

## Supplementary Guidance

Topic: Delivering Infrastructure

Title: Infrastructure and Developer  
Contributions Manual

Date: June 2014

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## **1. Introduction**

- 1.1 This Supplementary Guidance (SG) forms part of the Development Plan and is a material consideration in the determination of planning applications.
- 1.2 This SG relates to, and expands on, the following policies in the Aberdeen Local Development Plan:
  - Policy I1 – Infrastructure Delivery and Developer Contributions
- 1.3 New development can have a very positive effect on an area, providing new homes, jobs and economic prosperity. However, development can also place additional pressures on resources and infrastructure such as schools, community and leisure facilities, transport infrastructure, health services and the local environment. The delivery of infrastructure alongside new development can help to create balanced, accessible and sustainable communities.
- 1.4 The Scottish Government emphasises the need to plan more effectively for the infrastructure required to support new development and published new planning policy guidance (Circular 3/2012 Planning Obligations and Good Neighbour Agreements) to provide the framework for securing the delivery of infrastructure and financial contributions to support development.
- 1.5 The purpose of this Infrastructure and Developer Contributions Manual is to provide clear guidance on the methodology used to identify infrastructure requirements and the criteria that should be used to calculate developer contributions to support new development. However, pre-application discussions and early contact with the Developer Obligations Team to ascertain the likely levels of contributions required is encouraged.
- 1.6 It is important to note that this Guidance is not directly relevant to the provision of water and drainage, electricity, and telecoms infrastructure, as these services are controlled by public sector bodies and private supply companies, and the specific standards, specification and requirements relating to each are out with the control of the Council.

## **2. Our approach to Infrastructure Delivery**

- 2.1 Through the Local Development Plan, Aberdeen City Council's approach to the planning and delivery of infrastructure is open, transparent, and is supported by a robust evidence base. Our aim is to provide clear guidance

to all stakeholders, in particular the development industry, on the infrastructure required to support development from an early stage in the preparation of the LDP.

- 2.2. Policy I1 of the Local Development Plan states that all development should be supported by the infrastructure and developer contributions necessary to support the proposed development.
- 2.3. The Action Programme which accompanies the Local Development Plan outlines further details on the delivery of supporting infrastructure. The Action Programme is a 'live' document that will be updated regularly to take account of changes in circumstances as sites come forward through the planning process.
- 2.4. From an early stage in the preparation of the Local Development Plan, the City Council has worked in close partnership with a wide range of agencies – through the Future Infrastructure Requirements for Services Group (or FIRS) – to establish the infrastructure requirements to support development. The FIRS Group comprises representatives from the following organisations:
  - Aberdeen City Council, including colleagues representing Roads, Public Transport, Transport Policy, Housing Strategy, Education, Culture & Sport, Development Management and the Planning Gain Team;
  - Transport Scotland;
  - Scottish Water;
  - Nestrans; and
  - NHS Grampian.

