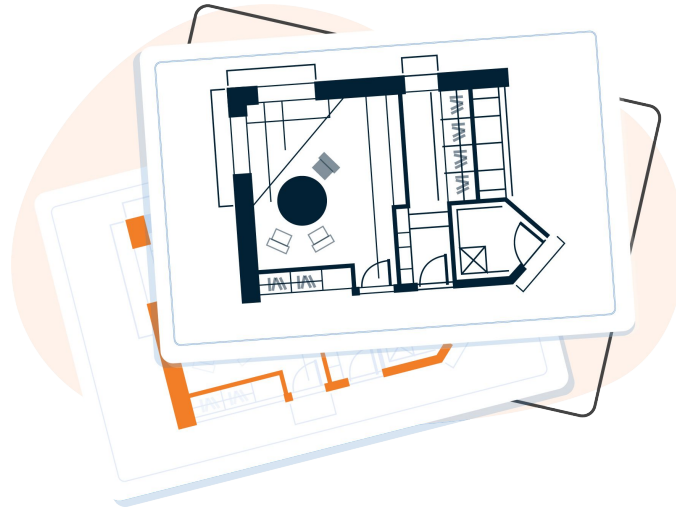


# ARCPLAN

A Narrative to Planning  
Permission Drawings



We have developed this guide to provide as much information as we can on the processes, principles and stages of ascertaining planning permission. This ultimate guide is perfect for you if you want to build a home extension, new house, or complete any other house an alteration that **does NOT** fall within permitted development rights.





We cover the following topics:

- What planning drawings are
- What types of residential projects require a planning application with architect drawings
- What drawings you need for planning permission
- Which additional supporting information can strengthen your council application
- The format planning drawings should be submitted in
- General guidelines for drawings and plans
- How to submit drawings to your local authority to obtain planning permission
- Whether you need to submit physical/paper planning drawings (spoiler alert: No)
- How to get planning permission (what planning officers are looking for in plans)
- What are the timelines and procedures
- Can you do your own planning drawings



Trustpilot

# Let's get started

What are planning drawings?



Planning drawings are a set of architectural drawings required by the local planning authority to be able to understand and approve the proposal of a new development on a property.

They are submitted to your local district council & do not require details such as structure, joinery detail, insulation, floor construction, roof thickness, etc.

Arc Plan help homeowners gain planning permission from councils across England, Wales, and Scotland for all planning projects.



### What types of projects require planning drawings?

Any development on a property that could impact the surrounding area or neighbours will require a planning application and subsequent drawings.

However, there are rights called Permitted Development Rights that enable you to carry out certain developments on your property without the need for a planning permission.

Projects that do not fall within Permitted Development Rights need planning permission, and projects that require planning permission need at least some planning drawings. Drawing requirements vary from project to project. More than likely, drawings for permitted development purposes will require building control or construction drawings.



## Types of projects that do not fall within Permitted Development rights?

If your project does not fall within a restricted planning area, then you could utilize Permitted development rights to undergo your project as long as it falls within certain parameters.

However, here are some projects and criteria that will mean **you need** drawings for planning permission:

- If your extension exceeds 8m from the original rear wall for detached houses and up to 6m for semi-detached and terrace houses.
- If your extension covers more than 50% of the land around your property.
- Construction of a new property.
- Changing the appearance of your property in a conservation area.
- Converting a house into “flats” or splitting a house into 2 or more houses.
- Changing or replacing boundaries, fences or railings that are higher than two meters.
- Any change to a property in a listed or conservation area.



J Lui ★★★★★ ★

Jun 22, 2022

Very happy with the online architects Arc Plan, i would happily recommend.

S Smith ★★★★★ ★

May 27, 2022

No issues, planning permission for our small family house extension delivered with a breeze. Thankyou Arc Plan team.





# What drawings do you need for planning?

Drawings that are required vary depending on the scope and complexity of the project.

In general, across the UK, all councils and applications require the same types of drawings (these are listed in detail further on). In some specialist applications additional drawings with more detail may be required.





## Site location plan / OS plan

A Site Location Plan is a drawing that helps us identify the location of an architectural project. It helps us understand the project in relation to its context and surroundings.

