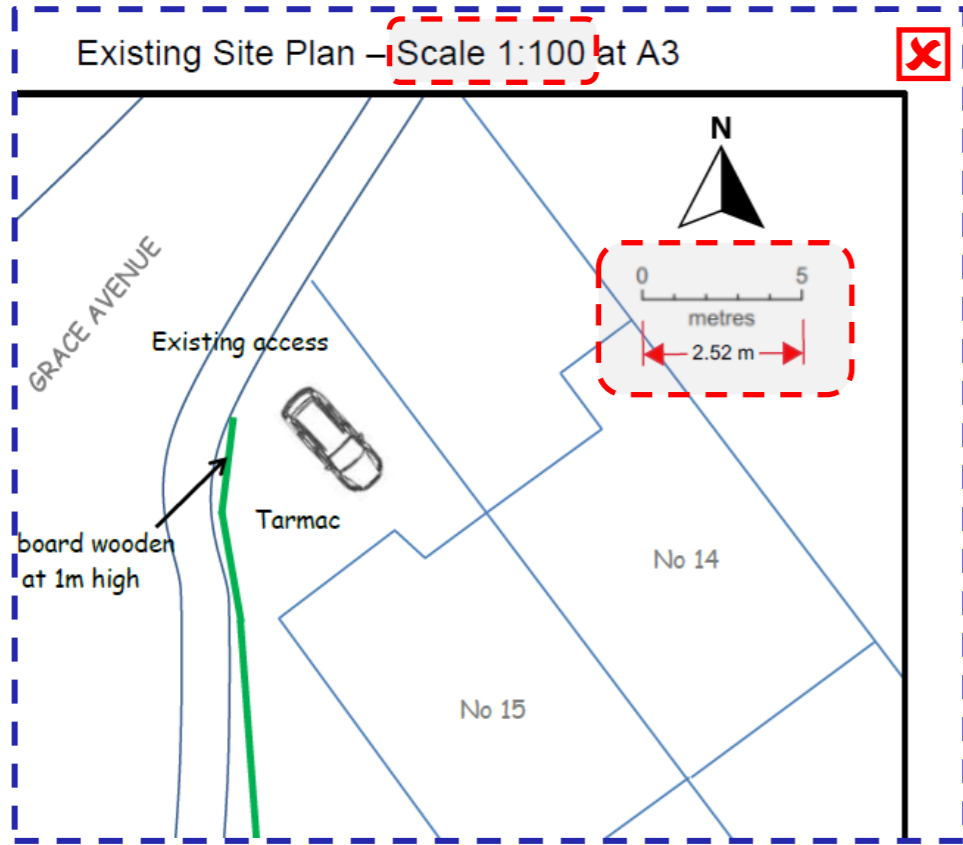
- ✓ Correct scale (typically 1:100, 1:200 or 1:500) and paper size. 1:200 means 1cm on the plan is 200cm (2metres) in reality. The plan must measure to the scale shown. Please measure this yourself before submitting.
- ✓ North arrow provided.
- ✓ Drawing title clearly shown with both existing and proposed site plans provided.
- ✓ Drawing is based on an up-to-date map (showing the latest information).
- ✓ A drawing number and scale bar are not national requirements but are helpful additions.

- ✓ Both plans clearly show the footprint of all buildings on site (all drawn to the scale stated) so it is clear what is there now (existing) and what will be there once completed (proposed).
- ✓ Any difference between the following is made clear (where altered/influenced):
 - parking or access;
 - type and height of boundary walls, fencing or gates;
 - extent and type of hard surfacing;
 - trees on site;
 - roads, footpaths or public rights of way adjoining or crossing the site.

Retrospective applications will still need to provide separate existing and proposed plans (existing being what was there before the works/change took place and proposed being what has been completed/or what it will look like once completed).

The roof layout can be included on your site plan if you choose. Separate roof plans are only required for changes to the shape of an existing roof (or for any changes to the roof for Listed Building Consent or within a Conservation Area).

Site plans – avoid the common mistakes shown below:



1. The plan does not measure to the scale stated this means everything else will also measure incorrectly so we cannot accept the plan.

This can happen for a number of reasons:

- a scale is provided but is incorrect e.g. shows 1:100 but should state 1:200 as in this example;
- the original document has been scanned in or copied and has distorted, or has been shrunk down or enlarged e.g. from A3 to A4;
- the document is a photograph of a plan.

Please measure this yourself before submitting to ensure it is correct. A scale bar is not a national requirement but helps to determine if plans measure to the scale stated.

