

# MALVERN HILLS

## Plans and Drawings to be submitted with a Planning Application

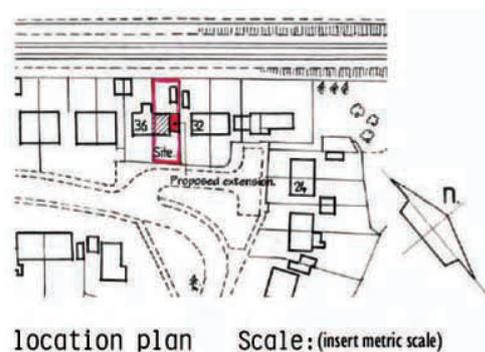
Plans and drawings are one of the most important part of your planning application as they describe to us (and everyone else interested in your application – such as the relevant Town or Parish Council and your neighbours) what works you propose to carry out. It is essential therefore, that your plans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

One copy 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 have a drawing number. Should any amended plan be required, new numbers or suffixes should be added. In addition, if the application is a large development please supply a CD.

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

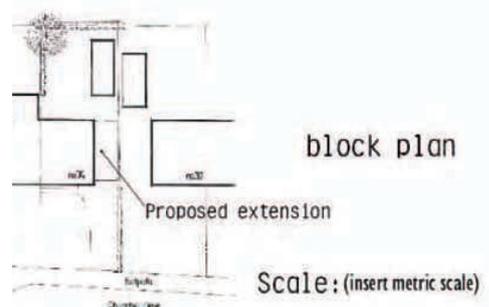
This must be a copyright ordnance survey based or to an equivalent standard and show enough of the surrounding area to easily and accurately identify the application site. North must be indicated. The boundary of the application site must be accurately edged with a thin and continuous red line (including 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. If you require any assistance in sourcing a licensed location plan that is covered by copyright, you may wish to refer to the Planning Portal at

[www.planningportal.co.uk/homepage/4/buy\\_a\\_planning\\_ma](http://www.planningportal.co.uk/homepage/4/buy_a_planning_ma)



### 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.



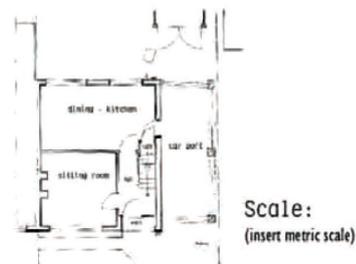
### 3. Elevations – Scale 1:50 or 1:100

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. (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 a plan is required 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.



## 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 also be submitted where appropriate. Manufacturer's 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.



## 6. Supporting Information and local requirements

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 one copy. A supporting statement should refer specifically to the "South Worcestershire Development Plan" and the National Policy Framework, etc. 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, including water management/flood risk assessment for example.



## 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 District Council's requirements for planning applications or any other applications dealt with by Planning Services, please telephone 01684 862221.



**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 can be found on our website at  
[www.malvernhills.gov.uk](http://www.malvernhills.gov.uk)