

## Plans & Drawings — WHAT YOU NEED TO PROVIDE

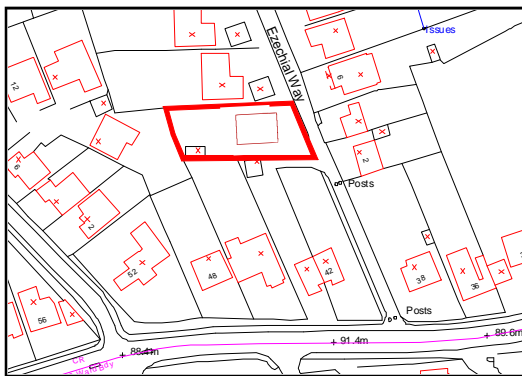
Your planning application should include the following:

The plans shown provide an example of the information we need to process your planning application

### Plan 1: Site Location Plan (see below)

This must be submitted with the application site outlined in RED. Any other adjoining land that you own should be outlined in blue.

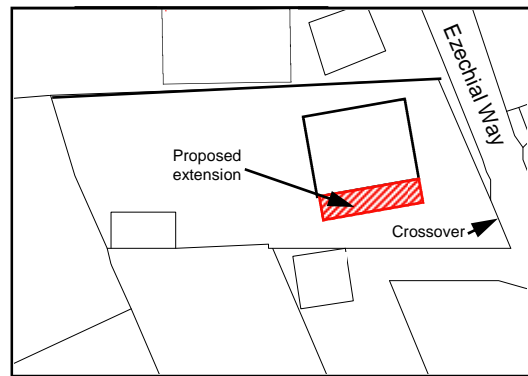
The plan **must** be at a scale of 1:2500 or 1:1250 and should show the property and at least two roads around the site.



### Plan 2: Block Plan (see below)

This should show the proposal in relation to the site boundaries and other buildings within the site, as well as roads and the adjoining buildings outside the site. It is helpful to show any vehicular access and parking spaces.

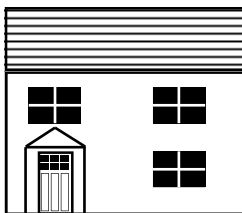
The plan must be at a scale of 1:500 or 1:200, and should show the extent of the proposed works.



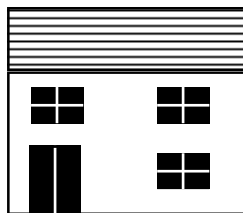
Ordnance Survey maps, for use as location maps, can be purchased from Land Registry or Hussey and Greaves (see rear of this sheet for website addresses). Alternatively, you may use existing scaled plans such as those attached to the deeds of your property.

### Plan 3 - Elevations

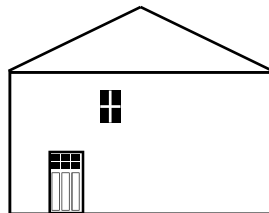
These must be at a scale of 1:100 or 1:50 and show all sides of the property preferably existing as well as proposed. Where it joins another property, that property should also be indicated.



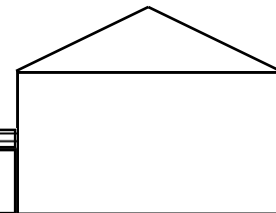
FRONT ELEVATION  
(existing)



REAR ELEVATION  
(existing)



EAST ELEVATION  
(existing)

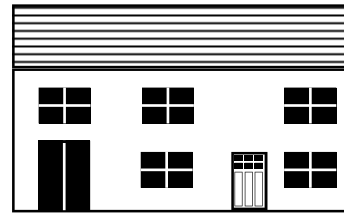


WEST ELEVATION  
(existing)

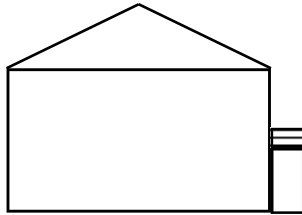
### Plan 3 - Elevations (continued)



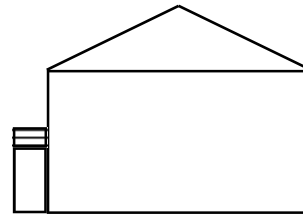
FRONT ELEVATION (proposed)



REAR ELEVATION (proposed)



EAST ELEVATION (proposed)



WEST ELEVATION (proposed)

#### Please note:

There is now a legal requirement that all measurements must be given in metric.

