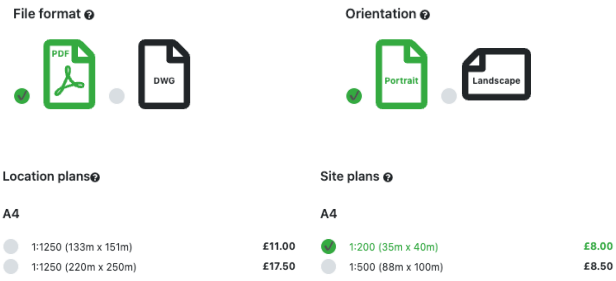
Planning Permission Guide

This guide will detail the simple steps required to create a planning permission pack for your heat pump

Firstly, you will need to fill out a application form. This will ask you simple questions such as the address of the property, whether you own it and what you intend to do. A simply description saying you intend to install a heat pump will suffice, if you co-ordinate with your Octopus Sales Person, they will be able to craft the best answer for you as to why you need planning permission.

Secondly, you will need a location plan and a site plan. Fortunately, you do not need to make these yourself. Using websites that use the Ordnance Survey Map is more than sufficient and actually recommended by planning authorities.

We would recommend using www.requestaplan.co.uk just do the their ease of use. After entering your postcode and address you will be present with some options.

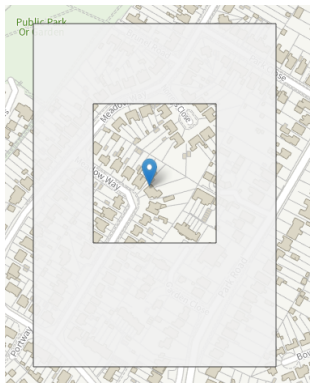


File format should be selected as PDF (the left option) and the orientation selection doesn't matter but you must pick one before you can move to the next step

Next you will see options for location plans on the left and site plans on the right. You will have to go through the process twice, once for the location plan and once for site plan.

For location plan 1:1250 (220m x 250m) option is recommended and for site plans the 1:200 (35m x 40m) option is best

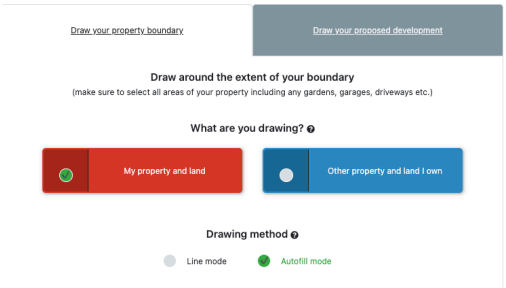
On the right side of the screen you should see your property with a grey picture frame around it.



Ensure the picture frame shows your property at the centre and then click the "Step 2 - Draw Plan" button at the bottom of the page

On the next page you will be presented with the option to outline your property boundaries.

By default, you should already have "draw your property boundary" selection with the "my property and land" and "autofill mode" options preselected as see in the image to the right, if not then select these options.



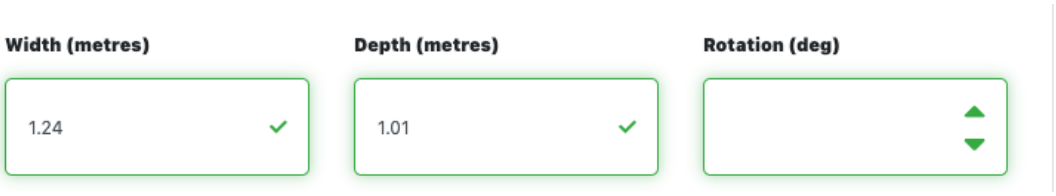
These options will allow you to illustrate your properties boundaries on the location and site plans. Simply click the boxes on the map to the right that represents your property, including both buildings and land. The website will automatically remove any internal lines between boxes so you should be left with just a red square outline of the entire property. As seen here.

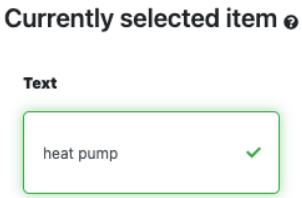


You will need to do this for both the location plan and site plan. However for the site plan one extra step is recommended. As the site plan is meant to show a close up of the area, we recommend adding a simple square to illustrate where the proposed location of the heat pump would be to demonstrate to the planning authorities your intention.

To do this simply click " draw your proposed development" and then select the rectangle option. Next click the area on the property where the heat pump will go, and whilst holding down the mouse button drag the cursor to indicate the location of the heat pump(this does not have to be perfect but just a general indication).

Don’t panic if the square you draw is not perfect, it doesn’t have to be and you can always edit the size and rotation of the box by simply clicking the box on the map on the right and editing the dimensions on the left as seen below.





Finally click the Label option, on the left, click near the red rectangle on the map and on the left side where it says “Currently selected item” in the “text” box, enter the word “ heat pump”

Once you are finished, click the “Step 3 - Finalise Plan”

Enter the plan name and who it is produced for and continue to checkout, after paying you will be presented with a link where you can download your PDF files.

Congratulations you now have your location and site plans.

In order to demonstrate the technical details of the heat pump simply include the heat pump brochure which your sales person can provide.

Your planning application is almost complete!

Some councils will ask for elevation plans. These are just 2d plans drawn to scale to demonstrate the heat pump in relation to neighbouring property either from the front and side. Something simple made using a pen / pencil and graph paper will be accepted. Although I have seen customers get planning permission approved without these, if you are willing to do it, it could help your application.

I have included below links to customers of ours who have had successful planning applications so you can use them as guides for your own.

https://developments.southglos.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RHF0TOOKJYC00

https://planning.lewisham.gov.uk/online-applications/applicationDetails.do?keyVal=_LEWIS_DCAPR_116920&activeTab=summary

Should you encounter any issues, or need more guidance. Your first port of call should be your salesperson who can offer you guidance.