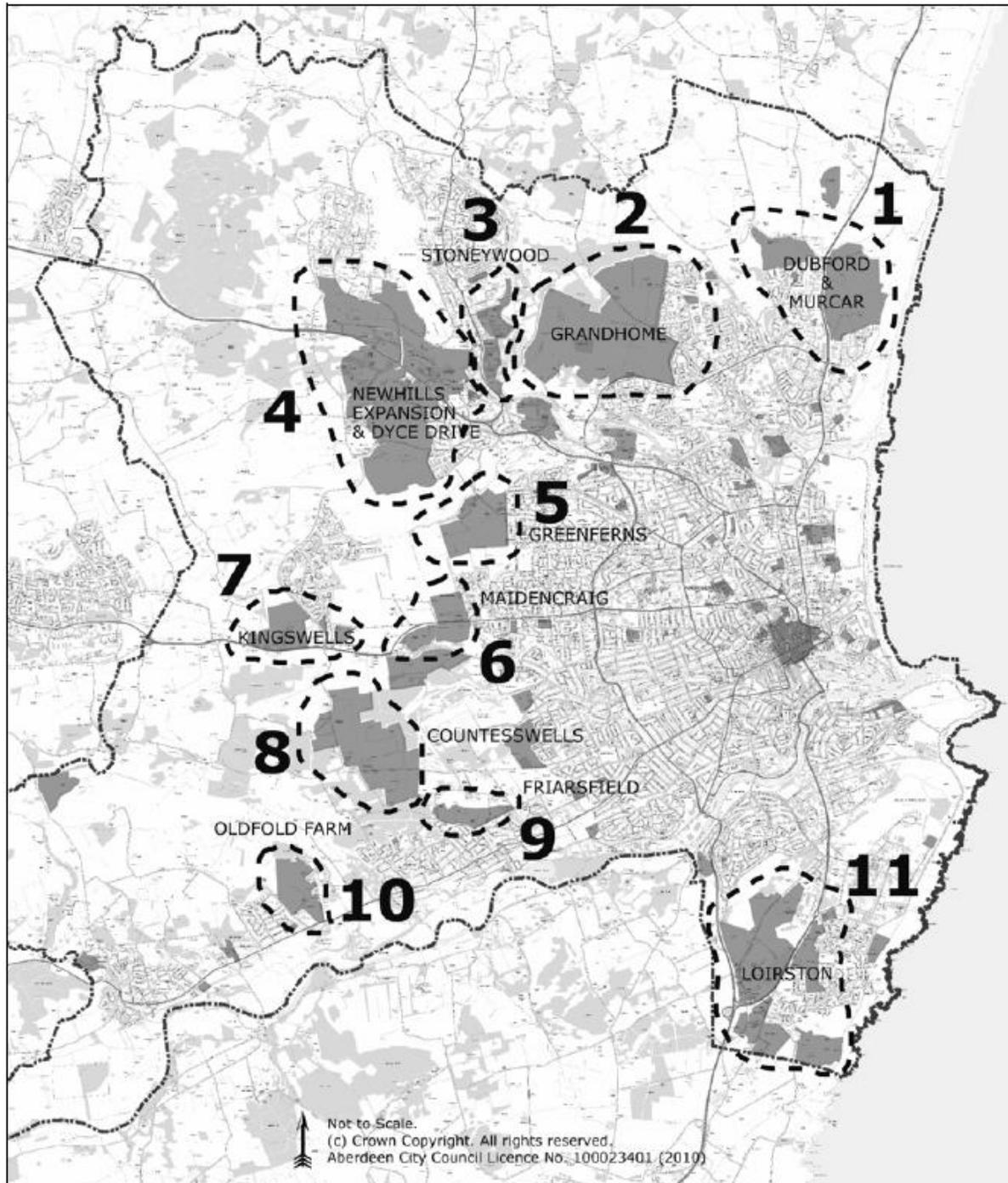
### **3. Masterplan Zones**

- 3.1 The Council has identified eleven Masterplan Zones, shown in the Table and Map below, as well as Figure 1 in the Local Development Plan, within which developers will be expected to work together to prepare Masterplans for each zone reflecting the planning and delivery of associated infrastructure requirements set out in this document. Further details on the timing and delivery of infrastructure identified below are set out in the Action Programme which accompanies this Plan.
- 3.2 The requirements listed are based on the most up-to-date information currently available.

**Figure 1 – Masterplan Zones Table**

| Masterplan Zone                     | Sites included  |
|-------------------------------------|---|
| 1 – Dubford & Murcar                | OP25 Dubford<br>OP2 Murcar  |
| 2 – Grandhome                       | OP12 Grandhome<br>OP10 East Woodcroft   |
| 3 – Stoneywood                      | OP24 Stoneywood   |
| 4 – Newhills Expansion & Dyce Drive | OP26 Walton Farm & Craibstone North<br>OP29 Craibstone South<br>OP27 Land near Bucksburn School<br>OP30 Rowett South<br>OP28 Rowett North<br>OP31 Greenferns Landward |
| 5 – Greenferns                      | OP45 Greenferns   |
| 6 – Maidencraig                     | OP43 Maidencraig South East<br>OP44 Maidencraig North East  |
| 7 – Kingswells                      | OP40 West Hatton, Home Farm, Home Farm Kingswells<br>OP41 Kingswells C<br>OP42 Kingswells D and West Huxterstone  |
| 8 – Countesswells                   | OP58 Countesswells  |
| 9 – Friarsfield                     | OP51 Friarsfield  |
| 10 – Oldfold Farm                   | OP62 Oldfold  |
| 11 – Loirston                       | OP78 Charlestown<br>OP76 Souter Head Road<br>OP77 Loirston  |

**Figure 2 - Map showing the Masterplan Zones**



3.3 All development sites, whether listed or not within the Masterplan Zones table in this document, LDP or Action Programme, will have to provide the necessary infrastructure and developer contributions necessary to mitigate

the impact of development. The means to how this will be calculated will be based on the criteria set out in the following sections.

- 3.4 Masterplans will need to reflect the infrastructure requirements identified and should include a Delivery Statement setting out details of how the proposed development, and the accompanying infrastructure, will be delivered. Subsequently, actions relating to the delivery of infrastructure will need to be defined once the Masterplan and Delivery Statement have been agreed with the Council and any key agencies.

#### **4. Guidelines – Methodology for Infrastructure Requirements and Developer Contributions**

- 4.1 This section explains the process undertaken by the FIRS Group to calculate the infrastructure requirements for the Masterplan Zones. It also sets out details on the criteria that will be used to assess the precise level of infrastructure requirements and developer contributions for all development proposals.
- 4.2 These criteria will need to be used when considering the infrastructure and developer contributions required in connection with any development proposal. The precise level of infrastructure provision and developer contributions required from any development will need to be agreed with the Council, in consultation with other statutory agencies. Any costs for infrastructure will be reviewed annually and adjusted according to an agreed indexation.
- 4.3 The methodology seeks to ensure that appropriate contributions are secured from developers to support new communities and to make a fair and proportionate contribution to the cumulative impact of development across the City and, where appropriate, the region as a whole. The Council has been careful to avoid deterring development by making unreasonable demands, and emphasise that any infrastructure or developer contributions sought are proportionate to the development proposed.

#### **5. Transport**

- 5.1 The Transport Framework process, which supported the preparation of the Local Development Plan, helped to identify the transport infrastructure likely to be required to support new development. A number of transport related projects are already being developed by the Council in partnership with key agencies and our neighbouring authority Aberdeenshire Council, to improve the regional transport network. These include the Aberdeen

Western Peripheral Route, Haudagain roundabout improvements and The Third Don Crossing, and are likely to bring about significant benefits to people living and working in the North East. Schemes listed in Policy T1 are not expected to be subject to developer contributions and details of how they will be delivered are set out in the Action Programme.

5.2. The transport schemes associated with new developments allocated for the first time in this Local Development Plan are separated into two categories:

- Strategic Transport Infrastructure -These projects have been identified by a partnership group consisting of officers from Aberdeen City Council, Aberdeenshire Council, the Strategic Development Planning Authority, Transport Scotland and NESTRANS. Funds realised from this initiative will be managed and delivered by Nestrans.
- Local Infrastructure -These transport projects are expected to be provided as part of new development and should be reflected in the associated Masterplan and subsequent planning applications.

#### Strategic Transport Fund

5.4 The City Council and Aberdeenshire Council, in partnership with Nestrans, Transport Scotland and the Strategic Development Plan Team have explored options for delivering strategic infrastructure as development comes forward for implementation across the region.

5.5. Further information is detailed in the Supplementary Planning Guidance document Delivering Identified Projects Through a Strategic Transport Fund which can be viewed through the Strategic Development Planning Authority website at <http://www.aberdeencityandshire-sdpa.gov.uk>

#### Local Transport Infrastructure and Mitigation

5.6 All developments, regardless of Strategic Transport Fund (STF) requirements, will be assessed in terms of their impact on the local transport network and may be required to mitigate these impacts. Indicative costs associated with the most frequently required mitigation measures are outlined in this document. Developments may be required to make an appropriate contribution towards one or several of the mitigation measures outlined in this document or any other measure that the Council deem to be appropriate.

