



Oxford City Council

Drawing Standards
Planning application guidance – plans
and drawings

August 2021

This guidance note is designed to provide information to applicants on the type and standard of plans and drawings that should be submitted in support of a planning application.

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1. Introduction

Drawings are a key part of your planning application and it is essential that drawings are of a suitable standard and include all of the information necessary to describe the development proposal in detail and to enable your application to be assessed. It is also important that your proposal can be fully understood by third parties (such as neighbours and other consultees) who have an interest in your application.

This guidance will assist you in making an application, help to avoid most common mistakes and reduce any delay in your proposal being considered by a Planning Officer.

If drawings are received that do not contain sufficient detail, your application will be invalid and the validation of your planning application will be delayed until revised or further drawings are submitted.

2. Presentation of plans and drawings

A separate list or schedule of drawings, plans and documents, to include the drawing numbers and the plan titles, should be submitted with the application.

The plans and drawings should meet the following criteria :-

All plans and drawings must be accurately drawn, using a conventional metric scale, for example 1:100; 1:50 and the scale used should be stated on the drawing.

A scale bar on the drawings must be shown and clearly showing at least two measurements (ideally minimum 0-5m), however, there may be circumstances where a more appropriate scale bar is shown for large scale details. This is for the purpose of measuring plans electronically (website) and in line with the National Planning Practice Guidance.

Except for location plans, all plans and drawings should include a scale bar and/or measured dimensions.

Plans/drawings containing disclaimers such as “Not to Scale” and “Do Not Scale” should not be provided given that all plans will be made available for measuring electronically.

The clearest way to present your proposals is to group “existing” and “proposed” drawings side by side, using the same scale for both.

Each plan/drawing should have a title box stating:

- The address
- The proposal
- The title of the drawing (eg. “existing rear elevation, proposed floor plan”)
- The date
- The scale of the drawing

- The drawing number, eg. D1, D2, D3 etc

Any revisions to the drawings should be clearly identified with a new number, eg. D1a, D2b, D3c, etc. The date and details of the revision should also be indicated on the drawing.

Plans and drawings should be annotated to make them completely understandable, eg. If a line is shown on the plan between two properties, annotate by stating “boundary fence”.

Every plan (including all copies) that is based upon Ordnance Survey maps should have the appropriate Ordnance Survey copyright notice.

