

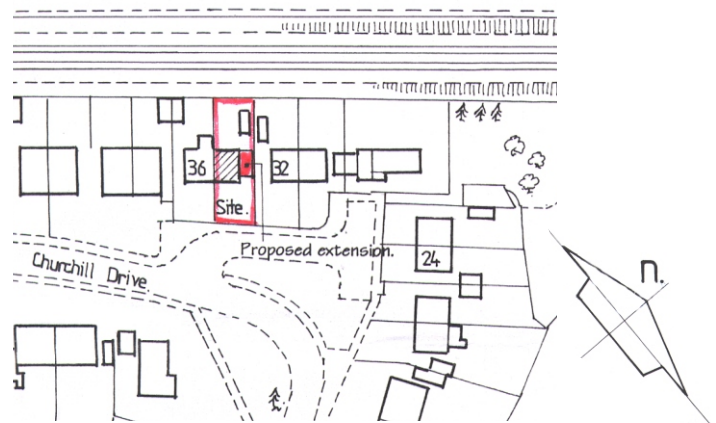
Plans & Drawings to be submitted with a Planning Application

Plans and drawings are one of the most important part of your planning application as they describe to us (and everyone else interested in your application – such as the relevant Town or Parish Council and your neighbours) what works you propose to carry out. It is essential therefore, that your plans and drawings are of a professional standard and include all the information necessary to describe your proposal in detail.

Five copies of the following plans must be submitted or your application cannot be validated. They must be accurate and to the appropriate metric scale. The scale must be shown on each plan and each plan should be numbered. Should any amended plan be required, new numbers or suffixes should be added. Plans and drawings should be produced where practical in either A4 or A3 format.

1. Site Location Plans – Scale 1:2500 or 1:1250

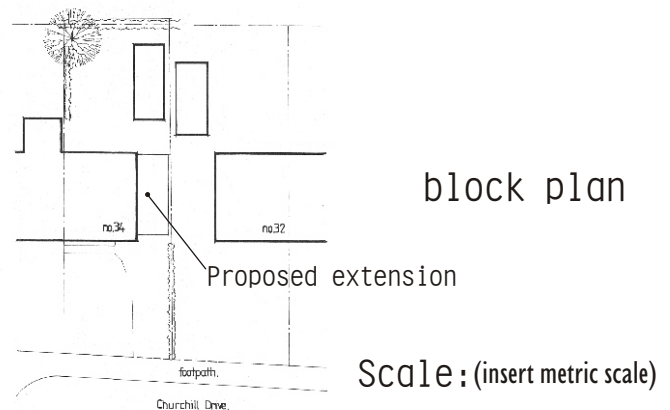
This must be Ordnance Survey based or to an equivalent standard and show enough of the surrounding area to easily and accurately identify the application site. North must be indicated. The boundary of the application site only must be accurately edged with a thin and continuous red line (including the means of access to the public highway). Any other adjoining land in the applicant's ownership should be accurately outlined in blue. If you are submitting an application for a domestic extension the curtilage (dwelling and garden) should be edged red and a paddock for example should be edged blue. Location plans may be obtained from the Council on request but a charge is made because of copyright regulations. Please Tel. 01684 862151.



location plan Scale: (insert metric scale)

2. Block Layout Plans – Scale 1:200 or 1:500

You should show all existing and proposed buildings in relation to the boundaries of the site. You should clearly differentiate between existing and proposed buildings and show details of access and drainage arrangements, boundaries, adjacent roads and buildings, footpaths, mature trees and hedges, any demolition works and proposed landscaping. You should also indicate distances from all proposed building works to the site boundaries. Please do not rely upon an enlarged O.S plan.



block plan

Scale: (insert metric scale)

3. Elevations – Scale 1:50 or 1:100

Where a proposal is to extend an existing building, two sets of elevations are required, one showing the existing building and one showing the building as proposed. Elevations must be submitted showing every side of any new building and every side of the existing building affected by the work. They must be accurate and sufficiently detailed to show width of window frames, overhang of eaves etc. The proposed elevations should include at least part of the adjacent buildings so that their relative heights can be assessed.