- 5.7 Requirements will vary from site to site. The developer will be expected to provide and meet, in full, the cost of all external works identified as requirements through the planning process.
- 5.8. All developments, where impacts requiring mitigation have been clearly identified, will make an appropriate contribution towards local transport infrastructure and/or services related to that development, to ensure that the required facilities/infrastructure provision is in place in time to mitigate the impacts of the development.
- 5.9. Developer Contributions will be used to provide improvements to public transport, the local road network, traffic management, pedestrian and cycle facilities, accessibility infrastructure or any other such improvements where impacts requiring mitigation have been clearly identified.
- 5.10. Different development sites will have different transport requirements. The exact contribution required for each site will be determined on a case by case basis, for developments where significant impacts are likely a full Transport Assessment (TA) will be required to inform the process. The thresholds for when a TA will be required are set out in the Transport and Accessibility Supplementary Guidance.
- 5.11. Developers should be aware of, and take account of the requirements to provide such contributions. We encourage pre-application discussions with appropriate Council officers at the earliest possible stage.
- 5.12. The principles set out in this Developer Contributions Manual do not negate the requirement for either a Transport Assessment or a Development Framework /Masterplan/Planning Brief and should be applied as a basis for addressing transport impacts alongside and in conjunction with the preparation of these where they are required.
- 5.13. Developers should use these Guidelines in conjunction with the policies and principles set out in the Transport and Accessibility Supplementary Guidance and in terms of walking and cycling, the Open Space Supplementary Guidance.

• **Assessment of Appropriate Level of Developer Contributions:**

- 5.14. The full impact of the development on the local transport network will be taken into account when assessing the required levels of local mitigation.
- 5.15. The following mitigation measures are examples of some of the factors which will be considered during the assessment of any development. This list is not exhaustive but provides a clear starting point for discussions

between the developer and the Council. An indication of the likely costs involved in these measures is provided in a table at the end of this section.

Road Improvements and Public Realm A key priority in the assessment of any development proposal is to ensure that sufficient infrastructure is in place to accommodate the development. This means the provision of or upgrading of roads, bridges or other infrastructure, including carriageways and footways. This may be required either within or outwith the development site or both and planning conditions/legal agreements will be secured accordingly.

Alterations to Existing Roads Any alterations to existing roads that are required as part of a development will normally be undertaken as part of the development construction and progressed as part of a section 56 or a roads Construction Consent application . However, there may be instances where the Council may wish to take on this construction, if this is the case, this will be fully funded by the developer.

Footway Crossings In order to ensure that footway crossings are adequately constructed, they will normally be undertaken by the Council. The Council will charge the developer for the cost of the construction of a footway crossing.

Public Transport Priority In order to ensure that public transport services can adequately gain access to and serve a development and to ensure that existing services are not adversely impacted by the development, developers may be required to provide or fund public transport priority measures. These include, but are not limited to, bus lanes, bus-only sections of road and bus priority traffic signals.

Supported Bus Services Developers may be required to enter into a legal agreement which enables the up front payments to fund new bus services or to underwrite a new service for an agreed period of time. This may involve a completely new service or extending/improving an existing service. New and upgraded facilities may be required in order to deal with increased demand on public transport services, these may include the provision of or upgrade of bus stops, bus shelters and Real Time Information systems.

Traffic Signals Development of any kind has the potential to impact on the road network. As a result of this impact, developers may be required to provide for the installation of new traffic signals, controlled pedestrian crossings and the upgrading/refurbishment of existing traffic signal infrastructure.

### Lighting

Any development which requires new roads or the upgrading of existing roads will be expected to fund the installation of new lighting or the upgrading of existing lighting infrastructure where appropriate.

Traffic Calming Measures Development may generate the need for traffic calming measures such as speed humps, chicanes, kerb extensions and shared space schemes which the developer may be liable to fund.

Cycling/Walking Routes In accordance with the Transport and Accessibility Supplementary Guidance standards for access and permeability, developers will be required to provide safe routes for cyclists and walkers which are planned in accordance with the 5 C's – connected, convenient, comfortable, convivial and conspicuous as referred to in the Aberdeen Local Transport Strategy 2008-2012. This may include both on site and off site cycle parking infrastructure.

Safer Routes to Schools Developers will be required to provide safe routes to schools through the provision of measures including dropped kerbs, crossing points, speed cushions, central refuges and exclusive cycle/pedestrian paths.

Car Clubs Car Clubs provide a more sustainable option to individual car ownership and are often beneficial where full parking provision is limited. Developers may be required to make a contribution to the Aberdeen Car Club for the provision of spaces, vehicles or membership for the individuals living/working in their development.

Bus Permits/Tickets The promotion of public transport use over individual car ownership will always be encouraged, particularly where full parking provision is limited. Dependant on circumstances, developers may be required to enter into an agreement with local Public Transport Operators so that annual bus passes can be purchased and used to residents of the development. The two main operators are currently First Bus and Stagecoach. Other smaller operators also continue to run services within the area.

Travel Plan Travel Plans contain a package of measures aimed at promoting sustainable transport choices to and from developments. All developments are encouraged to prepare Travel Plans in support of planning applications. The thresholds for developments which require a Travel Plan are set out in the Transport and Accessibility Supplementary Guidance. For major applications it will be necessary for the developer to enter into a legal agreement detailing target aspirations, monitoring and actions for the revision of Travel Plans.

Traffic Regulation Orders (TROs)/Stopping –Up Orders Where Orders are required in order to facilitate development, the developer will be required to pay the Council’s administration costs in addition to paying for the infrastructure to support the Order. This may include bollards, road markings and signage.

- **Transport Indicative Costs Tables:**

5.16 The purpose of this table is to provide developers with an indication of the costs, where available, involved in meeting the transport mitigation measures set out above.

5.17 The requirements and costs will vary from site to site and developers are expected to meet in full the cost of all external works identified in the Transport Assessment (TA) and/or through the planning process. It is recommended that developers take account of these estimates when costing development proposals to avoid difficulties later in the planning process. However, a guarantee cannot be given as to the actual costs arising from the assessment of individual proposals. Early discussion with the Council is encouraged. The tables below set out the indicative costs of specific items for information.

