

Drawing Guidance



Derby City Council

Introduction

What is the purpose of this guidance?

The following document has been written to give practical advice on which drawings are expected to be submitted for common development proposals. The document also provides guidance on the expected content, legibility and quality of the drawings submitted as part of an application.

The intent of this concise and simple guidance is to avoid, delays and issues with planning application determination stemming from incomplete submitted information. This will make the validation and determination process simpler and quicker. By driving up the standard of drawings and submitted information, it is also hoped this will be reflected in better quality design in the city.

This guidance is structured into two parts:

1. **Part 01** – explains which drawings are required for a number of common development proposals which require Planning Permission or Listed Building Consent.
2. **Part 02** – provides detailed guidance on the information which is expected on the submitted drawings including the content, drawing legibility and quality.

It is important to note that the remit of this guidance is specifically focussed on architectural drawings. There will likely be other information/reports which needs to be submitted as part of an application. Therefore, this guidance should be read in conjunction with the [Derby Local List of Validation Requirements](#). This list sets out in detail the information which may be required alongside architectural drawings.

Whilst most common development proposals are included in this guide, other more complex or unusual proposals may require additional information which should be agreed with the Council prior to submission at pre-application stage.

Part 01

Drawing Requirements

Part 01

The drawings which are expected for an application will be appropriate and proportionate to the type and scale of the proposal as explained in Table 01.

Table 01: common development proposals and required drawing information.

Proposal Type	Required Drawing Information	Notes
Extension to a dwelling (including single and double storey extensions).	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan • GA Floor Plans* • GA Roof Plan* • GA Elevations* • GA Sections* • Site photographs 	<p><i>*All GA drawings should show separately both the existing situation and proposed.</i></p> <p><i>Where a site has significant level changes, a Topographical Survey Plan will be required for both existing and proposed plans and sections.</i></p> <p><i>Where an extension may have a significant impact on the local streetscene, 3D Street Views may be required.</i></p>
New Build House	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan • GA Floor Plans* • GA Roof Plan* • GA Elevations* • GA Sections* • Site Photographs 	<p><i>*All GA drawings should show separately both the existing situation and proposed.</i></p> <p><i>Where a site has significant level changes, a Topographical Survey Plan will be required for both existing and proposed plans and sections.</i></p> <p><i>Where a new build house may have a significant impact on the local streetscene, 3D Street Views may be required.</i></p>
Loft conversion	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan • GA Floor Plans* • GA Roof Plan* • GA Elevations* • GA Sections* 	<p><i>*All GA drawings should show separately both the existing situation and proposed.</i></p>
Erection of an outbuilding	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan • GA Floor Plans* • GA Roof Plan* • GA Elevations* • GA Sections* 	<p><i>*All GA drawings should show separately both the existing situation and proposed.</i></p> <p><i>Where a site has significant level changes, a Topographical Survey Plan will be required for both existing and proposed plans and sections.</i></p>

Walls, fences and gates	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan¹ • GA Elevations² 	<p>¹ Clearly showing location of proposed walls, fences and gates.</p> <p>² Including details of proposed materials and finishes.</p> <p>Where a site has significant level changes, a Topographical Survey Plan will be required for both existing and proposed plans and sections.</p>
Proposed development within a Conservation Area	<ul style="list-style-type: none"> • Heritage Statement of significance and Design and Access Statement • Heritage impact assessment* • Depending on the proposal all of the above drawings listed, within the table, may be relevant to include e.g. sections etc • Photographs of elevations/areas/ where works are proposed. • Detailed drawings showing proposed elevational and roof materials/finishes, window and door openings and recess of these within aperture. • Existing and proposed building or room sections (e.g. when proposing roof extensions, dormer windows or rooflights) • Contextual elevations and 3D Street Views. • Some may need to be modelled using the 3D model. • Detailed landscaping proposals if relevant. • Materials/Detailed design including manufacturers details, window and door vertical and horizontal sections (at an appropriate scale) etc. • Digital 3D Model (Derby City Digital Twin), depending on location of proposal. 	<p>Further information on this type of proposal is available on the Council website here.</p> <p>Specific guidance on writing a Heritage Statement is available here.</p> <p>Within the DVMWHS, its buffer zone or its wider setting a more detailed impact assessment may be needed for certain applications.</p> <p>https://whc.unesco.org/en/guidance-toolkit-impact-assessments/</p> <p>Suggest obtaining pre-application so that this can be confirmed.</p> <p>Where a site has significant level changes, a Topographical Survey Plan will be required.</p> <p><i>Caveat – this list is not exhaustive, and other information might be required in relative to any proposals.</i></p> <p>Within Derby, article 4 directions have been made to further protect properties within the city's conservation areas.</p> <p>Certain works that would normally be 'permitted development', are subject to planning permission. Further information is available here.</p> <p>This guidance covers all scale of applications</p>
Development affecting Listed Buildings (Planning applications and Listed Building Consent)	<ul style="list-style-type: none"> • Heritage Statement of Significance ** • Design and Access Statement • Heritage impact assessment* • Depending on the proposal all the above drawings listed, within the 	<p>** Please see guidance on these. this should include details of elements contributing to significance e.g. confirmation of floor construction etc</p>