1. *Paper size A4 or A3*
2. *Scale 1:1250 or 1:2500*
3. *North Point*
4. *Plot boundary - Red*
5. *Other land owned by the applicant*
6. *(close or adjoining site) - Blue*
7. *Buildings, roads and footpaths on land adjoining the site - for clear identification*

## Block plan / Site Plan

A Block Plan is a zoomed-in version of the site plan showing the proposed development in more detail. It shows the relationship between the property with the plot boundary and immediate surroundings

1. *Paper size A3 or A4*
2. *Scale 1:100, 1:200 or 1:500*
3. *North Point*
4. *Plot boundary - Red*
5. *Other land owned by the applicant (close or adjoining site) - Blue*
6. *Buildings, roads and footpaths on land adjoining the site*
7. *Plot boundary dimensions*
8. *Extent and the type of any hard surfacing. Boundary treatment - walls, fencing, etc.*





## Roof plans

Just as the name suggests, a roof plan is simply a drawn view of the roof from above. It should show the context in the area and is similar to a block plan but has slightly more detail.

1. Paper size A3 or A4
2. Scale 1:50 or 1:100
3. North Point
4. Plot boundary - Red
5. Roofing material as hatch
6. Ridge lines, chimneys, roof lights, raised parapets and trees



## Floor plans

A planning application requires two sets of plans - existing floor plans with the property drawn as is and proposed plans showing how it relates to the existing dwelling.

1. Paper size A3 or A4
2. Scale 1:50 or 1:100
3. North Point
4. Plot boundary - Red
5. Room labels
6. Changes in floor levels
7. Net area of main rooms/spaces
8. Important building elements - labelled
9. Relevant dimensions - internal and external

## Elevations

Elevation drawings are required to show how the project will look before and after the work. They are drawn as views from four main faces - front, rear, right and left. You don't necessarily need all four elevations for every planning application. It depends on the position and effect of proposed changes on everything around it.

For example - a planning application to change the external windows on the right side of a property would only require a right elevation as none of the other faces are being affected by this change and so on.

Planning application would require two sets of elevations - existing elevation with the property drawn as is and proposed elevations with new changes and how it related to the original dwelling.

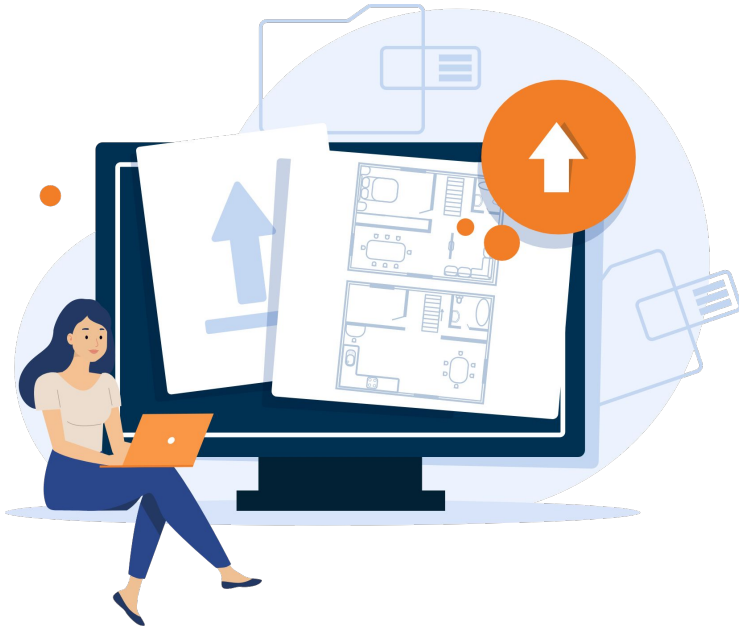
1. Paper size A3 or A4
2. Scale 1:50 or 1:100
3. Property boundary in red
4. Room labels
5. Changes in floor levels
6. Relevant dimensions - internal and external
7. Colour and type of building finishes (bricks, render, cladding, roof tiles, etc. )
8. Colour and type of important building elements (doors, windows, rooflights, pipes, etc. )
9. For existing buildings, a drawing sheet to contain both existing and proposed elevation to clearly identify proposed changes
10. Show context where needed - Outline elevations of neighbouring buildings in the frame of view, trees, etc.



## Sections

An architectural section is the view of the building when assumed to be cut across by a vertical plane. It is mainly used to indicate the relationship between different spaces and levels of the building.

1. Paper size A3 or A4
2. Scale 1:50 or 1:100
3. Property boundary in red
4. Changes to both existing and finished levels
5. Finished floor and ridge levels of buildings
6. Relevant dimensions - internal and external
7. Room labels
8. For existing buildings, the drawing sheet to contain both existing and proposed sections to clearly identify proposed changes
9. Show context where needed - Outline elevations of neighbouring buildings in the frame of view, trees, etc.



## Detail

Detailed drawings are highly accurate drawings that are generally required to be submitted for a Listed Building Consent, and in some cases, for planning applications in a conservation area. These drawings are able to describe the fixtures and fittings in a clear and concise manner, especially for replacement alterations. These are not likely required for standard planning applications.

