

**APPLICATION FORM TO SCAN SUPPLEMENTARY PLAN**

**GUIDANCE NOTES**

1. All Applications for scanning should be submitted with the agreement of, and countersigned by, a Plans RO1.
2. All plans to be scanned should where practical be reduced to A4. If absolutely necessary larger plans can be scanned in sections, although this will cause inconvenience when a print is required.
3. Please ensure there is room at the top of the plan to be scanned for placement of ROS Stamp 1 (Heading).
4. Please note that when more than one plan is submitted each plan will be given a separate suffix number. Only plans larger than A4 will be 'compressed' into one suffix number.
5. Assignment should be carried out by the submitting Officer on return of the application through the 'Image Assignment' menu on the DMS.

**PLANS**

**OFFICER.....LOCATION.....**

**COUNTERSIGNING**

**OFFICER.....DATE.....**

**TITLE**

**NUMBER.....NOTES.....**

.....  
(MAP BASE MAINTENANCE USE ONLY)

**DATE**

**RECEIVED.....**

**TITLE NO.....COUNTY.....SEARCH  
STRING.....**

**SUFFIX**

**NO(S).....**

**NOTES.....**

.....  
**MAP BASE**

**OFFICER.....DATE.....**