	<p>table, may be relevant to include e.g. sections etc</p> <ul style="list-style-type: none"> • Photographs of all elevations/areas/rooms where works are proposed. • LBC - If there are internal changes wall elevation drawings may also be necessary. • LBC – further details of a specific item might be needed • Detailed drawings showing proposed elevational and roof materials/finishes, window and door openings and recess. • Contextual elevations and 3D Street Views. • Some may need to be modelled using the 3D model. • Detailed landscaping proposals if relevant • Materials/Detailed design including manufacturers details etc. • If relevant - Information on fire partitioning, sound insulation, drainage runs, vents, flues etc • Digital 3D Model (Derby City Digital Twin), depending on location of proposal. 	
<p>Major Proposals, including multi-storey residential, educational or commercial buildings.</p>	<ul style="list-style-type: none"> • Site Location Plan • Site Block Plan • GA Floor Plans* • GA Roof Plan* • GA Elevations* • GA Sections* • Topographical Survey Plan • Design and Access Statement • 3D Computer Generated Imagery • Digital 3D Model (Derby City Digital Twin) 	<p><i>*All GA drawings should show the existing and proposed condition. Depending on the development proposal, the following information may also be required:</i></p> <ul style="list-style-type: none"> • <i>Design Code</i> • <i>Material schedule</i> • <i>Detailed drawings, including façade bay studies, clearly showing architectural detailing, materials, window/door reveal depths and profiles.</i> • <i>Landscape Strategy Plan</i> <p><i>For development proposals which are classed as ‘tall’ or would have a significant visual impact due their scale, form or massing, testing within the Derby Digital Twin will be required.</i></p>

Other Major Proposals not included in the section above.	<ul style="list-style-type: none">• Bespoke drawing list.	<i>It is recommended to speak with council officers to agree on the required information.</i>
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Part 02

Drawing Guidance

Part 02

The following section provides further details on the standard drawn information which has been listed in Table 01. The guidance below should serve as a checklist for those who are commissioning or responsible for producing information to submit as part of an application. Following the guidance will help to ensure submitted information is of the quality which is expected by the Council and to ensure that there is sufficient information to determine the application.

The guidance lays out what information should be shown on respective drawings, including the content, legibility and quality which is expected. Drawings which fail to include the required information will not be accepted/validated.

All drawings must be of a sufficiently high quality, accurate and clearly demonstrate the proposal in detail. Hand drafted drawings are permitted for smaller proposals, however, are still expected to comply with the guidance set out below.

Local Requirement	Types of Application that require this information	Guidance
Drawings	<p>Outline, Full, Reserved Matter planning applications and associated amendments.</p> <p>Works to Listed Buildings</p> <p>Certificates of Lawfulness, Prior Notifications etc.</p>	<p>The drawings which are expected for an application will be appropriate and proportionate to the type and scale of the proposal. The general guidance below sets out expectations with regards the quality, content and legibility of drawn information.</p> <p>The guidance is relevant to all application types. Please note, that for certain applications (such as major proposals or works to listed buildings), there is a greater expectation in the scope and detail of the submitted drawings/information.</p> <p>All drawings must be of a sufficiently high quality, accuracy and legibility to clearly demonstrate the proposals in detail. Hand drafted drawings are permitted for smaller proposals, however, are still expected to comply with the guidance set out below.</p>
Site Location Plan	Any application, as necessary to fully illustrate the proposal	<p>All new applications should be accompanied by a Site Location Plan. This must be up to date and produced on an Ordnance Survey base with a North point.</p> <p>The application site should be centred on the plan, with surrounding roads named. The whole application site should be outlined in red and any other land in the applicant's ownership or control outlined in blue.</p> <p>The plan should be to scale - a scale of 1:1250 for most sites, or 1:2500 for larger sites is recommended.</p>
Site Block Plan	Any application, as necessary to fully illustrate the existing arrangement and	<p>The Site Block Plan –should clearly identify where the proposal is located within the site and in relation to surrounding properties through an accurate block footprint of the proposal (this could be a roof plan superimposed onto the block plan), including details of access, parking, servicing and locations of existing trees as appropriate to the development.</p> <p>The plan should be to scale – a scale of 1:200 for most sites, or 1:500 for larger sites is recommended.</p>

