

# Neighbourhood Plan Data Capture Requirements

Please find enclosed printed maps of your parish. These are to enable you to draw proposed Neighbourhood Plan site boundaries that will then be digitised by the GIS Team at Sevenoaks District Council.

We require any new data that is to be captured for your Neighbourhood Plan to be drawn at a minimum scale of 1:2500 (as supplied). This is to aid the GIS Team who will then digitise the final data at a scale of 1:1250.

Sevenoaks District Council captures data at 1:1250 so that all digital data matches the Ordnance Survey's most detailed base map – OS Master Map. This means that when a Neighbourhood Plan is ratified and adopted by Sevenoaks District Council the spatial data that forms part of the plan will become planning constraints, which have to be accurate to this scale. All planning applications and Land Charges searches are analysed against this spatial data, hence the need for this level of accuracy.

Requirements for data capture:

- Use fine felt-tip pens or pencils.
- Please **DO NOT** use thick marker pens.
- Follow Ordnance Survey lines wherever possible.
- Where a number of Ordnance Survey lines are close together please make sure it is clear which line is being followed e.g. which side of a pavement should the boundary of the site be on.
- If the GIS team cannot easily interpret the information drawn, we will need to request that it be re-captured.

On completion of your data capture please return your maps to the GIS Team at Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks TN13 1HG.

If you have any queries about capturing your data please contact the GIS Team at [gis@sevenoaks.gov.uk](mailto:gis@sevenoaks.gov.uk).

Kind Regards  
Sevenoaks GIS Team