

Plans and drawings are an important part of your planning application as they describe to us (and any third parties interested in the application) what works are proposed. It is essential therefore, that your plans and drawings are of a professional standard and include all the information necessary to describe the proposal in detail.

This is a guidance note for potential applicants to refer to when considering the submission of a planning application. If you have any queries in regards to this document please contact the **Planning Team** on **01527 881770** or email **Newplan@bromsgroveandredditch.gov.uk**

### 1. Site Location Plans - Scale 1:1250

This must be an OS Map and show enough of the surrounding area to easily and accurately identify the application site.

**North must be indicated.**

The boundary of the site should be outlined in red (including the means of access to the public highway). Any other adjoining land within the applicant's ownership should be outlined in blue.

OS Maps can be purchased from a number of providers.

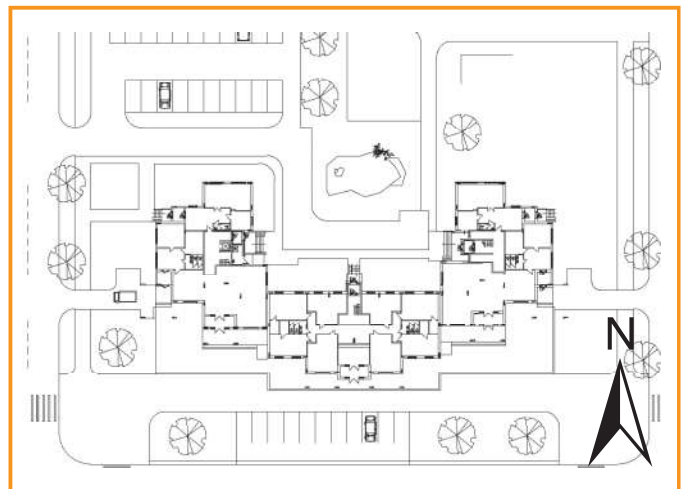


### 2. Block Plan - Scale 1:200/500

The Block Plan should be at a smaller scale than the Location Plan and should show the position of the existing buildings and indicate the proposed works.

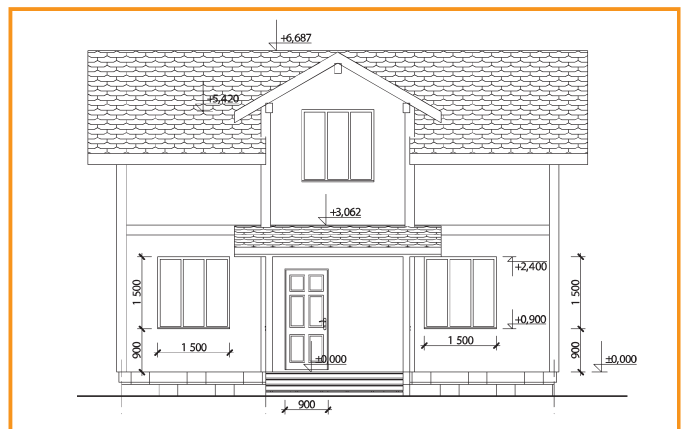
**North must be indicated.**

The Block Plan should include other details such as indicate any trees on site and provide greater detail relating to the layout and landscaping.



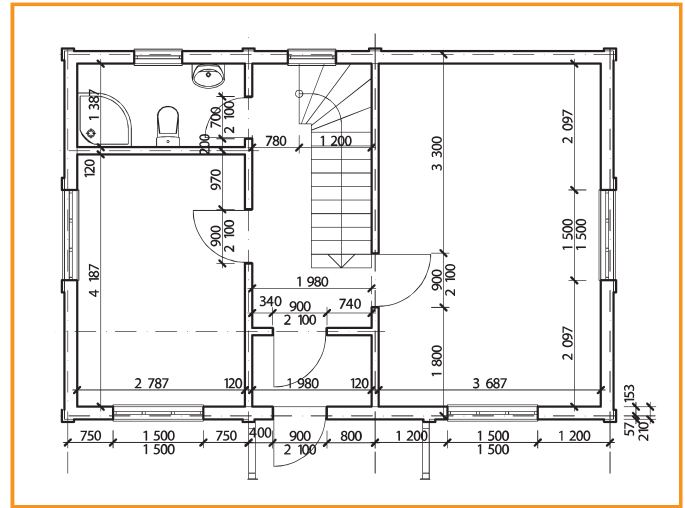
### 3. Elevations - Scale 1:50 or 1:100

Where a proposal is to extend a building, existing and proposed elevations drawings are required to show the proposed extension. Any elevations where there are to be proposed changes must be shown and if the proposal is for a new building all elevations should be submitted. They must be accurate and sufficiently detailed to show windows and any overhang of the eaves.



## 4. Floor Plans - Scale 1:50 or 1:100

Existing and proposed floor layout plans are required for all buildings and changes of use applications. If the application is to extend a building full floor plans should be provided showing each floor. It is useful to provide both existing and proposed floor plans.



## 5. Other Drawings

For certain applications such as those that affect trees, a tree protection plan may be required. If the roof is to be altered a roof plan may be useful and if the proposal results in a change of land level cross sections may be required. Street scene images may be required to understand how the development sits with the surrounding area. Manufacturer's brochures of conservatories and/or outbuildings can also provide greater detail. For certain applications particularly within the conservation area or for Listed Buildings, joinery details are often required.

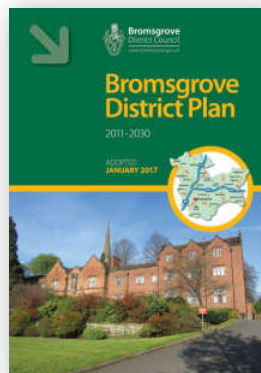
Please contact the Planning Team to clarify these details.



## 6. Supporting Statements

It is often useful to provide a Planning Statement or Covering Letter with an application. The Statement should refer to the Council's policies within the Development Plan and any relevant Supplementary Planning Documents. In certain circumstances it may be necessary to provide a Preliminary Ecological Survey for protected species or a Heritage Statement if the building is of historic significance.

Please contact the Planning Team to clarify these details.



***Failure to provide accurate information or drawings (including scale) of an appropriate standard may result in delays in processing your application.***



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

**Planning and Regeneration**

Bromsgrove District Council. Tel: 01527 881770. email: [Newplan@bromsgroveandredditch.gov.uk](mailto:Newplan@bromsgroveandredditch.gov.uk)