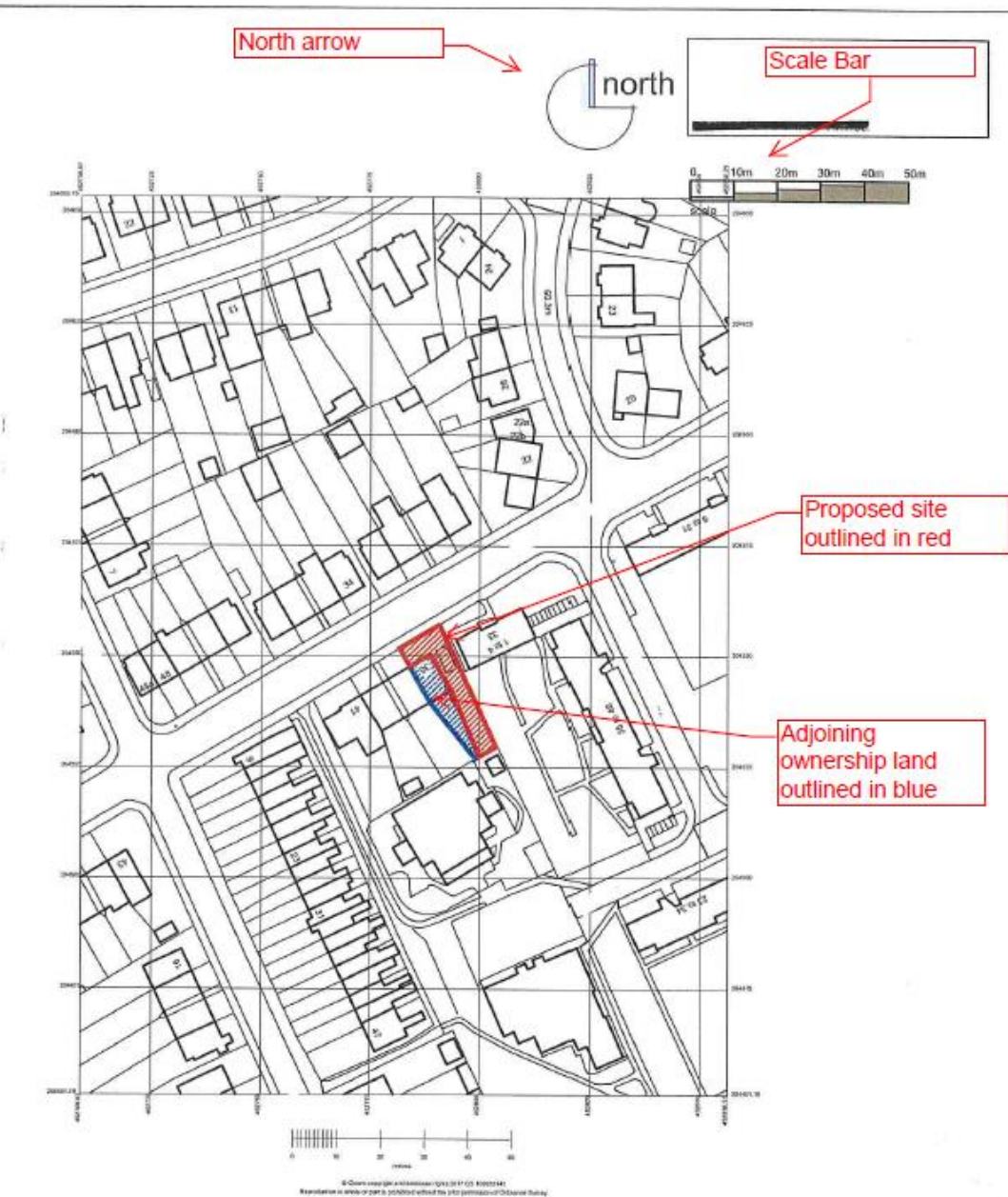
It is good practice to submit the site location plan on a separate sheet of paper to aid consultation.

3. Site Location Plan

A site location plan is a map base that shows the location of the application site in relation to surrounding roads, buildings and other land. The site location plan should:

- Be taken from an up-to-date Ordnance Survey Base, or to an equivalent standard
- Be to a suitable scale of 1:1250 or 1:2500 for larger sites
- Show the direction of North
- Show the application site boundary outlined in red; this should include all land necessary to carry out the proposed development (eg. Land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings)
- Show any other adjoining land owned by the applicant outlined in blue
- Show adjoining road names and numbers
- Identify sufficient roads and/or buildings on nearby land to ensure that the exact location of the application site is clear

Image 1: Site location plan (for illustrative purposes only)