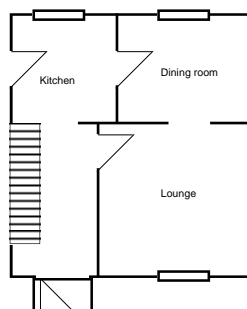
You must also write the scale used on each drawing, otherwise the registration of your application will be delayed.

Please number all drawings and clearly mark subsequent revisions, so that we can keep accurate records for future reference.

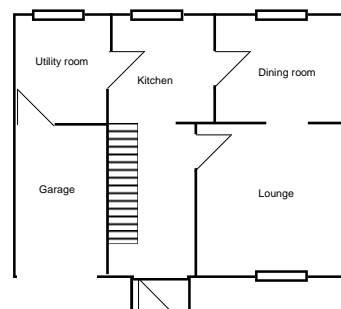
### Plan 4: Floor plans

These should preferably show the existing as well as proposed floor layout of each storey to be extended and must be at a scale of 1:100 or 1:50

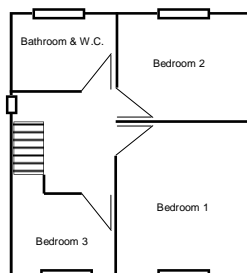
Ground Floor (existing)



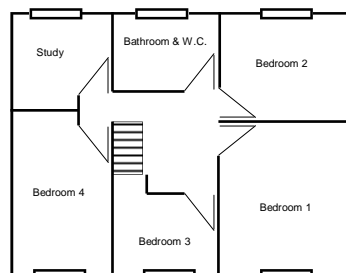
Ground Floor (proposed)



First Floor (existing)



First Floor (proposed)



# CHECKLIST

Please check that you have included the following:

4 copies of the completed planning application form

4 copies of the site location plan with the application site edged in red and at a scale of either 1:2500 or 1:1250

4 copies of the block plan at a scale of either 1:500 or 1:200

4 copies of both existing and proposed elevations at a scale of either 1:50 or 1:100

The correct fee

Your application should now be sent, or delivered, to:

Planning Services

Basildon Borough Council

The Basildon Centre

St. Martin's Square

Basildon

Essex SS14 1DL

## WHAT HAPPENS NEXT?

- The application will be checked to see if it is valid and complete. You will then be sent an acknowledgement letter advising you of the Planning Officer dealing with your application, the reference number of your application and the target date by which your application will be determined.
- Letters will be sent to your neighbours advising them of your proposal. It may be necessary to advertise the application in a local paper or for a site notice to be displayed. This may be sent to you for fixing close to the property, in a visible location.
- A copy of the application will also be sent to the Town or Parish Council and other statutory bodies who need to be notified.
- A Planning Officer will visit the site and may take photographs, to assist in assessing your proposal.
- The proposal will be assessed against the Council's planning policies and development control guidelines, the planning history of the site and any other material considerations.
- The Planning Officer may contact you or your agent to discuss minor amendments to the proposal to make it more acceptable.
- After consultations are complete, the application will be considered in most cases by the Development Control Manager. Contentious applications may be reported to the Development Control Committee.
- A decision is usually reached within 8 weeks. You will receive a decision notice setting out the conditions applied to the planning permission, or the reasons why the planning permission has been refused and your rights to appeal.

# USEFUL WEBSITES

**BASILDON BOROUGH COUNCIL:** [www.basildon.gov.uk](http://www.basildon.gov.uk)

**BASILDON BOROUGH COUNCIL PUBLIC ACCESS:**

[Www.planning.basildon.gov.uk/PublicAccess](http://Www.planning.basildon.gov.uk/PublicAccess)

## **What is Public Access ?**

Public Access enables users to search, select, view and comment on Local Authority data over the Internet. The information that is available through Public Access comes direct from the Local Authority computer records.

## **What information does Public Access contain?**

The Public Access application contains planning, building and property information. Users may search and view properties and property history details as well as review and comment on current Applications.

**ESSEX COUNTY COUNCIL:** [www.essexcc.gov.uk](http://www.essexcc.gov.uk)

**THE PLANNING PORTAL:** [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

**COMMUNITIES AND LOCAL GOVERNMENT:** [www.communities.gov.uk](http://www.communities.gov.uk)

**LAND REGISTRY (TO PURCHASE MAPS):** [www.landregisteronline.gov.uk](http://www.landregisteronline.gov.uk)

**HUSSEY AND GREAVES (TO PURCHASE MAPS):** [www.hgmaps.co.uk](http://www.hgmaps.co.uk)