

- Survey information should show important landscape features, spot heights and where appropriate contours.
- Where the proposed development is complex, or likely to affect an adjoining property, the position of buildings, trees and other features external to your site should be dimensioned
- Survey information should show important landscape features, spot heights and where appropriate contours.
- Present and proposed levels must be indicated if changes are to be made.
- Where existing site conditions are significantly revised then these should be shown on a separate drawing
- If any tree within the site or overhanging from a neighbouring property is affected in any way, then a tree survey must be provided indicating the position, crown spread and species
- Access roads, existing vehicular access, and vehicle turning areas, parking spaces and full visibility splays (which may affect adjoining land or properties)
- Where archaeological sites are involved, full details of below groundwork (including services, foundations and their method of excavation) should be shown.
- All existing buildings, trees, paths and all other features within the site are to be described, whether retained or removed
- In buildings where the public have access, including shops, work places and facilities for disabled people should be shown and described in the drawing.
- Sections through your site and adjoining areas with relevant elevations will be necessary in some circumstances. This may be where a proposal is close to the boundaries of the site or there is a significant slope.
- Plans can be submitted electronically in either *.dwg, *.dwf, *.tiff or *.pdf format.

Please contact the Planning Office if you have any questions about fees.

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Borough Development Division
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Market Place
Ripley
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Visit the Council's website www.ambervalley.gov.uk for further information about planning issues for properties in the Borough



This page brings together publicly available information (including planning) that the Council holds about a particular property.



Advice Note 3

Planning Applications Plans



AMBER VALLEY
BOROUGH COUNCIL

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Planning Applications – Plans

Four copies of each relevant plan are needed for every application.

Location Plan

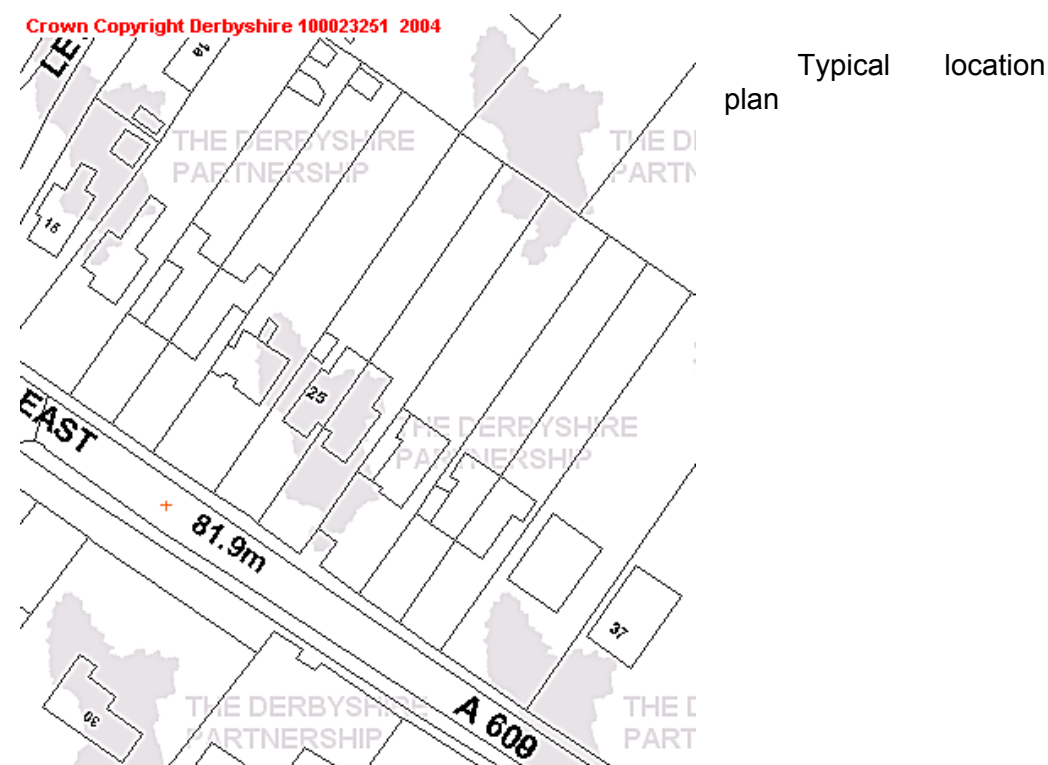
You **MUST** submit four copies of an up-to-date site location plan with the site area outlined in RED and nearby land in your ownership outlined in BLUE. It is also helpful if public rights of way are shown in brown. A north point should also be shown.

