

# General mapping guidance

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## Introduction

The maps that you provide form an important part of your Forestry Grant Scheme application and will be used as an integral part of your contract. You will need to provide a map to show the location of the options and capital items present within your application. You should also check the individual option guidance for any detailed mapping requirements that may be necessary for that specific option.

This guidance is divided into two parts: part 1 covers the standard of maps required; part 2 provides details on what to include on your maps.

## Part 1 – standard of maps required

### **What sort of map should I use?**

Your application maps must be based on up-to-date Ordnance Survey maps. You must use originals or good quality copies (i.e. paper maps), unless you have access to digital mapping software enabling you to produce maps to the required standard, in which case you can submit maps in either pdf or jpeg format.

Large-scale mapping covering the whole of Scotland is available from the Ordnance Survey and their retail partners in various hard-copy and digital formats. These products allow you to define your needs and maps can be produced site-centred, regardless of National Grid sheet edges, at any size between A4 and A0.

### **Where can I get a map?**

Site maps are obtainable directly from Ordnance Survey's retail partners. More details are available on the [Ordnance Survey website](#).

For more detailed information on site-centred maps and other conventional Ordnance Survey products, contact your nearest Ordnance Survey retail partner or go to Ordnance Survey's [business and government support pages](#).

If you are producing maps from your own geographic information system or digital mapping software you should make sure that plots are based on up-to-date Ordnance Survey MasterMap data or Ordnance Survey VectorMap Local.

### **What about copyright?**

Any organisation or person wanting to copy Ordnance Survey based maps for their own business or private use must either be licensed by the Ordnance Survey, or apply for permission each time a copy is required and keep to the terms of that permission.

It is the responsibility of the applicant (or the agent acting on his/her behalf) to ensure that any copyright responsibilities are met. The Ordnance Survey provides licences to many bodies (e.g. local authorities,

various professional organisations and business firms) and to individual customers who have a regular need to copy Ordnance Survey material.

To apply for a licence, or for further information on copyright, see the Ordnance Survey's [licensing pages](#).

## Part 2 – what to include on your maps

### **How should I mark the maps?**

Your application maps must be marked clearly and accurately and be consistent with the details in your Forestry Grant Scheme application. If you are carrying out a number of operations on the same area, you may need to use more than one map to ensure that the details are clear.

Your map(s) must:

- show the title of your Forestry Grant Scheme application
- include your Business Reference Number and Location Code
- be produced on an up-to-date Ordnance Survey map
- be at an appropriate scale to show a reasonable level of detail for the types of operations you propose to carry out
- have the scale clearly marked on the map
- show where North is
- not have any map detail hidden by folds, labels or marks
- have the Ordnance Survey grid reference of the centre of your application area marked

### **What details should I show on the application map?**

The following represents the minimum requirements for displaying details on your map. For detailed mapping guidance relating to specific forestry options, please see the appropriate web page for that option (e.g. Woodland Creation).

- depict each forestry option or capital item you are applying for by using an easily recognisable colour coding, hatching or symbol on your map
- include a key to all of the colour coding, hatching or symbols depicted on your map
- label each individual forestry option area and capital item with a letter and ensure that these correspond to the map letters used within your online Forestry Grant Scheme application

**Please remember that the map should accurately reflect what is in your application. If the map is unclear or inconsistent with the details provided in your application, this may delay the processing of your contract.**

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