**Figure 3 – Transport Indicative Costs Table**

| Transport Mitigation Measure       | Applicability  | Indicative Cost   |
|------------------------------------|--|---|
| Road Improvements and Public Realm | This may be a requirement for retail, residential or commercial developments, dependant on the resulting impact on the local transport network. This may include improvements to carriageways and footways were necessary. | The developer will be required to undertake these works to a specification acceptable to the Roads Authority. The costs will vary significantly depending on the scale of works required. Dependant on circumstances, the developer may be required to contribute funds to improvements being constructed by the Council or others. |
| Alterations to Existing Roads      | Normally this would form part of works constructed by the developer although occasionally the Council may wish to  | The developer will be required to undertake these works to a specification acceptable to the Roads Authority. The costs will vary significantly   |

| Transport Mitigation Measure | Applicability   | Indicative Cost  |
|------------------------------|---|--|
|                              | take on construction, at a cost to the developer.   | depending on the scale of works required. Dependant on circumstances, the developer may be required to contribute funds to improvements being constructed by the Council or others.  |
| Footway Crossings            | This will be a requirement for any development that includes a driveway crossing over an existing footway or road verge. The Council will normally undertake this work, at a cost to the developer.                 | The approximate cost for a dropped kerb is £800-£1500.   |
| Public Transport Priority    | This may be a requirement for major retail, residential or commercial developments, dependant on the extent and nature of existing priority arrangements and how well this could address the impact of development. | It is not possible to provide costs. Where this is a requirement the cost will be determined by the work required.   |
| Supported Bus Services       | In principle this may be a requirement for major retail, residential or commercial developments.  | <p>It is not possible to provide costs for the extension of existing bus services or the introduction of a new service as this will depend entirely on the service/area in question and the magnitude of change.</p> <p>A new bus shelter would cost approximately £3500.</p> <p>The installation of Real Time Information display</p> |

| Transport Mitigation Measure                                       | Applicability   | Indicative Cost   |
|--|---|---|
|  |   | <p>would cost approximately £3500-£5000 per site.</p> <p>Upgrading existing infrastructure to include raised access kerbs costs approximately £2000 per site.</p> <p>Upgrading an existing site to include courtesy lighting costs approximately £500-£2000 per site, depending on the availability of electrical feed.</p> |
| Traffic Signals  | This requirement will apply in principle to the majority of developments.   | The cost will vary depending on what is required. A single pedestrian crossing costs approximately £30,000 whereas signalling a four arm junction costs approximately £100,000.   |
| Lighting   | This requirement will apply to any development which requires new roads or the upgrading of existing roads.   | It is not possible to provide costs. Where this is a requirement the cost will be determined by the work required.  |
| Traffic Calming Measures   | The requirement to provide traffic calming on roads may be required where there is likely to be any increase in traffic movements on surrounding residential streets. | The developer will be required to provide these improvements. A road hump or set of cushions costs approximately £1000 per feature and they are required at 75m intervals. An entrance treatment for a 20mph zone costs approximately £1500 but can vary.   |
| Cycle/Walking Routes (excluding those facilities already required) | This requirement will apply in principle to all new developments. The requirement to  | The developer will normally be required to provide these improvements. Developers should refer to   |

| Transport Mitigation Measure  | Applicability   | Indicative Cost  |
|---|---|--|
| through the Roads Improvement and Public Realm category)  | provide cycle/walking routes is set out in the Transport and Accessibility Supplementary Guidance. In addition, developers will be required to fund external links to connect with the wider cycle/walking network and this may include both onsite and offsite cycle parking infrastructure. | <p>the 'Core Paths Network' section of this document for guidance on likely requirements. The approximate cost of a cycle parking stand (Sheffield standard) is £150.</p> <p>The approximate cost of a cycle locker is £400.</p> <p>The approximate cost of a covered cycle shelter is £2500.</p>  |
| Safer Routes to Schools (excluding those facilities already required through the Roads Improvement and Public Realm category) | This requirement will apply in principle to all new residential developments. Developers may be required to make payments towards mapping of routes, cycle training and walking bus initiatives.  | It is not possible to provide costs. Where this is a requirement the cost will be determined by the work required.   |
| Car Club  | This requirement may apply to all city centre residential developments and other developments where full parking provision is limited.  | <p>For residential developments:</p> <p>For the majority of residential developments a contribution of £400 per unit will be required. This contribution covers the cost of 2 years annual membership per unit. In certain circumstances a development may wish to make a contribution towards Car Club vehicles. Under these circumstances the overall membership contribution (£400 per unit) may be negotiated.</p> |

| Transport Mitigation Measure | Applicability  | Indicative Cost   |
|------------------------------|--|---|
|                              |  | <p>For Non-residential developments:</p> <p>Each development will be dealt with on a case by case basis taking into account location, size and provision of parking.</p>  |
| Bus Permits/Tickets          | This requirement may apply to developments where full parking provision is limited.                        | The current cost of providing an annual bus permit for use with First Bus services is £660 and the approximate cost of providing an annual bus permit for use with Stagecoach services ranges from £510-£1790 (dependant on bus route). |
| Travel Plan                  | The thresholds for developments which require a Travel Plan are set out in the Transport and Accessibility | To be provided by Developer. Through Masterplan process there will be a requirement to produce a Travel Plan Framework with individual  |

| Transport Mitigation Measure                 | Applicability  | Indicative Cost   |
|--|--|---|
|  | Supplementary Guidance although all developments are encouraged to prepare Travel Plans in support of planning applications. | developments complying with the framework.  |
| Traffic Regulation Orders/Stopping-Up Orders | This requirement may apply to all developments.  | The cost per Order is approximately £1500 which must be paid regardless of whether the Order is successful or not. The developer would also be required to pay the costs of the work. |

Note: Costs are correct as of May 2012.

