

Submitting Plans



Plans:

When submitting plans with your application there are a number of things you should consider.

- The map is from a reliable source which must be stated on the plan.
- All OS based map must contain an appropriate dated copyright acknowledgement and licence/serial number on each plan.
- The mapping meets the requirements of relevant planning legislation.
- The mapping is to an acceptable scale.

Drawing and Plan Guidance:

All drawings must meet the following criteria:

- All documents must be legible, accurate and measurable
- The plans should be to a metric scale and have a scale bar on each drawing
- Imperial drawings and measurements are not acceptable.
- All location and block plans must conform to certain criteria (see table below)
- Documents and plans should have a white background to ensure greater quality when viewing online

If maps or plans are submitted to Fife Council without the above criteria your application may be returned.

Please note that any plans not meeting the above criteria may also be in **BREACH** of Crown Copyright and may result in you being reported Ordnance Survey for breach of their licence.

The One Scotland Mapping Agreement (OSMA) permits Fife Council to use Ordnance Survey mapping for its own internal business use only. It also requires the Council to notify Ordnance Survey of any unauthorised use, copying or disclosure of mapping data that Fife Council becomes aware of.

We are unable to accept Google Maps as part of your application submission due to their terms of use.

Tree Applications:

You do not need to purchase a location map but we will accept a sketch as long as all of the information noted below is provided.

- the position of the tree should be clearly marked
- the position and naming of roads in relation to the tree should be included on your drawing/map
- the position of other buildings in close proximity to the tree should be noted
- if the tree is in a woodland the location and how tree will be identified should be clearly stated
- the TPO reference number if relevant

Site or Location Plans	This should be at a scale of 1:1250 or 1:2500. The application site must be outlined in RED in one continuous line and must be capable of identifying the application site in relation to neighbouring land and should include at least 2 named roads. Any other land owned or in the control of the applicant should be outlined in BLUE . A North point should be shown as well as correct OS Licence.
Block Plan	The block plan or site plan should be to a scale of 1:500 or 1:200 showing existing and proposed buildings, car parking, access and any turning areas. This should be contained within a continuous red line and be the same as shown on the location plan.
Existing Floor Plans, Elevations and Sections (if applicable)	<ul style="list-style-type: none"> • Plans should be at a scale of 1:100 or 1:50, black and white, A3 or A4 paper size. • Do not group multiple drawings on A0 paper size • Hatched lines should be used rather than grey shading
Proposed Floor Plans, Elevations and Sections	<ul style="list-style-type: none"> • Plans should be at a scale of 1:100 or 1:50, black and white, A3 or A4 paper size. • Do not group multiple drawings on A0 paper size • Colour should only be used to highlight proposals and should be easy to differentiate (i.e. do not use various shades of the same colour to show different elements of the proposal).
Architectural and Decorative Features (eg window details)	Drawings for these features, and on Listed Buildings, are required at a scale of 1:20 and 1:1
Do Not Scale	If a drawing says " do not scale " it will result in a delay to the validation process for your application. The plans need to be fit for the planning purpose and we must be able to scale accurately from the drawings submitted.