

# Sustainability Checklist

## Important: Please read instructions below.

Before you begin, download this form to your computer and complete using Acrobat Reader. **Please do not complete this form within your web browser (i.e. Explorer, Chrome, Firefox) as the information you write on and sign the form cannot be saved.**

### How to use the checklist

The sustainable design and construction submission checklist needs to be submitted with applications for all new development (that result in a residential net gain of 1 dwelling and above or an increase in non-residential floorspace) and can also be used as part of the pre-application process.

The purpose of this checklist is to explain and evidence how the proposed development complies with District Plan policies that seek to improve the environmental sustainability of new development. The checklist topics and criteria reflect the sustainable design and construction guidance set out in the **Sustainability Supplementary Planning Document (SPD)**: [www.eastherts.gov.uk/sustainabilityspd](http://www.eastherts.gov.uk/sustainabilityspd)

The checklist should be used as a tool to provide an overview of how a scheme addresses different aspects of sustainability, although each application will be assessed on its own merit, taking account of local circumstances. It does not replace other application submission requirements, but aims to provide an overarching framework to help facilitate the assessment of different, often overlapping, strands of sustainability.

Applicants should:

- Briefly summarise/ explain how their proposal complies with the relevant criteria, signposting to other relevant statements/ surveys as appropriate (for example, the transport assessment, biodiversity checklist and Sustainable construction, energy and water statement). The checklist does not need to repeat detailed information submitted elsewhere, but should provide an overview of the approach taken in the scheme.
- Ensure answers are explained and justified, not simply 'yes' or 'no' or 'not applicable';
- Use District Plan policies and the relevant sections in the SPD to inform responses;
- Ensure the level of detail submitted is proportionate to the type of application. For outline applications, the relevance of criteria will depend how many matters are reserved. Given the importance of incorporating sustainability measures early into the design process (as outlined in section 2 of the SPD), the Council think it is important that the checklist is considered at the outline stage. However, it is recognised it may not be possible to provide all the information required. In these circumstances, the applicant should demonstrate which checklist criteria are not applicable to their proposal.
- Ensure the level of detail submitted is proportionate to the scale of application. While major applications will require significantly more input than others, it is appropriate that all submissions should consider the sustainable design and construction issues raised and provide a response.
- Refer to the Council's website for further details about the submission requirements of particular applications: <https://www.eastherts.gov.uk/planning-building/make-planning-application>

## Site name and reference

## Details of person responsible for completing checklist

Name

Organisation

Relationship to the proposal (e.g. applicant, agent, consultant)

**With the following questions, please give a summary of the approach you are taking to address the criteria stated in the boxes provided.**

# Energy and carbon reduction

**En.1** Does the Sustainable construction, Energy and Water Statement detail how the proposed development's carbon emissions have been minimised and to what extent?

Have full and reserved matters planning applications also included a carbon reduction template within the statement? (See SPD Section 3.3 and appendix B)

**En.2** How have the site layout and building orientation and form been designed to minimise energy use? E.g. passive solar gain, natural shade, natural ventilation, thermal mass)  
(See SPD section 3.2.3)

**En.3** How has the energy hierarchy been applied to prioritise reducing the need for energy and implementing the 'fabric first approach'? (See SPD sections 3.2.2 and 3.2.3)

**En.4** How will you ensure that where renewable/ low carbon technologies have been included to reduce carbon, that these will be successfully integrated into the design of the development? (See SPD sections 3.2.4 and 3.2.5)

**En.5** How has the energy embodied in construction materials been reduced? (e.g. reuse and recycling/ sustainable materials/ locally sourced) (See SPD section 3.2.6)

## **Climate Change Adaptation**

**CA.1** How has the site layout and buildings been designed to mitigate overheating, giving priority to measures in line with the cooling hierarchy? (See SPD section 4.2.2)

**CA.2** How has overheating been assessed and what measures are proposed to address it?  
(See SPD section 4.2.2)

**CA.3** What Green Infrastructure is proposed? (See SPD section 4.2.3)

**CA.4** How have existing landscape features such as trees/woodlands and hedgerows been protected and incorporated within a Green Infrastructure network? (See SPD section 4.2.3)

**CA.5** Where feasible and appropriate, have green roofs or walls been included. Please explain your answer? (See SPD section 4.2.3)

**CA.6** Have measures been included to address surface water runoff? (See SPD section 4.2.4)

**CA.7** If the application is major development, have details of SUDs been submitted?  
(See SPD section 4.2.4)



# Water efficiency

**WA.1** For new residential proposals, have you demonstrated compliance with the target for mains water consumption to be 110 litres or less per head per day in the Sustainable construction, Energy and Water Statement? (See SPD section 5.2.2)

**WA.2** For non-residential development have measures been taken to reduce water consumption in the proposed development? (See SPD section 5.2.3)

**WA.3** Has consideration been given to the using water recycling systems? (See SPD section 5.2.4)

## **Pollution-Air Quality**

**AQ.1** How has the proposal addressed the recommended minimum air quality standards? These apply to all new development as set out in paragraphs 6.1.2.2 of the SPD.