A site location plan is a map that shows the location and extent of your land and property and roads (including street names) in relation to the land and properties that surround it.

Plans **MUST** be to a scale of either **1:1250** or **1:2500**.

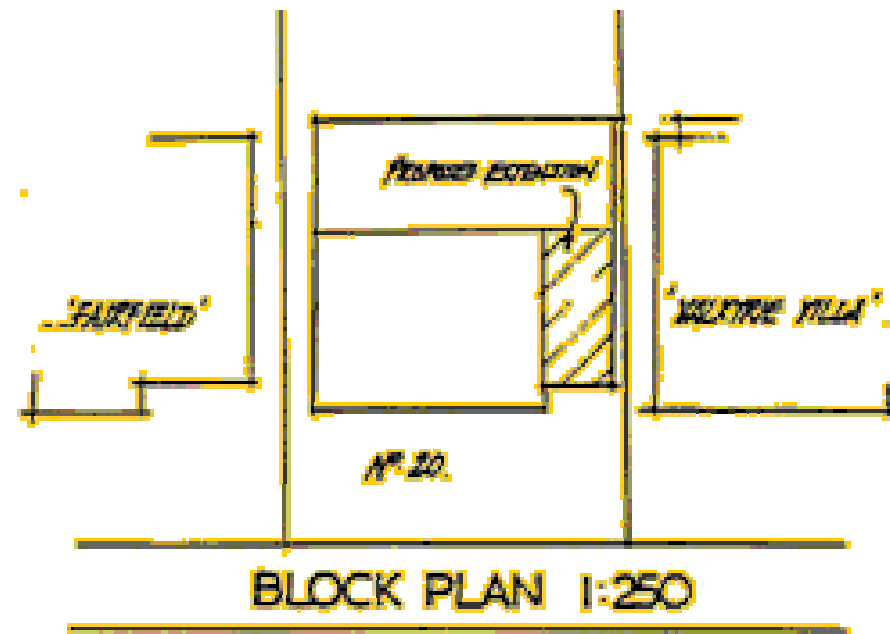
You can obtain [site location plans](#) from the Borough Council for a charge. Alternatively, plans can be obtained from Ordnance Survey Superplan Agents or libraries.

(Unfortunately, due to Ordnance Survey copyright issues you cannot use plans downloaded from the amberMAP section of the Council's web site for a planning or other application.)



Block Plan

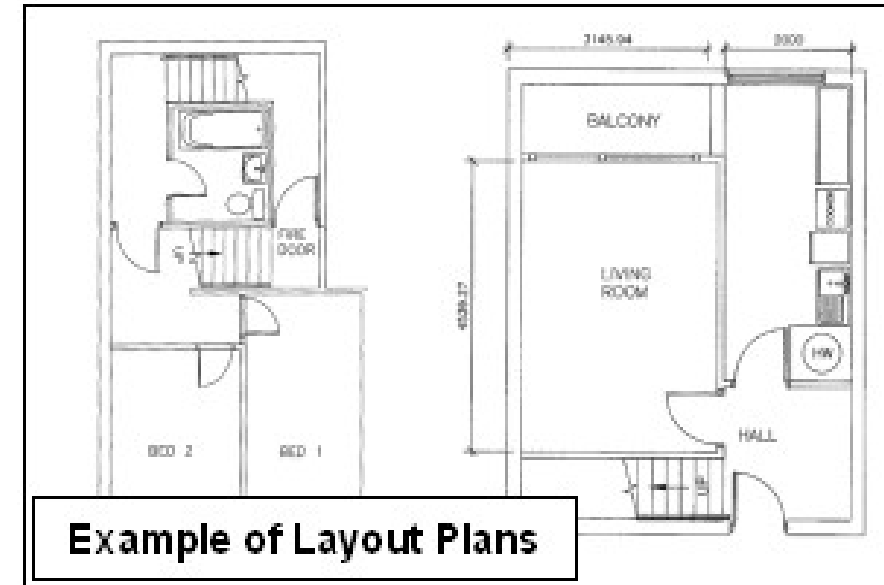
Four copies of a block plan **MUST** be provided, drawn to a scale not less than 1:500. This is a "birds-eye" view of the proposal, and shows the relationship of the proposed building works to the existing building and adjoining buildings outside of the application site. So often a decision on a planning application will depend of the effect of proposed development on adjoining properties and it is therefore **crucial** that this information is provided. This plan can be used to show levels, access, parking, landscaping and other relevant site information.