1. Paper size A3 or A4
2. Scale 1:2, 1:5 or 1:20
3. Key dimensions
4. Materials/components - labelled with specifications (colour, measurement, type, etc. )
5. For windows and doors - include the wall in which they are mounted to show the depth of reveal



## Additional Reports

In some instances, planning applications can demand further in-depth reports or supporting documents, these are usually requested by the different departments in the planning process, for example:

The Highways department may request a traffic report, or the environmental department may request a flood risk report etc.

Some common reports the council office request are:

- Flood risk assessment
- Noise pollution report
- Bat report
- Traffic report
- Structural report
- Heritage report
- A topographical survey



## Photographs & photomontages

Photographs and photomontages are a great way to demonstrate the proposal and to understand its relationship with the context. It's a quick and effective way to communicate the idea in terms of the project scale and massing. When submitting these, the location of the view and other descriptive details need to be mentioned for clear understanding.

## Visuals

3D colour artistic impressions of your proposed project can help the council to visualize the proposals more effectively and could make it easier to get the proposal approved.

## 3D Model

3D models are another effective communication tool used by designers that can help the viewer understand the exact idea of the proposal. Submitting a 3D model along with the planning drawings, in some cases, could make it easier to get the proposal approved.





# General guidelines that apply for all planning drawings





- Drawings are to be drawn to an A1, A3 or A4 size for ease of printing when required.
- All drawings submitted with a planning application should include a title bar that has a drawing title, drawing number, date, paper size, drawing scale and should be in PDF format.
- In case of revised drawings, the revision number, revised change and date need to be marked clearly.
- Drawings are to be scaled to a standard metric scale and indicated (preferably using a scale bar). Standard accepted scales include 1:50, 1:100, 1:200, 1:500, 1:1250, 1:2500. In case of joinery detail drawing, you may even use scales of 1:5, 1:10 or 1:20.
- Wherever possible, try to maintain the same orientation for all drawings.
- All access points, vehicular and pedestrian access roads, parking spaces, and visibility splays (that can have an impact on neighbouring properties) need to be shown.
- Proposed changes to an existing property need to be marked clearly.
- If there are proposed changes in levels, these need to be indicated clearly, wherever possible. In this case, site sections through adjoining properties with relevant elevations would be required to clearly indicate proposed level changes.
- In the case of a project where the proposed development has a direct impact on a neighbouring property, trees and other prominent elements around the property need to be shown and dimensioned on the drawings.
- If there exists an overhanging tree from adjoining property, a tree survey is required to determine the position, exact measurements and species and need to be clearly shown on drawings.





# What format should planning drawings be in?

- All documents to be submitted as part of the planning application have to be given clear and unique names/numbers. A common mistake to avoid is not mentioning whether the drawing is of existing or proposed development.
- In case of revised drawings, the revision number, revised change and date need to be marked clearly.
- Drawings for online applications are to be submitted in .pdf format (other accepted file types are .doc, .jpg, .tif, .txt ).
- CAD, .gif, .xls and video files are not accepted formats of drawings.
- The size of each individual file has to be kept below 10 MB. Where unavoidable, documents can be split into smaller files and named clearly as Part 1, Part 2 etc.
- You could also take the extra step and attach a Schedule of Drawings to your application.



# How are drawings submitted to planning?



The most common way to submit a planning application is through the online planning portal.

You will need to fill in details based on your project. The portal does a pretty good job of prompting you to answer questions that are only relevant to your application. The completed form is then sent directly to your local planning authority for processing. The application will generally consist of the completed forms, necessary drawings, supporting documentation and the correct fee paid. The application will only be sent to the planning authority once all the requirements have been met.

You can also send in your application through email to your local authority by making sure you have all the necessary documents specified by the local council. You will need to attach all the filled digital forms and drawings (some planning authorities may ask for more). When required, the payment can be made by BACS transfer. You will then receive an acknowledgement within 3-5 working days. You also always have the option to submit a hard-copy of your application. You will need to fill in the printed forms and attach a minimum of 4 copies of all documents, including drawings (some planning authorities may ask for more).

You can then drop them off at your local authority or send it through post.



## What is the council application cost?

The planning application fee is fixed based on the type and complexity of the project. For example, £206 for a basic house renovation/extension, £462 for new houses, etc. In addition, there is a service charge of £23.33 (+VAT) if you submit via the planning portal, which is essentially the quickest and most efficient way.



## Do I need to submit physical copies of drawings for planning applications?

No, only digital. However, you can always have printed versions produced for your personal use as they can sometimes be easier to read than on a computer screen.