4. Site Layout Plan (sometimes called a Block Plan)

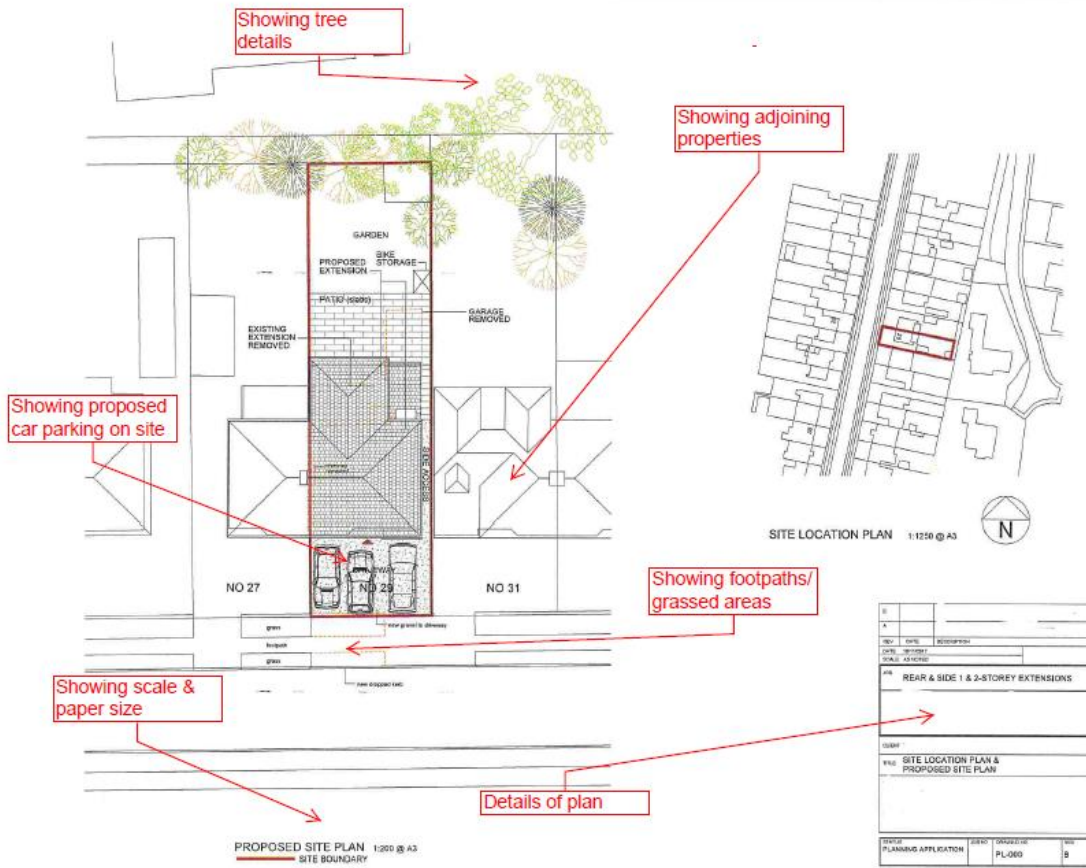
A site layout plan shows a detailed layout of the whole site and the relationship of the proposed works with the boundary of the property, nearby roads and neighbouring buildings.

Most applications should include an existing site layout plan and a proposed site layout plan. For simple applications the existing and proposed site can be combined and shown on one plan so long as what is existing, what is proposed and what is to be demolished is highlighted and annotated clearly.

Site layout plans should:

- Be to a scale of 1:200 or 1:500
- Show the proposed development, all existing buildings and structures, the garden and other open areas
- Show proposed buildings shaded
- Show the position and size of existing and proposed hard surfaced areas eg. Parking spaces, turning areas, paths etc
- Show the whole of the boundary of the property, indicating the position and height of all boundary walls and fences
- Identify any buildings to be demolished
- Include details of all trees, eg. Position, spread and species (eg. Oak, ash etc)
- Identify trees proposed for felling
- Show all roads/footpaths/public rights of way adjoin the site
- Show all existing builds and structures on land adjoining the application site
- Show the direction of north

Image 2: Site layout plan (for illustrative purposes only)



