

Map standard policy

For the request to be accepted the following criteria must be met:

1. The map supplied should be an Ordnance Survey (OS) map that is up to date and shows current land lines.
2. The property or land to be searched should clearly be outlined in red only. Note: we cannot accept maps with multiple colours, hatchings or outlines.
3. The map must be of reasonable size, scale and quality.
4. If the property or land is in a rural area at least one road that has a street name should be visible and identifiable.

We ask the above so there is no doubt as to the search area required and to allow staff to accurately record the search extent.

The following is **NOT ACCEPTABLE**:

1. Architects drawings, futuristic plans or plans from utility companies being submitted as an alternative to an Ordnance Survey (OS) map.
2. Anything other than a red outline being used to identify the property or land to be searched such as a "x" (cross) or hatching.
3. Submitting maps that have been used for previous searches which outline areas other than the one to be searched.
4. Maps that are not of reasonable size, scale or quality.

Please note: any maps submitted that do not meet our map standard policy will result in the request being rejected.

The responsibility to obtain and submit a suitable map lies directly with the person(s) or company wishing to enter into a contract with Cheshire West and Chester Council to undertake the search.