## **6. Air Quality**

- 6.1 Local Development Plan Policy NE10 states that planning applications for development which have the potential to have a detrimental impact on air quality will not be permitted unless measures to mitigate the impact of air pollutants are included. Mitigation measures should ensure that the development ameliorates against any impact on local air quality, and where the mitigation measures proposed do not fully mitigate the impact of development on air quality, further contributions may be sought by the Planning Authority.
- 6.2 Further details can be sought from the Supplementary Guidance document on Air Quality.

## **7. Core Paths Network**

- 7.1. New development will be required to incorporate, enhance and link to the Core Paths Network. Infrastructure requirements relating to walking and cycling facilities, such as core paths, are set out under Policy I1 of the Local Development Plan, and Section 3 of the LDP Action Programme. These new and improved paths will need to be incorporated into the corresponding Masterplan Zones identified. Contributions for Core Paths and access will also be sought for new development outwith Masterplan Zones.

7.2 The criteria for assessing whether a proposed development needs to contribute to the Core Paths Network is as follows:

- Development which incorporates and enhances existing core paths and provides links to the Core Paths Network will not require any financial contribution providing that the measures proposed are appropriate for the level of development proposed and are agreed with the City Council as Access Authority.
- Where there is no provision of core paths or links to the Core Paths Network, developers will be required to make a financial contribution at a rate of £371 per-house-equivalent for residential and non-residential developments (see below).
- Where a developer proposes provision of, or improvements to, the Core Paths Network and the Council, as Access Authority, considers such measures to be inadequate, a financial contribution will be sought to facilitate and mitigate the level of development proposed.
- The rate of £371 per-house-equivalent is based on current costs for the provision of Core Paths in Aberdeen, taking account of the level of provision across a number of communities.

### 7.3 Residential Development

7.3.1 As stated above, a rate of £371 per-house-equivalent is used to provide Core Paths. The figures below calculate the contribution required. A three bed roomed house is taken as a 'standard sized unit'.

|                                 |
|---------------------------------|
| 1 bed = 0.6                     |
| 2 bed = 0.8                     |
| 3 bed = 1 'standard sized unit' |
| 4 bed = 1.2                     |
| 5 bed = 1.4                     |
| 6 bed = 1.6                     |

#### **Worked Example:**

4 x 1 beds, 2 x 3 beds, 2 x 4 beds and 2 x 5 beds = 9.6 standard sized units

9.6 standard sized units x £371 = **£3561.60**

## 7.4 Commercial Development

- 7.4.1 The formula for calculating per House Unit Equivalent (HUE) is based on the gross floor area (GFA) of the commercial premises plus 50% of concrete or tarmac areas and 25% of hardcore areas (Gross External Area) to give an equivalent number of house units at 10 units per acre that could be erected on a similar area, using 400m<sup>2</sup> as an average house plot size. Where the number of car parking spaces has been indicated the standard area required for a parking space of 24m<sup>2</sup> will be used.

$(GFA+(GEA/2)) / 400 = \text{HUE}$  based on a density of 10 units per acre.

### **Worked Example:**

2,000m<sup>2</sup> food store + 4,000m<sup>2</sup> car park =  $(2,000 + 2,000) / 400 = 10$   
HUE

On the basis of £371 per house unit this would equate to **£3,710** as a contribution to be utilised towards environmental and access improvements.

- 7.4.2 An individual site usage weighting factor is then applied to reflect the probable occupation level of the site. The weighting factor takes account of use factors, where a site with a small number of users, such as a warehouse, has a low weighting factor. In contrast a site with a large number of users, such as a supermarket, has a higher weighting factor. The weighting factors are as follows:

|                             |      |
|-----------------------------|------|
| Retail (Bulky)              | 0.25 |
| Fast food                   | 0.75 |
| Hotel                       | 0.5  |
| Leisure etc.                | 0.25 |
| Retail (comparison)         | 0.5  |
| Office and other commercial | 0.75 |
| Petrol station / garage     | 0.25 |
| Restaurant                  | 0.75 |
| Retail (convenience)        | 1    |
| Showroom                    | 0.1  |
| Warehouse                   | 0.05 |
| Workshops / Engineering     | 0.2  |

**Worked Example:**

Hotel and Facilities: 9,389m<sup>2</sup>, Car Parking = 5,856m<sup>2</sup>

$$9,389\text{m}^2 \times 0.5 + ((5,856/2) \times 0.5) = 6,158\text{m}^2$$

$$6,158\text{m}^2/400 = 15.39 \text{ HUE}$$

On the basis of £371 per house unit this would equate to **£5,709** as a contribution to be utilised towards environmental and access improvements.

## **8. Schools**

- 8.1 An assessment of infrastructure requirements for education provision is based on the anticipated number of pupils from a proposed development, based on the pupil-per-household (pph) ratio for the relevant catchment, and their impact upon the primary and secondary school rolls at the schools serving the development averaged out over a maximum of a 5 year period from the anticipated development start date. Where a development is anticipated to be phased beyond a five year period an assessment will be undertaken on all of the development over a five year period. Any legal agreement could include a reconciliation at the end.
- 8.2 The School Roll Forecasts, published by the Council, state the maximum capacity of schools across the City. However, it is highly unlikely that a school can run to the maximum capacity due to the variation in pupil numbers in each year group cohort which varies from year to year (please refer to the Schools Roll Forecast which is updated annually). Therefore, contributions will be sought when a primary school is forecast to exceed 80% of the maximum capacity of that school and is projected to have a rising roll which takes the school above 100% capacity. It should be noted that as the roll approaches the school's maximum capacity, i.e. over 80% occupancy, class configurations will become less flexible, potentially further reducing the available spaces.
- 8.3 In secondary schools, variation between pupil numbers in each year group can have an impact on the number of spaces in any year group. In addition, subject choice and changes to curriculum offered can also mean that the operational capacity of a secondary school will vary from year to year. Consequently, the school may effectively have no spaces although it would appear to be under-occupied based on the School Roll Forecast. It should be noted that as the roll approaches the school's capacity, i.e. over 90%, class configurations will become less flexible, potentially reducing the available spaces. Therefore, contributions will be sought when a secondary school is forecast to exceed 90% of the maximum

capacity of that school and is projected to have a rising roll which takes the school above 100% capacity.

