Maps, plans and planning applications: What to submit

Most planning applications require a location plan and a site plan (also known as a block plan), to be submitted as supporting information.

This guide covers the location plan that you must submit with your application[1] and the site plan that may be required. It is based on the criteria set out in the [Government's guidance on 'Making an application'](#).

A location plan shows the proposal in its surrounding context and a site plan shows the development in more detail.

You can draw the site boundary and create a location plan for your planning application as part of the Planning Portal's online service.

This means you do not need to purchase a location plan from an external provider to attach to your application.

You can buy site plans to support your application from the Planning Portal's accredited supplier, [ReQuestaPlan](#), and attach them to your online application.

Please note that other plans, including a site plan, may be requested by your local planning authority (LPA) as part of its local level requirements.

Please ensure you check your LPA's website for its local level requirements to understand if a site plan or other specific plans are required.

If submitting your application online, the service will detail what plans are required, as set by national legislation and the LPA. Please note that while this is done for each type of application, there may be additional requirements based on the specifics of each individual application (e.g. building a new house may require different details than installing a telecoms mast).

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[1] All applications for planning permission require a location plan. Certain other application types do not:
- Applications for tree works require a sketch plan.
- Many types of prior approval application only require a site plan.
- Applications for discharge, removal, or variation of a condition, and applications for non-material amendments do not require location plans.

Location plan

These plans enable the LPA to identify the land to which the application refers to and should be based on an up-to-date map.

Based on the criteria set out in the [Government's guidance on 'Making an application'](#), the location plan should also:

- Be at an identified standard metric scale (typically 1:1250, or 1:2500 for larger sites), and scaled to fit onto A4 or A3 size paper.
- Show the direction north.
- Identify 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.
- Show any other land owned by the applicant that is close to or adjacent to the property outlined in blue

You can generate Location Plans for your application using the Planning Portal's integrated location plan service.

Our location plan service:

- Saves time and resources when compared with using other suppliers, improving validation and creating a streamlined process.
- Creates compliant Ordnance Survey location plans at an identified standard metric scale.
- Includes functions to add additional roads names or information to ensure that the exact location of the application site is clear.
- Creates both a PDF location plan and a location data file, which you can import into your own system.
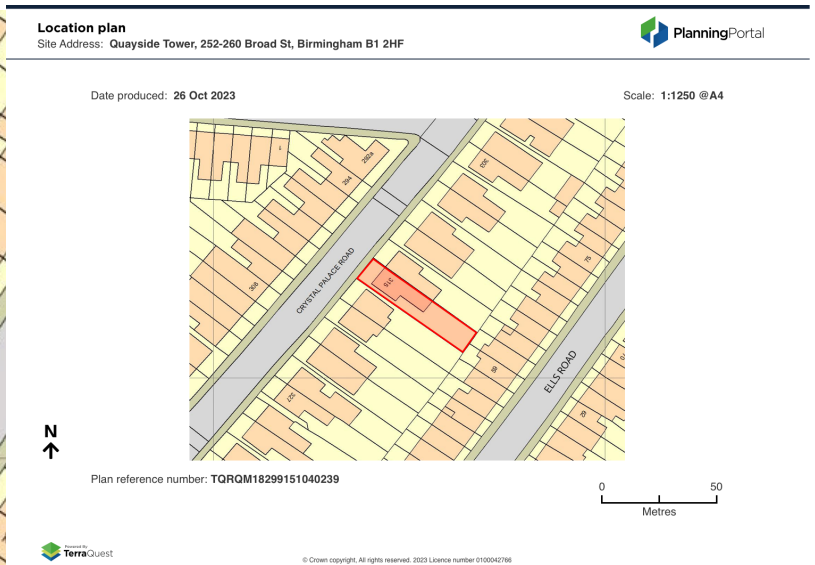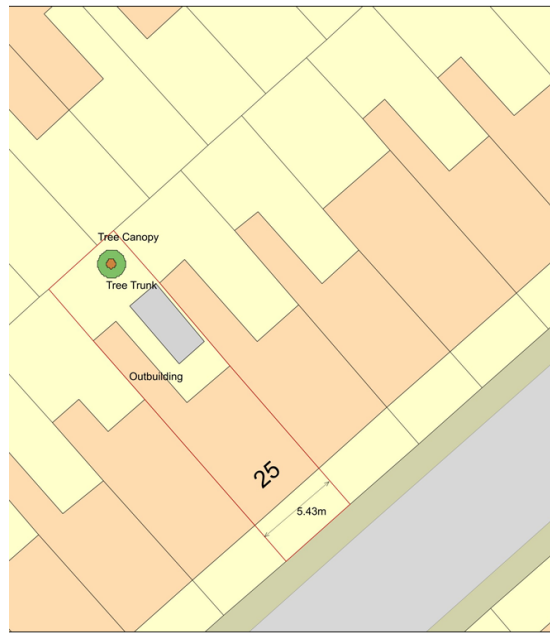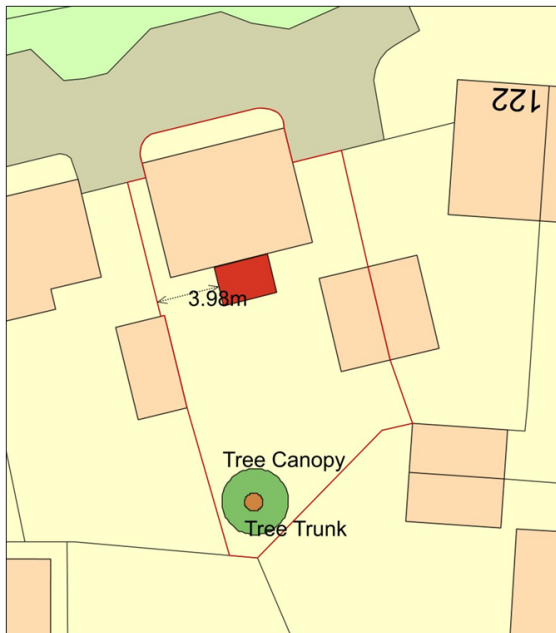
Site plan

The site plan (also known as a 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.

Please note the images included 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 site plan can also be displayed in colour.

You can buy site plans to support your application from the Planning Portal's accredited supplier, ReQuestaPlan, and attach them to your online application.

Use of Ordinance Survey data

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: 03456 050505.

Paper copies for 'offline' applications

Applicants who apply by post must provide 3 copies of the application form(s) and of each supporting plan or document unless the local planning authority indicate that a smaller number is required.