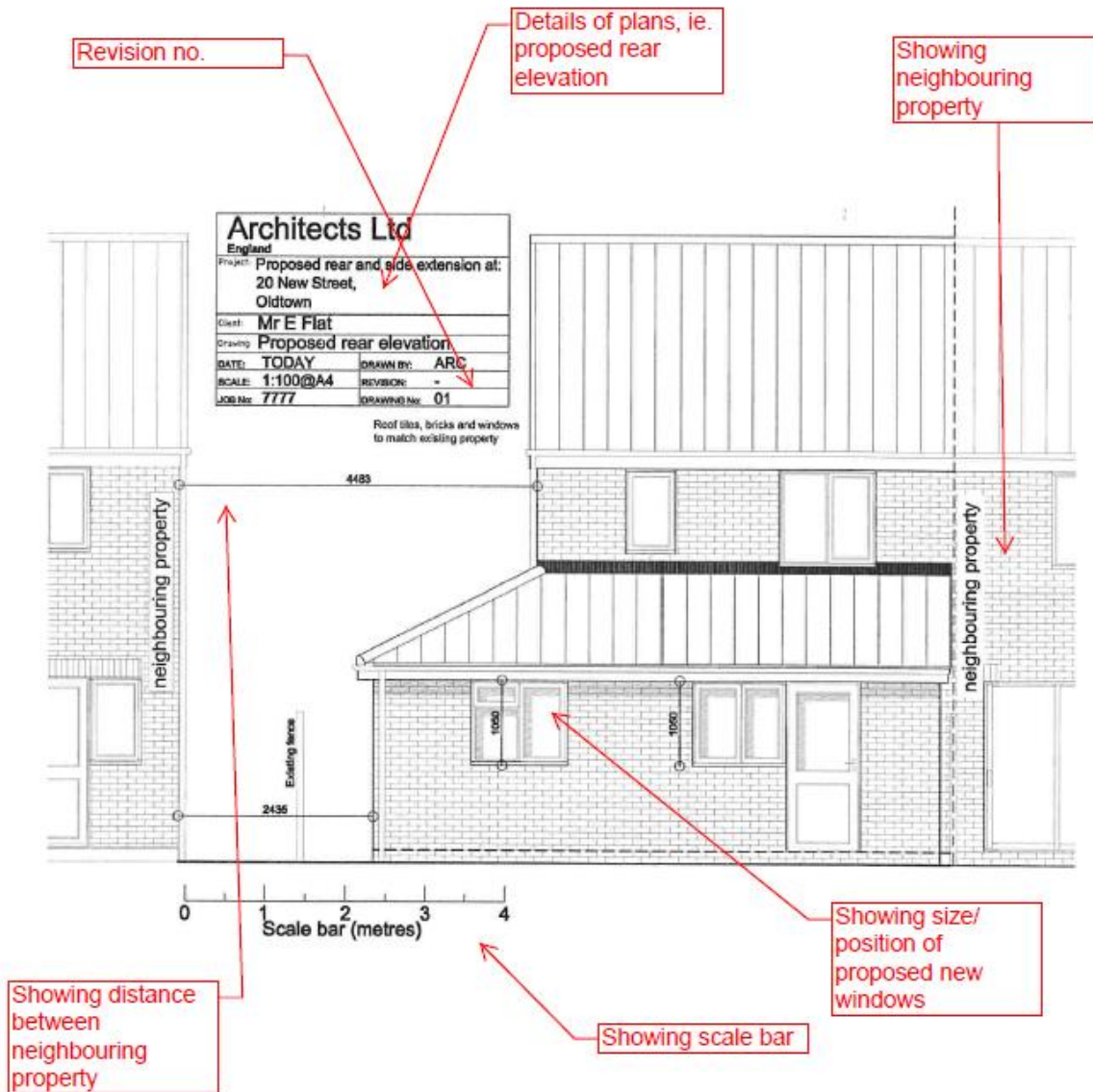
5. Elevations

Elevation drawings show what a building will like from the outside. In most cases, two separate sets of elevation drawings will be required, “existing” elevations showing the building as it is now and “proposed” elevations showing how the building will look, after the works have been carried out.