8.4 Once the impact has been identified the required level of contribution is determined using the 'rate per pupil' required to provide the necessary infrastructure at the following rates:

- New build accommodation should be provided where the zoned school roll forecast is for it to exceed current operational capacity or it is already above capacity and the additional pupils from the development will add to this over capacity problem.

Primary – Permanent extension or new build school = £23,000 per pupil generated.

**N.B.** The cost quoted above for each pupil generated is taken from historic procurements undertaken by Aberdeen City Council for a school with 10 sq. m. per pupil.

Secondary – Permanent extension or new build school = £30,000 per pupil generated.

**N.B.** The cost quoted above for each pupil generated is taken from historic procurements undertaken by Aberdeen City Council (removing any community facility cost) and basing costs on a school with 12.5 sq. m. per pupil.

**N.B.** Aberdeen City Council has space allocations of 10 sq. m. per primary pupil and 12.5 sq. m. per secondary pupil. This space metric provides flexibility within our schools and improves the building's ability to deliver all aspects of the Curriculum for Excellence and active learning.

- It is an expectation of Aberdeen City Council that all newly procured schools will be of an equivalent standard to 3R's schools.
- On larger residential developments, where the development as a whole or as part of a masterplan generates the need for a new school, the applicant will be required to provide a school site or provide a proportionate contribution to the land value, in addition to the contribution to building costs. For Primary provision this should be 2.5 hectares or thereby and for secondary schools this should be 7.5 hectares or thereby of serviced and where possible reasonably flat land, including provision for playing fields (these figures may vary depending on the size of the school i.e. shared school campus). Land figures are based on the School Premises (General

Requirements and Standards) (Scotland) Regulations (1967) as amended 1973 and 1979. Part III of the document provides a series of tables which set out the minimum area and the figures of 2.5 ha for a primary school and 7.5 ha for a secondary school are appropriate for the size of schools we will be creating in the future. Where both primary and secondary school sites are required the applicant may wish to investigate the possibility of a shared school campus design layout.

- 8.5 Contributions for community facilities (see Section 13) will be less if community facilities are provided as part of the school development and contributions will not be duplicated if they are provided as part of the school development. Where community facilities are provided within a school for public use, the floorspace will be taken into account for any contribution required. Should a shortfall in provision be identified based on the number of dwellings proposed, the existing provision will be deducted from the space standards formula in order to assess the contribution required. Developers are encouraged to liaise with Aberdeen City Council's Education, Culture and Sport and Developer Obligations team to agree what community facilities need to be provided.

## **9. Water and Drainage**

- 9.1 Contributions can be sought on both committed infrastructure and / or infrastructure currently under construction.
- 9.2 There are opportunities within Aberdeen City to develop flood protection schemes that serve a dual purpose as regional Sustainable Urban Drainage Systems (SUDS). These schemes could be built by Aberdeen City Council, on land owned by the Council and 'space' made available either through planning agreements or as commercial agreements, between the Council and developers.
- 9.3 There is also the possibility of developers constructing SUDS / flood protection measures which benefit the City generally but are contained within the footprint of their development. These schemes could be adopted by Aberdeen City Council. Developers are encouraged to contact the Council's Structures, Flooding and Coastal Engineering Team as early as possible.
- 9.4 Scottish Water may also vest SUDs, if they comply with Scottish Water's design standards. If a developer wishes their SUDs to be vested by Scottish Water, early engagement is recommended.

- 9.5 Developers are advised to contact Scottish Water to discuss the water and drainage needs of their development as early as possible. A Pre Development Enquiry form (available at [www.scottishwater.co.uk](http://www.scottishwater.co.uk)) can be filled out and submitted to Scottish Water, which will allow an initial assessment to be carried out. Early consideration should be given in the planning application process to the SUDS maintenance programme. This will ensure that a high quality open space is delivered on a long term basis.

## **10. Health**

- 10.1 Infrastructure requirements have been calculated with NHS Grampian on the basis of national health standards and by estimating the likely number of new patients generated by each proposed development. Contributions will be calculated using nationally recognised space standards and build costs, based upon the population requirements for GP surgeries, dental chairs and community pharmacies.
- 10.2 Infrastructure requirements relating to the Masterplan Zones are identified under Policy I1 of the LDP and the LDP Action Programme. The precise need for infrastructure and the process for delivery will need to be discussed and agreed with NHS Grampian at the earliest opportunity in the preparation of proposals for development. Masterplans and planning applications for development will need to reflect the infrastructure requirements identified as well as the means of delivering such infrastructure. Any financial contributions will need to be agreed with the Council, in consultation with NHS Grampian, before an application can be determined.

## **11. Open Space and Green Space Network**

### **Open Space**

- 11.1 In 2010, the City Council published its first Open Space Audit which has provided a detailed assessment of open spaces across the City, and has informed preparation of the Aberdeen Open Space Strategy, which provides a strategic framework for protecting, creating, connecting, and improving open spaces. This work has provided the basis for determining open space standards and green infrastructure across the City.
- 11.2. Policy NE4 of the Local Development Plan sets out the open space requirements for residential development which states that 2.8 hectares of open space must be provided per 1000 people. This figure will be calculated using the average number of people who live in each dwelling.

This information is available from the Scottish Household Survey and is outlined in Figure 4. The categories of open space include Play Space, Outdoor Sports Areas, Natural Greenspace and Green Corridors and Allotments. The existing Green Space Network should not be used or considered as an open space provision. Also, any provision of green space or natural habitat to mitigate an adverse impact on the existing green space network would be additional to the general open space requirement, and would not form part of the open space delivery.

