

APPENDIX A

CHECKLISTS

CHECKLIST 2:

Minor planning applications (3-10 dwellings, <1000m², <1ha)

This checklist is required for all MINOR (3-10 DWELLINGS OR <1000m² FLOORSPACE / 1HA SITE SIZE) planning applications.

The purpose of the checklist is to ensure that every householder planning application gives due consideration to sustainability and climate change measures that should be incorporated into the scheme.

This checklist sets out all of the potential measures which could be included in your scheme. Please review all features present in the 'measures' column and tick the appropriate Yes, No or N/A as applicable, having consideration to:

- measures included above and below ground, including matters such as utilities;
- sustainable transport measures which could be incorporated as part of a home improvement project (e.g. bicycle storage, EV charging);
- matters relating to materials and building works.

Please submit the completed checklist with your planning application.

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Adopted Core Strategy Policy	Policy promotes and/or requires:	Measures	Considered in the proposed development scheme?			If YES, identify where in the planning application this information can be found e.g. Plans, supporting reports If NO or N/A, please state reasons
			Yes	No	N/A	
ENERGY						
SP7: Climate change and transport	Inclusion of renewables, energy conservation	HE1 Air / ground source heat pump installation HE2 Low-temperature heating (e.g. underfloor)				
CC1: Renewable energy	Development of more than 1 dwelling, and development exceeding 100m ² it is required to: <ul style="list-style-type: none"> Optimise design, layout and orientation to minimise energy usage. At least 10% of the development energy's demand from on-site renewables (unless viability indicates otherwise) Encouraging renewable energy equipment installation, sustainable construction materials, encouraging developments to attain high energy efficiency rates e.g. BREEAM 'very good'.	HE3 Building insulation measures HE4 Consideration of building orientation, ventilation, windows and shading for both solar gain and cooling HE5 Double / triple glazing HE6 Installation of photovoltaic (solar) panels / tiles / 10% of energy demand from on-site renewables e.g. solar panels HE7 Install smart meter / energy monitoring HE9 Installation of new, energy efficient appliances e.g. boilers, lighting SE1 Connections to existing district heat networks SE3 Energy efficient/LED street lighting SE4 Central heat sources (e.g. ground/air source heat pumps serving flat complex) SE5 Dual aspect buildings maximising natural light SE7 Design of buildings to allow for passive ventilation SE9 Shading provided to prevent overheating SE12 Demand responsive building systems E Other, please state				

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TRANSPORT						
SP7: Climate change and transport	Development reduces the need to travel and encourages alternatives to car use.	HT1 Accessible and secure bicycle storage HT2 Electric vehicle charging provision HT3 Space for home working to reduce commuting needs HT4 Dropped kerbs to retail level footway / cycleway				
CC2: Sustainable travel	Accessibility by non-car means	ST1 Permeable developments to allow walking and cycling throughout ST3 Segregated lane provision (car/bike/pedestrian) on roads ST7 Shower/change facilities for employees in commercial developments				
CC3: Parking provision	Secure cycle parking provision	T Other, please state				
EN3: Air quality	Support non-car travel					

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CONSTRUCTION & WASTE						
EN1: Design of new development	Incorporate provision for the storage of waste and recyclable materials	<p>HC1 Low-carbon and/or recyclable construction materials</p> <p>HC2 Local construction materials</p>				
CC1: Renewable energy, energy conservation and sustainable construction	Use of sustainable construction materials.	<p>HC3 Designed to be able to be adapted for needs in later life (e.g. ageing)</p> <p>HC4 Internal recycling storage with sufficient space</p> <p>HC5 External bin store with space for recycling and easy access for collection</p> <p>HC6 External space for composting</p> <p>SC1 Demolition to prioritise re-use of materials</p> <p>SC2 Use of long-lasting materials especially for public realm/facilities e.g. boundary treatments</p> <p>SC3 Shared utility channels</p> <p>SC4 Consideration of future repurposing or use of buildings allowing for adaptability e.g. generous ground floor ceiling heights</p> <p>SC5 Separate facilities for Waste Recycling – enough internal space, convenient access for collection</p> <p>SC10 Design for future commercial adaptability without demolition</p> <p>C Other, please state</p>				

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GREEN INFRASTRUCTURE						
EN8: Protecting and improving the landscape & biodiversity	New development contributes to an improvement in landscape & biodiversity and avoids harm to features of significance in the landscape/nature/ Development refused where there is a significant landscape impact or impact upon nature conservation	HG1 Bird boxes HG2 Bat boxes HG3 Bee bricks HG4 Hedgehog holes/highways through fences HG5 New and / or retained native species hedges and planting HG7 Green roof / walls HG Other, please state SG1 Street trees and planting in public areas including native plants G Other, please state				
SP6: Maintaining and improving the environment	Design and layout respects the local environment including the protection of sites of nature conservation value and landscape value. Improvement to poor quality environments within the urban area and Green Belt.					

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WATER						
SP7: Climate change and transport	<p>Promoting the efficient use and conservation of water resources</p> <p>Promoting measures to reduce flooding and risks from flooding</p>	<p>HW1 Rainwater harvesting systems e.g. water butts</p> <p>HW2 Separate grey water and sewerage systems</p> <p>HW3 Water use limits and smart metering</p> <p>HW4 Retain / expand permeable outdoor areas e.g. lawn, flowerbeds, permeable paving where applicable</p> <p>HW5 Drought tolerant plants used, where applicable</p> <p>HW6 Water-efficient appliances and fixings e.g. washing machine, taps</p> <p>HW7 Installation of leak detection system</p> <p>SW1 Use of Sustainable Urban Drainage Systems in public areas, integrated with planting</p> <p>W Other, please state</p>				

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SPACE & PLACE DESIGN						
EN1: Design of new development	High standard of design for development including due regard to scale, proportions, building lines, materials and impacts on neighbouring property e.g. daylight impacts	<p>HD1 Shaded outdoor areas and amenity space through building overhangs, trees / vegetation or other structures.</p> <p>HD2 Materials for natural cooling e.g. stone, natural materials, reflective roofs.</p> <p>SD1 Use of planting, trees and water to cool spaces through evaporation in hotter weather</p> <p>SD2 Spaces with a comfortable micro-climate under anticipated climate change scenarios, considering solar heating, wind and wind patterns from surrounding buildings and shading, to ensure spaces can be used throughout the year</p>				
SP6: Maintaining and improving the environment	<p>Ensure the design and layout incorporates principles of sustainable development, respects the environment of the area.</p> <p>Protect and enhance areas of existing environmental character and nature conservation</p> <p>Promote improvement of poor-quality environments.</p>	<p>SD3 Use of appropriate materials and green infrastructure to reduce local heat island/ microclimate effects</p> <p>SD4 Provide shade through arcades, overhangs, balconies, landscape features, trees and building massing</p> <p>SD5 Shaded outdoor amenity areas for commercial buildings</p> <p>MiD Other, please state</p>				