Elevations should:

- Be to a suitable metric scale, for example 1:100 or 1:50
- Be clearly annotated existing and proposed
- Show every elevation of the building, eg. Front, side(s) and rear and state the direction in which each elevation faces, eg. Rear (south). Elevations also need to be shown if your proposal is attached to another building, ie terraced; semi-detached etc..
- For extensions to existing buildings, show every elevation of the proposed development in situ with each relevant elevation of the existing building
- Show the whole of any existing building to be altered/extended so that the relationship of the new building/extension to the existing can be clearly seen
- Show outline elevations of other buildings that are close to the development. For example a side extension close to neighbouring dwelling
- Show the property boundary
- Indicate the colour and type of finishing materials to be used (eg. Colour and type of brick, render, roof tiles etc)
- Identify building(s) to be demolished
- Details of external materials – please ensure that all materials are described in detail, including the colour of each material
- Show the position and size of all windows and doors (existing and proposed)

Image 3: Elevations (for illustrative purposes only)



6. Floor Plans

Floor plans show the layout of the building.

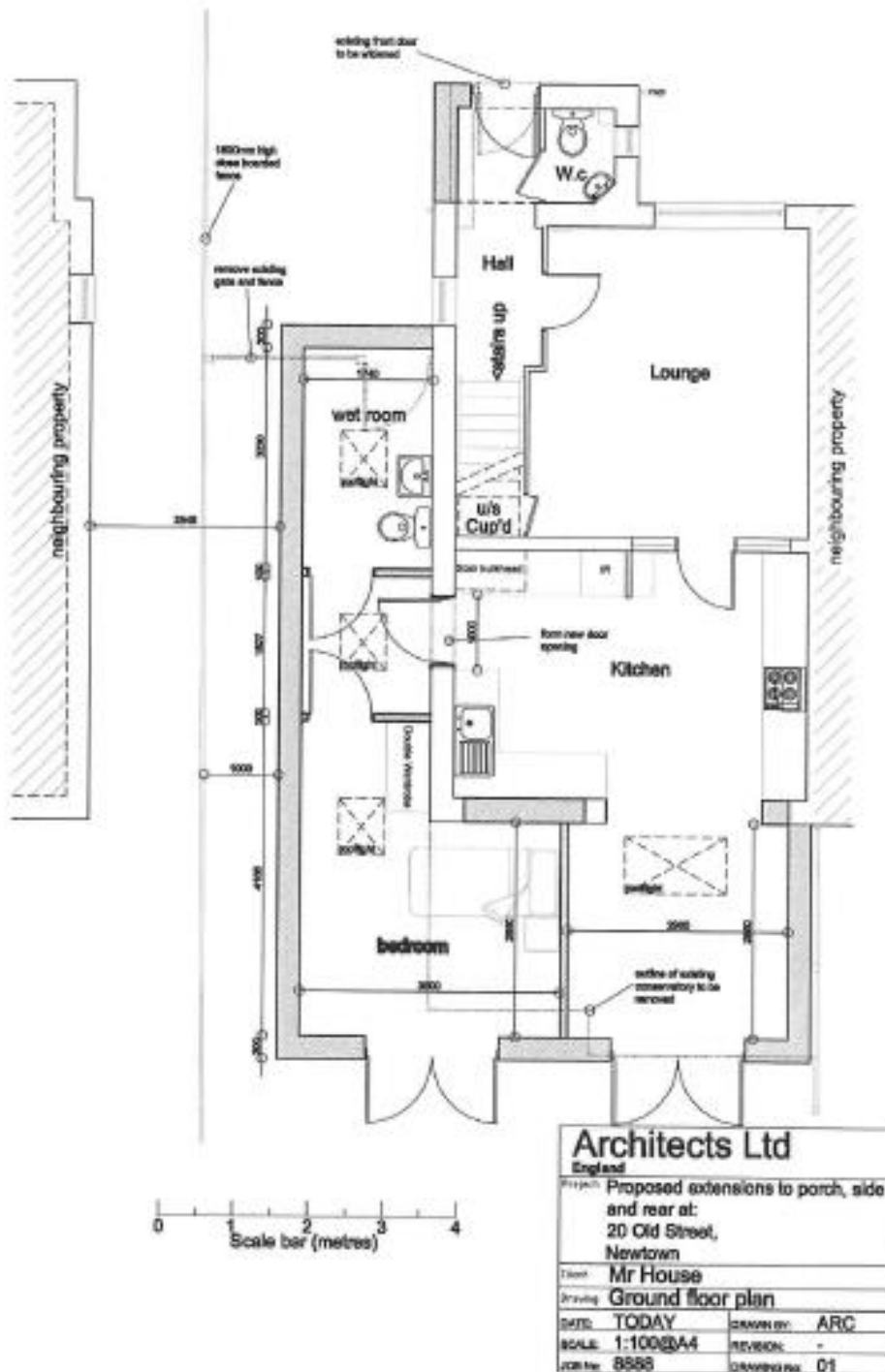
In most cases, two separate sets of floor plans will be required: “existing” floor plans showing the building as it is now and “proposed” floor plans showing how the building will look, after the works have been carried out.