What is a planning officer looking for on drawings?





## Context

Context relates to the understanding of the relationship between the project and its surroundings. The officer in charge looks into how your project responds to its surroundings in terms of architectural character and materials.

## Scale

Scale relates to the size of the project in relation to its surrounding built structures. The officer in charge looks into how your project relates to its surroundings in terms of its size.

## Materials

The officer also looks into whether your proposed development blends in or stands out among its neighbouring buildings. This is a major consideration for listed buildings or projects in conservation areas as they are required to maintain a certain level of uniformity in terms of materials and style.

## Design and Layout

This relates to the 3D 'shape' of the building and if the internal layout is well designed to make the best use of the space.

## Parking

Each council has set forth its own guidelines when it comes to parking regulations. These need to be carefully considered at an early stage to avoid complications later on.





## What is the Process of a Planning Application?

**Stage 1:** Your planning application is registered. Your application will only be registered and validated by the LPA once the application fee is paid.

**Stage 2:** The local council planning department tells you what happens next. This is usually done by email and includes an estimate of how long it will take to make a decision (usually 8 to 13 weeks) if they foresee any delays in processing the application, and the name and contact information of the planning case officer that has been assigned to your project.

**Stage 3:** The planning application is 'advertised'. This means the form/s, existing and proposed drawings, along with any supporting documents, are published on the planning portal, which is a public record so anyone with access to the internet can view your development plans online. The local council will also notify local stakeholders in writing by post. This gives neighbours the chance to object to the proposal within the allotted time frame. If plans are changed, the objection time period is usually reset.

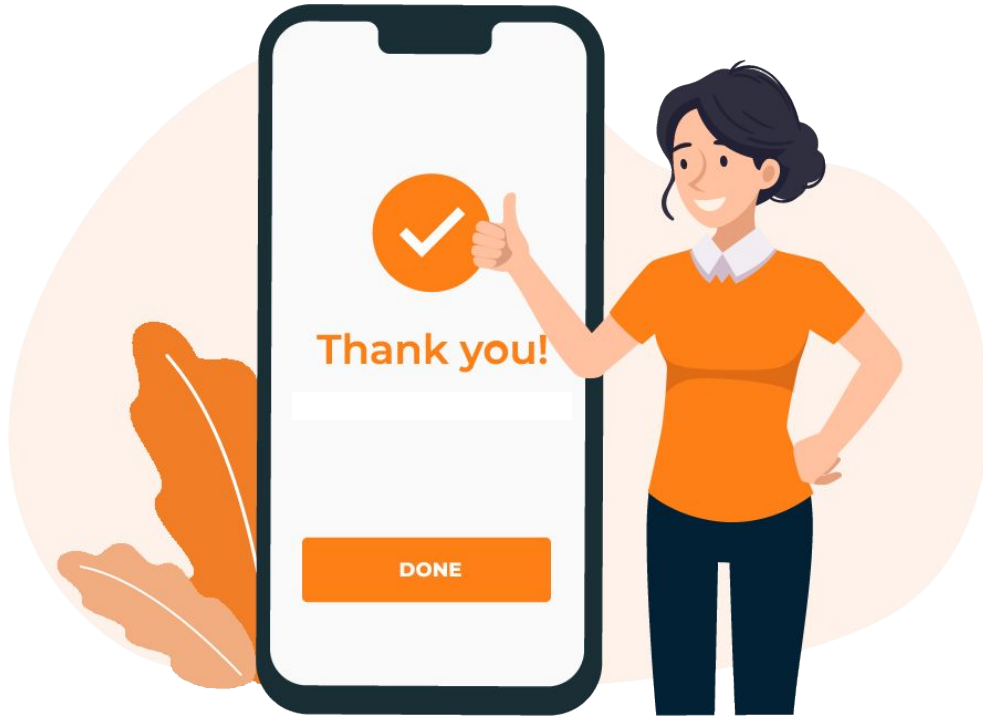




**Stage 4:** The council will consider your application. During this stage, they may contact you with any concerns related to the proposal. This can come directly from the planning department, relevant consultants and agencies like topographical or flood risk consultants or the highways agency. They will also consider any objections from neighbouring property owners during this period.

**Stage 5:** A decision will be made on your application, unless you withdraw the application early in response to concerns communicated by the local authority during stage 4. This is the final stage if you are granted planning permission; however, you will still need to obtain building control approval via a building regulation 'full plans' application or building notice.





Thank You for reading through our planning guide. Remember, once you have Planning permission granted, you may need a Building control application.

The Arc Plan team look forward to working with you. If you need a quick quote, take advantage of our “instant quote” feature on our website.