



## How to Obtain Location Plans for Planning Applications

Maps required for use with a planning application must be obtained from an authorised vendor.

### Information which should be included on a location plan:

A location plan should be based on an up-to-date map. The scale should typically be 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper. The map should show the scale and a north point. A location plan should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. Please consider this issue of identification particularly if the site is isolated. The application site should be edged clearly with a red line, it should include all land necessary to carry out the proposed development (e.g., land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings). A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

### Online Sources

The following links below take you to relevant sites for buying maps online. Other online mapping services may also be available. If obtaining maps from other sources, please ensure that they are appropriate for their intended use as site location plans. **Land Registry plans are not suitable, and in some cases may breach copyright.**

- [Planning Portal accredited partners list](#)
- [Direct from Ordnance Survey](#)
- [OS Mapping and Data Centres](#)

Location plans can also be obtained from the Council through a map printing service – please contact Development Management, Business Support Team on 01229 876405

### Copyright Licences

Businesses possessing the appropriate licences can copy maps for their own purposes. Ordnance Survey issues Copyright Licences to enable architects and other professionals to copy original mapping that they have purchased from OS map agents for the purpose of planning applications. Copyright Licences can be obtained from the Copyright Licensing Department, Ordnance Survey, Romsey Road, Southampton SO16 4GU. These can also be applied for online - [Ordnance Survey Copyright Licensing](#). All map extracts should clearly show an authorised copier's licence number together with the appropriate copyright acknowledgements.

## Copyright and Maps

### Unauthorised Copying of Maps

Applicants and agents should note that copying Ordnance Survey maps without a valid licence breaches Ordnance Survey copyright and could lead to proceedings being taken by Ordnance Survey against such breaches. It is therefore the policy of Barrow Borough Council that Ordnance Survey mapping submitted with planning applications shall be accepted only from recognised, approved sources that clearly show where the copy was obtained.

Please use a legitimate map obtained from an authorised supplier.

### Ordnance Survey Licences

Applicants or agents possessing their own copyright licence should ensure that all map extracts submitted with planning applications carry the relevant copyright acknowledgement and their licence number. It is local requirement of Barrow Borough Council to reject site location plans that do not include this information.

[Ordnance Survey Copyright Licence Application.](#)

### Points to Note

- ✚ The use of unauthorised copies of O.S. mapping can delay the processing of a planning application
- ✚ Tracing or freehand copying of Ordnance Survey mapping is a breach of O.S. copyright.
- ✚ Copying of Land Registry plans is a breach of copyright without an approved O.S. licence to do so. Land Registry plans, even if obtained legally, should not be used as a substitute for site plans, as they do not fulfil all the requirements.
- ✚ Any maps issued to the applicant for use with a particular application may not be re-used in subsequent applications Unless the use of the 6 copies has not been fulfilled if purchased from the Council. A new set of maps must be obtained for each new application submission as applicable.
- ✚ Whilst certain historic OS mapping is exempt from copyright it is not normally suitable for use with a planning application that requires the provision of accurate up-to-date information. Site location plans copied from historic mapping are likely to be rejected and could delay the processing of a planning application.