Floor plans should :

- Be to a suitable metric scale, for example 1:100 or 1:50
- Be clearly annotated existing and proposed
- Show all relevant floor levels of the building(s) being constructed, altered or extended, in relation to the remainder of the building
- Clearly state the use of each room and include position of windows, doors, walls and partitions
- Clearly label each floor
- Clearly label the primary use of each room
- Identify anything to be demolished

Image 3: Elevations (for illustrative purposes only)

Image 4: Floor plans (for illustrative purposes only)



7. Existing and proposed site sections and finished floor/site levels

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

In the case of householder development, the levels may be evidenced from floor plans and elevations, but particularly in the case of sloping sites it will be necessary to show how proposals relate to existing ground levels or where ground levels outside the extension would be modified.

Level drawings should:

- State the existing and proposed levels on the site and where levels differ from that of land immediately adjoining the site
- State the finished floor levels of proposed buildings

Section drawings should:

- Identify existing and proposed ground levels where significant cut and fill operations are proposed
- Show the cross sections through buildings
- Show the cross sections through land
- Be accompanied by a plan showing the points between which the cross sections have been taken, which should also indicate the direction of north
- Show existing and proposed buildings within and adjacent to the site
- Identify finished floor and ridge levels of buildings

8. **Street Scene or context plan**

Normally required for works that will be visible from the road, especially new buildings or large side extensions that will be near to the boundary/neighbouring building(s), or where there is a notable difference in heights between the proposed works and neighbouring dwellings/buildings.

These should:

- Be of a scale of 1:100 or 1:200
- As a minimum, accurately show the height and outline of neighbouring dwellings/buildings and the position and size of windows/doors
- Accurately show any difference in levels
- Include written dimensions for gaps between buildings

Image 5 : Street scene or context plan (for illustrative purposes only)



9. Roof Plans

These should be drawn to a suitable metric scale, for example 1:50 or 1:100 and is used to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, dormer windows, roof lights and other features, such as chimneys or raised parapets. Details such as the roofing material and their location are typically specified on the roof plan.

10. Landscaping

Landscaping plans/details

Landscaping plans should accurately show:

- The position and spread of the existing trees
- Details of any trees to be retained and measures to be taken to protect the trees
- The species of the trees and details of their condition
- An indication of which, if any, are to be felled
- Details of the size, species and positions of trees to be planted and boundary treatments

Landscaping schemes

In many instances, the submission of landscaping details can be a condition of the planning permission. In some cases specialist detail, for example a tree survey or detailed design may be required when submitting landscaping schemes. It is recommended that you discuss with officers the scope and detail required prior to submission.

11. Photographs and photomontages

These should be clearly labelled on the front of each image (not the back) with a title to explain what is shown and the exact location from which position/angle it was taken. This is best achieved by showing the location on an associated map.