- AQ.2** How does the proposal show consideration of air quality in the design of new development?  
Design should address the following principles:
- Building and development layout and design
  - Emissions from transport
  - Sustainable energy
- (See SPD section 6.1.2.4)

- AQ.3** How has emissions mitigation been incorporated into the proposal? (See SPD section 6.1.2.5)

**AQ.4** How will emissions be minimised through the construction and demolition phase of the development? Measures should follow the national guidance set out in section 6.1.2.7 of this SPD.

**AQ.5** Has an Emissions Assessment been carried out as part of the Air Quality Neutral Requirement? The assessment should utilise the Damage Cost Approach.

**AQ.6** Has an Air Quality Impact Assessment been submitted? This must be submitted if the proposal meets any of the criteria listed in paragraphs 6.1.3 of the SPD.

**AQ.7** Has an Air Quality Neutral Assessment been submitted? This must be submitted if the proposal meets the criteria listed in paragraphs 6.1.3 of this SPD.

# Pollution: Light Pollution

**LP.1** Does the proposal materially alter light levels outside the development and/or have the potential to adversely affect the neighbouring uses or amenity of residents and road users or impact on local ecology? (See SPD section 6.2.2)

**LP.2** Is the proposed light design the minimum required for security and operational purposes? (See SPD section 6.2.2)

**LP.3** Does the proposal minimise potential glare and spillage? Please detail the design measures adopted to ensure this. (See SPD section 6.2.2)

## **Biodiversity**

**Bio.1** Have you submitted East Herts biodiversity checklist? (See SPD section 7.3)

**Bio.2** In accordance with the Biodiversity checklist, does the proposal affect a protected species or habitat? (See SPD section 7.2.4 and 7.3)

**Bio.3** If a protected species or habitat has been identified, has an ecological survey, with sufficient information been undertaken? (See SPD section 7.2.4 and 7.3)



**Bio.4** If relevant, has an ecological survey, with sufficient information been undertaken to assess the likely ecological impact of the development?

**Bio.5** Has the mitigation hierarchy been applied undertaken, to demonstrate an adverse impact on biodiversity has been avoided? If this is not possible, has the impact been mitigated and then subsequently compensated? (See SPD section 7.2. and 7.3)

**Bio.6** Has a net gain been achieved using a locally approved biodiversity metric?  
(See SPD section 7.2.5)

**Bio.7** Has a suitable biodiversity management and monitoring strategy for the site been proposed?

# Sustainable Transport

**T.1** Have you demonstrated that the development includes measures that reduce the overall need to travel, and particularly by private car? (See SPD section 8.2.2)

**T.2** Have you demonstrated how, as first principles of design; the scheme's proposals prioritise walking and cycling within the development and link with existing networks beyond the development to deliver healthy and walkable neighbourhoods? (See SPD section 8.2.3)

**T.3** Where cycling facilities and any bus stops and/or transport hubs are to be provided, have you demonstrated that they accessible and attractive for all users and offer appropriate shelter? (See SPD section 8.2.3)

**T.4** Have you included measures (traditional and/or innovative) to encourage uptake of more sustainable modes of transport and engender modal shift from the outset of development? (See SPD section 8.2.2 and 8.2.3)

- T.5** Have you developed and submitted to Herts County Council an appropriate Travel Plan, Transport Assessment and/or Statement (as appropriate)? (See SPD section 8.2.4)
- T.6** Where car parking is to be provided, have you provided justification for the number of spaces proposed and made provision for electric vehicle charging in accordance with the Vehicle Parking Provision at New Developments SPD?

# Waste Management

**W.1** Have measures been proposed to reduce, re-use and recycle construction and demolition waste? (See SPD Sections 9.2.2 and 9.2.3)

**W.2** How has the internal and external design of the development factored in effective sustainable waste management measures? Has sufficient detail been submitted with the application? (See SPD Section 9.2.4)

**W.3** Have all the relevant criteria identified in table 13 of the SPD been addressed?  
(See SPD Section 9.2.4)

**Data Protection Clause**

In accordance with the Data Protection Act 2018 the information you supply the Council will be used to process the planning application or any subsequent appeal and retained as per our published corporate data protection privacy policy which may be found here. Your details and comments will be shown on the website and this information may be shared with other Council departments and/or outside partners.

**I agree** (Please tick this box to confirm your agreement).

**If you are happy with the information contained in this checklist, please save the PDF and submit with your planning application.**