

5.0 The Local List of Plan Requirements.

In addition to the statutory plan requirements other plans will normally be essential to explain the proposals. The following plans will normally be expected to be included in the application submission unless it is explained why they are not required.

- **Existing and proposed elevations** (At a scale of 1:50 or 1:100)

These should be drawn to a scale of 1:50 or 1:100 and show clearly the proposed works in relation to what is already there, where a change is proposed. If an elevation is not to be altered then this should be clearly stated on the plans, although it is not necessary to draw those unchanged elevations. The submitted elevations should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors.

Where a proposed elevation adjoins another building or is in close proximity, the drawings should clearly show the relationship between the buildings, and detail the positions of the openings on each property.

External height measurements should be specified on the elevational plans for all new build parts of the building. This is especially useful for applications submitted electronically and can help to avoid confusion or misunderstanding amongst third parties who may inspect the plans.

- **Existing and proposed floor plans** (At a scale of 1:50 or 1:100)

Existing and proposed floor plans are needed for new development and for existing buildings altered by the proposed development. These plans should be drawn to a scale of 1:50 or 1:100 and should explain the proposal in detail. Where existing buildings or walls are to be demolished these should be clearly shown. The drawings submitted should also show details of the existing building(s) as well as those for the proposed development. If the application relates simply to a change of use and no physical development work is to be carried out, a floor plan may not be necessary, although it could be helpful to explain how the new use may operate from a building.

Again external dimensions for all extensions and new buildings should be specified on the floor plans.

- **Existing and proposed site sections and finished floor and site levels** (At a scale of 1:50 or 1:100)

Such plans drawn at a scale of 1:50 or 1:100 should show a cross section(s) through the proposed building(s) and adjoining land. In all cases where a proposal involves a change in ground levels, illustrative drawings should be submitted to show both existing and finished levels to include details of foundations and eaves and how encroachment onto adjoining land is to be avoided.

Full information should also be submitted to demonstrate how proposed buildings relate to existing site levels and neighbouring development. Such plans should show existing site levels and finished floor levels (with levels related to a fixed datum point off site) and also show the proposals in relation to adjoining buildings. This will be required for all applications involving new buildings and/or where there are earth movements.

In the case of householder development, the levels may be evident 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. Levels should also be taken into account in the formulation of design and access statements.

- **Roof plans** (At a scale of 1:50 or 1:100)

A roof plan will be required for all development proposing residential use to ensure that materials, flues and other details are clearly identified. In other cases a roof plan may be helpful to explain complex roof formations with several pitches and ridges.