**Figure 4 – Average Household Size**

| Dwelling Size | Average Household Size (persons) |
|---------------|----------------------------------|
| 1 bedroom     | 1.3                              |
| 2 bedroom     | 1.9                              |
| 3 bedroom     | 2.6                              |
| 4 bedroom     | 2.9                              |
| 5 bedroom     | 3.6                              |
| 6 bedroom     | 5.0                              |
| 7 bedroom     | 6.0                              |

**Example:**

a development of two hundred three-bedroom houses and one hundred one-bedroom flats will equate to 650 people.

$$(200 \times 2.6 = 520) + (100 \times 1.3 = 130) = 650$$

- 11.3. The Open Space Supplementary Guidance and Open Space Audit will be used to identify the level of provision in the local area, using minimum quantity, quality and accessibility standards. Where the quantity standards have already been met within the surrounding area, it may be appropriate to make improvements to the quality of, and accessibility to, the existing provision using open space audit quality criteria.
- 11.4 In addition, existing outdoor and indoor sports areas which require works other than ground works for playing fields, for example, lighting, changing facilities, spectator areas, car and coach parking, will attract contributions based on a cost per square metre basis for building works. The requirements are assessed and determined so as not to degrade the level of amenity already enjoyed by existing residents. Existing facilities are taken into account and adjustments to the overall rate will be made on a site by site basis.

- 11.5. All other types of development, including commercial, business and employment developments, will need to provide an appropriate level of open space in the context of the landscape setting and the nature and scale of development. Such provision will need to be agreed with the Council at the earliest opportunity in developing proposals for a site.

### Green Space Network

- 11.6 As stated in Policy NE1 of the Local Development Plan, development which has an impact on existing wildlife habitats, or connections between them, or other features of value to natural heritage, open space, landscape and recreation, must be mitigated either within or outside of the development. As Green Space Network defines the strategic and priority green infrastructure, mitigation measures should be targeted towards the protection and enhancement of Green Space Network.
- 11.7 Such provision will need to be agreed with the Council at the earliest opportunity in developing proposals for a site. The Open Space Strategy and Supplementary Guidance give more information on the rationale, priorities and delivery mechanisms of the Green Space Network.
- 11.8 Aberdeen City Council has developed a Green Space Network Geographic Information System (GIS) online Tool which should be used to develop, promote and enhance the network.

## **12. Library Provision**

- 12.1 Where there is deemed to be an impact on current provision from new development, the Council will seek contributions towards the creation of libraries. The guideline requirement for floor area in relation to population indicates that a building of at least 42 m<sup>2</sup> per 1,000 residents is required. As the population criteria are exceeded only by continued expansion of the settlement by developers the need for a contribution towards such facilities is therefore reasonable and justifiable. The Authority will plan for any contributions towards improvements to the service provision in the most effective manner.
- 12.2 Contributions are calculated assuming 2.3 persons per household, at build cost of £1,175 per m<sup>2</sup>, required by the population arising from the development.

### **13. Community Facilities**

- 13.1 Where there is deemed to be an impact on current provision from new development, the Council will seek contributions towards the creation of community facilities. This is calculated on the requirement of 0.69 m<sup>2</sup> of community facility per dwelling unit as determined for small to medium size developments. This is to ensure that existing residents are not disadvantaged by an increase of usage from additional residents the proposed development would generate. The level of contribution is determined by the size of the existing facilities and current population served by the facilities together with the anticipated increase in the population served by the new development. In some instances there will be no contribution required if the facilities are of adequate size to cope with both existing and anticipated usage.
- 13.2 Contributions are calculated on the basis of the requirement for 0.69 m<sup>2</sup> of community facilities per household, using a build cost of £1,175 per m<sup>2</sup>.

### **14. Development Viability**

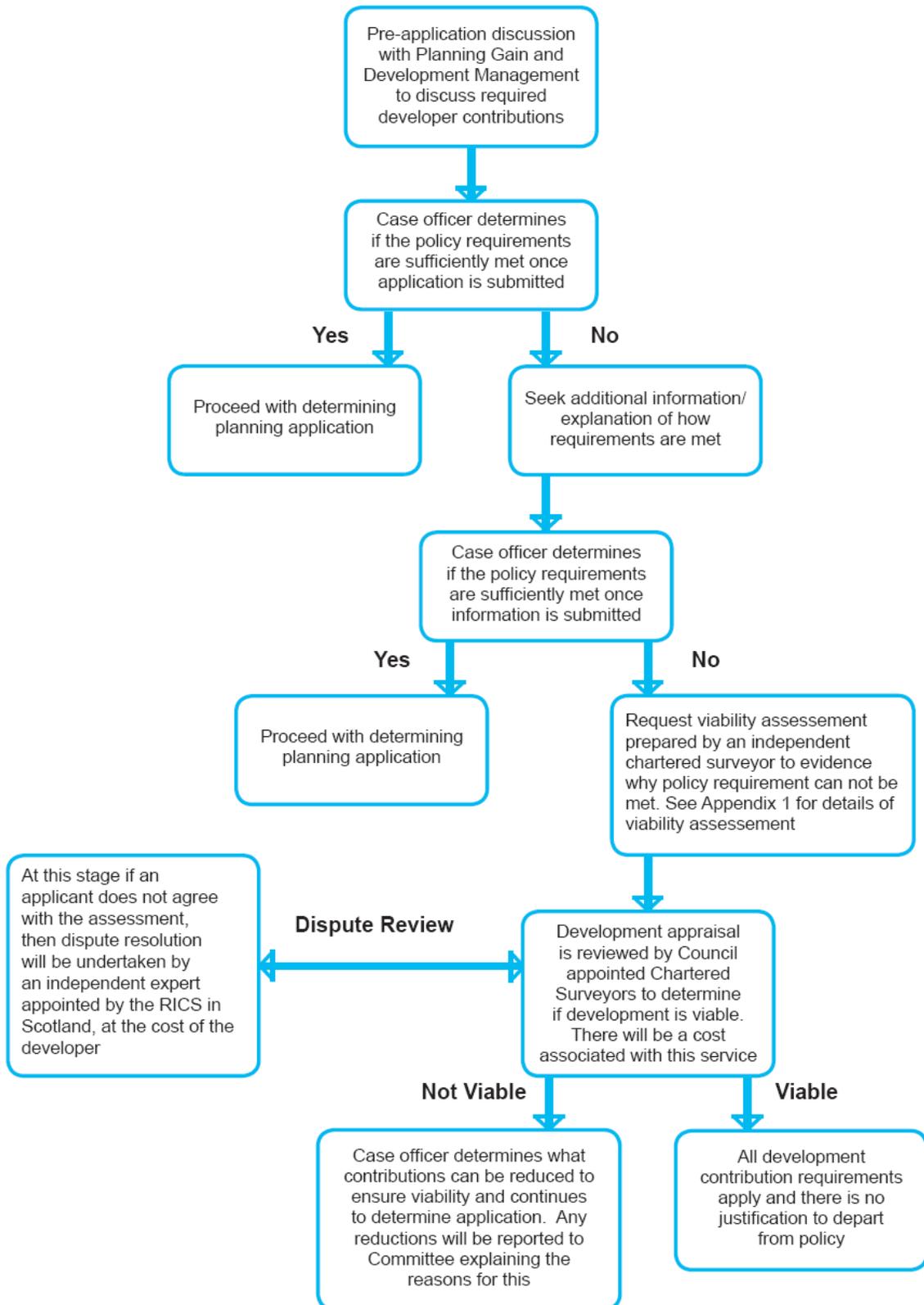
- 14.1 The consideration of financial viability is, in the application of planning policy and the negotiation of developer contributions, an essential element in the determination of planning applications. A certain degree of knowledge and understanding is needed by planners and decision-makers as to the viability implications of all of the requirements placed on development, and where difficulties arise in delivering all the requirements, independent expert viability input is required.
- 14.2 In these instances applications must be supported by viability assessments and it is important that these are supported by adequate comparable evidence. For this reason it is important that the appraisal is undertaken by a suitably qualified practitioner. This ensures that appropriate assumptions are adopted and judgment formulated in respect of inputs such as values, yields, rents, sales periods, costs, profit levels and finance rates to be assumed in the appraisal. This should be carried out by an independent practitioner and a suitably qualified surveyor.
- 14.3 Development viability reviews will be undertaken on a confidential basis should the following statement be included within each submission to the Council. The advice comes from the RICS guidance note – Financial Viability in Planning.
- 14.4 “This viability report is provided on a confidential basis to the Council. We therefore request that the report should not be disclosed to any third parties (other than consultants instructed by the Council to review this