	separately the proposal	
Topographical Survey Plans	Any application, as necessary to fully illustrate the proposal	Sites where land levels change across the site or between nearby properties should be accompanied by existing topographical survey plan drawings which clearly reflect this, with details of land levels, and relevant topographical features accurately plotted on the drawing. In many cases a section showing these levels may be appropriate and a separate proposals plan showing any changes proposed should also be submitted.
General Arrangement (GA) Drawings	Any application, as necessary to fully illustrate the proposal	<p>The general arrangement (GA) drawings which are typically expected to be submitted for most applications are floor plans, elevations and sections.</p> <ul style="list-style-type: none"> • Existing <u>and</u> proposed GA drawings should be provided. This is to clearly demonstrate the change and impact a proposal would have on a site. • All GA drawings should clearly demonstrate the proposal relative to the existing context, including accurate information on neighbouring buildings. Drawings without sufficient context will be resisted. • All GA drawings should be produced to a scale of 1:100 or 1:50, using metric units (millimetres, metres). A scale bar and North point should be included on relevant drawings. • There should be a clear visual differentiation shown on drawings between what is existing, what will be demolished (hatched in red), and what is being proposed. • A clear title block should be included on all GA drawings, including the drawing name, number and dates/details of drawing revisions.
GA Floor Plans (including a roof plan).	Any application, as necessary to fully illustrate the proposal	<p>All GA Floor Plans should:</p> <ul style="list-style-type: none"> • Include relevant annotations and drawing legends. • Include room floor space (in sqm) for all internal spaces. • Show the internal arrangement, including partition walls, fixtures, appliances and furniture. • Show critical dimensions. (<i>Including, room width x depth dimensions, corridor widths, distances to neighbouring properties/boundaries, garden dimensions, dimension of extension/building step back, window/door dimensions, clearances around fixtures/fittings etc</i>) • Accurately plot the location, type and spread of trees in proximity to a proposal. • Include site topographical levels and information. • Convey details of external spaces including hard/soft landscaping.

		<ul style="list-style-type: none"> • Convey the level access arrangements to the site and proposal. • Highlight areas of reduced head height. • Include details of practical refuse and cycle storage arrangements. • Include the location and details of all boundary treatments. • Include a roof plan.
GA Elevations	Any application, as necessary to fully illustrate the proposal.	<p>All GA Elevations should:</p> <ul style="list-style-type: none"> • Show critical dimensions. (<i>Including, distances to neighbouring properties/boundaries, garden dimensions, dimension of extension step back, window/door dimensions, etc</i>). • Include key building level datums (with dimensions), including floor, parapet, eaves and ridge height. • Include a drawing legend/annotation clearly showing what materials/finishes are to be used and where. • Provide a materials schedule, with sufficient detail of the proposed materials including type, finish and colour. • Show the front, rear and side elevations of a proposal and all elevations that might be obscured in a single view. • Show architectural façade details/features. • Provide details of the proposed window openings/fenestration (including details of opening lights), any obscured glazing and doors. • Show full design details of rooftop plant or building services. • Include simple hatches or colours to show elevational treatments. • Clearly differentiate between what is in the foreground/background. • Elevation locations should be clearly marked on the GA Floor Plans. • Avoid being cluttered.
GA Sections	Any application, as necessary to fully illustrate the proposal.	<p>All sections should:</p> <ul style="list-style-type: none"> • Be taken at an appropriate location(s) on the proposal. • Include details of land levels around the proposal. • Include key building level datums including floor, parapet, eaves and ridge height. • Include floor to ceiling and floor to floor height dimensions.

		<ul style="list-style-type: none"> • Show other critical dimensions. • Show details of rooftop plant or building services. • Clearly differentiate between what is the foreground/background. • Clearly show using an appropriate solid hatch which parts of the building are being ‘cut through’ in the section • Accurately show wall and window reveal depths. • Include boundary treatments. • Section cut lines should be indicated on the GA Floor Plans. • Avoid being cluttered.
Additional Drawing(s)	Any application, as necessary to fully illustrate the proposal.	These include additional plans or drawings which may be required in certain circumstances, dependent on factors such as the location or characteristics of the site and the scale and nature of the development.
Detail drawings	Applications for major development.	<p>For major applications, works to listed buildings and some other application types, given their potential impact on the streetscape/townscape, there is a greater expectation in the detail and quantum of the drawn information expected. This is in addition to the GA drawings which have been highlighted above.</p> <p>The following is expected as a minimum (further drawings may be requested on a case-by-case basis):</p> <ul style="list-style-type: none"> • Detailed bay elevations and sections at a scale of 1:20, clearly showing architectural details/features, materials/finishes, window reveal and recess depths, including key dimensions and levels. • Coloured streetscene elevations and sections which clearly show the proposal relative to the wider townscape context (recommended scale 1:200). • 3D Urban Street views and where relevant verified views (see the section below). • Landscape strategy plan, which clearly demonstrates details of hard landscaping (including materials and finishes), public realm (street furniture, lighting), and soft landscaping (including details of planting species, size and location). This plan should also include details of access, movement, maintenance and locations of existing trees. • Design and access statement (see the section below). • Design Codes (see the section below).

