



## SUSTAINABILITY CHECKLIST

Submission of this sustainability checklist is expected with all applications (including outline applications) for:

**A residential unit or above (including replacement dwellings)**

and/or

**1000 sq m (gross) of commercial or retail floor space**

This is so Development Control Officers can assess how a proposal has identified ways of reducing the impact of the development on present and future generations, using the guidance in the Sustainable Development and Construction Supplementary Planning Document (December 2005) (Sustainable Development SPD).

A copy of the Sustainable Development SPD is available on the Council's website [www.guildford.gov.uk](http://www.guildford.gov.uk) or at the Council's Millmead office. Applicants will be expected to take the Sustainable Development SPD into account when completing the sustainability checklist.

### **Code for Sustainable Homes/BREEAM and 10% on-site renewable energy**

Developments falling within the above thresholds will also be expected to achieve Code for Sustainable Homes minimum level 3 (residential schemes) or a BREEAM rating of minimum 'very good' (non-residential schemes). Further details on these assessments can be found at [www.breeam.org](http://www.breeam.org) (select BREEAM buildings).

Please note: If the applicant is unwilling to achieve Code for Sustainable Homes minimum level 3 or BREEAM (non-residential) minimum rating 'very good' and the application does not demonstrate that a minimum of 10% of the total energy requirement for the development is achievable by on-site renewable sources, then the application will be recommended for refusal on this basis.

Please note: If 'no' is answered to any of the following questions, then the Council will require a full justification prior to determination of the application.

For Office Use Only

Application Number

Date Received

**Applicant's Details**

Name: \_\_\_\_\_

Address & Postcode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

**Agent's Details (if you have one)**

Name: \_\_\_\_\_

Address & Postcode: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

**Energy Consultant (if you have one)**

Name: \_\_\_\_\_

Address & Postcode: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

**Brief Description of Development:**

\_\_\_\_\_

\_\_\_\_\_

Site Area: \_\_\_\_\_ hectares

**Residential** (if applicable)

Total number of units: \_\_\_\_\_

Total floor area per type of unit:

Detached: \_\_\_\_\_ m<sup>2</sup> Semi-detached: \_\_\_\_\_ m<sup>2</sup> Flats: \_\_\_\_\_ m<sup>2</sup>

Terraced: \_\_\_\_\_ m<sup>2</sup> Bungalows: \_\_\_\_\_ m<sup>2</sup> Other: \_\_\_\_\_ m<sup>2</sup>

**Non-Residential** (if applicable)

Total Floor Area: \_\_\_\_\_ m<sup>2</sup>

<b>Code for Sustainable Homes or BREEAM Assessment</b>		Yes	No
1	<p>Will a Code for Sustainable Homes assessment (for residential developments) or BREEAM assessment (for non-residential developments) be undertaken?</p> <p>Please be aware that in the event of your application being supported this will be secured by way of a S106 legal agreement or a planning condition.</p>		Go to Q3
2	<p>Has an initial assessment (Code for Sustainable Homes) or pre-assessment (BREEAM) been undertaken?</p> <p>If yes, please provide a copy of the completed pre-assessment estimator or a letter from the BREEAM assessor.</p> <p>Predicted score/level:</p>		

<b>Energy</b>		Yes	No
3	<p>Has the development been designed to provide a minimum of 10% of energy by renewable sources on site (see solution 16 and Appendix 4 in the Sustainable Development SPD)?</p> <p>If yes, please complete table 1 overleaf.</p> <p>Please be aware that in the event of your application being supported further details and implementation will be secured by way of a planning condition.</p>		
4	<p>If the development is 10 units or more or over 1000m<sup>2</sup> of retail or commercial floor space, does the development incorporate large-scale energy efficiency measures such as Combined Heat and Power (see solution 20 and Appendix 4 in the Sustainable Development SPD)?</p> <p>If yes, please complete table 1 overleaf.</p>		

**Table 1**

	<b>Ground Source Heat Pump</b>		<b>Solar Thermal</b>	<b>Solar PV</b>	<b>Biomass</b>	<b>CHP</b>		<b>Wind</b>	<b>Other</b>
<b>Type of installations</b>	Horizontal	Yes/No				District	Yes/No	Yes/No	Yes/No
	Vertical	Yes/No	Yes/No	Yes/No	Yes/No	Individual (mini)	Yes/No		
	Other	Yes/No							
<b>Number of installations (e.g. 2 GSH pumps and 1 mini CHP)</b>									
<b>Installation size (KW or m<sup>2</sup>)</b>									
<b>Details of manufacturer &amp; model (if known)</b>									
<b>Energy Saving</b> KW hours per m <sup>2</sup> /installation of thermal energy per year (information available from manufacturer)	per installation		per m <sup>2</sup>	per m <sup>2</sup>	per installation	per installation		per installation	per installation
<b>CO<sub>2</sub> Saving</b> KG CO <sub>2</sub> per year (information available from manufacturer)									