report) under the Freedom of Information Act 2000 (sections 41 and 43(2)) or under the Environmental Information Regulations.”

- 14.5 The following flowchart sets out the Council’s procedure in reviewing the viability of developments when considering all of the developer contributions.

DRAFT

## Development Viability Flowchart



## **Appendix 1**

### **Indicative Outline of what to include in a Viability Assessment**

#### **Proposed scheme details**

- Floor areas:
  - commercial: gross internal area (GIA) and net internal area (NIA)
  - residential: GIA and NSA
- Residential unit numbers and habitable rooms including the split between private and affordable tenures

#### **Gross development value (GDV)**

- Any existing income that will continue to be received over the development period
- Anticipated residential sales values and ground rents (and supporting evidence including deductions for incentives)
- Anticipated rental values and supporting evidence
- Yields for the commercial elements of the scheme and supporting evidence
- Details of likely incentives, rent-free periods, voids
- Anticipated sales rates (per month)
- Anticipated grant funding for affordable housing
- Anticipated value of affordable units (with supporting evidence/explanation of how these have been valued and assumptions)
- Deductions from commercial GDV to reach NDC (Stamp Duty Land Tax (SDLT), agents, legal + VAT).

#### **Costs**

- Expected build cost (if required, a full QS cost report also showing how costs have been estimated)
- Demolition costs
- Historic costs (as reasonable and appropriate)
- Site preparation costs
- Vacant possession costs
- Planning costs
- Construction timescales, programme and phasing
- Any anticipated abnormal costs
- Rights of light payments / party walls / over sailing rights
- Details of expected funding and finance rates
- Professional fees, including:
  - architect
  - quantity surveyor
  - structural engineer
  - mechanical/electrical engineer
  - project manager

- letting agent fee
- letting legal fee
- Site Value (see Section 3 of the guidance)
- Other costs

### **Additional details for projection based viability assessments**

- Expected sales growth
- Expected rental growth
- Expected cost inflation
- Credit rate

### **Development programme**

- Pre-build
- Construction period
- Marketing period

### **Viability cashflow**

- Income/value/capital receipt
- Costs
- Phasing (where appropriate)

### **Benchmark viability proxies**

- Profit on cost
- Profit on value
- Development yield
- Internal rate of return (IRR)

### **Planning application details**

- Plans/sections/elevations (as relevant)
- Design and access statement

### **Sensitivity Analysis**

- Two way sensitivity analysis
- Scenario analysis
- Simulation analysis

### **Accompanying Report (basic outline)**

- Executive summary
- Contents outline
- Introduction and background
- Description of site location
- Planning policy context
- Description of scheme
- Market information summary
- Build cost and programme

- Methodology and approach
- Outputs and results
- Sensitivity analysis
- Concluding Statement

## **15. Definitions**

### **Functional Capacity**

The maximum capacity of a school as stated in the School Roll Forecast.

### **Operational Capacity**

This is lower than the functional capacity stated in the Schools Roll Forecast. This is due to some class sizes having a limit of pupils.

## **16. Further Reading**

Scottish Planning Policy

<http://www.scotland.gov.uk/Resource/Doc/300760/0093908.pdf>

Circular 3/2012 Planning Obligations and Good Neighbour Agreements

<http://www.scotland.gov.uk/Publications/2012/12/1885/downloads>

Aberdeen City and Shire Structure Plan and associated documents

<http://www.aberdeencityandshire-sdpa.gov.uk>

Aberdeen Local Development Plan and associated documents

<http://www.aberdeencity.gov.uk/localdevelopmentplan>

Scottish Water

<http://www.scottishwater.co.uk>

RICS Professional Guidance - Financial Viability in Planning

<http://offlinehbpl.hbpl.co.uk/NewsAttachments/RLP/RICS%20Financial%20viability%20in%20planning.pdf>