

## **Application for an Ordnance Survey Map Extract: Guidance Notes**

### **Copyright Licence.**

The London Borough of Barnet supplies Ordnance Survey Map Extracts under a Mapping and Data Centre Satellite Agreement with Latitude, an Ordnance Survey Mapping and Data Centre.

The agreement permits the Authority to supply Map Extracts to individuals, professional people and firms, including for the purpose of making a Planning or Building Regulation Application.

**To comply with the Agreement, the Authority requires that customers purchasing maps undertake not to copy, reproduce or photocopy in any way the Map Extracts the Authority supplies.**

The standard number of hard copies of a Map Extract the Authority supplies to a customer is six.

Map extracts for planning applications are normally supplied at a scale of 1:1250.

**To obtain copies of an Ordnance Survey Map Extract the attached form must be completed in full.**

### **Fees**

The fee to supply a pack of 6 copies of an A4 Map Extract at a scale of 1:1250 is £63.00. Additional copies can be supplied at an additional cost per A4 sheet. Please note: Payments made by credit card will attract an additional charge of 1.8%.

Cheques or Postal Orders should be made payable to **The London Borough of Barnet** and must be enclosed with the application form. The Map Extracts will normally be sent by first class post within 24 hours of receiving the application.

Personal applications may be made at the Planning Reception in Barnet House (the address is given below). These map extracts will normally be sent out to you within 24 hours of receiving the application.

Should you require any further information please contact: -

Planning Reception  
London Borough of Barnet  
2<sup>nd</sup> floor Barnet House  
1255 High Road  
Whetstone  
London, N20 0EJ  
Telephone (020) 8359 4561

Planning Services  
London Borough of Barnet  
2<sup>nd</sup> floor Barnet House  
1255 High Road  
Whetstone  
London, N20 0EJ  
Telephone (020) 8359 4561



**Application for an Ordnance Survey Map Extract**

Name of Applicant.....

Address.....

.....

.....

.....Tel. No.....

Address of Property for  
which Map Extract is required.....

.....

.....

I/we wish to apply to the London Borough of Barnet to supply ..... A4 size copies  
(**standard 6 copies**) of the Ordnance Survey Map for the above property.

I/we undertake not to copy, reproduce or photocopy any of the Ordnance Survey  
Map Extracts supplied to me/us by the London Borough of Barnet, for any purpose  
whatsoever.

SIGNED .....

DATED .....

Cheques, Postal Orders etc. made payable to **The London Borough of Barnet**  
should be attached to this application form.

Please note: Payments made by credit card will attract an additional charge of 1.8%.

For Office Use

Received	Despatched	Receipt No.	Staff
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London Borough of Barnet  
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**THIS COPY TO BE RETAINED BY APPLICANT.**