

# Maps, Plans & Planning Applications: What to Submit

## A Best Practice Guide

All planning applications need a **site location plan** (also known as a location plan) which shows the proposal in its surrounding context and a **block plan** (also known as a site plan) which shows the development in more detail. This guidance is based on the criteria set out in the Government guidance document [Guidance on information requirements and validation](#). Please note that other plans may be requested by your LPA as part of its local level requirements.

These plans enable the local planning authority (LPA) to identify the land to which the application refers to and should be based on an up-to-date Ordnance Survey map. This guide outlines what plans you must submit with your application. 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.

### Site location plan

- Should be at an identified standard metric scale (typically 1:1250 or 1:2500 for larger sites) 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.

### [Create and buy a site location plan now](#)



Scale: 1:1250



Scale: 1:2500

The Planning Portal Service  
is provided by

## Block plan

The 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 position of all trees on the site, and those on adjacent land.
- The extent and the type of any hard surfacing.
- The boundary treatment including walls or fencing where this is proposed.

### [Create and buy a block plan now](#)



Scale: 1:200



Scale: 1:500

Please note the images above are examples and are only images of the plan and don't include the north arrow, licence number or copyright statement which will feature on the A4 plan. The block 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: **08456 050505**