<b>The Local Context</b>		Yes	No
5	Is the proposal part of a mixed-use scheme?		
6	Are there a mix of sizes and types of units in the development ( <b>residential schemes only</b> )?		
7	<p>Can the development be easily accessed by modes of transport other than the private car e.g. walking, cycling?</p> <p>If yes, please provide details including bus routes, train stations or cycle paths (if applicable).</p>		

<b>Building Materials</b>		Yes	No
8	<p>If demolition is taking place will the waste materials be recycled and reused (see solution 10 in the Sustainable Development SPD).</p> <p>If yes, please provide details of which materials will be recycled and/or how the materials will be reused?</p>		Go to Q11
9	For applicable developments (i.e. those costing more than £250,000) has a Site Waste Management Plan been followed (see solution 10 in the Sustainable Development SPD)?		
10	<p>Will the proposal use recycled and salvaged building materials (see Solution 10 in the Sustainable Development SPD)?</p> <p>If yes, please list which materials.</p>		

<b>Building Materials (cont.)</b>		Yes	No
11	<p>Will the development use sustainably sourced building materials such as timber certificated by the Forestry Stewardship Council?</p> <p>If yes, please indicate which materials and their source.</p>		
12	<p>Will the proposal use local building materials (see solution 8 and 3.1 in Appendix 3 in the Sustainable Development SPD)?</p> <p>If yes, please indicate which materials and their origin/source.</p>		

<b>The Built Form</b>		Yes	No
13	<p>Will the buildings be sited and designed to maximise solar gain (see solutions 9 and 17 and 4.2 in Appendix 4 in the Sustainable Development SPD)?</p>		
14	<p>Will gardens and outdoor spaces be orientated and designed to maximise solar gain, natural light and outdoor drying space (see solution 12 in the Sustainable Development SPD) (<b>residential schemes only</b>)?</p>		
15	<p>Has the proposal been designed to reduce the need for air conditioning (see solution 18 in the Sustainable Development SPD)?</p> <p>If yes, please specify how.</p>		
16	<p>Will the proposal design out crime e.g. by maximising 'active frontages' and natural surveillance (see solution 11 in the Sustainable Development SPD)?</p>		

<b>The Built Form (cont.)</b>		Yes	No
17	<p>Will the proposal ensure that the buildings could be reused more readily for a longer life span (see solution 15 and 3.2 in Appendix 3 in the Sustainable Development SPD) (<b>non-residential schemes only</b>)?</p> <p>If yes, please provide details.</p>		

<b>Water</b>		Yes	No
18	<p>Will soft landscaping and permeable surfaces, such as gravel and porous pavers, be incorporated into the proposal in preference to hard surfacing (see solution 22 in the Sustainable Development SPD)?</p> <p>If yes, please provide details of the materials and their location.</p>		
19	<p>Will the proposal include passive water treatments and/or Sustainable Urban Drainage Systems (SUDS) (see solution 23 and Appendix 5 in the Sustainable Development SPD)?</p> <p>If yes, please provide details.</p>		

<b>Water (cont.)</b>		Yes	No
20	<p>Will the proposal include measures to recycle rainwater, such as a grey water harvesting system or water butts (see solution 24 and 5.8 in Appendix 5 in the Sustainable Development SPD)?</p> <p>If yes, please provide details.</p>		
21	<p>Will the proposal include water saving devices such as spray taps, shower heads and low flush toilets (see solution 24 and 5.8 in Appendix 5 in the Sustainable Development SPD)?</p> <p>If yes, please provide details.</p>		

<b>Movement</b>		Yes	No
22	<p>Has pedestrian and cycle movement been given priority over movement by the private car?</p> <p>If yes, please explain how.</p>		
23	<p>Will secure cycle storage be provided?</p> <p>If yes, please indicate the number and design of the cycle storage facilities.</p>		

<b>Movement (cont.)</b>		Yes	No
24	Will a travel plan be submitted (see solution 31 and 6.5 in Appendix 6 in the Sustainable Development SPD) ( <b>non-residential schemes only</b> )?		
25	Will there be provision for home working (see solution 29 in the Sustainable Development SPD) ( <b>residential schemes only</b> )?		
26	Have additional facilities such as shower facilities, crèches, gyms and canteens been included (see solution 30 in the Sustainable Development SPD) ( <b>commercial schemes only</b> )?  If yes, please provide details.		

<b>Waste and Recycling</b>		Yes	No
27	Are waste recycling facilities, collection points and storage facilities proposed (see solutions 32 and 34 and Appendix 7 in the Sustainable Development SPD)?  If yes, please provide details.		

<b>Landscape and Wildlife</b>		Yes	No
28	Has an ecological site survey been submitted, including a bat survey where demolition or conversion of outbuildings and garages is proposed (see solution 35 and Appendix 8 in the Sustainable Development SPD)?		

<b>Landscape and Wildlife (cont.)</b>		Yes	No
29	Will there be areas where existing trees and planting will be maintained (see solution 36 of the Sustainable Development SPD)?		
30	As part of the proposed landscaping, will native plant and tree species be introduced (see solution 36 in the Sustainable Development SPD)?  If yes, please provide details of species, number and location.		

Further Information (this section is for applicants to expand on any of their answers)