

Guidance on submitting plans

Plans must be:

- Clear, accurate and scaled, or at least proportionate.
- As a minimum no worse than standard estate agents' plans, although well drawn by hand may be acceptable.
- Scaled no smaller than around 1:50.
- Submitted electronically (PDF).







They must include:

- Room type/usage, circulation spaces, including all relevant floors & exits.
- Measurements and/or room sizes*
- Doors, windows, staircases (incl. direction), fireplaces & store cupboards etc. (as necessary)
- Amenities/facilities (positions of kitchen units, sinks, cooker, boiler, heaters etc. and baths, showers, WCs & basins)
- Detectors etc., emergency lighting, fire blanket (as existing)
- Orientation (front & north)

Annotation (Premises, landlord/agent details, drawing ref, producer etc.)* Floor areas are not to include restricted spaces, i.e. raised floors/bulkheads (above stairs), under sloping ceilings or other objects that impose height restrictions of less than 1500mm.

Additional Guidance

- Bear in mind wall thicknesses (internal/external).
- Only include furniture (tables, beds, wardrobes, etc.) if they are fixed items.
- Elevations and/or cross-sections are not necessary, unless you have a specific reason for showing them.
- Suitable symbols and notation:

KEY			
	Smoke Detector	FD30S	30min Fire Door with: Intumescent Strips, Smoke Seals, Over-head Closer
	Heat Detector		
	Call Point		
	Sounder	FD30L	30min Fire Door with: Intumescent Strips, Lock
	Control Panel		
	Emergency Lighting	D20	Door of Solid construction
FB	Fire Blanket	TT	Thumb Turn Lock

HMO Licence Applications

- Plans will be accepted in support of HMO licence applications, where they follow this guidance and are produced to an acceptable standard.
- Alternatively, the plan drawing service can be selected as part of the licence application. The fee is £100 (excluding VAT) per HMO.