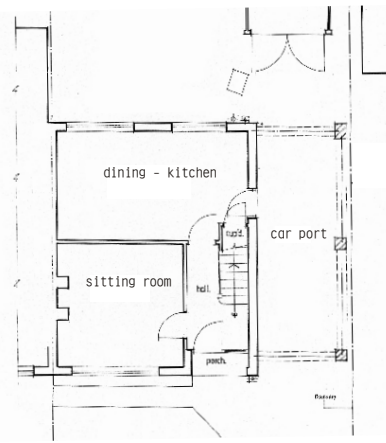
south east

Scale: (insert metric scale)

(Please see reverse side)

4. Floor Layout Plans – Scale 1:50 or 1:100

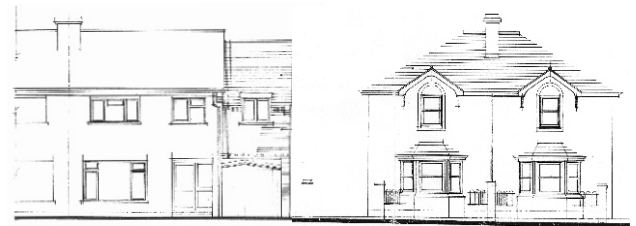
Floor layout plans are required for all new buildings and changes of use. If the application is to extend an existing building these must show the entire floor plan of the building for each floor affected by the proposed work. They should show the use of each room and the positions of existing and proposed doors and windows. Existing and proposed plans should be shown separately.



Scale:
(insert metric scale)

5. Other Drawings – Scale as appropriate

For schemes where floor levels or site levels vary, sections should be applied to give clarity to the scheme. Slab levels should be provided in relation to a fixed datum point outside of the site. Roof plans/sections should be also be submitted where appropriate. Manufacturers' brochures of conservatories and garages may be submitted and photographs are encouraged, especially for retrospective applications, but neither is acceptable as a substitution for scale drawings. Proposals that would form part of a street frontage particularly in very sensitive areas such as Conservation Areas should be supported by street scene elevations. Joinery/architectural details at a scale of 1:20 and 1:2 as appropriate should be submitted for proposals relating to buildings of architectural or historic interest.

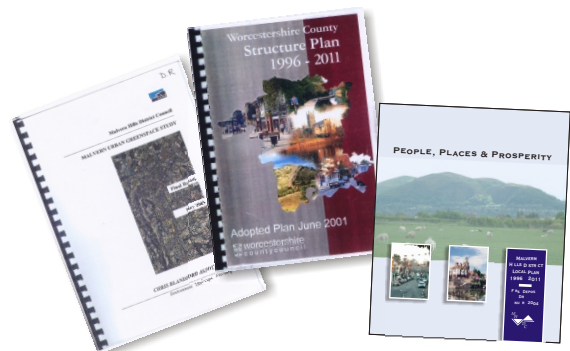


street scene

Scale: (insert metric scale)

6. Supporting Statements

You are welcome to supply any additional information in the form of a covering letter or supporting statement. To ensure this information is available to the public while the application is being considered you must supply 5 copies. A supporting statement should refer specifically to the Development Plan Policies (approved Worcestershire County Structure Plan, adopted Malvern Hills District Local Plan, adopted Leominster District Local Plan, First Deposit Draft Malvern Hills District Local Plan) Supplementary Planning Guidance and/or any national planning guidance you consider relevant to your proposal. The statement should also provide a detailed explanation of the proposed design. In the case of proposals for the conversion of a building(s) you should consider providing a structural survey and schedule of repairs as well as a habitat survey for protected species.



The examples shown here are not to scale - for illustration purposes only

7. Trees

For guidance on information required about trees, please see the separate guidance note: Information required on Trees and other Landscape Features, included in your application pack.

For further guidance on Malvern Hills District Council's requirements for validating planning applications or any other applications dealt with by Planning Services, please contact the Registration Team Tel. 01684 862321 or 862336.



Failure to provide accurate information or drawings (including scale) of an appropriate standard may result in delay in processing your application or the District Council may not be able to accept your application.

Further information about Development Control can be found on our website at www.malvern hills.gov.uk