A block plan

This is the most important plan in every planning application.

Plans **MUST** be to a scale, usually of 1:50 or 1:100 and units of measurement must be in metric.



Floor plans

Drawings showing elevations in the context of the street scene may be required to show the integration of the proposed design. This may also be achieved by three-dimensional drawings. These will be especially relevant in the Conservation Areas and near Listed Buildings.

Photographs will also always aid the consideration of an application and models can be used, especially for major development.

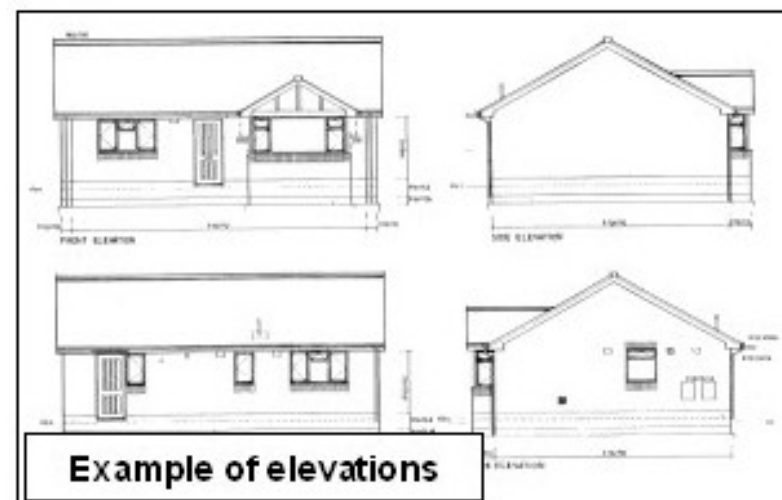
Detailed Building Drawings

You **MUST** submit four copies of both EXISTING and PROPOSED plans and elevations.

The plans must show ALL elevations of the proposed building(s) in relation to any existing building(s) on and next to the site. The existing and proposed plans should be to the same scale to make them easier to interpret and understand.

Where the existing building and new works are shown on the same plan, it must be made clear which is the new work. The drawings should show the layout of rooms in the whole building and indicate doors, windows, and thickness of walls. The finished appearance of the building viewed from the outside (front, side and rear views or elevations must be drawn).

Building elevations



General

- Please remember Councillors, Town and Parish Councils, consultees and the public will view plans that are submitted to us as part of your application and they will be published on the Council's website. It will therefore help your application if the plans are as clear as possible.
- All plans submitted with an application should be dated and numbered.
- Any revised drawings should indicate the full extent of the change and show a revision number/letter and the date of the revision.
- The scale (or scales) of the drawings must be shown. All drawings should be to a suitable metric scale not imperial.
- Wherever possible drawings larger than A1 size should be avoided.
- Drawings for illustrative purposes in outline applications should be indicated accordingly.
- The drawings should give an accurate account of the proposals and indicate whether they are enlarged from an OS map or drawn from a survey.
- Where existing buildings are to be altered or extended, the new work must be clearly shown and the demolitions indicated. The use of colour is to be encouraged in distinguishing new work from existing. However, it would help if new work were shown on a separate plan.
- Outline planning applications are not appropriate for new building work in Conservation Areas or to Listed Buildings. Guidance for alterations to Listed Buildings is available from the Council.
- Presentation is important and the use of colour generally to clarify drawings is suggested, in particular for larger or complex schemes.
- When it is necessary to show joinery detail, especially in the case of Listed Buildings, plans should be to a scale of 1:5, 1:10 or 1:20.
- Where the proposed development is complex, or likely to affect an adjoining property, the position of buildings, trees and other features external to your site should be dimensioned