		<ul style="list-style-type: none"> Heritage Statement of Significance and Heritage Impact Assessment
Detail drawings	Applications for Listed Building Consent / proposals affecting heritage assets	As per the above list, including a Heritage Impact Assessment and Heritage Statement of Significance.
Design & Access Statement (DAS)	<p>Applications for major development.</p> <p>Applications for development in a designated area where the proposal comprises of one of more dwellings or a building/ buildings with a floor space of 100sqm or more.</p> <p>Listed building consent applications.</p>	<p>A D&AS is a concise, (primarily visual) document providing a framework for applicants to demonstrate how proposed development is responsive and suitable to the site and its wider setting. It also demonstrates how suitable access is to be provided for future users. Whilst not required for all application types, a DAS is encouraged to provide greater clarity and rationale behind design decisions and access arrangements</p> <p>The D&AS should provide commentary on the design process which has been followed, showing how a proposal has evolved from the concept stage to the developed design. It should also provide a cohesive design narrative and details of the design principles which underpin the proposal. These design principles should be informed by and justified through a rigorous analysis and interpretation of the site context and character.</p> <p>The D&AS should also outline how access to the site and proposal is to be provided (including servicing) and how the proposal accords with relevant local and national policies.</p> <p>The level of detail expected within a DAS is proportionate to the scale and complexity of the application but should generally avoid being overly wordy.</p>

<p>3D Urban views.</p>	<p>Major applications, sensitive sites/designated areas, any other application type with a significant visual impact.</p>	<p>How a development proposal interacts with and sits within its local and in the case of major proposals wider urban context is an important consideration. This is especially true for how a proposal will be experienced by the public at eye level from the street scene and wider built environment.</p> <p>It is recommended to include relevant three-dimensional views of a development proposal from key viewpoints in and around the site. These views can be agreed with the DCC officers (at pre-application stage). Typically, they should be taken from different distances including the urban scale (40 metres), street scale (20m) and door scale (2m).</p> <p>Some applications, depending on their location and potential impact may also need to provide views which are included in the Derby Skyline Assessment as part of a Townscape Visual Impact Assessment (TVIA). There may also be additional views in addition to these depending on the scheme proposed.</p> <p>Views should show the proposal embedded within its context and should generally be taken from human eye level. ‘Birds eye’ views should be avoided as the proposal will rarely be experienced from this perspective.</p> <p>The views could be simple ‘grey card’ images, photomontages or more sophisticated CGI’s – the type and detail shown on the views will be proportionate to the location, scale and potential impact of the proposal. It is crucial however that whichever format is used, the views are accurate and honest, giving a full picture of the development proposal, including the proposed materials, finishes, architectural details/features, boundary treatments and landscaping. Excessive and unrealistic use of ‘greenwashing’ of proposals (e.g: large trees on roofs, green walls) should be avoided.</p> <p>Where views are included, the view location should be marked onto a site plan with an arrow and corresponding view number.</p>
<p>Digital 3D Model (Derby City Digital Twin)</p>	<p>Major applications, sensitive sites/designated areas, any other application type</p>	<p>Major applications within the city centre which would have a significant impact or cause change on the townscape will be required to submit a 3D model(s), which will be imported into the Council’s Digital Twin (3D model) of Derby.</p> <p>The development proposal will then be tested by council officers for its contextual and design suitability.</p>

	with a significant visual impact.	Further information on the process and cost for submitting a 3D model(s) of the development proposal is available on the Council's website: https://www.derby.gov.uk/environment-and-planning/planning/development-control/derby-digital-twin/
Design Code	Major applications, which are in outline. This type of application may not be appropriate in some cases or where heritage assets are involved.	<p>A design code is a set of design requirements for the physical development of a site or area. It is made up of rules that are clear, specific and unambiguous, and it should normally include extensive graphical illustrations. The code should build upon a design vision, such as a masterplan or other design and development framework for a site or area.</p> <p>The design code should follow the guidance and structure which is outlined in the National Model Design Code.</p>